

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 6/13/2022

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	PRESENT
Polen	Present	Shoemaker	Present
Hoffee	Not Present	Vaughn	Present
Conn	Present	Hofstetter	Present

MOTION TO EXCUSE:	Hoffee	MOTION TO EXCUSE:	Robert Hines
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Polen
VOTING ROLL CALL:			
Hofstetter	Yes	Polen	Yes
Conn	Yes	Vaughn	Yes
Shoemaker	Yes		
VOTING RESULTS:		YES: 5	NO: 0

IN ATTENDANCE

NAME:	VISITOR/EMPLOYEE	NAME:	VISITOR/EMPLOYEE
Jeff Huebner	Mayor	Nate Troyer	Administrator
Karen Shaffer	Clerk-Treasurer	Matt Shaner	Police Chief
Melissa Patrick	Visitor	Kevin Lynch	Visitor
Kaleigh Crayden	Visitor	Andrea Crayden	Visitor

VISITORS:

Chief Shaner introduced Kaleigh Crayden who was in attendance to observe the meeting. Ms. Crayden was fulfilling part of a college class requirement.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		5/23/2022	
MOTION BY:		Polen	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
Hofstetter	Yes		
VOTING RESULTS:		YES: 5	NO: 0
MOTION TO APPROVE BY:		Vaughn	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Vaughn	Yes	Conn	Yes
Polen	Yes	Shoemaker	Yes
Hofstetter	Yes		
VOTING RESULTS:		YES: 5	NO: 0

APPROVAL OF BILLS

BILL RESOLUTION 2021-16	Bills	\$30,052.52	Payroll	\$99,322.28	Total	\$129,374.80
MOTION BY:			Hofstetter			
MOTION SECONDED BY:			Shoemaker			
VOTING ROLL CALL:						
Hofstetter	Yes		Shoemaker	Yes		
Polen	Yes		Conn	Yes		
Vaughn	Yes					
VOTING RESULTS:			YES:	5	NO:	0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
<p>Police Academy Completion: Informed Council Caleb Cox passed the police academy examination and is now certified. As per policy and the step plan for wages, he will be moving to the certified dispatch pay rate once all paperwork is received by the department.</p> <p>Police Dept Appreciation: Councilman Shoemaker thanked Chief Shaner and the Police Dept for responding quickly to an incident at Robins Terrace.</p>	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER
<p>DRB & P&Z Commission: Informed Council P&Z met Wednesday June 1st and approved the variance application from the H.C. Commissioners for excess square footage for the proposed Health Dept. building on Glen Drive and a variance application from Kevin Strouse for not meeting minimum square footage for a proposed residence at 162 N. Crawford St.</p> <p>Resurfacing/Sidewalk Projects: 2022 Resurfacing-no update. ODOT TAP Project-no update</p> <p>ARPA Projects: Informed Council the County has \$70,000 in CDBG Funds available and needs a commitment from us to proceed. We have approximately \$280k available from our ARPA fund. Project estimates are \$441k for the N. Grant Storm Sewer and \$598k for the Wooster Road Waterline. If we commit to the CDBG funds we would pursue additional funding through OPWC and other sources and/or split one of the projects into phases to complete what we can. Mayor Huebner also noted using the allocated paving money for next year may be an alternative solution. A motion was made by Hofstetter to commit to the \$70,000 in CDBG Funds. Seconded by Polen. Upon roll call, motion carried with Hofstetter, Polen, Vaughn, Conn, and Shoemaker voting aye. Voting results: Yes: 5 No: 0</p> <p>163 & 187 N. Crawford Street Demolitions: No update</p> <p>W. Jackson Lighting Project: Informed Council a few items were reviewed with the engineer and they are continuing to develop a proposal and estimate.</p> <p>Kimble Contract: Informed Council we are nearing the end of our current term with Kimble but we do have one more extension available that would carry us through June 30, 2023. The original contract expired in 2018 but had five 1-year extensions built in to the contract. This would be the 5th extension starting on July 1st, 2022. A motion was made by Shoemaker to extend the contract for the 5th and final year. Seconded by Vaughn. Upon roll call, motion carried with Shoemaker, Vaughn, Conn, Hofstetter, and Polen voting aye. Voting results: Yes: 5 No: 0</p> <p>Airport Park Use Request: Informed Council Berlin Christian Fellowship has requested use of Airport Park on Saturday, June 25th from 4-8 for a color run. Motion made by Vaughn to approve the park use request. Seconded by Polen. Upon roll call, motion carried with Vaughn, Polen, Hofstetter, Shoemaker, and Conn voting aye. Voting results: Yes: 5 No: 0</p> <p>OneOhio Legislation Clarification: Informed Council of the breakdown of the funding percentages. The Ohio Attorney General will receive 15%; Local Governments 30%; and OneOhio 55%. The legislation on the agenda is to create the committees, by region, that will make the decision on the 55% distributions.</p> <p>Handicap Parking Request: Informed Council he received a request for an additional handicap parking space on Perkins St. at the west side of N. Clay St. There is one existing space at Sullivan Accounting. An employee has a handicap child that goes to work with her occasionally and the existing space is in use. Shoemaker asked if a space could be designated as a pick-up/drop-off area. Hofstetter asked if we could check with Killbuck Bank and possibility use one of their parking lot spaces for handicap parking. Troyer will contact them and review options that may available.</p> <p>Pedestrian Crosswalk: Informed Council the County is requesting the installation of crosswalk on N. Monroe St. between the alley running behind bags and Clinton St. They also indicated they would be</p>	

willing to assist with the costs. Vaughn suggested the installation be at the alley. Troyer will talk more with the County on the exact location.

