

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/14/2022

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:			
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

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

IN ATTENDANCE

NAME:	VISITOR/EMPLOYEE	NAME:	VISITOR/EMPLOYEE
Jeff Huebner	Mayor	Nate Troyer	Administrator
Matt Shaner	Police Chief	Eric Strouse	Visitor
Kevin Lynch	Visitor	Melissa Patrick	Visitor
Renee Woods	Visitor	Eric Jurkovic	Visitor

VISITORS

Eric Strouse, a Holmes County resident, introduced himself to council as a candidate for Holmes County Commissioner in the May primary. Strouse, a retired banker, owns and operates a hog farm with his son. He served on the West Holmes school board for 20 years, Habitat for Humanity board for 25 years, was a branch manager for Killbuck Savings Bank for 16 years, and was employed by Farm Credit for 8 years. He told Council he is very familiar with the agriculture end of the community, and feels with his banking experience and being a lifelong resident of Holmes County, he would be a good candidate for commissioner.

Renee Woods, Millersburg Elementary School Principal, told Council she was concerned about the safety of children using the crosswalk at the school while vehicles veer around the pickup line near state Route 241. Parents have asked why North School Street needs to be one-way and she doesn't have an answer for them. She asked for the history on the one-way restricted hours. Councilman Vaughn, (former police chief of Millersburg), said the road was designated one way during restricted hours for school buses coming primarily from the east, and turning onto North School Street from East Jackson. Vaughn continued, buses can't make the turn if there are cars sitting there. Vehicles could still get out onto Jackson by going down East Liberty Street and exiting by the Mennonite Church. That was done at the request of the school, approximately 30 years ago. Woods noted that currently, buses enter the parking lot from the north side of the building, off of SR 241, and she questioned if the one-way is still needed. Woods said, recently the Millersburg Police Department has been stopping vehicles in the afternoon for going left of center around the pickup line that's going into the school to pick up students. She believes the old traffic pattern is not the best for student safety, noting buses enter Millersburg Elementary from 241, and exit from the front of the school directly onto Route 39. Buses aren't coming down North School Street at all anymore, she noted. Another issue is, when cars circle around the pickup line and pull out onto North School Street, if they want to go down to 39, they go down the alley by the

church. She doesn't feel that is the safest place to exit when there are kids walking downtown, since there are no crossing guards at that location. There are guards at the bottom of North School Street. Administrator Troyer suggested covering the one-way signs and giving the new traffic pattern a test run and if officials find that it is working, the signs can be removed. Council agreed to try the new traffic flow pattern temporarily, if all buses are told to use Route 241 for entrance to the school, and asked Woods as well as the Police Department to monitor the situation. If the matter is working, the signs will be removed. West Holmes Superintendent, Eric Jurkovic, accompanied Woods at the meeting.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		1/24/2022	
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	
CORRECTIONS (If any):			
MOTION TO APPROVE 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 2022-04	Bills \$51,568.54	Payroll \$51,251.16	Total \$102,819.70
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Hofstetter	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
<p>Resignation: Informed Council he received a letter of resignation from Dispatcher, Ashly Phillips, effective February 25, 2022 and she is leaving with a two-week notice. She has accepted a position with the Holmes County Sheriff's Office. Motion made by Vaughn to accept the resignation. Seconded by Hoffee. Upon roll call, motion carried with Vaughn, Hoffee, Polen, Conn, Hofstetter, and Shoemaker voting aye.</p> <p>Personnel: Informed Council he had a personnel matter for executive session.</p>	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	NATE TROYER
<p>DRB & P&Z Commission: Informed Council there were no submittals for February, however, there will be a sign review for Troyer Sweet Shoppe for DRB. Troyer also noted he anticipates we will have the final site plan review for the Stenwood Development for P&Z in March.</p> <p>Resurfacing/Sidewalk Projects: Informed Council there is no update other than resurfacing plans are underway. He will also have work done on bringing a few manholes up to grade on S. Washington St.</p>	

and Massillon Rd. Proposals are being put together for the infrastructure projects of Wooster Rd. waterline and N. Grant St. storm sewer.

Comprehensive Plan: Informed Council the community survey is out and available on our Facebook page. He encouraged everyone to complete the survey.

163 & 187 N. Crawford Street Demolitions: Informed Council he continues to work with Arnie Oliver on the application for demo funding of the two properties on N. Crawford St.

E. Jones Street Reconfiguration: Informed Council, AEP engineers have reviewed the proposed work for the E. Jones/Wooster Rd intersection. This will be a difficult redesign for them as it will require installation of additional poles around the intersection. They will perform this work at no cost to the Village. They would like a commitment from Council that the Village will complete their portion of the work, before they will begin their pole relocations. Council agreed to complete the Villages' portion of the project. Once the pole is removed and others are relocated, the Village will remove the guardrail, pave, and stripe the area. In an unrelated matter, Mayor Huebner asked Troyer to speak with AEP about the possibility of installing street light out to Meadow Glen. Troyer agreed and also noted he received a request for street lights on CR 58 out to Autumn Run. Hofstetter asked if sidewalks could be installed along CR 58 to Autumn Run. Troyer said the lay of the land on the north side is not conducive, however, the south side may be feasible.

CRA Legislation: Informed Council, we have legislation on the agenda for a proposed CRA agreement that will result in B&L Transport building a new facility on the vacant lot beside Tractor Supply for their trucking operation. The building will be 19,000 sq. ft. and will bring with it their 100 employees, as well as 28 future employees. The building will house their office and the truck maintenance facility. This is a great addition to the Village, and we look forward to working with the Mast family to see this through to completion.

Dump Truck Replacement/Street Lighting: Informed Council he requested quotes for trucks from two different Sourcewell vendors and have a meeting with one this week. He hopes to have a viable option in the next few weeks to proceed with an order.

Street Lighting: Informed Council he is currently working on soliciting proposals from engineering firms for the design/bid portion of the street lighting project.

Personnel: Informed Council he has an item for executive session to discuss the promotion/transfer of employees.

Appreciation: Lastly, Troyer thanked all of the Utility and Street Department staff for their efforts the last few weeks. Between water leaks, snow and ice removal, and the day to day demands of the job, they have been extremely busy. They have all done a great job and it very much appreciated. Troyer also thanked all of the residents and business owners who have gone out of their way during these times to offer a drink, food, or word of thanks and appreciation.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	KAREN SHAFFER, CLERK-TREASURER

Reported by Mayor Huebner: January 2022 Monthly Financial Statement and 2021 Year-End Financial Statement. Presented was the acknowledgement form that Council received the report consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. The year-end report included the notes to the financial statements. All initialed the acknowledgement.

LEGISLATION

NUMBER:	2022-03
TITLE:	"A Resolution Granting Consent To The ODOT Director Of Transportation To Complete A Culvert Rehabilitation Project; (Hol-62-20.66, PID 111665) Partially Within The Village Of Millersburg (Hereinafter Sometimes Referred To As The Local Public Agency (LPA))" (Mayor read by title only)
CLASSIFICATION:	Resolution
STATUS:	2nd Reading
NUMBER:	2022-05
TITLE:	"A Resolution To Approve The Application And Agreement For CRA Tax Incentives Regarding PHW Holding Company, LLC and B & L Transport, Inc. And Authorizing The Mayor To Sign The Agreement On Behalf Of The Village" (Mayor read by title only)
CLASSIFICATION:	Resolution
STATUS:	1st Reading

OLD BUSINESS

TOPIC:	Handicap Parking On S. Alexander St.
PRESENTED BY:	Robert Shoemaker
<p>Asked what the status is on the handicap space on S. Alexander St. and if the matter was investigated. He was told that the space has only been used one time since it was installed. Administrator Troyer said he checked last night and a vehicle was parked there with a handicap placard. He will contact the individual to see what the status is.</p>	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, 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 (If Any)

ACTION: Motion made to appoint Andy Zollars as Street Department Mechanic with a pay increase of 5% and to move Jim Strouse to a regular street department employee at his current rate of pay.			
MOTION BY:		Vaughn	
MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Vaughn	Yes	Polen	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6 NO: 0	

SPECIAL MEETING

TYPE OF MEETING:	<u>Special</u>
DATE:	<u>2/22/2022</u>
TIME:	6:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

NEXT REGULARLY SCHEDULED MEETING

TYPE OF MEETING:	<u>Regular</u>
DATE:	<u>2/28/2022</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
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/17/2022

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	2/28/2022

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	2/28/2022