

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/10/2025

START TIME: 7:00 PM

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: | |
|--------------|-------------|--------------|---------|
| Shoemaker | Present | Hofstetter | Present |
| Vaughn | Not Present | Conn | Present |
| Polen | Present | Kellogg | Present |

| | | | |
|--------------------------|---|----------------------------|---|
| MOTION TO EXCUSE: | Vaughn | | |
| MOTION BY: | Polen | MOTION SECONDED BY: | Conn |
| VOTING ROLL CALL: | | | |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Hofstetter | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Conn | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Kellogg | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | YES: 5 NO: 0 | | |

IN ATTENDANCE

| NAME: | TITLE/POSITION | NAME: | |
|-----------------|-----------------------|---------------|--------------------|
| Kelly Hoffee | Mayor | Nate Troyer | Administrator |
| Bob Hines | Solicitor | Matt Shaner | Police Chief |
| Bobbie Curry | Fiscal Officer | Chad Cline | Asst Administrator |
| Melissa Patrick | Media/Reporter | Megan Morris | Visitor |
| Samantha Weber | Visitor | Brodie DeHass | Visitor |

COMMUNITY CALENDAR/EVENTS

- February 13 - Bicentennial Committee Meeting at Chamber 5pm
- February 20 - Unscripted Comedy Night at Sunny Slope
- February 22 - Ladies Night Out in Millersburg
- February 27 - March 1st - Holmes County Home and Garden Market at Mt Hope Event Center
- March 15 - Dinner with the Presidents Fundraiser at Berlin Grande tickets \$40 each or \$75 per couple (Fundraiser to help with the cost of painting the Victorian House)

- May 2-4 - Heartland Self-Reliance Conference at Harvest Ridge
- May 17 - Vintage in the Village and Village-wide Garage Sales
- May 31 - Village Clean Up Day and Shredding
- June 7 - Closing Ceremony Holmes Center for the Arts Theater
- June 8 - Bicentennial Closing Weekend In Millersburg, Old Fashioned Band Concert, Closing of Millersburg's Time Capsule, and Old-Fashioned Baseball Game at Deer Run Park

Bicentennial Celebration Updates from Mayor Hoffee

Hoffee shared the selected coloring page that will be distributed to Millersburg Elementary students for the Bicentennial coloring contest in March. Winners will be chosen by a panel of judges. Winning artwork will be made into banners for display downtown.

VISITORS

Two representatives, Scott Morse and Kevin Allison, from Path Master were present to discuss traffic issues and potential solutions for the village. They discussed their Centracs System. Centracs hosting and applied information is a smart signal system which uses cameras, technology, and cellular communication to allow the signals to communicate. The system recognizes when traffic backs up and adjusts signal programming to get traffic cleared and efficiently flowing. The control of the system can be done from the administrator's office, which is a very convenient feature.

The Centracs system typically requires the purchase of far more units than the Village of Millersburg needs. However, Path Master purchases the units in bulk and makes the system available to villages and small cities that need fewer units. Path Master offers a trial program. A unit or two can be installed and will collect traffic data for a period of 60 days free of charge and with no obligation to the Village. At the end of the 60 days - Path Master will have a better idea of how smart signals can help with traffic issues in town.

Costs for the Centracs system through Path Master is a yearly expense for the village. A 5-year service period is minimum.

Troyer noted that the traffic signal at Glen Drive is a stand-alone signal. Troyer would like to see it switched out to be the same system as the rest of the signals in the village.

APPROVAL OF PREVIOUS MINUTES

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| TYPE OF MEETING: | | Regular | |
| SUSPEND READING OF MINUTES HELD ON: | | 1/27/2025 | |
| MOTION BY: | Polen | MOTION SECONDED BY: | Shoemaker |
| VOTING ROLL CALL: | | | |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Conn | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Shoemaker | <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: 5 NO: 0 | |
| MOTION BY: | Hofstetter | MOTION SECONDED BY: | Conn |
| VOTING ROLL CALL: | | | |

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|------------------------|---|--------------|---|
| Hofstetter | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Conn | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Kellogg | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |

APPROVAL OF BILLS

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| BILL RESOLUTION 2025-4 | Bills \$83,018.93 | Payroll \$78,807.57 | Total \$161,826.50 |
| Discussion: Hofstetter asked about the work completed by Totally Outdoors at the Amphitheater. Troyer said they finished resurfacing the turf. Troyer reports that some additional grading work will be done in house. | | | |
| MOTION BY: | Shoemaker | MOTION SECONDED BY: | Hofstetter |
| VOTING ROLL CALL: | | | |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Conn | <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 |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |

DEPARTMENT HEAD/OFFICIAL REPORT

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| DEPARTMENT: | ADMINISTRATION |
| REPRESENTATIVE'S NAME: | ADMINISTRATOR, NATE TROYER |
| <p><u>DRB & P&Z Commission</u> No submittals for February</p> <p><u>Street Dept. Storage Building</u> Final inspection/sign off completed. We are now using the building.</p> <p><u>Sidewalk Project</u> No update-weather</p> <p><u>Post Office/Parking Lot Crosswalk Upgrades</u> No update</p> <p><u>Bell at Square</u> No update</p> <p><u>Vehicles</u> We have been working on obtaining pricing for the street department F550 and Asst. Administrator vehicle. Once quotes are received we will review and proceed.</p> <p><u>DORA</u> In anticipation of a March presentation to Council, we are working on the DORA application with Taylor Sigler and a committee. Hoffee reports that some preliminary items have been discussed such as the DORA map and operating days and times.</p> <p><u>Wooster Rd. Waterline</u> We will be meeting with OMEGA on Tuesday, Feb 11th to discuss a possible grant application for funding for the Wooster Road waterline. We are still waiting to hear if we are going to receive any funding through Rep. Balderson.</p> | |

Durapatcher

We are watching a Durapatcher that is being auctioned by Hancock County on GovDeals. Pat and Kevin went and looked it over this past week. The sale ends Tuesday evening. Hardy Twp. and the Village will share the cost if it goes for less than our limit (\$20k).

Kimble

Troyer received notice from Kimble of a price adjustment/increase of 4.3% which is effective March 1st, 2025 for refuse and recycling services provided to village residents. The agreement with Kimble allows for an annual adjustment of prices, correlating with the annual average change in CPI-U index (garbage and trash collection services).

Risk Management

Troyer, Cline and Curry met with a risk management specialist from the Ohio Plan. A tour/inspection of Village owned property was done and some suggestions were discussed. Specifically, some playground equipment will need to be removed for safety reasons. However, much of the playground equipment in our parks is in good shape and is fine to keep in place. It was noted that for future playground equipment purchases, commercial grade playground components should be purchased. The Ohio Plan Representative will compile information and send a letter outlining his recommendations.

Playground Equipment

Pat is working on quotes for the playground equipment that is planned for Airport Park this year. As previously noted, we will be looking at public playground rated equipment.

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| DEPARTMENT: | FISCAL |
| REPRESENTATIVE'S NAME: | FISCAL OFFICER, BOBBIE CURRY |
| <p>-January 2025 financials acknowledged.</p> <p>-Curry has finalized a job posting for a part-time Administrative Assistant. The position has the potential to transition into a full-time role depending on operational need. Shoemaker feels that there is plenty of work for a full time administrative assistant. Curry and Troyer both think finding a part-time employee who can potentially bump up to full-time in the future is a better scenario that bringing someone in full-time then having to cut them back to part-time.</p> | |

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| DEPARTMENT: | SOLICITOR |
| REPRESENTATIVE'S NAME: | ROBERT HINES |
| <p>Hines discussed legal actions against the Millersburg Mobile Home Park owners based on the conditions of the park. Hines continues to explore this matter.</p> | |

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| DEPARTMENT: | MAYOR |
| REPRESENTATIVE'S NAME: | KELLY HOFFEE |
| <p><u>Council & Committee Meetings:</u></p> <ul style="list-style-type: none">• February 24 – Council Meeting 7PM• March 5 - DRB and Planning/Zoning• March 10 – Volunteer Police Officer's Dependent Fund Committee Meeting 6:45PM | |

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| • | March 10 – Council 7PM |
| • | March 12 - Business & Housing Committee 6pm |
| • | March 24 – Council 7PM |

COMMITTEE REPORTS

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| COMMITTEE: | All Committees |
| PRESENTED BY: | Mayor Hoffee |
| DISCUSSION: Hoffee asked all committee chairs to plan their meetings and report meeting dates at the next council meeting on 2/24/25. | |

LEGISLATION

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|---|---|---------------------|---|
| NUMBER: | | 2025-2 | |
| TITLE: A Resolution Authorizing The Transfer Of Sums From The General Fund To The Sewer Enterprise Fund (Sewer R & I) | | | |
| CLASSIFICATION: | | Resolution | |
| STATUS: | | 3rd Reading | |
| MOTION TO: | | Pass & Adopt | |
| MOTION BY: | Shoemaker | MOTION SECONDED BY: | Kellogg |
| VOTING ROLL CALL: | | | |
| Shoemaker | <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 |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |

| | | | |
|---|---|---------------------|---|
| NUMBER: | | 2025-101 | |
| TITLE: An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg | | | |
| CLASSIFICATION: | | Ordinance | |
| STATUS: | | 3rd Reading | |
| MOTION TO: | | Pass & Adopt | |
| MOTION BY: | Polen | MOTION SECONDED BY: | Hofstetter |
| VOTING ROLL CALL: | | | |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Conn | <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 |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |

OLD BUSINESS

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| TOPIC: | Millersburg Lions Club – Christmas Decorations/Lighting |
| PRESENTED BY: | Mayor Hoffee |

DISCUSSION: Hoffee Thanked the Millersburg Lions Club for the hard work in decorating the village for Christmas.

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| TOPIC: | Political Signs |
| PRESENTED BY: | Shoemaker |
| DISCUSSION: Shoemaker noted that despite a Village ordinance being in place, many residents have not removed political signs in the village. Troyer and Cline will look into this and take action as needed. | |

EXECUTIVE SESSION

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| PURPOSE: To confer with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. | | | |
| MOTION BY: | Polen | MOTION SECONDED BY: | Hofstetter |
| VOTING ROLL CALL: | | | |
| Polen | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Conn | <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 |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |
| INVITED INTO SESSION: | | | |

NEXT SCHEDULED MEETING

| | |
|-----------------------------------|---|
| TYPE OF MEETING: | Regular |
| DATE: | <u>2/24/2025</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 | Conn | <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 |
| Shoemaker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| VOTING RESULTS: | | YES: 5 NO: 0 | |

MINUTES PREPARED BY

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|-------------------------|----------------|-----------|
| SIGNATURE: Bobbie Curry | TITLE | DATE |
| | Fiscal Officer | 2/14/2025 |

ATTESTED BY

| | | |
|-------------------------|----------------|-----------|
| SIGNATURE: Bobbie Curry | TITLE | DATE |
| | Fiscal Officer | 2/24/2025 |

CERTIFICATION

| | | |
|-------------------------|-------|-----------|
| SIGNATURE: Kelly Hoffee | TITLE | DATE |
| | Mayor | 2/24/2025 |