

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/9/2024

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	Not Present
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present

MOTION TO EXCUSE:	Polen		
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Hofstetter	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

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
Dan Miller	Visitor	Dave Schrock	Visitor
Rodney Arnold	Employee	Melissa Patrick	Media/Reporter

COMMUNITY CALENDAR/EVENTS

<p>Proclamation Proclamation for the 100th Birthday of Portia “Louise” Farmer was read by Mayor Hoffee. Farmer will turn 100 years old on September 14, 2024.</p> <p>Community Calendar</p> <ul style="list-style-type: none"> - Sept 14 - Afternoon Tea w/Teddy Roosevelt/Victorian House Tour 1-3pm - Sept 14 – Harvest Fest at Danbury Senior Living 1-4pm - Sept 21 - Art in the Burg (all day) & Walk in the Cemetery 10am-12pm - 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>Antique Festival/Bicentennial Celebration Updates from Mayor Hoffee The Grand Parade is Oct 6th. Those council members planning to ride on the float for public officials, start gathering candy to throw during the parade. Mill Street Photography will be taking a group photograph of public officials on Saturday, Oct 5th at 4PM on the Courthouse steps.</p>

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	8/12/2024
MOTION BY:	Vaughn
MOTION SECONDED BY:	Conn
VOTING ROLL CALL:	

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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
MOTION TO APPROVE BY:		Shoemaker	
MOTION SECONDED BY:		Kellogg	
VOTING ROLL CALL:			
Shoemaker	<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
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-17	Bills \$137,648.47	Payroll \$133,694.60	Total \$271,343.07
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		
VOTING RESULTS:		YES: 5 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> DRB met on 9/4 and approved masonry repairs/tuck-pointing as well as paint for Hotel Millersburg. P&Z also met 9/4 and had a productive discussion on proposed legislation for freight/storage container use in non-residential zoning districts. We will be finalizing the proposed legislation and hope to have it to Council at the 9/23 meeting.</p> <p><u>2024 Resurfacing</u> No update other than some minor work was done with the phone/cable lines.</p> <p><u>Budgeted Items</u> <u>Loader</u>-September delivery <u>St. Dept. Storage Bldg.</u>-no update, awaiting contractor</p> <p><u>Surplus Equipment Sale</u> The street sweeper winning bidder failed to complete the transaction, so the sweeper was re-listed for auction (ending 9/19).</p> <p><u>ODOT Salt Contract</u> Received notification that the contract for the 24/25 salt bid was awarded to Cargill at \$57.90/ton (last year's price was \$62.42). We order 200 tons of road salt each year.</p> <p><u>Art In the Burg</u> HDM has requested permission to close Court Street and S. Monroe Street for Art in the Burg on 9/21. Vaughn motioned to approve the closure of Court St and S Monroe St on 9/21/24 for Art in the Burg. Kellogg seconded the motion. All voted aye. Motion carried.</p> <p><u>Ledges Drive</u> On 8/26 our water main was hit by a contractor doing borings for Brightspeed. Repairs have been made to the main; however, the asphalt and potentially some curb & gutter and driveways were undermined. Melway has looked at the road and will be coming in to mill the asphalt away. Once we get below asphalt we should be able to assess the curb & gutters and driveways to see how far repairs will need to go. Once all base is restored and any necessary</p>	

concrete work is done, Melway will resurface the roadway. The contractor will be getting the bill for all this work as our line was marked.

Thank You To:

- Millersburg Christian Church-painting at the office and Fire Hydrants.
- Millersburg Brewing-donation from Trivia Night to be used for amphitheater sign maintenance.
- Caleb Miller-JCM Timberworks-sanding and prepping the sign for refinishing at no charge. The material needed to refinish the sign has been ordered.

Truck Traffic Signage & Tour Bus Parking

New signage prohibiting commercial trucks has been installed on S Mad Anthony St at the intersections of Smith St and Deetz St. Additional signage has been ordered for W Jackson St and S Washington St and for E Jackson St and Port Washington Rd.

