

Monday, January 22nd

24

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/22/2024

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

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Fiscal Officer	Bobbie Curry	Asst. Fiscal Officer
Melissa Patrick	Media/Reporter	Kevin Lynch	Media/Reporter
Jim Nusbaum	Visitor	David Brandt	Visitor
Dan Kieffaber	Visitor		

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		1/8/2024	
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	
CORRECTIONS (If any): The 1/8/2024 meeting was called to order by Mayor Kelly Hoffee. Minutes incorrectly read that meeting was called to order by former Mayor, Jeff Huebner.			
MOTION TO APPROVE BY:		Conn	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Conn	<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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-02	Bills \$105,834.08	Payroll \$73,535.22	Total \$179,369.30
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<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

VOTING RESULTS:	YES: 6 NO: 0
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DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<p>Chief Shaner completed the police department's 2023 year end report which was distributed to all. Patrolman Hunter Derrick completed his 6-month probationary period on 1/16/2024. A motion to remove Derrick's probationary status was made by Hofstetter. Seconded by Polen. All voted aye. Motion carried.</p> <p>Shaner updated council on the status of his cruiser fleet. The crashed cruiser has been repaired and is now back in service. The new cruiser has been outfitted and will be in service next week.</p> <p>Kellogg commended the police department's handling of a traffic incident this past Saturday evening on S Clay and No Name Streets. Kellogg expressed her appreciation. She also pointed out that the Police department issued 256 speeding tickets in 2023 according to the annual report submitted by Shaner. She appreciates the department for their attention to speed violations in the village.</p>	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> No submittals for January-1st reading of the ordinance to change the zoning for the proposed Havenwood development off Hickory Street.</p> <p><u>Wooster Road Speed Study</u> Waiting on quote from Mastermind</p> <p><u>Deer Run Park</u> No further work done at this point. Waiting on weather.</p> <p><u>2024 Resurfacing</u> Requested engineer update the plans and bid specs to reflect removing S. Monroe curb portion of project. Waiting on updated plans and then we will get this out to bid.</p> <p><u>Budget Items</u> We've been working on getting pricing for a wheel loader and the building at the Street Department. The loader may be available fairly quickly so we will likely be getting rid of one of the backhoes at the same time we dispose of the vehicles we have replaced (dump truck, utility pickup, sweeper, etc.)</p> <p><u>Credit Request</u> Davis request attached to packet Motion made to approve a credit of \$98.70 for Dorene Davis and Kathleen Davis's sewer bill made by Polen. Seconded by Vaughn. All voted aye. Motion carried.</p> <p><u>Street Lighting</u> Troyer has contacted our AEP representative about extending street lighting in the village. Our rep will be getting back to Troyer once he talks to their engineer. Troyer also let him know that there are many streetlights out in the village. This will be addressed as well.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<p>Council Goals</p> <p>At the last meeting, Hoffee asked each council member to answer a list of questions she prepared in order to identify problems in the village, propose possible solutions and define goals of council for 2024.</p> <p><u>Polen</u>: Would like to see some upkeep done to our Village Hall. Painting and repairs are needed. Troyer has already begun this process. Painting and repairs are planned for this year.</p> <p><u>Hofstetter</u>: Traffic flow in the village is an issue. He would like to see the use of smart traffic lights to improve traffic flow. He would also like to see improvement to the sidewalk on the west side of N Clay near the curve once the demolition of the building owned by Village Motors is complete. The current sidewalk is very close to the street.</p> <p><u>Shoemaker</u>: There is a lack of events and growth here compared to the eastern side of the county. He would like to see more activities and events to bring the community together and bring in visitors. He would like to see the village begin to plan to purchase the Millersburg Elementary property which could be used for a community sports complex/community center. The village could use the space for pickleball, tennis and volleyball courts. Shoemaker would like to see an olympic-sized pool installed for</p>	

area schools to utilize for swim teams. Grant money will be needed. Shoemaker has spoken to our State Representative, Darrell Kick, about possible funding set aside on the state budget. Shoemaker would also like to see our new amphitheater utilized. Also noted was that with the elementary school moving to a new facility outside of the village in the next few years, we will be losing significant income tax revenue and we will need to look at ways of replacing that revenue.

Vaughn: Agreeing with Shoemaker, now is the time to begin planning to purchase the Millersburg Elementary property. Finding funding and budgeting should begin this year. The school property presents a great opportunity. The building is large enough to house the sports complex/community center that Shoemaker spoke of plus there is plenty of outdoor space for additional ballfield/park space which has potential to bring business to the village. Vaughn said we have a great community with several new businesses coming in. We are headed in a good direction and he would like to see us focus on the Comprehensive Plan that the Village initiated in 2023.

Conn: Traffic noise is a big problem in the village. Conn would like to take a closer look at our ordinances to determine what can be done about exhaust/engine noise in the village. Traffic and speeding issues are also a concern but Conn feels that noise is one of our biggest issues. The village also has some very positive things happening. Conn enjoyed serving on the Planning and Zoning Committee. He hopes that the committee continues to keep an open mind when new housing ideas are presented. The committee should always ask “How is this going to benefit the Village of Millersburg?” There is a lot of potential positive growth in the village. Conn would like to focus on grant funding for improvements to Airport Park. The amount of funding available to Holmes County is unknown at this point. With planning and funding we can make Airport Park a great park for the village.

Kellogg: Kellogg’s goal/plan is a simple one. Be attentive to our citizens’ concerns and find them the answers they need.

Mayor Hoffee: Hoffee sees traffic as our biggest problem. The timing of the traffic lights doesn’t allow good traffic flow. Better signage/lane markings are needed at some intersections. She would like to see smart traffic signals utilized and would like to confer with ODOT about the best options. Some properties that are lacking upkeep need to be addressed. Millersburg PD can investigate and address residential trash and junk cars. Streetlight extension and replacement of burnt-out streetlights needs to be seen through. Hoffee would like to see that renters in the village are getting what they pay for; perhaps the village can help to see to it that landlords are providing utility services they should. Kellogg agrees that this is a problem, specifically at the Millersburg Mobile Home Park. Tenants there are afraid to speak up due to fear of eviction. Many positive things were noted: Ideas from the community are being heard and carried out in the village; New community projects such as the seed library are coming to fruition; New business are coming into town; and she is looking forward to working with Historic Downtown Millersburg this and coming years.

Hoffee also wanted to remind everyone of some upcoming meetings
 January 24th at 6:00PM – Holmes County Bicentennial Meeting at the Chamber of Commerce
 February 21st at 6:30PM – Town Hall with Holmes Co. Commissioner Candidates at The American Hall
 February 24th - HDM’s Girl’s Night Out
 April 6th from 8:00-10:00AM – Infrastructure Grant Meeting at Harvest Ridge.

LEGISLATION

NUMBER:	2024-100		
TITLE: An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (Mast Rentals)			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
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
VOTING RESULTS:	YES: 6 NO: 6		

NUMBER:	2024-101
TITLE: An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (Lotut)	
CLASSIFICATION:	Ordinance
STATUS:	1st Reading

COMMITTEE REPORTS

COMMITTEE:	Historic Downtown Millersburg
PRESENTED BY:	Kellogg
<p>DISCUSSION: Kellogg attended HDM meetings in December and January. HDM meets on the first Thursday of the month at 9:00AM. Kellogg was told the HDM membership applications were mailed out by the Village around the same time the water/sewer bills were mailed. She hasn't been able to confirm. Fiscal Officer, Karen Shaffer clarified that HDM applications are not mailed out by the village offices. They are mailed by HDM. Troyer said that maybe there is some confusion because HDM has used our water/sewer bill mailing list in the past while preparing their membership applications for mailing. It is unclear how or when HDM applications will be mailed out.</p> <p>HDM's Girls Night Out will be held on February 24th. They are collecting various gift baskets to be raffled off.</p> <p>Hoffee said that the Holmes County Commissioners recently gave HDM \$5,000 toward marketing downtown Millersburg businesses.</p>	

COMMITTEE:	Holmes Fire District 1 Board
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: Hoffee attended the HFD1 board meeting on January 11th. District 1 responded to 1,317 calls, 629 of those calls were in the Village of Millersburg. The emergency squad, once dispatched, leaves the fire house in an average of 2 minutes. Fire crews average 2.5-5 minutes to leave the firehouse. Three Millersburg residents were recognized in the top ten for volunteer hours at District 1. Ryan Smith, Jeremiah Haun, and Roland Phillips. Hoffee thanked these volunteers. HFD1 will be getting it's first four-wheel-drive emergency squad soon.</p>	

OLD BUSINESS

TOPIC:	Clean up at Millersburg Mobile Home Park
PRESENTED BY:	Solicitor Hines
<p>DISCUSSION: The mobile home park ownership was to have the burned mobile home cleaned up by January 15th. They have not met that deadline. Dan Kieffaber, a Millersburg resident, reached out to councilwoman Kellogg letting her know he may be able to help. Kieffaber came before council to show that he has drafted a contract to demolish and clean up the burnt trailer and one other in the park. He would like to present this proposal to CMH Capital, the owners of the mobile home park. Kieffaber explained the details of his proposal to council. Shoemaker asked if county demolition funds could be used. Hines said that to qualify for those funds, the mobile home must be considered real estate. There are two units in the mobile home park right now that would qualify. However, the demolition dollars won't be available until July of this year. The village doesn't want them sitting there that long. Hines offered to send Kieffaber's proposal to Eric Vinson at CMH and perhaps do a conference call with Kieffaber and Vinson.</p>	

NEW BUSINESS

TOPIC:	Ohio Sunshine Law
PRESENTED BY:	Solicitor Hines
<p>DISCUSSION: The Sunshine Law training must be attended by each public official at least once each term. It's important for each member of council to attend this training. The Sunshine Law is extensive and complicated. If someone should file against the village for a violation and prevail, the village will have to incur legal expenses for both parties. Hines said that if there is ever a question, be sure to contact him. Officials can designate someone to complete the trainings for them. For many years, Karen Shaffer was designated to take the trainings on behalf of Millersburg's officials. Shaffer will soon be retiring. It was agreed that each official complete their own training at this point. There is a live webinar training on February 7th from 9:00AM to 12:15PM. Curry found that there is an online on-demand training available</p>	

on the Ohio Attorney General’s website. She also reminded council that it’s very important that they each print their certificate upon completion.
 Lastly, Hines reminded council that using their personal phone and email for Village business is okay. However, it then becomes a public record which can be requested. That correspondence will also fall into very specific records-retention rules. All correspondence must be kept for one year and a record of disposal must be done.
 It is highly recommended that village email accounts be established for each council member and the Mayor. Records and record retention are then automatically addressed and taken care of by the Village.

TOPIC:	Lawsuit: Maurice Mann vs Village of Millersburg
PRESENTED BY:	Solicitor Hines
DISCUSSION: A lawsuit was filed against Millersburg stemming from an accident that occurred on Village property about a year and a half ago. Trial is still likely a year away.	

TOPIC:	Website Updates
PRESENTED BY:	Mayor Hoffee
DISCUSSION: The Village of Millersburg website needs some updating so that contact information for the mayor and new council member, Kellogg, will work properly. Reminder that all codified ordinances for the village are available to view from our website, www.millersburgohio.com . There is a search tool that can be used so that if you are looking for a specific topic, you can search rather than read through all of the ordinances.	

TOPIC:	Committee Meeting Dates
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee asked for various committees to set meeting dates. Meeting dates should be reported at the next council meeting. Finance/Audit Committee – Chairperson, Tom Vaughn. This committee will be discussing the Strategic/Comprehensive Initiative. Parks and Cemetery Committee – Chairperson, Brad Conn. Police Committee – Chairperson, Andrea Kellogg. Will meet quarterly on the Thursday following the 2 nd regular-session council meeting of the month at 7PM. 3/28/24, 6/27/24, 9/26/24, and 12/26/24. Also discussed was the possibility of a March 28 th Volunteer Police Officer’s Dependent Fund Committee Meeting. This will be discussed further at the next meeting.	

VISITORS

David Brandt: Brandt agrees that traffic noise is a big issue in town. Downtown businesses experience horrendous amounts of noise; mainly from trucks, which are often also speeding. He shared feedback he’s heard from tourists. Such as the unsightly appearance of the downtown due to merchants having products on the sidewalks and the messy trees that line the streets. Brandt also pointed out that “everything goes east”. New businesses and special events are far more frequently occurring in the eastern part of the county, rather than here in Millersburg. He says there is nothing to do in Millersburg. We need more activities in town. He encouraged council members to go to the local downtown businesses and meet the owners.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>2/12/2024</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	<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

Monday, January 22nd

24

Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6	NO: 0

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	1/26/2024

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/12/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	2/12/2024