

**ENTITY NAME: VILLAGE OF MILLERSBURG**

**BOARD NAME: MILLERSBURG VILLAGE COUNCIL**

**TYPE OF MEETING: Regular**

**VOTING SESSION: Yes**

**DATE: 2/24/2025**

**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**

<b>NAME:</b>		<b>NAME:</b>	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

### **IN ATTENDANCE**

<b>NAME:</b>	<b>TITLE/POSITION</b>	<b>NAME:</b>	<b>TITLE/POSITION</b>
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	Taylor Sigler	Visitor
Tiffany Gerber	Visitor	Tom & Marilyn Wengerd	Visitor
Jim & Traci Vankeuren	Visitor	Courtney Sigler	Visitor
Phil & Caren Starr	Visitor	Alyssa Elliot	Visitor
Dave Shrock	Visitor	Mark Miller	Visitor
Pam Akins	Visitor	Georgianna Cool	Visitor

### **COMMUNITY CALENDAR/EVENTS**

- February 27- March 1st - Holmes County Home and Garden Market at Mt Hope Event Center
- 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

### **APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>	Regular
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<b>TYPE OF MEETING:</b>		Special	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		3/10/2025	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		3/17/2025	
<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Hofstetter
<b>VOTING ROLL CALL:</b>			
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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION BY:</b>	Shoemaker	<b>MOTION SECONDED BY:</b>	Kellogg
<b>VOTING ROLL CALL:</b>			
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
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### APPROVAL OF BILLS

<b>BILL RESOLUTION 2024-6</b>	Bills \$90,453.97	Payroll \$74,511.91	Total \$164,965.88
<b>MOTION BY:</b>	Conn	<b>MOTION SECONDED BY:</b>	Vaughn
<b>VOTING ROLL CALL:</b>			
<b>Questions/Comments:</b> Hofstetter asked Troyer about the Walnut Creek Glass charges on the bill resolution. Troyer explained that a resident's windowpane was damaged during a tree removal at 209 E Jackson Street therefore the village paid for the repair.			
Conn	<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
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### VISITORS

Tiffany Gerber shared information about updates that are planned for the Holmes County Chamber of Commerce facility. An after-hours visitor center will be offered. Tourists will have access to information on weekends and after regular business hours. There will also be a public restroom which is accessible and will feature an adult changing station.

#### DEPARTMENT HEAD/OFFICIAL REPORT

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>
<b><u>DRB &amp; P&amp;Z Commission</u></b>	

DRB will meet on March 5<sup>th</sup> at 6:00 PM to review COA applications for: 6 W. Jackson-sign for Sweet Tee Design, 144 W. Jackson-signs for Trusty Wood showroom and warehouse, and 6 W. Jackson-door and window replacement for the Chamber.

**Sidewalk Project**

No update-weather

**Post Office/Parking Lot Crosswalk Upgrades**

No update

**Bell at Square**

No update

**Vehicles**

In process of procuring quotes for Asst. Admin vehicle and Street Dept. truck

**Durapatcher**

We won the auction for the Durapatcher in Hancock County. The purchase price was \$17,200 plus a 12.5% buyer premium for a total of \$19,350. Hardy Twp. has paid half of this amount as we agreed. We are planning to get it sometime this week if the weather allows. Both ODOT and Holmes County Highway Department have offered training.

**Street Sweeping**

We are looking into renting a sweeper for a week this spring. If we do this, we will look at doing a thorough cleaning of the mains, downtown and also be able to hit the various neighborhoods that rarely get swept. The cost for sweeper rental by the week is expected to be \$4,000-\$5,000. To purchase a street sweeper, Troyer estimates the cost would be \$200,000-\$400,000.

**CUSI**

We received an updated quote from CUSI for the utility billing service last week and returned it. We are now waiting for a call from their implementation team to get scheduled for the installation and training.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
<p>-Patrolman Logan Shows will complete his probationary period on 2/28/25. <b>Motion to remove probationary status for Logan Shows made by Shoemaker. Motion seconded by Conn. All voted aye. Motion carried.</b></p> <p>-Chief reports that one police vehicle will be going out of service tomorrow. The new police vehicle should be in within the next month. Decals will then be added to it. The new vehicle should be in service by mid-April.</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
<p>Curry reports that she has been working on property and liability renewal quotes. Options will be presented at the next meeting and a decision from council will need to be made.</p>	

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ROBERT HINES</b>

Still working on trailer Park issues, Millersburg Elementary property purchase, and the Aqua Man lawsuit.

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<b><u>Council &amp; Committee Meetings:</u></b> <ul style="list-style-type: none"><li>• March 5 - DRB</li><li>• March 10 – Council</li><li>• March 12 - Business &amp; Housing Committee 6pm</li><li>• March 24 - Council</li></ul>	

#### **COMMITTEE REPORTS**

<b>COMMITTEE:</b>	<b>Park/Cemetery/Building Committee</b>
<b>PRESENTED BY:</b>	Conn
<b>DISCUSSION:</b> Conn advised that the committee has not set a meeting date yet. Once the weather improves, he hopes to hold a meeting at one of our parks. The committee will also be discussing the opening of another section of Oak Hill Cemetery.	

<b>COMMITTEE:</b>	<b>Finance &amp; Audit Committee</b>
<b>PRESENTED BY:</b>	Hofstetter
<b>DISCUSSION:</b> Hofstetter reports that the Finance/Audit will plan to meet twice this year. Once mid-year to discuss budget items and once in November during 2026 appropriations planning. Curry advised that the Holmes County Auditor is not requiring budget certification this year, however, a 2026 budget will be created.	

<b>COMMITTEE:</b>	<b>Public Works Committee</b>
<b>PRESENTED BY:</b>	Kellogg
<b>DISCUSSION:</b> The committee will meet on an as-need basis.	

#### **OLD BUSINESS**

<b>TOPIC:</b>	<b>PathMaster</b>
<b>PRESENTED BY:</b>	<b>Hofstetter</b>
<b>DISCUSSION:</b> Hofstetter asked the status of the trial offer for smart signals by PathMaster. Troyer has been corresponding with them and has let them know that we would like to proceed with the trial.	

<b>TOPIC:</b>	<b>DORA Review/Update</b>
<b>PRESENTED BY:</b>	<b>Taylor Sigler, HDM</b>
<b>DISCUSSION:</b> Sigler and many downtown business owners were in attendance to discuss DORA, review information that was given last October and provide updated information. Sigler reports that the DORA application is nearly done. The application will be presented to Council at the next meeting for their approval. Sigler discussed the DORA map boundaries, operating hours, cup design, window & sidewalk	

signage that will be implemented. If all goes as planned, Sigler hopes that DORA in the Village of Millersburg will be up and running by May or June 2025.

#### EXECUTIVE SESSION

**PURPOSE:** To consider the employment of a public official.

<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Hofstetter
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#### VOTING ROLL CALL:

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	Conn	<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

**VOTING RESULTS:** YES: 6 NO: 0

**INVITED INTO SESSION:** Council, Mayor, Administrator, Police Chief, Fiscal Officer, Assistant Administrator, and Solicitor.

#### EXECUTIVE SESSION ACTION (If Any)

**ACTION:** No Action Taken

#### NEXT SCHEDULED MEETING

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>3/10/2025</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St Millersburg, OH 44654

#### ADJOURNMENT

<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Hofstetter
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#### VOTING ROLL CALL:

Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**VOTING RESULTS:** YES: 6 NO: 0

#### MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	2/28/2025

#### ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	3/10/2025

#### CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	3/10/2025