

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 12/27/2023

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
Melissa Patrick	Visitor	Shirley Gerber	Visitor
Eric Strouse	Visitor	David Crilow	Visitor

### VISITORS

**Eric Strouse**, candidate for Holmes County Commissioner introduced himself. He explained that when there is a Presidential Election, the primary election which is typically held in May is moved to March. So, the next Holmes County Commissioner will be elected in March rather than May 2024. Strouse is a Holmes County resident. He graduated from West Holmes, as did his children. He graduated from The Ohio State University with an agricultural degree. He has over 40 years of finance/banking experience. He has served on the West Holmes Local School Board for 24 years. He has worked with Habitat for Humanity for 25 years. Strouse wants to preserve the culture of Holmes County. He is not in favor of huge billboard advertisements or roundabouts. Traffic issues in the county are a growing concern. Strouse has lived in Holmes County all his life and has a good feel for what the people here want.

**David Crilow**, candidate for Holmes County Commissioner introduced himself. He has been a Holmes County resident for 65 years. He served as Hardy Township Trustee for 32 years. The township accomplished many goals during that time using taxpayer resources wisely and during that time they never went to the voters for more money. Crilow worked for Pomerene Hospital for 23 years. He now serves at the Holmes County Board of DD in many capacities including grant applications and project management. The theme throughout his working life has been that he manages the spending of taxpayer money wisely. He has volunteered many years with Holmes Fire District 1, the American Red Cross and he teaches hunter safety courses. If Crilow is elected as the next commissioner, he is ready to continue to serve this county.

**Shirley Gerber**, Millersburg resident addressed council to say thank you to some people. Gerber first thanked the street and utilities departments for the work done recently on Wooster Road. She explained that she recognized that they worked efficiently and diligently, and the finished project was very well done. Next, Gerber thanked the Tree City Committee for the efforts in taking care of problem trees and seeing to it that new trees are planted. She appreciates that the committee took care of a large, dead buckeye tree along her property and planted a new one at no cost to her. Lastly, Gerber thanked Mayor Huebner for his many years of serving Millersburg as its Mayor. The village has come a long way during Heubner’s years of service. He worked hard and was dedicated to the village.

### APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
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<b>SUSPEND READING OF MINUTES HELD ON:</b>		12/11/2023	
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hoffee	
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
Conn	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION TO APPROVE BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Hoffee	Yes
Vaughn	Yes	Conn	Yes
Polen	Yes	Shoemaker	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2023-31</b>	Bills \$120,501.14	Payroll \$69,389.58	Total \$189,890.72
<b>MOTION BY:</b>		Shoemaker	
<b>MOTION SECONDED BY:</b>		Conn	
<b>VOTING ROLL CALL:</b>			
Shoemaker	Yes	Hoffee	Yes
Conn	Yes	Vaughn	Yes
Polen	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<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 January. Ordinance for first reading of rezoning on agenda for Mast Rentals Property.</p> <p><b><u>Citizen Notification Software</u></b>  My Millersburg app is available for download from your app store. Please download it if you haven't already and let us know what you think. Huebner suggested sending out a test notification. Troyer agreed. Troyer said that a direct call applet in the app was suggested. The direct call feature would dial the main Village of Millersburg line.</p> <p><b><u>N. &amp; S. Clay Speed Limits</u></b>  Review of calculations of commercial vs. residential frontage for determining business district boundaries. From the square to the north corporation limit is 54% commercial usage. From the square south to the corporation limit is 77% commercial. However, David Hoffman from ODOT has more information to relay to council before we finalize any changes to the speed limits on state routes in the village. Huebner and Vaughn have both received feedback from residents about the proposed 25 mile per hour speed limit running the entire north-south route in the corporation. Visitor Andrea Kellogg voiced her opinion that if people have an opinion, they should come to meetings to speak of their concerns. Heubner countered that elected officials are here for the public and there shouldn't be a problem with residents talking to council members and with council members passing those concerns along to everyone during the meetings. Vaughn agreed with Huebner – we are here to represent the public.  Vaughn's opinion is that a new speed study should be done on Wooster Rd so that we have the facts and information to make the best changes to speed zones in the village. Clerk-Treasurer Shaffer, said that since appropriations for 2024 are done, we may need to move funds around to cover the cost of the speed study. Troyer will check with the Holmes County Engineer to see if we can use the permissive funds to cover the cost of the speed study.  Motion to order a speed study to be completed on Wooster Road from the north corporation limit to Uhl St made by Vaughn. Polen seconded the motion. All voted yes. Motion carried.</p>	

The speed-limit discussion will be tabled until the speed study results are back and David Hoffman can attend a meeting with additional information.

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>JEFF HEUBNER</b>
Recommended and asked for Council approval to appoint Karen Shaffer as Village Fiscal Officer and Income Tax Administrator effective January 1, 2024. Motion made by Hoffee to approve the appointment of Shaffer. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter, Conn, and Vaughn voting aye.	

**LEGISLATION**

<b>NUMBER:</b>	<b>2023-30</b>		
<b>TITLE:</b>	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		
<b>CLASSIFICATION:</b>	Resolution		
<b>STATUS:</b> Mayor read	2nd Reading		
<b>MOTION TO:</b>	Suspend the Rules for the 3rd Reading		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Shoemaker		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
Hoffee	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO:</b>	Pass and Adopt		
<b>MOTION BY:</b>	Hofstetter		
<b>SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Hoffee	Yes
Conn	Yes	Shoemaker	Yes
Polen	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

<b>NUMBER:</b>	<b>2023-107</b>		
<b>Title:</b>	An Ordinance To Make Appropriations By Fund For Current Expenditures Of The Village Of Millersburg, State Of Ohio, During The Fiscal Year Ending December 31, 2024		
<b>CLASSIFICATION:</b>	Ordinance		
<b>STATUS:</b> Mayor read	2nd Reading		
<b>MOTION TO:</b>	Suspend the Rules for the 3rd Reading		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Vaughn	Yes
Hoffee	Yes	Shoemaker	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO:</b>	Pass and Adopt		
<b>MOTION BY:</b>	Conn		
<b>SECONDED BY:</b>	Vaughn		
<b>VOTING ROLL CALL:</b>			
Conn	Yes	Hoffee	No
Vaughn	Yes	Shoemaker	Yes
Polen	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>	YES: 5 NO: 1		

Mayor Huebner asked Hoffee for an explanation for her no vote. Hoffee stated the same reason as every other year. She feels the appropriations should not be more than the estimated revenue, even though there is a carry over cash balance. Shaffer provided Council with a history of the last 8 years of annual revenue vs. estimated revenue; year end cash balances; and appropriations vs. actual expenditures. The percentage of total approved appropriations vs. expended on average over 8 years is 80.90%. In addition, the total appropriations for 2024 are \$207,831 less than in 2023.

<b>NUMBER:</b>	<b>2023-108</b>
<b>TITLE:</b>	An Ordinance Revising The Previous Ordinance Establishing Design Districts And A Design Review Board And Adopting And Clarifying Additional Guidelines
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2024-100</b>
<b>TITLE:</b>	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (Mast Rentals)
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	1st Reading

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Proclamation re: Mayor Huebner</b>
<b>PRESENTED BY:</b>	<b>Kelly Hoffee</b>
<b>DISCUSSION:</b>	Kelly Hoffee read a Proclamation Honoring Mayor Jeff Huebner for his 22 years of service to the Village of Millersburg serving as Councilman for 4 years then as Mayor for 18 years. Hoffee also presented Huebner with a plaque.

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>1/8/2024</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	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	1/4/2024

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Fiscal Officer	1/8/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	1/8/2024