

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/27/2023

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, JEFF HUEBNER

## RECORD OF PROCEEDINGS

### COUNCILMEMBERS ROLL CALL

NAME:		NAME	
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

### IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer	Bobbie Curry	Assist Fiscal Officer
Kevin Lynch	Visitor	Melissa Patrick	Visitor
Jim Miller	Employee	Patrick Mellor	Employee
Judge Tom Lee	Visitor	Patricia Shaw	Visitor

### VISITORS

**Judge Tom Lee** of the Holmes County Probate Court addressed the council about a project that he and the other board members of the Volunteer Guardianship Program of Holmes County are working on bringing to fruition. Lee explained that Holmes County may have more nursing home beds per capita than most other counties in Ohio. Many of the residents in long-term care in Holmes County nursing homes have no family/guardian to advocate for them and look after their needs and are considered wards of the state. For about the past 15 years, Holmes County has implemented a Volunteer Guardianship Program in which community members voluntarily become a guardian of the ward. In speaking to local funeral home directors, an issue/need has been identified. Over the past 30 or so years, local funeral homes have held around 80 sets of unclaimed cremains. The goal of the project that Lee and the other Volunteer Guardianship Program board members, including Patricia Shaw, also in attendance, is to deal with these cremains in a dignified manner rather than keeping them stored at funeral homes. They have discussed different options and feel that the best option would be for the cremains to be buried in individual, very basic, sealed containers. The burial site would be marked with the names, date of birth and date of death for each individual buried there. Lee said that the cost of the markers will be covered by the County. He is hoping that the county will also cover the cost of the containers.

Judge Lee asked council to consider helping this project in the following ways:

- Provide/donate a space in Oak Hill Cemetery for the burial site
- Assist in the recordkeeping
- Provide the labor involved with burial and waive the cost

Troyer explained the proposed location of the burial site is situated near the tree line in the same area as the columbarium. It is a very nice setting with a couple of stone benches already in place and where there are no burial sites.

Lee would also like to have a public dedication/memorial service at some point once the project is complete.

There were several questions from council members about the logistics of the burial such as how far apart the boxes will be buried, the location of the site, and protection on the top of the boxes. Also discussed was the possibility that after the burial of the cremains, a family member could at some point come forward and wish to retrieve the cremains. The consensus among council is that the cost associated with disinterment of cremains would fall on the requestor.

Another topic of discussion initiated by Clerk-Treasurer Shaffer was that once the existing cremains are buried, there shouldn't be ongoing issue with this as there are State laws in place that dictate the procedure for indigent funerals. If the deceased body of an indigent person is unclaimed, it is the duty of the municipality or township to provide cremation of the deceased person and law states that a grave marker must be put in place. State funds, if available, can sometimes reimburse the township or municipality for a portion of the cost.

Lastly, the topic of unclaimed cremains of US Veterans was discussed. If there are in fact unclaimed cremains of indigent US Veterans being held, there are likely programs through the Veteran Affairs for burial at a National Cemetery; the nearest of which is Ohio Western Reserve National Cemetery in Seville.

**Motion:**

**A motion for the Village of Millersburg to proceed with the participation in the project to provide a burial site at Oak Hill Cemetery, recordkeeping (Cemetery Sexton along with Probate Court and Volunteer Guardianship Board), and labor for burial of the unclaimed cremains of indigent persons currently being held at local funeral homes.**

<b>MOTION BY:</b>	Hoffee		
<b>MOTION SECONDED BY:</b>	Shoemaker		
<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Hofstetter	Yes
Conn	Abstain	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 5 NO: 0		

**Jim Miller** addressed council to thank them for being so willing to support the Veteran's Memorial Project. He also gave a brief update on the project. Donations for this project are welcomed. To donate, one should contact our local Veteran's Services Office at 75 E Clinton St. Suite 104, Millersburg or call 330-674-4806.

**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	3/13/2023		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Hofstetter	Yes
Shoemaker	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO APPROVE BY:</b>	Hoffee		
<b>MOTION SECONDED BY:</b>	Shoemaker		
<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Hofstetter	Yes
Conn	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2023-6</b>	Bills \$76,337.95	Payroll \$55,597.64	Total \$131935.59
Hoffee had a question about the listing of several Northeast Ohio Gas bills on the bill resolution. Curry explained that for the sake of more detail, she is listing each individual gas bill for the several service locations. There has been no change in the number of monthly natural gas bills the village receives each month.			
<b>MOTION BY:</b>	Hoffee		
<b>MOTION SECONDED BY:</b>	Hofstetter		

<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Hofstetter	Yes
Polen	Yes	Shoemaker	Yes
Conn	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>		YES: 6	NO: 0

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR NATE TROYER</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b> No submittals for April</p> <p><b><u>ODOT Sidewalk TAP Project</u></b> ODOT review found that the previous apparent low bidder was not qualified for the project because of an SBE requirement of the project funding. Barbicas Construction Company is now the bid winner and with their higher bid, our share has increased approximately \$4000.</p> <p><b><u>ARPA</u></b> SJL and the CDBG funding coordinator have been working on finalizing the project documents and we have a bid opening date of April 21<sup>st</sup>.</p> <p><b><u>Demolition Project</u></b> Asbestos testing was completed but I haven't heard any results yet.</p> <p><b><u>Appalachian Community Grant</u></b> Awaiting formal notice of award of technical assistance grant.</p> <p><b><u>2023 Resurfacing Projects</u></b> No update</p> <p><b><u>Clean Up Day</u></b> Dumpsters have been scheduled for April 22<sup>nd</sup> from 8-12 for the annual clean up day.</p> <p><b><u>OMEGA RTIP Meetings</u></b> Omega will be hosting a regional transportation improvement plan meeting for Holmes County on March 30<sup>th</sup> from 5-7 at the Library. This is to allow public input on the 2024-2027 RTIP.</p> <p><b><u>ODOT Salt Resolution for 2023</u></b> The 2023 Salt Contract resolution will be presented at the next meeting. Resolution needs to be adopted before May 1, 2023</p> <p>Troyer will be on vacation and not able to attend the April 10<sup>th</sup> Council meeting.</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CLERK-TREASURER KAREN SHAFFER</b>
Shaffer reports that the State Audit for 2021-2022 will begin on April 7 <sup>th</sup> , 2023.	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>JEFF HUEBNER</b>
Mayor Huebner read the 2023 Arbor Day Proclamation. Arbor Day is April 28 <sup>th</sup> , 2023.	
Mayor Huebner recommended that Brad Conn and Beth Logan be appointed to the Tree City board.	

<b>MOTION: To appoint Brad Conn and Beth Logan to the Village of Millersburg Tree City Board.</b>			
<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>		YES: 6	NO: 0

**LEGISLATION**

<b>NUMBER:</b>	Resolution 2023-07
<b>TITLE:</b>	A Resolution Declaring The Necessity To Levy A Tax In Excess Of The Ten-Mill Limitation ORC 5705.19, ORC 5705.191, ORC 5705.25, ORC 5705.26
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading
<b>DISCUSSION:</b> Hoffee asked for clarification that this is a renewal; not a new levy. Yes, this a renewal and Shaffer has been advised by the Board of Elections that it will be listed on the ballot as such.	

**LEGISLATION**

<b>NUMBER:</b>	Ordinance 2023-101
<b>TITLE:</b>	An Ordinance Creating The Position Of Village Fiscal Officer In Accordance With The Provisions Of Section 733.262 Of The Ohio Revised Code
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading
<b>DISCUSSION:</b> None	

**LEGISLATION**

<b>NUMBER:</b>	Resolution 2023-08
<b>TITLE:</b>	A Resolution Approving Participation In The New National Opioid Settlements With Teva, Allergan, CVS, Walgreens, And Walmart
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading
<b>DISCUSSION:</b> None	

**LEGISLATION**

<b>NUMBER:</b>	Resolution 2023-09
<b>TITLE:</b>	A Resolution To Amend The Millersburg Personnel Policy Regarding Probationary Periods
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading
<b>DISCUSSION:</b> None	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Action plan for Comprehensive Plan</b>
<b>PRESENTED BY:</b>	<b>Shoemaker</b>
<b>DISCUSSION:</b> Council members will plan a follow up workshop/meeting to make an action plan for the items discussed at the March 14 <sup>th</sup> workshop.	

**NEW BUSINESS: None****NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>4/10/2023</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St., Millersburg, OH 44654

**ADJOURNMENT**

<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Hofstetter	Yes
Shoemaker	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Asst Fiscal Officer	3/29/2023

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	4/10/2023

**CERTIFICATION**

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	4/10/2023