

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/8/2021

START TIME: 7:00 P.M.

END TIME: 8:42 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	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

IN ATTENDANCE

NAME:	VISITOR/EMPLOYEE	NAME:	VISITOR/EMPLOYEE
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer	Karen Cool-Miller	Assist Fiscal Officer
Melissa Patrick - WKLM	Visitor	Jason Hummel - HDM	Visitor
Kevin Lynch – Daily Rec.	Visitor	Judy Lamp - HDM	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		10/25/2021	
MOTION BY:		Conn	
MOTION SECONDED BY:		Polen	
Conn	Yes	Shoemaker	Yes
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO PASS THE MINUTES:		Hoffee	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:		VOTE:	
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Hofstetter	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2021- 34	Bills \$ 72,128.45	Payroll \$ 52,521.73	Total \$ 124,650.18
MOTION TO PAY BILLS BY:		Vaughn	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:		VOTE:	
Vaughn	Yes	Hofstetter	Yes
Conn	Yes	Shoemaker	Yes
Hoffee	Yes	Polen	Yes
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
<p>DISCUSSION: Shaner stated that members of the department are doing a “no shave” charity fund raiser from November 1 to March 1, 2022. Money collected from the members participating will go to two different charities. First two months will go to Share-A-Christmas and the last two months will go to Akron Children’s Hospital.</p>	

DEPARTMENT:	ADMINISTRATION		
REPRESENTATIVE'S NAME:	NATE TROYER		
<p>DISCUSSION: DRB & P&Z Commission: DRB met on 11/3 and approved the elevator/stair addition at 20 E Jackson St (American Hall Building). P&Z approved a variance for additional signage at Save and Serve as well as a lot split for the former Health Department to help facilitate the transfer of that from the county to Pomerene.</p> <p>Resurfacing / Sidewalk: Melway completed the full depth repair at the intersection of E. Jackson St / N. Crawford St (SR 241) on 11/4. This completes the 2021 project. Troyer stated that he has started putting together resurfacing projects for next year and hopes to get with the engineer soon.</p> <p>Comprehensive Plan: The final workshop will be held at Harvest Ridge and scheduled for Wednesday, November 17, from 5:30 pm to 7:00 pm with Tourism as the evening’s topic.</p> <p>Downtown Signal Project: Offset traffic signals were installed last week at Monroe and Washington St. The contractor is waiting for the rest of the equipment to complete the project. Huebner asked if radar detection at the square was working. Troyer stated that radar detection at the square is connected and working.</p> <p>Leaf Pickup: Troyer stated that leaf pick up has started. They had a mechanical issue earlier but should be up and running tomorrow. They are ahead of schedule due to weather. The schedule and information are posted on the Village Facebook page. Any resident with questions should contact the Village Office at 330-674-1886.</p> <p>Utility Department: Blake Judson received his Class I Wastewater License near the end of October. He will receive a 10% pay increase per our ordinance. Congratulations Blake!</p> <p>Credit Request: Evelyn Wooten had a substantial leak under her concrete pad between the meter and the house, located on Critchfield Street. Requesting credit for 81,000 gallons in the amount of \$135.30 for the sewer portion of the water bill and waiving late fees. Also requesting a credit of 40,000 gallons in the amount of \$92.00 for the 4th quarter billing.</p>			
MOTION TO CREDIT THE FEES:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:	VOTE:		
Polen	Yes	Hoffee	Yes
Hofstetter	Yes	Conn	Yes
Vaughn	Yes	Shoemaker	Yes
VOTING RESULTS:	YES: 6 NO: 0		

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	KAREN SHAFFER/KAREN COOL-MILLER
<p>DISCUSSION: Annual interfund transfers from the Water Fund to the Water R & I Fund (\$7,500.00 per Ordinance 84-7) and the annual transfer from the Sewer Fund to the Sewer R & I Fund (\$10,000 per Ordinance 80-4) are completed.</p> <p>Monthly Financial Report: All council members acknowledged that they received the financial report for October 2021 that included the Bank Reconciliation, Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll reports.</p> <p>Bed Tax Applications for 2022: Cool-Miller stated that we have received all of the Bed Tax Applications. Hoffee stated that she is aware that Ordinance 2016-104 states how the bed tax money is divided. However, she has a concern with the severe deficit that the Historical Society is showing, as of October 31. She stated that they do have multiple avenues of income, however, we are historical Millersburg, and the Historical Society is a huge part of that, along with the Victorian House. She stated that we may want to revisit that ordinance and possibly change the percentages. Huebner stated that the pandemic has been a cause in decline for them, however, they are coming back. Also, their letter writing campaign just came out so we don’t know how that will do. He stated he would like</p>	

to see how this works out, so maybe we can revisit it next year. Troyer stated that their admission fees is a lot of their income. Huebner agreed that there are usually busses and there haven't been any since the pandemic. Hoffee stated that the Victorian House is in need of repair now. Huebner stated that they normally go for grant money for that. He stated that Mark has never indicated they needed more from us. Hoffee stated that we can keep it as it is this year, however, we do need to look further into it next year before the applications are due. Shoemaker agrees. Huebner stated that midsummer would work to revisit this. Shaffer spoke up and stated disbursements aren't done until January. Hoffee stated she would like each group to know how much they would be getting prior to applying.

LEGISLATION

NUMBER:	Ordinance 2021-109		
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		
DISCUSSION:	Shoemaker asked what it all means. Huebner stated that we are updating our codes with the new codes that we have passed, and that the state has passed, over the past year.		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Vaughn		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:	VOTE		
Vaughn	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Polen	Yes	Shoemaker	Yes
VOTING RESULTS:	YES: 6 NO: 0		

MOTION TO:	Pass & Adopt		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Polen		
VOTING ROLL CALL:	VOTE		
Hofstetter	Yes	Vaughn	Yes
Polen	Yes	Conn	Yes
Hoffee	Yes	Shoemaker	Yes
VOTING RESULTS:	YES: 6 NO: 0		

COMMITTEE REPORTS

TOPIC:	Signage		
PRESENTED BY:	Hoffee		
DISCUSSION:	She stated that the Design Review Board met, and her and Dillon Kaufman were talking about The American Hall Building (Young's Music & Sound). The discussion was whether the names of the buildings, that are physically on the buildings, are considered signage. She stated that there are multiple buildings in town that has their name on it. She stated that Kaufman wants to put American Hall down the side of that building. That he wants to keep the historical part of that building alive. Hoffee stated that she doesn't believe that it is signage since it doesn't have the name of the business on it, just the building name itself. Hofstetter asked if our ordinance has anything that could answer that. Troyer stated that the ordinance states that each business establishment can have 32 square feet of signage without applying for a variance. He stated that in his opinion it should not be considered signage since it doesn't have the business name on it. If the business name was on it, it would be different. Vaughn stated that what is on there now isn't considered signage. Hofstetter asked if the ordinance mentions any color pallet they can use. Troyer stated no, it can be any color. That in the Victorian Era there was bright pinks, yellows, and greens on the signs.		

PRIOR BUSINESS

TOPIC:	Walmart Drive Painting
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked if someone talked to Walmart about painting arrows on their drive. Troyer stated that he has talked to them. However, nothing has been done.	

PRIOR BUSINESS

TOPIC:	Slow Children / Deaf Child Signs
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker asked if the slow children signs on S. Alexander Street have been taken care of. Troyer stated that he had talked to Pat about getting the signs ordered. Hofstetter stated that he did see the deaf child signs on Wooster Rd.	

PRIOR BUSINESS

TOPIC:	Intersection Update on Wooster Rd and Jones Street
PRESENTED BY:	Conn
DISCUSSION: Conn asked if Troyer had heard anything back about the intersection remodeling. Troyer stated he hasn't heard anything additional from the electric company.	

PRIOR BUSINESS

TOPIC:	Video System in the Conference Room
PRESENTED BY:	Hofstetter
DISCUSSION: Hofstetter asked if Troyer had talked to the gentleman that was present during one of the Council Meetings yet about the sound system. He stated that he has talked to him and reached out to him a couple of times.	

NEW BUSINESS

TOPIC:	Drag Racing and Revving Engines At Traffic Lights
PRESENTED BY:	Hoffee
DISCUSSION: Hoffee stated that a concerned resident contacted her about revving engines and drag racing at lights and down Jackson Street.	

NEW BUSINESS

TOPIC:	Help During the Halloween Parade
PRESENTED BY:	Judy Lamp of the Historic Downtown Millersburg
DISCUSSION: Lamp wanted to thank the Police Department and Tom Vaughn for the help during the Halloween Parade with all of the people. She stated that it was a good evening.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Vaughn	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:		VOTE:	
Vaughn	Yes	Hofstetter	Yes
Conn	Yes	Polen	Yes
Hoffee	Yes	Shoemaker	Yes
VOTING RESULTS:		YES: 6 NO: 0	

EXECUTIVE SESSION ACTION (If Any)

ACTION: Accept the resignation of Devone Polen effective November 29, 2021 for this term only.			
MOTION BY:		Hoffee	
MOTION SECOND BY:		Vaughn	
VOTING ROLL CALL:		VOTE:	
Hoffee	Yes	Conn	Yes

Vaughn	Yes	Hofstetter	Yes
Shoemaker	Yes	Polen	Abstain
VOTING RESULTS:		YES: 5	NO: 0

ACTION: To appoint Devone Polen to finish the unexpired term effective December 2, 2021.

MOTION BY:		Hofstetter	
MOTION SECOND BY:		Vaughn	
VOTING ROLL CALL:		VOTE:	
Hofstetter	Yes	Shoemaker	Yes
Vaughn	Yes	Conn	Yes
Hoffee	Yes	Polen	Abstain
VOTING RESULTS:		YES: 5	NO: 0

NEXT SCHEDULED MEETING

TYPE OF MEETING:	<u>Regular</u>
DATE:	<u>11/22/2021</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:		VOTE:	
Polen	Yes	Hoffee	Yes
Hofstetter	Yes	Shoemaker	Yes
Conn	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

MINUTES PREPARED BY

SIGNATURE: Karen Cool-Miller	TITLE	DATE
	Asst Fiscal Officer	11/9/2021

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	Click or tap to enter a date.

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	Click or tap to enter a date.