

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 12/23/2024

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
Arnie Oliver	Visitor	Nicole & Briella House	Visitor
Tricia, Piper, Jayden, Sutton, & Carter Yoder	Visitor		

COMMUNITY CALENDAR/EVENTS

<p>Community Spotlight: Millersburg Flag Contest Winners: Briella House and Piper Yoder designed a Millersburg Flag that was chosen as the winner of the flag contest. Judges were Arnie Oliver and Mark Leininger. Congratulations Briella and Piper.</p> <p>Community Calendar: - 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)</p>

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	12/9/2024
MOTION BY:	Polen
MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:	
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
VOTING RESULTS:	YES: 6 NO: 1
MOTION TO APPROVE BY:	Shoemaker
MOTION SECONDED BY:	Shoemaker
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	

APPROVAL OF BILLS

BILL RESOLUTION 2024-29	Bills \$86,263.29	Payroll \$74,356.61	Total \$160,619.90
MOTION 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	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE’S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> DRB will meet January 8th to review the revised Church plans. P&Z will also meet on the 8th to review the JH Company, LLC variance requests (freight container/Tobacco Hut). Reminder-public hearing for DeHass rezoning request-January 13 at 6:50</p> <p><u>Street Dept. Storage Building</u> Currently working on siding and roofing as weather allows. Progressing nicely considering the tough conditions.</p> <p><u>Sidewalk Project</u> No update – Thomas Concrete will work as weather allows</p> <p><u>Post Office/Parking Lot Crosswalk Upgrades</u> We have a quote for a ped crossing rrfb system at the post office parking lot crosswalk. I would like to discuss options for installation and possibly reconfiguring the island/sidewalk in this area to accommodate and protect the signal pole. Troyer will get approval from the Holmes County Engineer’s Office if everyone agrees to the presented plan. Motion to proceed made by Vaughn. Seconded by Kellogg. All voted aye. Motion carried.</p> <p><u>Park Improvements</u> Some upgrades/improvements are underway for our parks. Timed locks are being installed. Restroom upgrades for parks include new plumbing fixtures, flooring coating, and new fiberglass.</p>	

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE’S NAME:	CHIEF, MATT SHANER
<p>Patrolman Badertscher submitted his resignation. His last day of employment will be 12/27/24. A motion to accept Badertscher’s resignation was made by Polen. Motion seconded by Hofstetter. All voted aye. Motion carried.</p> <p>Shoemaker then made a motion granting permission for Chief Shaner to post a patrolman position. Conn seconded the motion. All voted aye. Motion carried.</p>	

Shoemaker extended a thank you to Chief Shaner and the Police Departments for their help during the Christmas Parade.

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
<p>Hines reports that dates have been set for depositions in the Aqua Man lawsuit. Three days have been set aside in January for the depositions which will be held at Village Hall. Hines reports that the final pre-trial for the case will be in July with the trial set to start on August 4th.</p> <p>Hines also reports that he's been working on some updates to the Personnel Policy. He is hoping to have legislation completed and ready to introduce in the near future.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Council & Committee Meetings:</p> <p>-Dec 23 - Council Meeting 7pm</p> <p>-Jan 8 – DRB & P&Z 6pm & 6:30pm *Business and House Committee to be rescheduled.</p> <p>-Jan 13 – Public Hearing – Zoning Change – Koch Street 6:50pm</p> <p>-Jan 13 – Council Meeting 7:00pm</p> <p>-Jan 20 – Council Meeting 7:00pm</p>	

LEGISLATION

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:	2nd Reading		
MOTION TO:	Suspend the Rules for 3rd Reading		
MOTION BY:	Polen		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
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	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
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO:	Pass & Adopt		
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		

NUMBER:	2024-116
TITLE:	2025 Annual Appropriation Ordinance
CLASSIFICATION:	Ordinance
STATUS:	2nd Reading

MOTION TO:		Suspend the Rules for 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:		Vaughn	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<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
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:	La Palma Façade Repair
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked Troyer if La Palma has made plans to repair their façade along West Jackson Street. Troyer has no information but will check.	

NEW BUSINESS

TOPIC:	State of The Village
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee will present a State of The Village address at the next council meeting. We will also set meeting dates and discuss committee appointments.	

VISITOR

Arnie Oliver of the Holmes County Planning Commission shared some updates. The downtown sidewalk project should start in the spring. There will be two grant projects completed in 2025; one is the VanKeuren property; the other is American Hall. Twenty Five demolitions are expected in 2025.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Public Hearing then Regular Session
DATE:	<u>1/13/2025</u>
TIME:	6:50PM and 7:00PM
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	12/27/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	1/13/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	1/13/2025