

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Other – Public Hearing - Zoning VOTING SESSION: No

DATE: 7/8/2024

START TIME: 6:30 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE – ALL COUNCIL MEMBERS AND VILLAGE OFFICIALS PRESENT

RECORD OF PROCEEDINGS

Big Ten Property Rentals is requesting a zoning change for their property at 360 S Crawford Street. There are two parcels. One has an existing structure, the other is currently vacant. Big Ten Property Rentals would like to renovate the existing 2-story structure into a duplex and, in the future, build a second multi-unit home on the other lot. The Planning and Zoning Board recommends approval of the request.

No community members were present to ask questions or object. Council had no objections.

Public hearing closed at 6:35pm

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Other – Budget Hearing

VOTING SESSION: No

DATE: 7/8/2024

START TIME: 6:45 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE – ALL COUNCIL MEMBERS AND VILLAGE OFFICIALS PRESENT

RECORD OF PROCEEDINGS

2025 TAX BUDGET HEARING

Fiscal Officer Curry presented Council with the updated, final 2025 Tax Budget. Curry reported that the most recent adjustments to the proposed budget were made to the estimated revenue in the water/sewer accounts based on expected changes in 2025 to water and sewer usage by local businesses.

No questions or comments.

Budget Hearing closed at 6:48pm.

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 7/8/2024

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

NAME:		NAME:	
Kellogg	Present	Polen	Present
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Fiscal Officer	Melissa Patrick	Media/Reporter
Kevin Lynch	Media/Reporter		

COMMUNITY CALENDAR/EVENTS

<ul style="list-style-type: none"> - July 8 - Village Council Meeting - 7pm - July 13 - Bicentennial Tea at The Castle Club - 1:00-3:30pm - July 20 - Veteran Memorial Golf Scramble 9am - July 31 - Groundbreaking Ceremony West Holmes new Elementary 5pm - Aug 5-10 - Holmes County Fair - Aug 17 - CSB Community Party 1-4pm - Sept 14 - Afternoon Tea w/Teddy Roosevelt/Victorian House Tour 1-3pm - Sept 21 - Art in the Burg (all day) & Walk in the Cemetery 2pm - Sept 26 - Our Town Millersburg Part 2 @ 7pm - Oct 5-6 - Antique Festival - Oct 26 - Boo in the Burg 6pm AND Trick or Treat in the Burg from 4-6pm. - Nov 23 - Merry Millersburg/Chocolate Walk <p>Bicentennial Celebration Updates from Mayor Hoffee: Thank you to the Police Department for their assistance with the bicentennial parade and festivities. Thank you to council members Conn and Polen for participating in the parade and attending the event at the courthouse during the Bicentennial Kickoff.</p> <p>Hoffee would like to invite all council members to participate in the Antique Festival Parade on October 6th and to join other public officials for a photo on the courthouse steps on October 6th at 4:30pm.</p>

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	6/10/2024		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Conn		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VOTING RESULTS:		YES: 6	NO: 0
APPROVAL OF BILLS			
BILL RESOLUTION 2024-14	Bills \$120,795.81	Payroll \$133,218.91	Total \$133,214.72
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Kellogg	
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> P&Z Commission will meet July 10th (moved due to holiday) to review a change of zoning district request for the former laundromat property at 50 No Name Street. The proposal is to change the zoning district from R-3 to SU to allow for the use of the property as a massage therapy/fitness studio.</p> <p><u>2024 Resurfacing</u> AEP completed their portion on the work on the pole relocation. Waiting on the phone/cable companies to move their lines so the pole can be removed. Pavement Technology Inc. was in town and completed all the Reclamite work other than the Cemetery which needed to be rescheduled due to a burial and tree work happening the days they were in town.</p> <p><u>Budgeted Items</u> Loader-September delivery St. Dept. Storage Bldg.-no update Office improvements-no update</p> <p><u>Downtown Sidewalk Grant</u> We received word that the project was awarded ARC funding of \$112,000. This is in addition to the \$136,400 that we were previously awarded out of CDBG funds. With our annual appropriation of \$125,000 added we are looking at doing a project of \$373,400 next year. This project will include lighting as well. Thanks to Arnie Oliver for his work and direction in making all of this happen.</p> <p><u>Hebron Street Property</u> The Holmes County CIC confirmed that the current owners are willing to give the CIC the former nursing home property. The CIC has begun the process of setting up the transfer. We have received a request for the \$12,000 we agreed to contribute to provide money for transfer and holding costs. The Holmes County Commissioners will be matching the Village's contributions.</p> <p><u>Thank You Street Department</u> Troyer thanked the Street Department for their work to prepare for the Bicentennial Parade and festivities.</p> <p><u>Hydrant Flushing</u> The utilities department will begin flushing hydrants next week. If residents experience discolored water, Troyer advised to run their water for a few minutes to flush their lines until water runs clear. If any problem persists, residents are encouraged to call the village offices.</p> <p><u>Personnel</u> Utilities Dept employee, Blake Judson, has obtained his Wastewater II licensure. Judson will receive a 10% pay increase. Congratulations to Blake.</p> <p><u>Court Street Closure</u></p>	

Sue Dye has requested the closure of Court Street on August 17th for a concert/presentation by the US Air Force Band of Flight. Troyer spoke with Dye about possibly utilizing the amphitheater at Deer Run Park for this event, however, Dye prefers to hold the event on Court Street. **Motion to approve the closure of Court Street on Saturday, August 17th was made by Hofstetter. Seconded by Polen. All voted aye. Motion carried.**

Executive Session
Personnel

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER

Shaner reports that he accepted the resignation of Patrolman Kristopher Jones. His last day of work was July 7th. Shaner has posted/advertised the patrolman position. He would like to fill the vacancy left by Jones as well as fill the vacant patrol position that has been discussed for the past couple of years. Filling both positions will result in the police department being fully staffed. Council had no objections to filling two patrol positions.

Kellogg commended the PD for stepping up on traffic citations. Over 60 citations have been written in the past 3 weeks.

Hoffee commended Shaner and the police department for participating in community outreach events. Shaner plans for participate in more community outreach events in the near future.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY

-June 2024 month end financials acknowledged by all of Council.
 -There were no questions/comments/concerns about the proposed 2025 Budget during the hearing preceding regular session. **Motion to accept the 2025 Budget was made by Vaughn. Seconded by Hofstetter. All voted aye. Motion carried.**
 -Curry will be attending a 3-day Income Tax Seminar next week.
 -2025 brings the Biennial Audit for fiscal years 2023 and 2024. The Auditor of State's office reached out with a proposed contract extension with BHM CPA Group to conduct the audit. BHM has been contracted with the village since 2017, performing Village of Millersburg's audits for 6 years. Extending the contract with BHM will eliminate the need for the bidding process which could result in higher audit costs. Curry asked Council's permission to **extend the Auditing Contract with BHM CPA Group, Inc. Hofstetter motioned to approve this authorization request. Conn seconded the motion. All voted aye. Motion passed.**

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES

Memorandum of Understanding
 Children's Medical Center of Akron submitted a memorandum of understanding. The purpose of the MUA is to be sure the village fully understands that Children's Medical Center of Akron is as devoted to serving Millersburg and Holmes County as it is to serving Akron. Council needs to authorize Mayor Hoffee to sign the MUA. **Motion to authorize Hoffee to sign the MUA with Children's Medical Center of Akron made by Kellogg. Seconded by Polen. All voted aye. Motion carried.**

Opioid Settlement – Kroger
 Hines received a Participation Package for the New National Opioids Settlement which now includes Kroger as a defendant. While it's unclear at this time whether Millersburg will be awarded any settlement funds, we must complete the participation form to be considered as part of the settlement. Hines needs council to authorize him to sign the participation agreement. **Kellogg made a motion to authorize Hines to execute and sign the Participation Form for the New National Opioid Settlement. Vaughn seconded the motion. All voted aye. Motion carried.**

Proposed Speed Limit Changes
 Hines received communication from ODOT with their response to proposed speed limits in the village. Three zones were proposed by the village:
 Zone 1 – North Clay Street/Wooster Road from Jackson Street to Walnut Street – Speed limit of 25mph proposed and accepted by ODOT
 Zone 2 – Wooster Road from Walnut Street to the north corporation limit – Speed limit of 35mph proposed and accepted by ODOT

Zone 3 – South Clay Street from Jackson Street to No Name Street/S Washington St intersection – Speed limit of 25mph proposed but based on current guidelines, was not accepted by ODOT. ODOT advised Hines that guidelines will soon be changing which could potentially affect the approval of the proposed speed limit change to Zone 3. Council opted to wait until the new ODOT guidelines are released before acting upon any of the proposed speed limit changes. This should occur by the end of July.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Council & Committee Meetings:	
<ul style="list-style-type: none"> - July 8 - Zoning – Big Ten Properties – Public Hearing - 6:30pm - July 8 - Budget Hearing - 6:45pm - July 8 - July Council Meeting - 7pm - July 10 – Planning and Zoning Meeting - July 31 – Business and Housing Committee – 6pm - Aug 12 - August Council Meeting - 7pm - Aug 7 - DRB and Planning/Zoning Committee Meetings - Aug 12 - August Council Meeting 7pm - Aug 15 - Police Committee Meeting 6:30pm - Aug 21 – Tree City Meeting 4pm - Sept 9 - Council Meeting 7pm 	
Letter to West Holmes Local Schools	
Hines has drafted a letter to the school district expressing the village’s interest in the future development of the school property located within the village. More discussion will take place prior to deciding if/when to send the letter.	

