

The Council of the Village of Millersburg met in regular session via ZOOM on January 11, 2021 at 7:00 p.m. The meeting was streamed on YouTube for public viewing (Covid-19). Mayor Huebner called the meeting to order. Clerk-Treasurer Karen Shaffer gave roll call, and the following members were in attendance: Devone Polen, Brent Hofstetter, Kelly Hoffee, Tom Vaughn, Robert Shoemaker, and Brad Conn. Solicitor Robert Hines was also in attendance.

**MINUTES:** Motion made by Polen to suspend the reading of the minutes of Council held 12/28/20. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Shoemaker, Conn, Vaughn, and Hofstetter voting aye. Motion made by Shoemaker to accept the minutes as presented. Seconded by Polen. Upon roll call, motion carried with Shoemaker, Polen, Hofstetter, Conn, Hoffee, and Vaughn voting aye.

**BILLS:** Motion made by Hofstetter to pay bill resolution 2021-01 bills \$161,522.22; payroll \$59,350.57; total \$220,872.79. Seconded by Vaughn. Upon roll call, motion carried with Hofstetter, Vaughn, Hoffee, Conn, Polen, and Shoemaker voting aye.

#### **REPORTS OF OFFICERS**

**Administrator Troyer:** Informed Council the DRB approved COA's for signage from Ferox Media, at 95 W. Jackson Street and IT Connect Group at 137 W. Jackson Street.

Informed Council P&Z approved the plat for Meadow Glen Subdivision Phase 4. In the near future, Council will be presented with an ordinance accepting the dedication of the street and improvements. Once this legislation is adopted, the owners can record documents and begin selling lots.

Informed Council he continues to work on completing 2021 in-house sidewalk projects.

Informed Council he and Councilman Shoemaker met to discuss vacant properties. They have compiled a list of developers, builders, and realtors and will be sending a letter to them. This letter will include a list of property owners that are willing to discuss development of their vacant lots.

Informed Council he is planning on coming back to full staffing the week of January 18<sup>th</sup> unless there is a rapid uptick in Covid cases in Holmes County. He thanked the staff for being very understanding during these challenging times and noted they should all be commended.

Informed Council the electric aggregation program will expire at the end of July. He is currently looking a pricing options. If a good price is found it may be locked in now for the program.

**Clerk-Treasurer Shaffer:** Presented the December 2020 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll, as well as the 2020 Year End Financial Statement. There were no questions or comments. A roll call was completed to confirm all members received the reports. Polen, Conn, Shoemaker, Vaughn, Hoffee, and Hofstetter replying aye.

**Solicitor Hines:** Gave Council background on emergency Ordinance 2021-100 on the agenda this evening. This ordinance is more specific on the appeals process of variances and zoning permits. Currently there is legal concerns between Toni & Allen Fair and the operations of Little Lambs Day Care. Fairs have retained Attorney Bob Reynolds and will be filing an appeal with the P & Z Commission in the near future. If P & Z denies Fair's appeal, then the case will go to Common Pleas Court. This ordinance will only affect the appeals process now and in the future.

**Mayor Huebner:** Informed Council the Committee Appointments for 2021 were included with the packets. Committee lists are also posted in Village Hall.

Informed Council they need to establish the time and dates for regular sessions of Council for 2021. Council agreed to keep the same times as previously established (second and fourth Monday of each month at 7:00 pm).

Informed Council of the need to elect a Council President for 2021. Hofstetter said he feels every Council member should be elected as President on a rotating basis. Hofstetter nominated Devone Polen. A motion was made by Hofstetter to elect Devone Polen as Council President for 2021. Seconded by Shoemaker. Upon roll call, motion carried with Hofstetter, Shoemaker, Conn, Hoffee, Vaughn, and Polen voting aye.

Informed Council the terms of Mike McDowell and Tracy McDowell expired on the Tree City Commission at the end of December. A motion was made by Polen to re-appoint the McDowell's to the Tree City Commission for a 3-year term. (1/1/21 – 12/31/23). Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Shoemaker, Vaughn, Hoffee, and Conn voting aye.

**LEGISLATION:** Mayor Huebner read Ordinance 2020-104 "An Ordinance Amending Zoning Map (Zoned Territory) of The Village of Millersburg" for the second time by title only.

Mayor Huebner read Emergency Ordinance 2021-100 "An Ordinance Amending Chapter 1139 of the Village Ordinances and Declaring an Emergency" for the first time by title

only. Motion made by Shoemaker to suspend the rules requiring the second and third reading of Ordinance 2021-100. Seconded by Vaughn. Upon roll call, motion carried with Shoemaker, Vaughn, Polen, Hofstetter, Hoffee, and Conn voting aye. Motion made by Hoffee to pass and adopt Ordinance 2021-100. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Conn, Vaughn, Hofstetter, and Polen voting aye.

**OLD BUSINESS:** Hoffee asked if repairs were made on the water run-off issue on N. Crawford St. at the property owned by Dan & Jen Miller. Troyer noted he instructed the Street Dept. to perform the work, but has not gone to check to project yet.

**NEW BUSINESS:** Hoffee asked how HDM is promoting Millersburg this year. Troyer said the board met this morning and they are planning on having "Girl's Night Out" in February. Merchants will be posting occupancy limits and will not have outside vendors in their stores. Hand sanitizing stations will be made available. The health department will be involved with further guidance. The board opted not to hold the St. Patrick's Day Pub Crawl this year. They have yet to plan out events for the remainder of the year. With Covid still an issue, HDM's events were planned only for the 1<sup>st</sup> quarter and decisions on future events will be forthcoming.

**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, Vaughn, Conn, Hoffee and Shoemaker voting aye.

**REGULAR SESSION**

**EXECUTIVE SESSION ACTION:** Motion made by Hofstetter to approve the hiring of James Smith as full time patrolman. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Polen, Conn, and Vaughn voting aye. Smith has prior experience, currently resides in Louisville (adjoining county) and his start date will be January 30, 2021.

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

Approved Date \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor