



VILLAGE OF MILLERSBURG

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Jeff Huebner, Mayor

Nathan Troyer, Village Administrator

Karen Shaffer, CMC, Village Clerk-Treasurer, Tax Administrator

S. Thomas Vaughn, Police Chief

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Income Tax (330) 674-6891

Police Department (330) 674-5931

The Council of the Village of Millersburg met in regular session on December 21, 2018 at 7:00 p.m. Mayor Huebner called the meeting to order followed by the Pledge of Allegiance. Clerk-Treasurer Karen Shaffer gave roll call and the following members were in attendance: Devone Polen, Brent Hofstetter, Robert Shoemaker and Kelly Hoffee. Motion made by Hoffee to excuse Councilwoman Ruby Baird, Councilman Jr. Vaughn, Solicitor Robert Hines and Administrator Nate Troyer. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen and Hofstetter voting aye.

VISITORS: Andrea Kellogg addressed Council on the recent boil alert notification process. While she commended Administrator Troyer for keeping the community updated on Monday, she felt the notification process on Sunday was inadequate. Many residents were not aware of the boil order that was out in place Sunday morning until Monday. Mayor Huebner noted the newspapers, radio stations and social media were all notified. Kellogg said that many individuals do not listen to the radio and are not on social media. She said she spoke with someone from Gambier and they have a “robo-call” system for notifications such as this. Mayor Huebner noted that Administrator Troyer is looking into programs for municipal alerts that residents could sign up for.

MINUTES: Motion made by Hoffee to suspend the reading of the minutes of the previous meeting. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen and Shoemaker voting aye. Motion made by Shoemaker to accept the minutes as presented. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Hofstetter and Polen voting aye.

BILLS: Motion made by Hoffee made to pay bill resolution 2018-51 bills \$43596.50; payroll \$43547.00; total \$87143.50. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Shoemaker and Polen voting aye.

Chief Vaughn: Informed Council the Volunteer Police Officers Dependent Fund Board will meet for the annual meeting on Monday, January 14th at 6:45 p.m. Council representatives are Bob Shoemaker and Kelly Hoffee.

Administrator Troyer: In the absence of Troyer, Mayor Huebner gave the Administrator Report.

Informed Council the DRB will meet on January 2nd to review sign certificates of appropriateness for Cottonwood Shanty at 65 West Jackson and Farmhouse Frocks at 45 West Jackson.

Informed Council the OPWC Clean Ohio Fund “Request to Proceed”, “Settlement Statement” and “Request for Disbursement of Funds” has been sent to OPWC in anticipation of closing 12/28.

Informed Council we have received the plans from the engineer and are reviewing them for the North Mad Anthony Storm Sewer project. One revision that will occur is changing the size of the box culvert from 4’x 3’ to 4’x 4’. This is a standard size culvert versus a custom manufactured piece that should be more readily available and should result in additional savings overall. We will begin working on the additional Right-of-Way acquisition that has been identified in the plans and is necessary to complete the project. Once that is obtained, we can go to bid.

Informed Council Millersburg Electric is obtaining materials currently to change out one of the fixtures so we can review and authorize replacement of the remaining fixtures for the Glen Drive Lighting project. Also, as the result of an accident, one pole will be replaced

(covered by insurance of the party involved) and an additional pole that was struck several years ago will be replaced during this project.

Informed Council the SRTS Program (East sidewalks) kickoff meeting is scheduled for January 14th.

Informed Council the Street Department Garage Roof plans should be done this week and pricing obtained by the 27th. At this point, we plan to have a resolution before Council at the 1/14/19 meeting to authorize proceeding with the project as well as legislation for a supplemental appropriation for project funding. Assuming we can proceed after that, Bogner has indicated they can be on site late January and complete the project in 3-4 weeks.

Informed Council Linda Neville has requested a handicap parking space at 30 S. Alexander St. Motion made by Polen to approve the handicap parking. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Shoemaker and Hoffee voting aye. It was noted that the space is not intended for Neville's use only, that handicap spaces are for public use.

Clerk-Treasurer Shaffer: Asked for Council approval to pay year-end invoices on December 31, 2018. Motion made by Hoffee to authorize the payment of year-end invoices. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Hofstetter and Polen voting aye.

LEGISLATION: Mayor Huebner read Resolution 2018-49 "A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance & Repair Fund; The Cemetery Operating Fund; And The Police Pension Fund" for the second time by title only. Mayor Huebner read Resolution 2018-49 "A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance & Repair Fund; The Cemetery Operating Fund; And The Police Pension Fund" for the third time by title only. Motion made by Polen to pass and adopt Resolution 2018-49. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Hofstetter and Shoemaker voting aye.

Mayor Huebner read Resolution 2018-50 "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" for the second time by title only. Mayor Huebner read Resolution 2018-50 "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" for the third time by title only. Motion made by Shoemaker to pass and adopt Resolution 2018-50. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Hofstetter and Polen voting aye.

Mayor Huebner read Ordinance 2018-108 "An Ordinance To Make Appropriations By Fund For The Current Expenses And Other Expenditures Of The Village Of Millersburg, State of Ohio, During The Fiscal Year Ending December 31, 2019" for the first time by title only. Mayor Huebner read Ordinance 2018-108 "An Ordinance To Make Appropriations By Fund For The Current Expenses And Other Expenditures Of The Village Of Millersburg, State of Ohio, During The Fiscal Year Ending December 31, 2019" for the second time by title only. Mayor Huebner read Ordinance 2018-108 "An Ordinance To Make Appropriations By Fund For The Current Expenses And Other Expenditures Of The Village Of Millersburg, State of Ohio, During The Fiscal Year Ending December 31, 2019" for the third time by title only. Motion made by Hoffee to pass and adopt Ordinance 2018-108. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen and Shoemaker voting aye.

NEW BUSINESS: Chief Vaughn informed Council of the need for a renovation to the 241 tower. Cost of the project is \$60,000. The County Commissioners, the County 911 Board have agreed to pay one third of costs. The Village has remaining appropriations for their share of the project (\$20,000). Council had no objections.

Hoffee asked Chief Vaughn how the traffic situation was going at the elementary school. Vaughn noted that officers were at the school the last two days when school was dismissed. It appears the parents are picking up the children a few minutes later, which is allowing bus routes to move and is eliminating the congestion. Vaughn noted that some individuals are suggesting the street be made one-way (north bound). He feels this is not a good option. Busses coming from the north on SR 241 would not have access to the school without going around and coming up E. Jackson Street.

EXECUTIVE SESSION: Motion made by Polen to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Shoemaker and Hoffee voting aye.

RECONVENED TO REGULAR SESSION

EXECUTIVE SESSION ACTION: None.

ADJOURNMENT: Motion made by Polen to adjourn the meeting. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Hoffee and Shoemaker voting aye.

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor