

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/25/2024

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	Not Present	Hofstetter	Present
Vaughn	Present	Conn	Present

MOTION TO EXCUSE:	Shoemaker (Illness) and Polen (Vacation)		
MOTION BY:	Vaughn	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
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: 4 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	Asst Administrator
Melissa Patrick	Media/Reporter	Patrick Mellor	Employee
David Shrock	Visitor		

COMMUNITY CALENDAR/EVENTS

Proclamation Honoring Nancy Irving for her 100th Birthday – Read/Presented by Mayor Hoffee

Community Calendar

- Nov 30 - Small Business Saturday SHOP OUR DOWNTOWN
- Dec 7 - Friends of Skyview Benefit Dinner 5pm (RSVP to skyviewranch.org)
- Dec 15 - Christmas Parade and Santa

- March 15, 2025 - Dinner with the Presidents Fundraiser at Berlin Grande tickets \$40 each or \$75 per couple (Fundraiser to help with the cost of painting the Victorian House)

NEW! Mayor Hoffee along with Megan Stryker are creating a free **“I Spy” Game for Christmas** in the Village starting December 1st. There will be a list of unique Christmas decorations that can be found in town. Parents can take their children around town and find each item on the list. This is just a fun, free way to spend some time with the kids this Christmas.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		11/11/2024	
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 4 NO: 0	
CORRECTIONS (If any): Kellogg would like more detail of the discussion about the Street Department’s requested new 2025 F550 Pickup added to the minutes. Curry will add requested details.			
MOTION TO APPROVE BY:		Conn	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Conn	<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		
VOTING RESULTS:		YES: 4 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-24	Bills \$127,152.47	Payroll \$73,194.94	Total \$200,347.41
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Kellogg	
VOTING ROLL CALL:			
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		
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 4 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER

DRB & P&Z Commission

DRB will meet 12/4 at 6:00 PM to review COA applications from Main Street Bank for signage, Millersburg Dental for an addition, and Millersburg Christian Church for their new building project. P&Z will also meet the 4th at 6:30 PM to review the site plan and variance applications from Millersburg Christian Church as well as review a rezoning request from Brodie DeHass for 2 vacant lots he owns on Koch Street.

2024 Resurfacing

No update

Street Dept. Storage Building

Masonry is done. Framing and other work is being done.

Sidewalk Project

2024 sidewalk work is underway as weather allows. N Monroe done. Other area should be finishing up soon.

Leaf Pickup

We are tentatively planning to continue leaf pickup through the first part of the week. After this, only bagged leaves will be collected.

Landscape & Solicitor RFP

Responses were previously sent out. There was one response for Village Solicitor which was received from current Solicitor Robert Hines. Two responses were received for the landscaping/maintenance at the Y Project and for the hanging baskets for the downtown. Copper Leaf Group submitted a quote totaling \$13,247.00. Roots Lawn Service submitted quotes totaling \$23,112.00.

Discussion/selection-

Kellogg asked about the bid for landscaping. She asked if the price listed on the proposal from Copper Leaf included both landscaping/maintenance at the Y and the hanging baskets for the downtown area. Troyer clarified that yes, both services are included in their quote. Kellogg also mentioned that – in the budget/appropriations – there are separate prices listed for each service. Curry explained that she based that on the quotes received for this year. Pricing for landscape/maintenance at the Y was quoted separately from the quote for the baskets. The quote received for 2025 had no breakdown of prices. No other discussion.

Hofstetter made a motion to award the 2025 Village Solicitor contract to Robert Hines (effective 1/1/2025-12/31/2025). Kellogg seconded the motion. 4 aye. 0 no. Motion carried. Hines thanked council and looks forward to another year of serving.

Vaughn made a motion to award the 2025 Landscaping/Maintenance/Hanging Basket contract to Copper Leaf Group for a total price of \$13,247.00. Hofstetter seconded the motion. 4 aye. 0 no. Motion carried.

Streetlight Request

The Mayor was contacted about getting a streetlight on Close Street. After discussing this with our AEP rep, we would be looking at around \$6,000 to be able to put a light here. Do we want to proceed?

Discussion: Hoffee commented that there are no streetlights on Close Street. Troyer said that location of the proposed/quoted streetlight is near Mad Anthony Street. Troyer said he could check with AEP about the cost of installing 3 streetlights along Close Street. Vaughn stated that it's a lot of money for one streetlight. Kellogg worries that installing the streetlight could set a precedence— there are many streets and alleys in the village that don't have streetlights at this time. The cost for the village to install streetlights each time one is requested would get very costly. Troyer said that over the past few years, many new lights have been installed. He also acknowledged that for safety reasons, additional lighting is a good thing. However, we need to plan and budget for these things. Hoffee agrees that making a plan for additional streetlighting is needed. Troyer said he and Cline will work on locating areas in need of lighting and report back.

Millersburg MHP (Asst. Administrator)

Letters were sent to various lots within the park regarding trash, junk, debris etc. To date, no responses have been received. There are other areas in town that Cline has identified with the same issues. Letters have been sent to those property owners as well.

Apparel

We have discussed creating apparel with a simple Village logo for staff and elected officials. We have received pricing and catalogs from Top Dog Uniforms and from Shoemaker Custom Apparel. Troyer said that if the Village would cover the setup charge for the embroidery design, each employee would purchase their own garments for the cost of the garment plus embroidery. Is this something Council is interested in? Hoffee is interested and thinks it's a great idea. Some discussion of the logo ensued. Troyer advised that the more complicated that logo design is, the more expensive the embroidery cost will be. The proposed text-only design will cost about \$8-\$10 per garment. Council seems interested and they are fine with proceeding. Cline added that if we purchase in bulk the price will be lower as well.

Indigent Burial

Troyer spoke to Judge Lee about when the indigent burial policy will be enacted. Judge Lee met with the Volunteer Guardianship Committee. They would like to wait until next spring. They would like to hold a dedication/service once it's all set up.

Village Signage

Sign Design has submitted renderings and quotes for new Village signage for the entrances to town as well as new signs for the Village Hall. The proposed material is heavy/sturdy that cleans easily. The design is slightly different than our current signage but very similar.

Pricing (Includes posts and installation):

\$1895 – Projecting Sign in front of Village Hall (1)_

\$745 – Wall Sign for Village Hall (1)
 \$8015.50 - Welcome/Entrance Signs (5)
 Troyer suggests that we go ahead and purchase the Village Hall signs now (2024) and budget for the welcome signs in 2025. Troyer and Curry found available funds in the budget for 2025 to complete all the welcome signs. Council agrees to proceed.

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

2025 Appropriations Discussions

2025 Appropriations and support documentations was sent to Council and Mayor Hoffee prior to the meeting. Curry opened the floor for questions/discussion.

Hofstetter asked about the paving/resurfacing budget. It was decided previously to postpone paving in the village because Northeast Ohio Gas advised that all their gas lines in the village will be replaced over the next 10 years. Troyer would like to wait on to pave streets until it is clearer when and where the gas company will be replacing their lines. We don't want to pave a street only to have it dug up shortly afterward to replace gas lines.

Kellogg is concerned that proposed expenses exceed estimated revenue. Curry pointed out that the difference between proposed appropriations and estimated revenue is about 15%. She reminded council of a discussion from last year where former Fiscal Officer, Shaffer, went over historical data from several years prior explaining that we typically spend about 85% of what is appropriated. Rarely, if ever, does the village spend the total amount appropriated. The extra 15% appropriated allows for emergencies/unplanned projects/incidentals. She acknowledged that ideally, proposed appropriations would be equal to or less than the estimated revenue. However, cutting budgeting too close will likely result in extra work and extra time throughout the year to meet expenses.

Kellogg discussed the proposed new F550 truck for the street department. It is a major expense, and Kellogg wants to be sure that the public understands the necessity of the truck. She asked Pat Mellor from the Street Department to attend this meeting and explain why the truck is needed. Mellor explained that the current truck is a 2013 F350. He feels that it still has some life in it and would therefore like to keep it as a backup truck. If, in order to get the 2025 F550, a truck would need to be retired, he would rather it be the 1996 dump truck. However, it is nice to have that one around too because it can be used for heavy duty jobs. Rather than 'beat up' the brand-new truck, the older dump truck can be used for jobs that inevitably result in dents, scratches and damage such as moving/hauling concrete slabs dug up from worksites. Hoffee said this makes sense and she has no problem with them keeping the older trucks to use for projects that cause wear and tear. Kellogg Thanked Mellor for coming and encouraged anyone with questions/concerns to reach out to Mellor.

Hoffee and Troyer have discussed that perhaps a better way to do budgeting is for the Fiscal Officer to budget for typical operational expenses and determine the amount each department will have to spend on other projects. We would still do our long-term planning.

Kellogg worries about the Village's loss of revenue when Millersburg Elementary relocates to outside of town. She suggests that the Finance/Audit Committee meet a couple of times a year to discuss and plan for the budget and appropriations. Curry is very much in favor of this. A meeting with Finance/Audit

committee prior to budgeting (in late Spring of each year) and during the planning of appropriations (in the fall of each year) would be great.

Vaughn, as an example of Curry's earlier point about not spending all that is appropriated, pointed out that to spend all this year's appropriations, we would have to spend about \$1 million between now and the end of the year. This obviously will not happen so there will be unused appropriations just as in previous years.

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
Hines just received his copy of the proposed codified ordinance update on the agenda for approval this evening. He would like to review all changes and postpone introducing that legislation until our next council meeting.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Council & Committee Meetings: - Dec 4 - DRB 6pm, Planning/Zoning Board 6:30pm - Dec 9 - Council Meeting 7pm - Dec 23 - Council Meeting 7pm - Jan 8 - Business & Housing Committee 6pm	

COMMITTEE REPORTS

COMMITTEE:	Holmes Fire District 1 Meeting
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee shared that 500 emergency calls from Millersburg Village to the Fire District have occurred so far this year. In October, there were 63 calls from the village. Six smoke detectors were installed and one complaint was investigated in the village. Kellogg is impressed with the Fire District's seeking funding through grants. Hoffee gave kudos to Fire Chief Rafferty for thoroughly looking at expenditures and finding ways to cut back on spending and save the Fire District money.	

OLD BUSINESS

TOPIC:	Speed Limit Signs for New Speed Zones
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee asked when new speed limit signs will be installed. Troyer said that ODOT will be installing the signs. They will also be making sure all other speed zones are properly posted. Hofstetter asked about the additional signage on Port Washington Rd prohibiting truck traffic. Troyer is still working on this. We have installed one sign at Jackson and Port Washington and one at the end of Glen Drive. The township has also installed a sign.	

TOPIC:	Merry Millersburg/Chocolate Walk/Tree Lighting
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Thank you to Taylor Sigler and HDM, Mark Boley and the Historical Society, Dale Obringer and the Lions Club, along with the West Holmes Chamber Choir, volunteers, downtown merchants and visitors for making Merry Millersburg, The Chocolate Walk and the Tree lighting a huge success on November 23 rd . New Towne Gallery was chosen for the Peoples Choice award for the Window contest. The judges award went to Modern Farmhouse.	

TOPIC:	Downtown Trees
PRESENTED BY:	David Shrock, Visitor
DISCUSSION: Shrock would like to follow up on his request/discussion a couple of months ago about removing/trimming trees that are in bad shape in the village. He has seen that only one tree on Port Washington Rd at Glen Drive was trimmed/cut down. The Lion’s Club was able to put Christmas lights on some trees in the downtown area; the others look terrible. They are in bad shape. There are berries all over the sidewalks. The berries get tracked into businesses. The trees also limit space on the sidewalks too much. Shrock does not want this to wait until spring to be discussed/planned. Now is the time to act – while trees are dormant. Hofstetter agrees that the trees are not in good shape. The planting of new varieties of trees is planned. The berries on the new trees will not drop like the ones we have now. ODNR has provided guidance on the types of trees.	

EXECUTIVE SESSION

PURPOSE: To consider compensation of public employees or officials for the fiscal year 2025.			
MOTION BY:		Conn	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Conn	<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		
VOTING RESULTS:		YES: 4 NO: 0	
INVITED INTO SESSION: Solicitor, Council and the Mayor only.			

EXECUTIVE SESSION ACTION (If Any)

ACTION: 2025 pay rates for Administrator Troyer, Police Chief Shaner, and Fiscal Officer/Tax Administrator will reflect a 3% increase. Curry will revise the 2025 Pay Resolution and the 2025 Appropriations Ordinance to reflect these changes. Therefore, they will be presented at the next meeting on 12/9/2024.
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NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>12/9/2024</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Conn		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Conn	<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		
VOTING RESULTS:	YES: 4 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/29/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	12/9/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	12/9/2024