

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/13/2023

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
Rodney Arnold	Employee	Melissa Patrick	Visitor
Jay Sell, Aspen Energy	Visitor	Kevin Lynch	Visitor
Lauren Falcone, Kleinfelder	Visitor		

### VISITORS

#### Jay Sell, Aspen Energy - Aggregation Options

Sell introduced himself as the village's account representative with Aspen Energy. His intention for this evening's visit is to inform us of rate trends and general information. As of this evening, Sell does not have executable rates for us but will be working on gathering the information needed and is planning to come to the next council meeting with such rates. Just today, Sell emailed the AEP Data Release form to Administrator Troyer. The information disclosed on that form will give suppliers fresh data so that rates can be determined.

Rates have dropped in recent months, however they are expected to jump in June. While rates are currently around 7 cents per kilowatt; they are projected to increase to around 12 cents per kilowatt. Sell feels that it is very important to get an aggregation agreement in place prior to the rate increase in June. He is hoping that the village will see savings of about 30% if we adopt an agreement soon.

As always, residents can opt out and 'shop' for their own rates.

Sell will be presenting rates and terms at the next village council meeting.

#### Lauren Falcone, AICP, Kleinfelder – Comprehensive Plan Presentation

Falcone, the planning Department Manager at Kleinfelder is here this evening to summarize the Holmes County/Village of Millersburg Comprehensive Plan, **Shaping Our Future**. The project was completed over an 18-month period of time by Holmes County, the Village of Millersburg, a resident-appointed Steering Committee, and a planning consultant. The public was engaged throughout the project using committee meetings, workshops, surveys and media coverage. The scope of the project was to create a comprehensive plan that addresses existing conditions and future opportunities/challenges to be a road map for the County and Village. The purpose of the document is to guide public policy in terms of land use, economic development, housing, transportation, downtown development/historic preservation, infrastructure/capital improvements/safety services, agriculture preservation/cultural and natural resources and tourism. The county and village used a four-phased approach of Discovery, Collaborative/Visioning, Plan Development, and Public Review/Final Adoption.

During the process some Millersburg-specific public feedback was received. Some of that feed back was that people want to see an increase in the number of restaurants, they are concerned about

downtown noise, and it was noted that the development of the west end of Millersburg is creating opportunities. The majority of public survey respondents said...

- prices of available housing/land, types of available housing, and additional infrastructure are keeping people from moving to Holmes County
- future development in Holmes County should balance the development with agriculture and natural resources, preserve rural character, and maintain rural nature of landscape
- they are using their own cars to get around Holmes County, with some walking and biking
- they were English
- they were not interested in attending an informational road safety class
- rural, sense of community, scenic natural beauty were their favorite attributes of Holmes County
- traffic, tourism and sharing the road, and lack of restaurants/zoning/diversity were their least favorite attributes of Holmes County
- controlled, strategic/stable growth, growth and preservation, growth with maintenance of small towns, and more affordable housing are their visions for Holmes County for the next 10-20 years

Falcone said the guiding principles are a crucial part of the plan. Eleven guiding principals were identified.

1. Holmes County is home to over 20,000 Amish Residents giving it a unique sense of character and community which is attractive to other nearby residents and visitors.

2. Roads, trail additions, and improvements are important for all of Holmes County's modes of transportation (vehicular, buggy, bicycle, e-bicycle, and pedestrian). Safe road sharing is imperative.

3. Holmes County's historic downtowns are important to residents and visitors as the living rooms of the county. Preservation of the past, including historic preservation of the buildings, is also important.

4. The parks, recreation, greenspaces, and waterways of Holmes County are especially important to residents and visitors and should be preserved and expanded to meet the needs of existing and future residents and visitors. Recreational tourism is expanding in the county.

5. The existing industrial and commercial businesses are especially important to the overall economy and areas for diversification and expansion of these businesses should be considered to meet increasing demands.

6. Holmes County's housing stock should strive to be more age and price diverse to attract people in different stages of their lives and allow existing workers to live within the county.

7. Tourism is an important economic development generator in the county and visitors are seeking an authentic experience which must be preserved and maintained.

8. Updated infrastructure and capital improvements are important to residents and visitors. Safety services should be maintained and improved to provide consistency in the entire county.