LEGISLATION

NUMBER:	2024-103		
TITLE:	An Ordinance To Authorize The Sale Of Municipal Tangible Personal Property Through The Internet		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-104		
TITLE:	An Ordinance Vacating Parts of Streets and Alleys in the Village of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	2nd Reading		

NUMBER:	2024-105		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (Big Ten Properties – S Crawford Street)		
CLASSIFICATION:	Ordinance		
STATUS:	1st Reading		

OLD BUSINESS

TOPIC:	Tour Bus Parking
PRESENTED BY:	Shoemaker
DISCUSSION:	
<p>Shoemaker thinks that E Adams Street just off S Clay would be an ideal place for bus parking. Hoffee made another suggestion. On N Clay Street there is street parking off the south bound driving lane between Perkins St. and Clinton St that is rarely used. There is potential for two tour bus parking spaces at that location. There is easy access for tour busses. Troyer agrees with Hoffee's suggestion. He suggests that the village place temporary sign covers for these spaces when a tour company notifies us that they are visiting. The need for permanent signage can be discussed at a later date, if needed. Shoemaker suggested and council agreed that we will contact some of the tour bus companies to get the word out that Millersburg can accommodate tour busses.</p>	

TOPIC:	Traffic Signals, Signage, Pavement Markings
PRESENTED BY:	Administrator Troyer
DISCUSSION:	
<p>Troyer has scheduled a meeting on July 25th with Pathmaster representatives to discuss downtown traffic signals and determine solutions to improve traffic flow. Troyer reports that additional signage has been ordered to more clearly mark the lanes on Jackson St at Monroe St.</p>	

TOPIC:	Lighting for the Flagpole Project at the South Y Greenspace
PRESENTED BY:	Hofstetter
DISCUSSION:	
<p>As discussed at the previous meeting, the Millersburg Lions Club, American Legion, Historic Downtown Millersburg, and Millersburg Eagles have joined to install a flagpole and US Flag at the South Y. Hofstetter previously proposed that the Village of Millersburg share in the cost of this project by paying for the installation of the electrical components needed to light the flagpole. The original verbal estimate was about \$1,500.00 however the actual quote received was \$3,216.00. Council agreed at the June meeting to ask the Lions Club to obtain additional quotes before agreeing to proceed. Dale Obringer from the Lions Club tried to obtain additional quotes but received only one response which was about the same as the Millersburg Electric quote of \$3,216.00. Hofstetter feels strongly that the Village is capable and should cover the entire amount of \$3,216. Kellogg disagrees. She is in favor of contributing the original amount of \$1,500.00. Vaughn said that since the Y is village-owned property, he has no problem with covering the entire cost of the electrical/lighting for the project. Motion to partner with the Lions Club and cover the cost of electrical upgrades and lighting of the flagpole project at the South Y made by Vaughn. Seconded by Conn. Vaughn, Conn, Shoemaker, Polen, and Hofstetter voted aye. Kellogg voted nay. Motion passed.</p>	

TOPIC:	Troy Balderson Federal Grant Update
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	
<p>A total of 63 applications were submitted. Fortunately, ours was one of 15 of those applications that passed the initial review and was forwarded to Washington for final consideration. We asked for \$500,000 for the Wooster Road Water Line Project. Hoffee is optimistic that since most entities are requesting multimillions of dollars of funding, Millersburg's chances are very good based on the amount requested. We will find out in September if funds will be awarded to the Village.</p>	

NEW BUSINESS

TOPIC:	Deer Nuisance Issues
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	
<p>A couple of residents have approached Mayor Hoffee about problems they are having with deer in the village. Hoffee spoke with the Holmes County Game Warden about the deer herd living near Oak Hill Cemetery. The Holmes County Game Warden offered several things to try to repel deer:</p> <ul style="list-style-type: none"> -Irish Spring Soap. Cut bars of Irish Spring Bar Soap into small pieces and place around the area to keep deer away. -Liquid Fence Deer and Rabbit Repellant. Spray around areas to keep deer out. -Human Hair. Human hair placed around the area to repel deer. 	

-Fishing Line. Deer cannot see the fishing line. When a deer bumps into the fishing line place around a garden or flower bed, it spooks them and they will typically run away. These are the least invasive ways to repel deer. Hoffee urges those residents having deer issues to try these methods.

TOPIC:	Fire Hydrant painting
PRESENTED BY:	Kellogg
DISCUSSION:	The Village’s fire hydrants need repainting. Hoffee invited area groups in need of a community project to reach out.

TOPIC:	Merry Millersburg Holiday Celebration
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Merry Millersburg will take place in the Village on November 23 rd , 2024. Sponsors are being sought out for the window contest and purchase of trophies.

EXECUTIVE SESSION

PURPOSE: To discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official and to discuss the purchase of property for public purposes			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

EXECUTIVE SESSION ACTION (If Any)

ACTION: Hire two new employees: Troy Snyder for the Street Department. Chad Cline for the position of Assistant Administrator.			
MOTION BY:		Conn	
MOTION SECOND BY:		Vaughn	
VOTING ROLL CALL:			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>8/12/2024</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	7/12/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	8/12/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	8/12/2024