

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 12/9/2024

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:	
Shoemaker	Present	Polen	Present
Kellogg	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	Asst Administrator
Melissa Patrick	Media/Reporter		

COMMUNITY CALENDAR/EVENTS

- Christmas Display "I Spy" Game in Millersburg. Going on now until 12/24/24. The list can be found in this week's Bargain Hunter.
- Dec 15 - Christmas Parade and Santa. Kellogg Invites anyone who wants to ride in the parade to meet at the school at 1:30pm.
- 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)

Councilman Shoemaker updated everyone on the Flag Contest. He contacted 6 area schools inviting students to participate. Entries will be judged tomorrow, December 10th. The winner will be announced on December 23rd at our next meeting.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	11/25/2024
MOTION BY:	Polen
MOTION SECONDED BY:	Vaughn

VOTING ROLL CALL:			
Polen	<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	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
VOTING RESULTS:		YES: 6 NO: 0	
CORRECTIONS (If any): During the discussion about speed limit signs for new speed zones under old business on 11/25/24, Hofstetter not Conn asked about the additional signage on Port Washington prohibiting truck traffic.			
MOTION TO APPROVE 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	

APPROVAL OF BILLS

BILL RESOLUTION 2024-26	Bills \$190,667.77	Payroll \$74,913.11	Total \$265,580.88
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> DRB met 12/4 and approved COA applications from Main Street Bank for signage, Millersburg Dental for an addition, as well as our office signage. They denied the Millersburg Christian Church design. MCC and their consultants will be revising the plans and resubmitting in January. P&Z also met the 4th and approved the site plan and variance applications from Millersburg Christian Church, contingent on DRB approving the design. They also recommended approval of a rezoning request from Brodie DeHass for 2 vacant lots he owns on Koch Street. A public hearing for this rezoning request. It is set for January 13 at 6:50pm.</p> <p><u>2024 Resurfacing</u> Postponed remainder of work until spring of 2025 due to Brightspeed not getting their pole moved yet.</p>	

<p><u>Street Dept. Storage Building</u> Framing is done, currently working on sheathing as weather allows.</p> <p><u>Sidewalk Project</u> Paused due to weather. Will continue as able.</p> <p><u>Zoning Map</u> Our zoning map is now loaded on the County GIS mapping. It is viewable as a Map Theme, labeled “Zoning (Millersburg only)”. Thanks to Erik Parker and Chad Cline for all their work on this.</p> <p><u>Service Line Inventory</u> Reminder to all customers, if you received a letter inquiring about the material of your service line, we need your responses. If you are unsure of how to determine the material, please call us and we will assist.</p> <p><u>Electric Aggregation</u> Notice has gone out to village residents notifying them that Energy Harbor was acquired by Dynergy. Dynergy will carry out the remainder of our electrical aggregation contract which is in effect through June of 2026. Our current rate is 6.89 cents per kwh. Residents don’t need to take any action to remain enrolled.</p>

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE’S NAME:	CHIEF, MATT SHANER
Shaner reports that our newest patrol officer, Lehman will soon be starting his on-road training.	

DEPARTMENT:	FISCAL
REPRESENTATIVE’S NAME:	FISCAL OFFICER, BOBBIE CURRY
<p>-November 2024 financials were acknowledged by all.</p> <p>-Curry briefly explained the legislation on tonight’s agenda relating to the close-out of the debt service fund.</p> <p>-Curry also asked if there are any questions or discussion needed for 2025 Appropriations. No questions or discussion.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE’S NAME:	KELLY HOFFEE
<p><u>Council & Committee Meetings:</u> -Dec 23 - Council Meeting 7pm -Jan 8 – DRB & P&Z; Business & Housing Committee -Jan 13 – Public hearing for Zoning change – 6:50pm -Jan 13 – Council Meeting – 7pm</p>	

COMMITTEE REPORTS

TOPIC:	Committee Members are Volunteers
PRESENTED BY:	Kellogg

DISCUSSION: Kellogg would like to remind the public that the citizens that sit on the committees are appointed by the mayor. It is voluntary and not compensated. Comments on Social Media were recently brought to Kellogg’s attention. Kellogg wants to respond by saying no one on a committee is paid to vote one way or another. The people who sit on the committees are thoughtful and have dedicated their time because they care about the village. She would like to encourage people to attend council meetings and committee meetings and meet the folks who make up council and the committees instead of making insinuations about their integrity. Hoffee has put the word out that if anyone is interested in serving on a committee, contact her. Thus far she has received 2 responses.

LEGISLATION

NUMBER:		2024-115	
TITLE: An Emergency Ordinance Approving The Editing And Inclusion Of Certain Ordinances And Resolutions As Parts Of The Various Component Codes Of The Codified Ordinances; To Provide For The Adoption And Publication Of New Matter In The Updated And Revised Codified Ordinances; And To Repeal Ordinances And Resolutions In Conflict Therewith.			
CLASSIFICATION:		Ordinance	
STATUS:		1st Reading	
MOTION TO:		Suspend the Rules for 2nd & 3rd Reading	
MOTION BY:		Vaughn	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO:		Pass & Adopt	
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
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	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	

NUMBER:		2024-25	
TITLE: 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			
CLASSIFICATION:		Resolution	
STATUS:		1st Reading	

NUMBER:	2024-116
TITLE:	2025 Annual Appropriation Ordinance
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

NUMBER:	2024-27		
TITLE:	A Supplemental Appropriation Resolution For The WWTP Debt Service Fund And Declaring An Emergency		
CLASSIFICATION:	Resolution		
STATUS:	1st Reading		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Kellogg		
VOTING ROLL CALL:			
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	Polen	<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:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Polen	<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	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:	2024-28		
TITLE:	A Resolution Authorizing The Transfer Of Sums From The WWTP Debt Service Fund To The General Fund And Declaring An Emergency		
CLASSIFICATION:	Resolution		
STATUS:	1st Reading		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
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	
MOTION TO:		Pass & Adopt	
MOTION BY:		Polen	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Polen	<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	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	

OLD BUSINESS

TOPIC:	Hiring Help for Fiscal Officer/Tax Administrator
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked if progress has been made to hire help in the office. Curry let him know that no steps have been taken at this time. Troyer said that perhaps after the first of the year, the topic would be revisited.	

NEW BUSINESS

TOPIC:	Crosswalk at the Post office
PRESENTED BY:	Kellogg
DISCUSSION: Kellogg said that we have talked about the crosswalk at the post office in the past. There are safety issues and it is very dangerous for pedestrians because motorists do not slow down or stop to let them cross. Kellogg wants something done before someone is killed. Hofstetter added that part of the problem is that when trying to cross from the post office side of the street, because of the parking spaces, it is difficult to see traffic. Additional/lighted signage similar to what was installed on E Jackson at the School would be the best solution. Troyer will look into the lighted signage and installation. Kellogg also addressed parking issues in that parking lot as well. Shoemaker thinks that, ideally, it would nice to have a police officer 'patrol' the sidewalks and parking lots.	

TOPIC:	Next Meeting – Ugly Christmas Sweaters
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Since our next Village Council Meeting is on December 23 rd , Hoffee and Kellogg invite everyone to wear an Ugly Christmas Sweater for an Ugly Sweater Contest that evening.	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>12/23/2024</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	Hofstetter	<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	12/12/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	12/23/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	12/23/2024