Liquor License Trex: Informed Council notice was received for a “Trex” liquor license transfer (D1-D2-D3; on premise). The license would be transferred from Fire & Ice to the American Hall Building (Dylan Kauffman). The building will be opening an event center on the third floor. A motion was made by Shoemaker to approve the “Trex” and authorize the Mayor to sign the application. Seconded by Conn. Upon roll call, motion carried with Shoemaker, Conn, Vaughn, and Hofstetter voting yes. Polen voted no. Voting results: Yes: 4 No: 1

Mayor Huebner asked Polen the reason for her “no” vote. She responded that she does not feel another license in the Village is needed.

Audio/Visual Equipment: Mayor Huebner asked the status of the equipment installation. Troyer noted the company is still waiting on the mixer, and is due to be shipped in October. He was just informed that for an additional \$150, the mixer could be ordered from another source and shipped earlier than October. Troyer authorized the additional expense.

Executive Session: Personnel

DEPARTMENT:	FISCAL
REPRESENTATIVE’S NAME:	CLERK-TREASURER KAREN SHAFFER
<p>May Financial Statement: Presented the May Financial Statement and acknowledgement form that Council received the report consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll.</p> <p>Schedule Budget Hearing: Informed Council a date for the budget hearing needs to be scheduled. Shaffer suggested July 11 at 6:45. Council agreed to the date.</p> <p>2023 Annual Tax Budget Draft: Shaffer presented preliminary numbers to Council and explained some items in the funds of Wat/Sew were already eliminated due to costs. Conn asked about the possibility of applying for grants for playground equipment for Old Airport Park. Troyer noted typically those are reimbursing grants with a 25% match. Conn also noted that Hoffee, at some point, wants the Park Committee to meet to review the needs of the park and discuss projects. Troyer noted that the scoreboard purchase of \$4,000 for the park could be removed, as the high school donated the one they replaced. Council instructed the Clerk to prepare the final budget as presented (minus the scoreboard cost).</p>	

LEGISLATION

NUMBER:	2022-15 1st Reading		
TITLE: A Resolution Approving the OneOhio Region 11 Governance Structure Under the OneOhio Memorandum of Understanding And Declaring An Emergency – Mayor Huebner read Resolution 2022-15 for the first time by title only.			
CLASSIFICATION:	Introduction		
STATUS:	Emergency		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hofstetter	Yes	Conn	Yes
Polen	Yes	Shoemaker	Yes
Vaughn	Yes		
VOTING RESULTS:	YES: 5 NO: 0		
MOTION TO:	Pass & Adopt		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Shoemaker	Yes	Vaughn	Yes
Hofstetter	Yes	Polen	Yes
Conn	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

DISCUSSION: Mayor Huebner noted someone is required to be appointed to the regional board for One Ohio and asked for any volunteers. Shoemaker volunteered. A motion was made by Conn to appoint Shoemaker to the board. Seconded by Polen. Upon roll call, motion carried with Conn, Polen, Hofstetter, Shoemaker, and Vaughn voting aye. Voting results: Yes: 5 No: 0

NEW BUSINESS

TOPIC:	Land Banks
PRESENTED BY:	Councilman Shoemaker
DISCUSSION: Asked about the possibility of developing a Land Bank for affordable housing. Administrator Troyer noted that a Land Bank would need to be developed by the County Auditor, County Treasurer and a County Judge, and would also involve the County Commissioners. A village is not permitted to establish a Land Bank.	
TOPIC:	Council Meeting Dates
PRESENTED BY:	Administrator Troyer
Asked Council what their thoughts are on the possibility of moving to monthly Council meetings. Council was in favor of the meeting change. A motion was made by Vaughn to approve Council meeting on the 2 nd Monday of the month at 7:00 p.m. starting with the July 11, 2022 meeting, and for the months of August and September on a trial basis. Seconded by Shoemaker. Upon roll call, motion carried with Vaughn, Shoemaker, Conn, Hofstetter, and Polen voting aye. Voting results: Yes: 5 No: 0	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

EXECUTIVE SESSION ACTION (If Any)

ACTION: Motion made by Vaughn to hire Tyler White for the Street Department and Brian Boley for the Utilities Department, both at a starting rate of \$16.50.			
MOTION BY:		Vaughn	
MOTION SECOND BY:		Polen	
VOTING ROLL CALL:			
Vaughn	Yes	Polen	Yes
Conn	Yes	Shoemaker	Yes
Hofstetter	Yes		
VOTING RESULTS:		YES: 5 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	<u>Regular</u>
DATE:	<u>6/27/2022</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	Yes	Hofstetter	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes		

VOTING RESULTS:	YES: 5 NO: 0
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MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	6/17/2022

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	6/27/2022

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	6/27/2022