

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/27/2023

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
Karen Shaffer	Clerk-Treasurer	Matt Shaner	Police Chief
Rodney Arnold	Employee	Bobbie Curry	Assist Fiscal Officer
		Melissa Patrick	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	2/13/2023		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Polen	Yes	Hoffee	Yes
Conn	Yes	Shoemaker	Yes
Hofstetter	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Shoemaker		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Hofstetter	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

MOTION TO EXCUSE:	Robert Hines		
MOTION BY:	Vaughn	MOTION SECONDED BY:	Hoffee
VOTING ROLL CALL:			
Vaughn	Yes	Hoffee	Yes
Polen	Yes	Conn	Yes
Shoemaker	Yes	Hofstetter	Yes
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2023-5	Bills \$63,463.48	Payroll \$59,617.00	Total \$123,080.48
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MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
Personnel issue for Executive session	

DEPARTMENT:	ADMINISTRATION										
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER										
<p><u>DRB & P&Z Commission</u> DRB will meet on March 1st to review a COA for signage at 95 W. Jackson, where Hollie Horn is locating her nail salon/boutique.</p> <p><u>ODOT Sidewalk TAP Project</u> No update-bid opening 3/9/23</p> <p><u>ARPA</u> Awaiting CDBG clearance to advertise for bids for the storm sewer project.</p> <p><u>Demolition Project</u> No update-awaiting asbestos testing</p> <p><u>Appalachian Community Grant</u> Tentatively it is looking like the State Controlling Board will be reviewing and accepting the list of state procured planners around February 27th and reviewing the list of technical assistance grants March 20th.</p> <p><u>Personnel</u> Mason Radcliff start date 2/27 at the Street Dept. Clay Shepler start date 3/6 at the Utility Dept. Kevin Duff-working on a start date</p> <p><u>Updated Electric Aggregation Pricing</u> Administrator received the updated electrical aggregation rates this afternoon from Aspen Energy Aggregation Specialist, Jay Sell. Along with regular contract rates, Sell quoted rates with a \$25k community grant, which the village historically has not done and has no interest in doing at this time. Therefore, the focus is on the regular contract rates and terms. Those rates and terms are as follows:</p> <table border="1"> <thead> <tr> <th><u>Term (months)</u></th> <th><u>Rate (Cents/kWh)</u></th> </tr> </thead> <tbody> <tr> <td>12</td> <td>6.88</td> </tr> <tr> <td>24</td> <td>6.77</td> </tr> <tr> <td>36</td> <td>6.89</td> </tr> <tr> <td>48</td> <td>7.00</td> </tr> </tbody> </table> <p>Sell, in his email, explains that the best value is for the 36-month term. He believes that the aggregated AEP Ohio Standard Service offer for June 2023 – May 2024 will be right around \$.10 per kWh. Therefore, the proposed rates above secure a significant immediate savings and sets folks up well for the following couple of years.</p> <p>Administrator Troyer says he would not be hesitant to look at the 24- or 36-month terms which offer the best value. He reiterated that this is an opt-out program so if citizens do not want to participate, they can simply opt out.</p>		<u>Term (months)</u>	<u>Rate (Cents/kWh)</u>	12	6.88	24	6.77	36	6.89	48	7.00
<u>Term (months)</u>	<u>Rate (Cents/kWh)</u>										
12	6.88										
24	6.77										
36	6.89										
48	7.00										

Motion was made to enter into a 36-month contract with Aspen Energy for an electric aggregation rate of \$0.689 per kWh which would go into effect June 2023.	
MOTION BY:	Hofstetter
MOTION SECOND BY:	Hoffee
VOTING ROLL CALL:	

Hofstetter	Yes	Hoffee	Yes
Polen	Yes	Shoemaker	Yes
Conn	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

Administration Report, Cont.

Budgets
 Lastly, Troyer is working on different budgeted items for this year and looking at getting projects scheduled. Winter is nearing an end so, hopefully plans will move forward soon.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	CLERK-TREASURER KAREN SHAFFER
5 Mill Renewal Levy	
<p>If we chose to renew the levy, which will be on the ballot this November, there are two pieces of legislation that will need to be done at separate times. It needs to be filed 90 days before the election. The first piece of legislation requesting the estimated revenue from the levy will need to be filed with the County Auditor. This legislation will take the typical 3 readings. Once that estimate comes back from the Auditor, it must be approved. The second piece of legislation will be for the Board of Elections to put the renewal on the November ballot. This process will take some time, so if it's decided to proceed with the renewal, we will want to start the process soon.</p> <p>The Levy currently brings in \$124.2k. It is up for renewal every 5 years. The funds are used in the general fund for operating expenses.</p>	

Motion made to proceed with the Renewal of the 5 Mill levy.			
MOTION BY:		Shoemaker	
MOTION SECOND BY:		Hofstetter	
VOTING ROLL CALL:			
Shoemaker	Yes	Hofstetter	Yes
Polen	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

Fiscal Department, cont.

Creation of Fiscal Officer Position to replace Clerk-Treasurer Position
 As discussed previously, if we still want to proceed with changing the Clerk-Treasurer position to a Fiscal Officer position, an appointed position rather than elected, we need legislation (after 3 readings) to be filed with the board of elections 120 days before the general election.

Motion to replace the position of Clerk-Treasurer to Village Fiscal Officer effective January 1, 2024.			
MOTION BY:		Vaughn	
MOTION SECOND BY:		Hofstetter	
VOTING ROLL CALL:			
Vaughn	Yes	Hofstetter	Yes
Polen	Yes	Shoemaker	Yes
Conn	Yes	Hoffee	Yes
VOTING RESULTS:		YES: 6	NO: 0

COMMITTEE REPORTS

COMMITTEE:	TREE CITY BOARD
REPRESENTATIVE'S NAME:	BRENT HOFSTETTER
<p>The Tree City Board met about a week and a half ago. Planning for the Spring Arbor Day Program at Millersburg Elementary has started. Arbor Day this year is on Friday, April 28th.</p>	

Board Members Mike and Tracy McDowell have resigned from the board due to moving out of the area. Therefore, there are two vacancies on the Tree City Board. Anyone interested in serving on this board is encouraged to reach out to The Village or any existing Tree City Board members.

OLD BUSINESS

TOPICS:	WARMING CENTERS DURING EXTREME INCLEMATE WEATHER OneOhio RECOVERY MEETING ODNR ROUND 29 GRANT SET A DATE FOR COMPREHENSIVE PLAN IMPLEMENTATION WORKSHOP.
PRESENTED BY:	ROBERT SHOEMAKER, BRENT HOFSTETTER, KELLY HOFFEE
<p>DISCUSSION:</p> <p>Shoemaker reports that there have been five meetings recently about shelters/warming centers for citizens during extreme inclement weather. Last Wednesday, a representative from United Way of Wayne and Holmes Counties was present for a meeting. Shoemaker has determined that the best way we can help someone in need of shelter is to arrange/pay for transportation for them to Wooster to the Salvation Army. The Salvation Army in Wooster has two different facilities; One is for longer term stays for homeless individuals, the other is temporary shelter for times of extreme weather conditions. No children are permitted in these shelters. More than likely, the Salvation Army would put a family with children up in a hotel.</p> <p>Shoemaker attended the last OneOhio Recovery Meeting (Opioid settlement), however, not enough members were in attendance to make a quorum so no business could take place. The next meeting is on April 26th which Shoemaker will attend by Zoom.</p> <p>Conn discussed the ODNR Round 29 Grant that was first discussed at the last council meeting. The \$24,000 grant with a 25% Village match would be used for improvements to the Airport Park. Some ideas for the use of the fund resurfacing the parking lot, turning the temporary walkway from the parking lot to the ball diamond into a more permanent walkway, and making an access to the Holmes County Trail. The deadline for this grant application on June 1st. Conn would like to see us move forward and will help in any way he can. Conn said that for the 25% match, he has some ideas for contacts within the Village for donations and/or in-kind work. The consensus was to proceed with the grant. New Playground equipment for the park has been discussed. It is quite costly. There is a Federal Grant that we can look into that is coming up in November.</p> <p>Hoffee lead discussion/planning to set a date for the strategic initiative/comprehensive plan implementation workshop. It was decided that this workshop will take place in Tuesday, March 14th at 6:00PM. *Both electronic and printed copies of the Comprehensive Plan are available.</p>	

NEW BUSINESS

TOPICS:	HOME WEATHERIZATION ASSISTANCE PROGRAM VILLAGE CLEAN UP DAY.
PRESENTED BY:	ROBERT SHOEMAKER
<p>DISCUSSION:</p> <p>Shoemaker serves on the Kno-Ho-Co Community Action Board. The Home Weatherization program helps low-income individuals and family with making their home more energy efficient. Only one application for the program has been filed for Holmes County while in Coshocton County over 500 applications were submitted. Shoemaker would like to see word get out about this valuable program and would encourage Holmes County Households to apply. To get word out to Village residents, a brief message can be included on their next water/sewer bills.</p> <p>Village Clean Up day is typically done in April. This year, Village Clean Up Day will be held on April 22nd, which falls on Earth Day, FROM 8AM TO 12pm</p>	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion or compensation of a public employee or official

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

EXECUTIVE SESSION ACTION

ACTION: Motion to approve the hiring of Gina Scherer as full-time non-certified Police Dispatcher with a hire date of 3/11/2023.			
MOTION BY:		Hoffee	
MOTION SECOND BY:		Hofstetter	
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Polen	Yes	Shoemaker	Yes
Conn	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>3/13/2023</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:			
Polen	Yes	Hofstetter	Yes
Shoemaker	Yes	Conn	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	3/6/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	3/13/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	3/13/2023