Tour bus parking signs have arrived. One permanent spot will be designated and sign installed. There is space for two additional temporary tour bus parking spots should the need occur. We are typically made aware of tour buses stopping in the village ahead of time and can set up the temporary parking spots as needed. Area businesses are asked to spread the word that we can now accommodate tour bus parking.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<p>-Dispatcher, Kelly Yoder has completed his 6-month probation as of 8/26/2024. Shoemaker motioned to remove Yoder's probationary status. Kellogg seconded the motion. Motion carried.</p> <p>-Saturday September 14th is the Transport for Christ Truck Parade and show at Harvest Ridge. The parade of trucks is expected to arrive in Millersburg at approximately 6pm. There will be traffic delays.</p> <p>-Logan Show started his full-time certified Patrol position on 8/31/2024. Doing well.</p> <p>-Thank you to the Street Department for assistance in closing the streets during the house fire on 9/4/24 on N Crawford Street. Great teamwork was demonstrated.</p>	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<p>-August 2024 Financials acknowledged</p> <p>-Continuation of GoGov (MyMillersburg App) subscription: In November, we are due to renew our subscription to GoGov for our village smartphone application, MyMillersburg. The renewal cost is \$4,164.00. All agreed to continue using GoGov. Curry will renew the subscription.</p> <p>-Life Insurance Policy change in renewal date. Curry made a change to the renewal date for the Standard Life Insurance that the Village carries for their employees. The renewal date had been November 1st through October 31st. The policy runs for a two-year term. That renewal has been changed to align with other insurance renewal dates. The policy will now be renewed on January 1st every other year.</p> <p>-Medical and Dental Insurance renewal rates for 2025. Curry reached out to Lori Easel with Huntington Insurance about when we can expect to receive medical and dental insurance renewal/premium rates for 2025. Eisel advised Curry that those rates should be sent later in September.</p>	

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
<p>-Final touches are being made to the indigent burial policy. The policy and legislation should be ready to present to council in the next month.</p> <p>-The drive to Wal-Mart and Holmes Rental, etc. still has not been striped/painted. Hines has corresponded with Holmes County Prosecutor about this.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Letter to West Holmes Schools</p> <p>Hoffee and council discussed the letter to West Holmes Schools about the Millersburg Elementary property. Hoffee would like the letter to be mailed instead of hand delivering it to the school board.</p>	

Kellogg motioned to mail the letter to West Holmes Schools. Shoemaker seconded the motion. Motion carried.

Thank You
 Thank you to the Water/Sewer Department for their quick work to repair broken water line.

Council & Committee Meetings:

- Sept 23 - Public Hearing (Zoning) 6:50pm
- Sept 23 - Council Meeting 7pm
- Oct 7 - Council Meeting 7pm
- Oct 21 - Council Meeting 7pm

COMMITTEE REPORTS

COMMITTEE:	Tree City
PRESENTED BY:	Hofstetter
DISCUSSION:	
<p>The Tree City Board met on August 21st. Fall cleanup/trimming, tree removal and tree planting was discussed.</p> <p>Visitor Dave Schrock voiced some concerns about trees in the village. He is very unhappy with the flowering, stinky trees along the sidewalks in the downtown area. The flowers and berries that fall from the trees are very bothersome. Schrock feels that it should be up to each business as to whether or not they want a tree in front of their business.</p> <p>Schrock also disagrees with the Tree City Board about planting Trees in the cemetery. Many dead trees have had to be removed already and mowing around a bunch of trees in the cemetery makes it difficult for the cemetery crew to mow/trim.</p> <p>Hofstetter reiterated what was discussed that the meeting on August 21st. They are looking at trees that will not drop berries and he reported that business owners and property owners always have the option of not having a tree placed on the property.</p> <p>Conn discussed a couple of trees that have been reported to obstruct sight distance at the CSB Operations Building on N Clay St. He’s been approached a couple of times about having them removed. Troyer has looked into this in the past. He will look again to determine if there is a sight problem when pulling out of the bank parking lot.</p>	

LEGISLATION

NUMBER:	2024-105		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Vaughn		
MOTION SECONDED BY:	Kellogg		
VOTING ROLL CALL:			
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
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

NUMBER:	2024-106		
TITLE:	An Ordinance Revising Speed Limits In The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	2nd Reading		

NUMBER:	2024-107		
TITLE:	An Ordinance Revising 1166.03 Of The Village Ordinances		
CLASSIFICATION:	Ordinance		
STATUS:	2nd Reading		

NUMBER:	2024-108
TITLE:	An Ordinance Revising The Village's Water Billing Practices
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

OLD BUSINESS

TOPIC:	Alley Vacations
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked about the status of the alley vacations. All have been recorded.	

TOPIC:	Trash Cleanup at Millersburg Mobile Home Park
PRESENTED BY:	Hofstetter
DISCUSSION: Hofstetter asked the status of the dumpster situation at the trailer park. Hoffee thanked Millersburg Christian Church for helping to remedy the overflowing dumpster issue at the trailer park. Thanks to them, the issue has been resolved. Millersburg Christian Church donated a dumpster and helped move the overflowing garbage between dumpsters so that they could be hauled away.	

TOPIC:	Northeast Ohio Gas
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker wanted to follow up on the guest, Mrs. Smith from the last meeting that was having issues with NEO Gas making her replace all of her older gas lines in her home. Hoffee spoke to Mrs. Smith later that week. NEO Gas agreed that they would not be requiring anyone in the village to replace their old gas lines. They will, however, require any health or safety issues to be fixed before turning a resident's gas back on after the new meter is installed. If the home has any gas leaks or fails the pressure test, repairs will need to be made prior to gas service being restored. A notice stating this was included in each resident's NEO Gas bill earlier this year. A visitor, Dave Schrock, voiced concerns about gas service being disrupted during the cold, winter months. He is also concerned with communication by the utility companies when projects are being done. He would like better communication with the Village and Village residents about when and where a project will be taking place. Schrock would like a NEO Gas representative to come to a meeting and address the public with specific plans and timeframes. Kellogg reminds residents that they should contact a plumber and have them check for leaks to avoid an unplanned shut off.	

TOPIC:	Ohio Magazine Best Hometown Advertisement
PRESENTED BY:	Mayor Hoffee
DISCUSSION: As previously reported, Millersburg has been named Best Hometown in Northeast Ohio by Ohio Magazine. The publication has some advertisement spots available for Millersburg promotion. The Chamber of Commerce, Historic Downtown Millersburg and several downtown businesses have partnered to place ads in the November/December issue. Hoffee would like the Village to show its support to downtown businesses by placing a full-page ad on the inside cover of the issue. Because we are the featured village in this issue, we can purchase the ad space for a very discounted fee of \$4,460.00. Taylor Sigler from HDM, has – free of charge – helped design an ad. Hoffee spoke to Fiscal Officer Curry about the availability of funds to pay for the ad. Curry was able to find funds to allocate to this project. Shoemaker, Conn, and Kellogg each voiced support. Conn would like to see the photo of the courthouse changed to a front view photo that includes the Old Jail. Vaughn would like to add a photo of Millersburg Village Hall to the ad. A motion to place a full-page ad in the November/December issue of Ohio Magazine was made by Vaughn. Motion seconded by Kellogg. All voted aye. Motion carried.	

NEW BUSINESS

TOPIC:	Recreational Cannabis Dispensary
PRESENTED BY:	Mayor Hoffee

DISCUSSION:
 Hoffee received a letter today from Critchfield Law Firm on behalf of their client, Precision Cannabis Products, LLC which is owned by local businessman, Steve McCrossin. McCrossin plans to purchase and develop vacant land in the Village of Millersburg. He would like to operate a recreational Marijuana Dispensary on said land. The letter states that they believe this would be a wonderful opportunity for the village. However, Chapter 703.01 prohibits marijuana cultivators, processors or retailers within the village. The letter asked village council to repeal Ord. 2017-102 at the next meeting.
 Shoemaker asked if our current ordinance prohibits medical marijuana only. Hines said while that was the intention, the wording of the ordinance includes recreational marijuana as well.
 Conn asked about putting the issue on the ballot to let residents decide. Hines said it can be put on the ballot at no expense to the Village as long as it occurs on a regularly scheduled election. A special election would be at the cost the village or the petitioner. It's too late to have the issue added to the November ballot.
 This will be discussed at the next meeting.

TOPIC:	Public Park Usage/Reservation Approval
PRESENTED BY:	Conn
DISCUSSION: Recently, the Holmes County Health Department used Old Airport Park to distribute Narcan to the public. Conn asked who gave permission to the Health Department to proceed. Troyer said he had given permission. Conn wondered why often in council meetings, reservation of the parks is voted upon while other times, authorization to use the parks is given by Troyer. Conn asked why council needs to vote on reserving the parks at all. Hines said that he cannot think of any state laws that dictate who must authorize the use of public parks. Traditionally, groups have sought council approval for park use for events such as an East Egg Hunt or Community Picnic, however, it's not required. Hines suggests setting some guidelines for what the Village Administrator can or cannot approve. Vaughn added that having council approve certain events results in some publicity for said events due to being presented at a public meeting.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment or employment of a public employee or official; and To consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.			
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Shoemaker	<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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Public Hearing (Zoning) followed by Regular Session
DATE:	<u>9/23/2024</u>
TIME:	6:50 PM and 7:00 PM respectively
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
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	Shoemaker, excused	
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 4 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/16/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/23/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	9/23/2024