



VILLAGE OF MILLERSBURG

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Jeff Huebner, Mayor

Nathan Troyer, Village Administrator

Karen Shaffer, CMC, Village Clerk-Treasurer, Tax Administrator

S. Thomas Vaughn, Police Chief

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Police Department (330) 674-5931

The Council of the Village of Millersburg met in regular session on December 11, 2017 at 7:00 p.m. Mayor Huebner called the meeting to order followed by the Pledge of Allegiance. Clerk-Treasurer Karen Shaffer gave roll call and the following members were in attendance: Brent Hofstetter, Junior Vaughn, Robert Shoemaker, Kelly Hoffee and Ruby Baird. Motion made by Hoffee to excuse Councilwoman Devone Polen. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Vaughn, Shoemaker and Baird voting aye. Solicitor Robert Hines was also present.

VISITORS: Jeff Wilkins, owner of East of Chicago told Council he would like to trex in a D1 (beer license) to stay competitive with other establishments. An application needs to be completed as the first step and he needs the application signed by the Village. Motion made by Baird to approve the application and authorize the Mayor to sign. Seconded by Shoemaker. Upon roll call, motion carried with Baird, Shoemaker, Hofstetter, Vaughn and Hoffee voting aye.

MINUTES: Motion made by Hofstetter to suspend the reading of the minutes of the previous meeting Seconded by Shoemaker. Upon roll call, motion carried with Hofstetter, Shoemaker, Baird, Hoffee and Vaughn voting aye. Motion made by Baird to accept the minutes as presented. Seconded by Hoffee. Upon roll call, motion carried with Baird, Hoffee, Hofstetter, Vaughn and Shoemaker voting aye.

BILLS: Motion made by Vaughn to pay bill resolution 2017-29 bills' \$86,243.08; payroll \$45,074.48; total \$131317.56. Seconded by Hoffee. Upon roll call, motion carried with Vaughn, Hoffee, Hofstetter, Baird and Shoemaker voting aye.

REPORTS OF OFFICERS

Chief Vaughn: Informed Council two (2) bids were received for the Police Dept. garage/Auxiliary Building replacement. The bid he recommended Council accept was for \$139,950 from Classical Construction. The other bid was from Master Renovations in the amount of \$248,925. Vaughn previously applied twice for grant funding and was denied. The building will be a four (4) bay 28X88. The current building is in very poor condition and is used for Auxiliary Meetings and Drug Task Force meetings. In the future the Auxiliary will be providing kitchen facilities for the new building. Vaughn noted that \$100,000 was appropriated for the building. He spoke with the clerk and unused appropriations will make up the balance. Motion made by Hoffee to approve the bid of Classical Construction. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Vaughn, Shoemaker and Baird voting aye.

Administrator Troyer: Informed Council the DRB approved the COA for signage at Route 39 Diner at the December 6, 2017 meeting.

Informed Council all of the signs have arrived from the Hardy Township Sign Grant. Once they are all inventoried they will be distributed accordingly. After that, installations can begin.

Informed Council the South Sidewalk Project (TAP) will be defined after the first of the year for the exact project limits and obtain an engineer's estimate for the project.

The East Side Sidewalks Project (SRTS Program) will be moving the first of year as well. The West Holmes administration is open to the project and we will be meeting with them and OMEGA after the first of the year to begin this project as well.

Informed Council Brian Collett received notice from OEPA that he passed his Wastewater 1 certification test and is now an Operator in Training. His hourly increase for the

Operator in Training (new rate \$15) will not be awarded until he meets the hour's requirement, which will be in approx. eight (8) months.

Informed Council staff has been working with OEPA to correct and prevent sanitary sewer overflows within our collection system. Part of this was the creation and submittal of an analysis of existing SSO's and corrective action needed. This has been completed but they would now like to see the creation of a Standard Operating Procedure document to outline preventive maintenance practices, inspection rates, etc. within our collection system. We will be completing this document and submitting to them by the March 1st deadline. Recent legislation is requiring the creation and approval of an asset management plan for all public drinking water systems in Ohio by October 1, 2018. Fortunately, Ohio RCAP has had sessions on this that he has attended and he received a template the Village will use to compile and complete this plan. Unfortunately, OEPA hasn't finalized their rules yet to determine exactly what is required.

Informed Council septage receiving for November was 106,720 gallons received for \$6326.60.

Asked Council for approval to donate the old pressure washer to Hardy Twp. The Village recently purchased a new one, as the old washer was not heating properly and had some maintenance issues that Hardy Twp. is aware of. Motion made by Hoffee to approve the donation. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Baird, Vaughn and Hofstetter voting aye.

Clerk-Treasurer Shaffer: Presented the November 2017 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments.

Informed Council a Liquor License Transfer was received. The transfer is from Millersburg Growth Development to Olde Worlde Bakery for the D5 License. The required background check was completed by the Police Department. No issues were found with the new owners of the license (Keith & Amanda Beachy). Motion made by Hofstetter to approve the transfer. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Baird, Shoemaker and Vaughn voting aye.

Presented a draft of the 2018 Appropriations. Estimated 2017 Year-End Cash; Estimated 2018 Revenue; the Proposed 2018 Appropriations; and the Estimated 2018 Year End Cash was provided for each fund. The largest item in the appropriations is \$600,000 for street paving. Council had no objections. A formal ordinance will be presented at the December 27 meeting.

LEGISLATION: Mayor Huebner read Ordinance 2017-109 "An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg" for the second time by title only.

Mayor Huebner read 2017-30 "A Resolution Setting Wages and Salaries for Elected Officials, Salaried and Hourly Employees of the Village of Millersburg, and To Define Vacations, Sick Leave and Holidays" for the first time by title only.

Mayor Huebner read Emergency Resolution 2017-31 "A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance & Repair Fund; The Cemetery Operating Fund And The Police Disability And Pension Fund And Declaring An Emergency" for the first time. Motion made by Hoffee to suspend the rules requiring the second and third reading of Resolution 2017-31. Seconded by Baird. Upon roll call, motion carried with Hoffee, Baird, Hofstetter, Vaughn and Shoemaker voting aye. Motion made by Hoffee to pass and adopt Resolution 2017-31. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Baird, Shoemaker and Vaughn voting aye.

EXECUTIVE SESSION: Motion made by Hofstetter to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Baird and Vaughn voting aye. (Sasha Taylor-Smith of Huntington Ins. was asked to remain for executive session) (Taylor-Smith; Karen Shaffer, Nate Troyer and Tom Vaughn were later excused from Executive Session).

RECONVENED TO REGULAR SESSION

EXECUTIVE SESSION ACTION: Motion made by Hoffee to continue the current group health insurance plan with Aultcare for 2018 (1500/100B) with the employee contribution being

increased by \$20 per employee. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Vaughn, Shoemaker and Baird voting aye.

ADDITIONAL ITEM: Mayor Huebner asked Council to consider installing a solar powered crosswalk LED sign on E. Jackson St. The location would be at the top of the hill at the elementary school. Council had no objections.

Shaffer informed Council she was asked to see if a handicap parking space could possibly be installed on the south side of West Jackson Street, specifically in the block of Hotel Millersburg. There are currently no handicap spaces on the south side of Jackson St. There are two 15-minute parking spaces in front of the hotel. Motion made by Shoemaker to remove one 15-minute space and install a handicapped parking sign in its place. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Baird, Hofstetter and Vaughn voting aye.

ADJOURNMENT: Motion made by Hofstetter to adjourn the meeting. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Baird and Vaughn voting aye.

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor