

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 4/8/2024

START TIME: 7:00 P.M.

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

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

### RECORD OF PROCEEDINGS

#### COUNCILMEMBERS ROLL CALL

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

<b>MOTION TO EXCUSE:</b>	Troyer		
<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Hofstetter
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Matt Shaner	Police Chief
Bob Hines	Solicitor	Bobbie Curry	Asst. Fiscal Officer
Karen Shaffer	Fiscal Officer	Melissa Patrick	Media/Reporter

#### COMMUNITY CALENDAR/EVENTS

- April 17 - Bicentennial Meeting 6pm at Chamber
- April 19 - ODNR Tree Planting at Deer Run Park 1pm
- May 17 - Peace Officer Memorial at the Courthouse 2pm
- May 18 - Lions Club Chicken BBQ and Vintage in the Village
- June 1 - Millersburg Garage Sale Day
- June 8 - Village Clean-up/Shredding Day at the Street Department 9-Noon
- June 15 - A Walk in the Past- Oak Hill Cemetery Tour 2pm – Parking will be at Millersburg Elementary.
- June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg
- July 13 - Bicentennial Tea at The Castle Club 1:00-3:30pm
- October 5-6 – Antique Festival

##### **Bicentennial Celebration Updates from Mayor Hoffee**

A mural rendering was shared with council and discussion was welcomed. A minor adjustment to the letting size was suggested. Next Bicentennial Meeting: 4/17/24.

##### **ChurchFunerals Direct, Inc – Andrea Kellogg**

Millersburg Baptist Church will host a presentation by ChurchFunerals Direct 4/26/24 at 6:00PM which is open to the public. ChurchFunerals Direct, Inc. is licensed as a funeral home and is a full-service funeral provider in all states in which it provides funeral directing services. They provide alternative funeral/funeral planning services.

**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		3/25/2024	
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Conn	
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>CORRECTIONS (If any):</b>			
<b>MOTION TO APPROVE BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-08</b>	Bills \$82,417.92	Payroll \$68,684.90	Total \$151,102.82
<b>MOTION BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>Mayor Hoffee</b>
Kevin Duff in the street department has been employed with the village for one year. Hofstetter motioned to remove Kevin Duff's probationary status. Vaughn seconded the motion. All voted aye. Motion carried.	

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
The department's new bullet proof vests have arrived. Chief reports a busy week last week with severe storms predicted, the gas leak on Lakeview Drive, and the total solar eclipse. Mayor Hoffee thanked the police dept. for their assistance with the evacuation of Lakeview Drive residents during the gas leak.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, KAREN SHAFFER ASSISTANT FISCAL OFFICER, BOBBIE CURRY</b>
March financial report acknowledgement by council members completed. In preparation for Fiscal Officer Karen Shaffer's retirement later this month, there are a couple of banking changes that need to be initiated. With council's approval, the signature cards with our bank need to be updated to remove Shaffer and add Curry. Currently, Polen and Hofstetter are the two other authorized signers for our bank account. Shaffer proposed no change in authorized signers. The other change that needs to be initiated with the bank is credit card holders. The credit card is occasionally used for purchases. Chief Shaner has one card. Another card, which is kept in the possession of the Fiscal Officer and signed out as needed for purchases, will need to be issued to Curry. The existing card issued to Shaffer will then be canceled.	

Motion to authorize changes to the village’s bank account (removing Shaffer, adding Curry) and its credit card holders (issue new card to Curry, then cancel Shaffer’s) was made by Shoemaker. Seconded by Kellogg. All voted aye. Motion passed.

<b>DEPARTMENT:</b>	<b>LEGAL</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>SOLICITOR ROBERT HINES</b>
Over the next two weeks, Solicitor Hines will work on legislation for proposed speed limit changes in the village to present to ODOT for approval.	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>KELLY HOFFEE</b>
<p>Upcoming Committee Meetings:</p> <ul style="list-style-type: none"> <li>- Planning/Zoning Meeting – April 10 at 6:30pm</li> <li>- Business/Housing Committee -April 16 at 6pm</li> <li>- Public Hearing for Alley Vacation June 10th at 6:45pm</li> </ul> <p>*Reminder that in June, July, and August there will be just one council meeting per month which will be held on the second Monday of each month. *</p> <p>Hoffee and Shoemaker attended the infrastructure grant meeting held this past Saturday. Hoffee reports that a lot of information was shared by many organizations such as ODOT (LTAP), Ohio EPA, OPWC, OMEGA, Muskingum Water Conservation District (PWM grants), RCAP, Holmes Co Planning Commission, and Holmes Soil and Water District. Each of these entities and more offer resources and funding.</p> <p>Hoffee read the 2024 Arbor Day Proclamation. Arbor Day is on April 26, 2024.</p>	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Round 30 ONDR Grant</b>
<b>PRESENTED BY:</b>	<b>Conn</b>
<p><b>DISCUSSION:</b> With the current June 1<sup>st</sup> admission date, the Ohio General Assembly, still hasn’t allocated funding for the grant. It’s unclear whether the admission date will be pushed back. Conn, in preparation for the grant application, would like to gather some needed information. One area of focus is additional pickleball courts at Old Airport Park. Documentation of the need/desire for additional courts is needed. While the community has shared their desire for more courts with council and the mayor many times, documentation is required. Conn asks the community to send emails or letters to him over the next couple of weeks. Correspondence should include specific information about why the community needs more pickleball courts. Emails can be sent to Brad.Conn@millersburgohio.com</p>	

**COMMITTEE REPORTS**

<b>COMMITTEE:</b>	<b>Audit/Finance Committee</b>
<b>PRESENTED BY:</b>	<b>Vaughn</b>
<p><b>DISCUSSION:</b> The Audit Finance Committee met on 3/18/2024. Vaughn reports that discussion focused on the village’s Comprehensive Plan. Projects and timelines which were previously discussed were reviewed. Minutes from the meeting were included in the packet. One correction to those meeting minutes is the date of the Business and Housing Committee meeting; it will be held on April 16<sup>th</sup> rather than April 18<sup>th</sup> at 6:00PM.</p>	

<b>COMMITTEE:</b>	<b>Records Commission</b>
<b>PRESENTED BY:</b>	<b>Asst. Fiscal Officer Curry</b>
<p><b>DISCUSSION:</b> The Records Commission met on 3/25/24. General information about the village’s records retention schedule and records disposal was shared by Shaffer. Minutes from the committee were included with the packet for this meeting.</p>	

<b>COMMITTEE:</b>	<b>Police Committee</b>
<b>PRESENTED BY:</b>	<b>Kellogg</b>
<p><b>DISCUSSION:</b> The Police Committee met on 3/28/2024. While a quorum was not present, the meeting allowed Kellogg and Chief Shaner the opportunity to discuss goals of the Police Dept. Officer training,</p>	

community outreach, and police presence were among the goals of the department. Future committee meetings will be scheduled on an as-needed basis.

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Communications with Northeast Ohio Gas</b>
<b>PRESENTED BY:</b>	<b>Kellogg</b>
<p><b>DISCUSSION:</b> Kellogg shared a letter she wrote about recent communication issues she and other residents have recently encountered with Northeast Ohio Gas project taking place. Communication break downs and project follow through has been an issue dating back to 2022. Kellogg feels that when projects will directly impact residents (gas shut off, work being done on resident’s property, and traffic impacts), there should be a notification process to inform residents in advance to the project starting. Kellogg would like to see 30-day prior notice by the gas company. Kellogg has filed a formal complaint with PUCO.</p> <p>Kellogg was informed that all gas lines in the village will be replaced over approximately the next ten years.</p> <p>Hoffee and Shaner are meeting with NEO Gas officials tomorrow afternoon to discuss communications.</p>	

<b>TOPIC:</b>	<b>Emergency Shelter and Supplies</b>
<b>PRESENTED BY:</b>	<b>Mayor Hoffee</b>
<p><b>DISCUSSION:</b> Last week, Hoffee was in communication Holmes EMA/Jason Troyer and the commissioners about potential severe storms. She then passed the information along to the community. Residents from the mobile home parks in town were very concerned about where to take shelter. In situations such as this, Hoffee would like to offer shelter to the community here at Village Hall. She would like to gather blankets and other supplies for those who take shelter here. More discussion and planning is forthcoming.</p>	

**EXECUTIVE SESSION**

<p><b>PURPOSE:</b> To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and to discuss details of security arrangements for a public body or public office if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office</p>			
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>4/22/2024</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	4/10/2024

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Fiscal Officer	4/22/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	4/22/2024