

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 8/12/2024

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	Chad Cline	Employee
Kevin Lunch	Media/Reporter	Melissa Patrick	Media/Reporter
Jill Smith	Visitor	Nick Mullet	Visitor
Megan Goon	Visitor	Jeremy & Michelle Whitman	Visitors

COMMUNITY CALENDAR/EVENTS

- Aug 17 - CSB Community Party 1-4pm
- Aug 17 – Airforce Band on Court Street 7pm
- Aug 17 - New Towne Gallery Arts + Beats + Giving Event 6-9pm
- Aug 20 – Bicentennial Meeting 5:30pm at the Chamber. Zoom format available
- Aug 22 - Author Brandon Weis (wrote “This is Gonna Hurt”) for adults/teens at the Library 6pm
*registration required
- Aug 24 - Family Movie Day, “IF” (rated PG) at the Library 11am
- Sept 14 - Afternoon Tea w/ Teddy Roosevelt/Victorian House Tour 1-3pm, also at the Library that day from 11-Noon Paws to Read (kids can read to a therapy dog)
- 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

Bicentennial Celebration Updates from Mayor Hoffee

Next meeting 8/20/24 at 5:30pm

Committee welcomes ideas for when to fill and bury our time capsule.

Antique Festival Oct 5-6th

Mill Street Photography will be taking a portrait of local public officials at the Court House on Oct 5th.

Photo will be put into the time capsule

Grand Parade Oct 6th.

Reminder: School starts this week for West Holmes. Please drive safely and watch for children and buses.

Merry Millersburg

Historic Downtown Millersburg, The Holmes County Historical Society and the Village of Millersburg are planning Merry Millersburg, a holiday celebration, on November 23rd. This event will feature members of the Historical Society members dressed up in historical costumes in the downtown area presenting historical stories and information on the downtown area. There will be a window contest for downtown businesses. This event will be held on the same day as the annual Chocolate Walk. Hoffee and the others planning this event hope to see it grow and continue for many years to come.

VISITORS

Jeremy & Michelle Whitman addressed council with concerns about the trash situation at the Millersburg Mobile Home Park. There is an overflowing dumpster and trash all around it. Mayor Hoffee let everyone know that the dumpster situation is something she has been dealing with for over a month. Kimble cannot safely remove the dumpster in its current state. The overflowing trash poses a safety risk. The trailer park management knows this and is supposed to be getting a second dumpster brought in to distribute the overflowing trash so that both dumpsters can then be removed. The dumpster in the trailer park was to be for management use, not for residents of the park. Each resident has trash bins of their own that Kimble picks up weekly. The trailer park has cancelled the dumpster service. Once the current dumpster is gone, this will no longer be an issue. Hoffee assured the Whitmans that every effort will be made to resolve the situation as quickly as possible. The Whitmans also voiced concern with the general order of the trailer park. A neighbor of theirs has trash and debris all over their lot. Other residents also allow junk to pile up and it looks awful. It's very discouraging to the residents there that take care and clean up their lots.

Jill Smith addressed council about some very concerning information she received from the contractor working for Northeast Ohio Gas. Smith said that back in April she received a \$668.00 gas bill which was over 3 times the amount of her winter gas bills. The gas company will be turning off her gas service and Smith was told that her gas cannot be turned back on until she replaces all the gas pipes/lines in her home. Her gas lines are galvanized and must be replaced. This is creating an awful financial burden for her. Smith cannot afford to replace all her pipes. Hoffee told Smith that this does not align with what Randy at NEO Gas had told her. He told Hoffee that the gas company will be replacing the meters. Once the meter is replaced, they will do a pressure test to check for gas leaks inside the house. If a leak is detected the homeowner must have the leaks fixed before the gas service can be turned back on. Hoffee advised Smith to reach out to Randy at NEO Gas at 330-340-0002.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	7/8/2024		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
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
Shoemaker	<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	Kellogg	<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
Shoemaker	<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 2024-15	Bills \$153,437.55	Payroll \$135,128.83	Total \$288,566.38
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<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	Polen	<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 met on July 10th and recommended approval of a rezoning application from Mitch & Deb Croskey at 50 No Name Street. The request is to change the zoning from R-3 to SU to allow for the use of the property as a wellness/yoga business. We need to set a public hearing date: 9-23 at 6:50pm. P&Z also allowed the inclusion of 6 additional lots to Phase I of the Stenwood development, recommended approval of the proposed legislation to amend 1166.03, and discussed an ordinance to amend the storage facility use in commercial zoning districts, however, there is more discussion needed on that before it is ready to be presented to Council.</p> <p><u>2024 Resurfacing</u> Still waiting on the phone/cable companies to move their lines so the pole can be removed at E. Jones Street. Pavement Technology Inc. completed the cemetery Reclamite work.</p> <p><u>Budgeted Items</u> Loader-September delivery St. Dept. Storage Bldg.-quotes were reviewed and we awarded the job to MCS Contracting as they were the lowest quote. Their price was \$73,841.</p> <p><u>Office improvements</u>-Kline Exteriors has completed all the work. We think it looks great and is a huge improvement to our façade. We are working with Sign Design on possible redesign/new signs for our building as well as having them look at a redesign for the entrance signs to the Village. Those signs are starting to show wear and will need to be replaced before too long.</p> <p><u>Airport Park</u> Vasco installed the fence and net systems for the 2 new courts. No word on when the recoating will occur. Premier Fence installed the new backstop fabric on the ballfield as well.</p> <p><u>Monroe/Jackson Intersection</u></p>	

We received and installed the left turn only sign on the traffic signal pole for westbound traffic at the above intersection. Now there is an advance sign (near Crawford Street), this sign, and pavement markings to indicate lane designation.

Surplus Equipment Sale

Auction ended 8/8. In all auction items sold for \$22,908.00. The backhoe didn't sell but can be traded in for \$22,500.00 with Southeastern Equipment.

New Employees

Troy Snyder started at the Street Department on 7-29, and Chad Cline started on 8-5. Both have done very well so far, and we welcome them aboard.

Credit Requests

- Matt McKelvey
156 South Mad Anthony St
Millersburg, Ohio 44654

House had a leak in pipes from upstairs bathroom. Water did not enter the village sewer system as it ran through the ceiling into the dining room. Requesting a credit for the sewer portion of the bill for 12,000 gallons in the amount of \$28.20.

- Samuel Hershberger
718 Critchfield St
Millersburg, OH 44654

Pit meter was leaking and had to be replaced. Water did not enter the village sewer system as it ran out on the ground. Requesting a credit for the sewer portion of the bill for 7,000 gallons in the amount of \$16.45.

- B & B Annex/Tom Bird
24 South Clay St
Millersburg, OH 44654

A copper line in the elbow split and water ran into the street and basement. The water did not enter the village sewer system. Requesting a credit for the sewer portion of the bill for 143,000 gallons in the amount of \$343.20.

Motion to grant credits to Matt McKelvey, Samuel Hershberger, and B&B Annex as requested made by Vaughn. Seconded by Polen. All voted aye. Motion passed.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<p>Transport for Christ will be traveling through Millersburg again this year on 9/14/2024. The arrival time for the parade of trucks is expected to be 5-6pm.</p> <p>The Police Department was represented at the Back to School Bash/Touch a Truck event held on Aug 3rd at the Love Center.</p> <p>Chief would like council's approval to hire Logan Shows for the full-time patrolman position with a starting rate of \$26.56/hr. Motion to approve the hiring and pay rate of Shows made by Shoemaker. Seconded by Kellogg. All voted aye. Motion carried. Chief is estimating the start date for Shows at 8/31/24.</p>	

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

-July financials acknowledged by all.
 -Curry explained that the Auditor of State has released a new, mandatory Fraud training that all public employees must take. Information packets were given to council about the training. All employees must complete the training by the end of September. New employees must complete the training within 30 days of being hired.

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
Speed Limit Changes – ODOT has recommended approval of the proposed speed zone changes in the village. Ordinance 2014-106 will be introduced this evening.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Council & Committee Meetings: - Aug 15 - Police Committee Meeting 6:30pm - Aug 21 - Tree City Board 4pm - Aug 21 - Business/Housing Meeting 6pm - Sept 9 - Council Meeting 7pm - Sept 23 – Zoning Public Hearing 6:50pm - Sept 23 – Council Meeting 7PM	

COMMITTEE REPORTS

COMMITTEE:	Business/Housing Committee
PRESENTED BY:	Mayor Hoffee
DISCUSSION: The Business/Housing Committee met, discussed and unanimously agreed to have council approve the letter to West Holmes Schools re: the Millersburg Elementary School building/land. The letter discusses how the Village would like to work with the school district to plan for the future of the Millersburg School property. Conn and Hofstetter agree that the letter is a good way to communicate with the school district. Conn made a motion to approve the letter and send it to West Holmes Schools. Kellogg seconded the motion. All voted aye. Motion carried. Hand delivering the letter to the school board at an upcoming school board meeting was discussed. The date on the current letter and a typo will be corrected. Council and Mayor will sign the final draft of the letter and it will be sent to or taken to the school board.	

LEGISLATION

NUMBER:	Ord 2024-104		
TITLE:	An Ordinance Vacating Parts of Streets and Alleys in the Village of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Pass		
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
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NUMBER:	Ord 2024-105
TITLE:	An Ordinance Vacating Parts of Streets and Alleys in the Village of Millersburg
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

NUMBER:	Ord 2024-106
TITLE:	An Ordinance Revising Speed Limits In The Village Of Millersburg
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

NUMBER:	Ord 2024-107
TITLE:	An Ordinance Revising 1166.03 Of The Village Ordinances
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

NUMBER:	Ord 2024-108
TITLE:	An Ordinance Revising The Village’s Water Billing Practices
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

NUMBER:	Res 2024-16		
TITLE:	A Resolution Accepting The Amounts And Rates As Determined By The Budget Commission And Authorizing The Necessary Tax Levies And Certifying Them To The County Auditor		
CLASSIFICATION:	Resolution		
STATUS:	Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Vaughn		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Vaughn	<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	Polen	<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		

OLD BUSINESS

TOPIC:	Topics Stemming from Flag Project at the Y
PRESENTED BY:	Kellogg
DISCUSSION:	Kellogg discussed a couple of topics that came to light with the Village’s recent partnering with local organizations to install a lighted flagpole at the South Y Project. Village Council previously approved contributing money for the project to install the electrical upgrades needed to light the flagpole. This was done without council being presented with a copy of the estimate(s).

Additionally, Kellogg would like there to be full disclosure/transparency when council members are part of community organizations. This is especially important when an organization asks for funds from the village/taxpayers.

In the future, Kellogg suggests that a written quote/estimate be presented to council prior to approving any funding. Kellogg made it clear that she will not vote to approve any funding if a written quote/estimate is not presented.

TOPIC:	Tour Bus Parking
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee asked Troyer if the signs for tour bus parking have been installed. Troyer stated that they have not.

TOPIC:	Walmart/Holmes Rental Drive
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee has received numerous complaints about the drive to Walmart/Holmes Rental. There are currently no pavement markings at all, which poses a bit of a safety issue. The drive is private property, owned by Holmes Rental. Holmes Rental and Walmart have a contract making Walmart responsible for the pavement striping of the drive. The current manager at Walmart was unaware of this until recently. The manager at Walmart is working on getting this project scheduled. He warns that it could take a while as plans move rather slowly with Walmart Corporate.

TOPIC:	Ohio Magazine – Best Hometown
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Millersburg was recently selected by Ohio Magazine as Northeast Ohio’s Best Hometown. Millersburg will be featured on the cover of Ohio Magazine’s November/December issue. Sponsors/advertisers are being sought for that issue of the magazine.

TOPIC:	Appalachian Grant
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee received word that additional funds are available. If awarded. Millersburg could receive total funding of \$425,032.00 for 2025 sidewalk projects.

