

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 4/22/2024

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
Lee & Mary Shaffer	Visitor	Craig & Jen Miller	Visitor

#### COMMUNITY CALENDAR/EVENTS

<ul style="list-style-type: none"> <li>- May 15 - Bicentennial Meeting 6pm</li> <li>- May 16 - Downtown Clean Up 4-8pm – Bring brooms and gloves</li> <li>- May 17 - Peace Officer Memorial at the Courthouse 2pm</li> <li>- May 18 - Lions Club Chicken BBQ and Vintage in the Village</li> <li>- June 1 - Millersburg Garage Sale Day</li> <li>- June 8 - Village Clean-up/Shredding Day @ Street Department 9-Noon</li> <li>- June 15 - A Walk in the Past- Oak Hill Cemetery Tour 2pm</li> <li>- June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg</li> <li>- July 13 - Bicentennial Tea at The Castle Club 1:00-3:30pm</li> <li>- October 5-6 – Antique Festival</li> </ul> <p><b>Bicentennial Celebration Updates from Mayor Hoffee</b>  The mural will be completed by May 10<sup>th</sup>. The power washing and painting prep cost was covered by Millersburg Eagles #2418.  The bicentennial float that will carry elected officials in the two parades this year has been secured. Hoffee encourages all Village Council Members to participate.  Hoffee contacted Mill Street Photography about taking photos of the elected officials.  A children’s coloring contest will be planned for fall of this year.  Next Bicentennial Meeting: 5/15/24.</p>
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#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	4/8/2024		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			
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
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

<b>MOTION TO APPROVE BY:</b>		Vaughn	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
Vaughn	<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	Polen	<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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-09</b>	Bills \$183,078.82	Payroll \$67,323.79	Total \$250,402.61
<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	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b>  April 10<sup>th</sup>-DRB reviewed and approved the proposed new signage for CSB. P&amp;Z reviewed and approved the Pitmaster’s Pizzeria signage variance, Hershberger freight container use as a storage container, the CSB sign variance and discussed revisions to minimum square footage requirements for single family dwellings. We are currently compiling information on how other communities are addressing tiny homes and will report back.  April 16<sup>th</sup>-DRB held a special meeting to review and approve the proposed mural at 181 W. Jackson Street.</p> <p><b><u>2024 Resurfacing</u></b>  No update</p> <p><b><u>Budgeted Items</u></b>  Loader-order placed  St. Dept. Storage Bldg.-Plans reviewed and approved.  Office improvements-no work performed to date</p> <p><b><u>Tree Planting</u></b>  ODNR anniversary tree planting held April 19<sup>th</sup> at 1:00. Also, the Arbor Day celebration will be held at Millersburg Elementary on 4/26 with the 1<sup>st</sup> graders</p> <p><b><u>Personnel</u></b>  Will begin interviews for Street Dept vacancy soon</p> <p><b><u>Deer Run Park</u></b>  NorthStar Children’s Ministry has requested use of the Deer Run Pavilion and parking lot on Saturday May 18 from 4:30 to 7. They set up jump houses etc. in the lot for kids. Motion to approve request made by Hofstetter. Seconded by Polen. All voted aye. Motion passed.</p>	

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>CHIEF, MATT SHANER</b>
No Report Security item for executive session.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY</b>
Long-time Village Treasurer/Clerk/Fiscal Officer, Karen Shaffer addressed council. She is retiring on April 26 <sup>th</sup> . Shaffer started working for the Village of Millersburg on April 29 <sup>th</sup> , 1991, nearly 33 years ago.	

Shaffer shared some highlights of her time in the position. During her career with the village she had the pleasure of working alongside 9 administrative staff members, 2 solicitors, 2 police chiefs, 5 administrators, 8 mayors, 24 council member and numerous other village employees. Shaffer thanked all of her past and present constituents and the citizens of Millersburg. She wished the village well. Shaffer requested that council appoint Bobbie Curry as her successor. Motion to appoint Bobbie Curry as Fiscal Officer and Tax Administrator effective 4/27/24 made by Shoemaker. Seconded by Vaughn. All voted aye. Motion passed. Curry was sworn in by Karen Shaffer.