9. Agriculture is part of the authenticity of the county and should be preserved as an economic development generator. County-wide preservation should be facilitated.

10. Natural and cultural resources are abundant in the entire county. Residents and visitors are accustomed to utilizing these resources and their preservation should continue.

11. Holmes County is a patchwork of communities, each with their unique identity, but stitched together as one county offering an excellent quality of life to residents and an experience to visitors.

Lastly, Falcone said that after 18 months of work on this project, implementation of the plan is important. Many recommendations were made for implementation in each of these areas:

- Land Use Development
- Economic Development
- Housing
- Transportation
- Historic Preservation/Downtown
- Infrastructure/Capital Improvements/Utilities/Public Safety
- Agricultural/Natural & Cultural Resources
- Tourism

The detailed recommendations can be found in Chapter 7 of the Comprehensive Plan.

There were no questions presented to Falcone.

The Holmes County/Village of Millersburg Comprehensive Plan in its entirety can be examined at Millersburg Village Hall or electronically by request.

#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		1/23/2023	
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Vaughn	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION TO APPROVE BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
Conn	Yes	Shoemaker	Yes
Polen	Yes	Hoffee	Yes
Vaughn	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### APPROVAL OF BILLS

<b>BILL RESOLUTION 2023-5</b>	Bills \$42,441.44	Payroll \$61,873.49	Total \$104,314.93
<b>MOTION BY:</b>		Hoffee	
<b>MOTION SECONDED BY:</b>		Conn	
<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Conn	Yes
Polen	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### DEPARTMENT HEAD/OFFICIAL REPORT

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF MATT SHANER</b>
<p>The Police Department's 2022 Annual Report was completed and distributed to staff, mayor, and council on 2/7/2023.</p> <p>Councilman Conn addressed Chief Shaner. Conn explained that when people raise concerns with him it's typically about speed and noise (mufflers, etc). He went on to compare some statistics in the annual plan. In 2018, there were 246 speeding tickets issued; in 2019 there were 109. Then there was a drastic drop in 2020. In 2022, 35 speeding tickets were issued while in 2021 there were 2. So, there has been an improvement. Conn asked Shaner if he is pleased with the number of speeding tickets issued in 2022</p>	

or if he is concerned about the number? Chief Shaner replied that there needs to be improvement. After a previous council meeting where this topic was addressed, Shaner spoke with the patrol officers and told them they need to see improved numbers. Over the past few months, numbers have improved. He said he urged the patrol staff to keep that up because especially after the pay increase approved by council in December, they will be watching. Shaner said he is keeping an eye on it. One other factor, said Shaner, is that the police department is short staffed. So, the hope is that once they are fully staffed, there will be more speeding tickets issued. Conn told Shaner that he is pleased with his answer and appreciates the direction it's going.

Councilwoman Hoffee acknowledged that the patrol officers have been seen in new/different places throughout the village and that is good.

Conn next asked Chief Shaner if he feels that we need to address strategies for advertising job postings to reach more people. Shaner said that in the past week or so there have been 2-3 applicants for dispatch and 2 for patrol. So, it seems that word has gotten out and hopefully by next meeting Chief Shaner will have applicants chosen. Shaner has reached out to several academy commanders and to area career centers who can potentially connect him with cadettes.

Councilman Shoemaker would like to see the police department have a career day at the high school. Shaner said that once he is fully staffed, he can put more focus on recruitment of future officers.

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR NATE TROYER</b>

**DRB & P&Z Commission**  
 DRB approved the demolition of the rear annex of the American Hall Building to accommodate the previously approved elevator shaft construction. So far, we do have one submittal for the March 1 DRB meeting (signage at 95 W. Jackson).

**ODOT Sidewalk TAP Project**  
 No update-bid opening 3/9/23

**ARPA**  
 Awaiting CDBG clearance to advertise for bids for the storm sewer project.

**Demolition Project**  
 No update

**Appalachian Community Grant**  
 No update, awaiting award announcements in early spring.

**Paul Laney Memorial Tournament**  
 Request to waive the reservation fee for the annual tournament. This year the dates will be July 28<sup>th</sup> and 29<sup>th</sup>.

**Motion to waive reservation fees for the annual Paul Laney Memorial Tournament.**

<b>MOTION BY:</b>	Hofstetter		
<b>MOTION SECONDED BY:</b>	Polen		
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Polen	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6      NO: 0		

**Capital Projects**  
 Troyer also reports that he is working through the Annual Capital Improvements appropriations. He has been looking into Reclamite, a micro-resurfacing to be done on the streets that have been paved in the past few years. Evidence is showing that this can extend the life of the pavement 5-10 additional years. It's a cost effect way to preserve asphalt for a few extra years. Crack sealing is also planned.

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CLERK-TREASURER KAREN SHAFFER</b>

January Financial Statement and reports were emailed to staff, mayor, and council on 2/2/2023. Acknowledgement form initialed by all.

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>JEFF HEUBNER</b>
<p>Mayor Huebner is pleased to share that Millersburg will be the recipient of The Scenic Ohio Award which gives special recognition to communities, organizations, and individuals who work to improve and protect Ohio's visual qualities, distinctive culture, and historical character. The award will be given on Friday, April 7, 2023 from 2pm-4pm at the Ohio History Center, Arthur C. Johnson Auditorium in Columbus. The event is free and open to the public. Additional information is available at <a href="http://www.scenicohio.com">www.scenicohio.com</a></p> <p>Mayor Huebner would like to thank Sharon Strouse who submitted the nomination for Millersburg.</p>	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Warming station during severely cold weather</b>
<b>PRESENTED BY:</b>	<b>Robert Schoemaker</b>
<p><b>DISCUSSION:</b> The Wayne Holmes United Way will be here next Wednesday, February 22<sup>nd</sup> at 9:00am. They will be letting us know what has been done for warming stations in Wayne County and they also be discussing housing.</p>	

<b>TOPIC:</b>	<b>Opioid Meeting</b>
<b>PRESENTED BY:</b>	<b>Robert Schoemaker</b>
<p><b>DISCUSSION:</b> Schoemaker will be attending the organization meeting for the Opioid money that is coming to Ohio. The meeting is on Friday the 17<sup>th</sup> in New Philadelphia.</p>	

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Round 29 Nature Works Grant</b>
<b>PRESENTED BY:</b>	<b>Brad Conn</b>
<p><b>DISCUSSION:</b> A grant in the amount of \$22,480 is available to Holmes County specifically for parks. There is a 25% match which brings the amount to \$29,973. Local funds = \$7,493. Conn said the focus would be at Airport Park for some of the improvements discussed last year. Dee Bearlson from ODNR emailed that application packet to Conn. He would like to see the Park Committee meet and discuss the grant and ideas for its usage. This is a reimbursement grant. Conn offered to coordinate and do what is necessary to apply. He said there are also federal grants available that he is looking in to.</p>	

<b>TOPIC:</b>	<b>Strategic Initiative</b>
<b>PRESENTED BY:</b>	<b>Kelly Hoffee</b>
<p><b>DISCUSSION:</b> Having spent the money on the strategic initiative plan/Comprehensive Plan, Hoffee said we need an implementation plan. It's important to show village citizens where we want to be in 5 years, 10 years, and 15 years, etc. The mayor and others agreed that this is something that needs to be done. An evening Council Workshop during the week would allow for best attendance. At the next council meeting, scheduling of this workshop will occur.</p>	

**EXECUTIVE SESSION**

<b>PURPOSE:</b> To consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee or official			
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>INVITED INTO SESSION:</b>		Bobbie Curry	

**EXECUTIVE SESSION ACTION (If Any)**

<b>ACTION:</b> To hire Kevin Duff for the Street Department/Mechanic at the rate of \$27.50, to hire Mason Radcliff for the Street Department (entry level) at a rate of \$22.50, and to hire Clay Shepler in the Utilities Department (entry level) at a rate of \$22.50			
<b>MOTION BY:</b>		Hoffee	
<b>MOTION SECOND BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Vaughn	Yes
Polen	Yes	Conn	Yes
Shoemaker	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>2/27/2023</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>		Conn	
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Conn	Yes
Hoffee	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	2/15/2023

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/27/2023

**CERTIFICATION**

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	2/27/2023