NEW BUSINESS

TOPIC:	Millersburg Flag Design Contest for Students
PRESENTED BY:	Shoemaker
DISCUSSION:	Shoemaker would like to see a contest developed for area students to design a Millersburg Flag as part of Millersburg’s bicentennial celebration. Shoemaker offered to donate \$100 personally to go toward a prize for the contest winner. He encourages others to join him in donating. Hoffee said that this could go along with the coloring contest previously discussed.

TOPIC:	Truck Traffic Continues to be an issue on S Washington St.
PRESENTED BY:	Kellogg
DISCUSSION:	

A semi-tractor/trailer recently jackknifed on South Washington at Deetz Street causing damage to the pavement. The truck had delivered to a business on S Mad Anthony. Kellogg thinks more needs to be done to stop truck traffic on S Washington. Pavement markings or more signage directed to truck drivers to keep them off of streets where they are not allowed. Hofstetter thinks that truck traffic on Port Washington Road should also be addressed. He suggested additional signage.

TOPIC:	Parking Lot Across from the Post Office.
PRESENTED BY:	Kellogg
DISCUSSION:	Traffic/parking issues are a common occurrence in the parking lot. This seems to happen most often with trucks and trailers. Kellogg feels that drivers who improperly park in the lot should be ticketed. Hoffee added that while the lot is currently 24-hour parking, there are many vehicles that are parked in the lot far longer than 24 hours at time. She would like council members to broach this topic with their constituents to gather some opinions about whether to change the allowed time frame from parking in that lot. This topic will be discussed at the next meeting.

TOPIC:	Mosquito Spraying
PRESENTED BY:	Kellogg
DISCUSSION:	Is mosquito spraying done in the alleys? Troyer responded that no, mosquito spraying is not typically done in the alleys in the village.

TOPIC:	Council Meetings during the Summer months
PRESENTED BY:	Kellogg
DISCUSSION:	Kellogg thinks there is a lot going on in the village in the summer. Projects, festivals, and tourism create a busy time in the Village. Having meetings just once per month in June, July and August doesn't seem best. With so much going on, a month between meetings is just too long. Vaughn said that council meeting schedules are established and voted on at the beginning of each year. Hoffee agreed that this is a discussion that will take place in January 2025 when planning council meetings.

TOPIC:	Bed Tax Grant Applications
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee received a suggestion for our bed tax grant applications. It was suggested that we include a request from each of the applicants an accounting of how the previous year's grant money was spent. This would clearly show how the grant dollars were spent. Curry will revise the letter and add a section to the application. She will send a draft to council and the mayor for review before mailing out the applications.

TOPIC:	Bids for services for 2025
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee asked council if they are interested in getting bids for the Village Solicitor position and for the landscaping and hanging baskets in town. Council agreed to opening the bidding process for Solicitor and landscaping/hanging baskets.

VISITORS

Nick Mullet

Mullet addressed Council about some issues he's been having at his business property. He has reason to believe that both last year and this year, a neighboring business owner sprayed weed killer on his property resulting in his grass dying. He called the police department and filed a complaint on both occasions. He strongly disagrees with the police department's opinion that it was likely an accident. Mullet is upset that the police department didn't send the report to the Holmes County Prosecutor. He believes this act was criminal damaging. Mullet shared some definitions of criminal damaging. Mullet asked what has to be done for a report to be sent to the prosecutor. Chief Shaner said that an identifiable suspect is needed and that in this case, there were no witnesses or evidence. Mullet said that last year, the business owner's wife admitted that she had sprayed. Shaner said that last year, the complaint was sent to the prosecutor, but charges were declined. Mullet also referred to a problem this spring when the same neighboring business owner failed to properly obtain a permit for a shipping container that was moved onto the property.

Kellogg let Mullet know that she is the chairperson of the police committee. She said she requested a meeting with the prosecutor and Chief Shaner to discuss reports/complaints in general, however the prosecutor declined. She also invited Mullet to attend the Police Committee Meeting this Thursday to ask questions and discuss this further. Mullet said he would do that.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>9/9/2024</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	8/16/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/9/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	9/9/2024