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>BOB HINES</b>
<p>Hines presented the final retainer agreement from Napoli Shkolnik, the law firm that will handle any future PFAS litigation. Hines asked council for a motion allowing Mayor Hoffee to sign the retainer agreement. Vaughn made a motion to accept the retainer agreement with Napoli Shkolnick and to allow Mayor Hoffee to sign it. Polen seconded the motion. All voted aye. Motion passed.</p> <p>Hines updated council on the proposed speed limit changes discussed and passed at the 3/25/24 council meeting. Hines sent a letter to David Hoffman at ODOT outlining the proposed speed zones. Hoffman responded to Hines asking for additional information about one of the zones. Troyer already sent the requested information to ODOT.</p>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<p><b>Council &amp; Committee Meetings:</b></p> <ul style="list-style-type: none"> <li>- May 1 - Planning /Zoning Committee 6:30pm</li> <li>- May 8 - Business/Housing Committee 6pm</li> <li>- May 13 -Village Council Meeting 7pm</li> <li>- May 28 -Village Council Meeting 7pm (Tuesday)</li> <li>- June 10<sup>th</sup> – Public Hearing for Alley Vacation at 6:45pm</li> <li>- June 10 - Village Council Meeting 7pm</li> <li>- July 8 -Village Council Meeting 7pm</li> </ul> <p>Poppy Day Proclamation was read and signed by Hoffee. Poppy Day this year is on 5/18/2024</p>	

**LEGISLATION**

<b>NUMBER:</b>	2024-10 - An Emergency Resolution		
<b>TITLE:</b>	Authorizing Participation In The ODOT Road Salt Contracts Awarded In 2024		
<b>CLASSIFICATION:</b>	Resolution		
<b>STATUS:</b>	1st Reading		
<b>MOTION TO:</b>	Suspend the Rules for 2nd & 3rd Reading		
<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	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
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO:</b>	Pass & Adopt		
<b>MOTION BY:</b>	Vaughn		
<b>MOTION SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			
Vaughn	<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	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
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**COMMITTEE REPORTS**

<b>COMMITTEE:</b>	Parks Committee
<b>PRESENTED BY:</b>	Conn
<b>DISCUSSION:</b> The committee received estimates from Vasco for 2 and 4 additional pickleball courts. They have made no decision about proceeding. They would also like to get estimates on upgrading the baseball field at Old Airport Park. Conn reports that the committee will try to set a meeting date prior to the next council meeting to discuss these topics further.	

<b>COMMITTEE:</b>	Business/Housing Committee
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Minutes from the April 16 <sup>th</sup> Business/Housing Committee meeting were distributed. Zoning for tiny homes, annexation, property for sale off SR 241, the Millersburg Elementary Property, a Community Improvement Corporation, the current business climate and election of chairman and vice chairman were highlights of the meeting. Next Business/Housing Committee meeting will be held May 8 <sup>th</sup> at 6PM.	

<b>COMMITTEE:</b>	Tree City
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Brent Schrock, Tree City Board member reached out to Hoffee about a change of committee members. Janie Tish, due to other commitments, hasn't been able to participate in meetings/activities of the board. For that reason, Tish resigned from the committee. Rodney Arnold has expressed interest in being on the committee. Motion to replace Janie Tish on the Tree City committee with Rodney Arnold made by Vaughn. Seconded by Conn. All Voted aye. Motion passed.	

**OLD BUSINESS**

<b>TOPIC:</b>	Adult Playground/Exercise Equipment, Thank You's
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Two pieces Adult Playground/Exercise Equipment to be installed at Clay Street Park have been ordered by the Health Dept. The same type of equipment for Old Airport Park is not currently in the works, however, perhaps in the future, that would be an option.  Hoffee thanked the Wayne Holmes Association of Realtors, specifically Tina Ownes and Madeline Dewitt, for completing a cleanup project at Deer Run Park for Arbor Day. Owens told Hoffee that she was impressed at how clean the park was to begin with. Hoffee credits the street department for keeping our parks clean.  Hoffee thanked Laurisa Arnold for a donation of blankets for a disaster preparedness plan. Hoffee is meeting Holmes EMA for more planning.  Hoffee thanked the street department for filling a big pothole left after gas line work on Clay Street. Northeast Ohio Gas is supposed to be in the village next week to complete permanent repairs to the streets next week.	

**NEW BUSINESS**

<b>TOPIC:</b>	Water Pressure
<b>PRESENTED BY:</b>	Shoemaker
<b>DISCUSSION:</b> At the Business/Housing Committee meeting, there was discussion about low water pressure in some areas in the village. Troyer advised that residents near the water tanks will experience lower pressure. Shoemaker asked if it effects the fire hydrant pressure. Troyer said that while the pressure is lower, the volume is high.	

**NEW BUSINESS**

<b>TOPIC:</b>	Retirement of Karen Shaffer
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Hoffee presented a gift from council members and staff to Karen Shaffer. Hoffee read a proclamation honoring Shaffer for her 33 years of service to the Village of Millersburg.	

**EXECUTIVE SESSION**

<b>PURPOSE:</b> To consider the appointment or compensation of a public employee or official and to discuss the details relative to the security arrangements and emergency response protocols for a public body or public office.			
<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	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 type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 1	

**EXECUTIVE SESSION ACTION (If Any)**

<b>ACTION:</b> To adjust the wages of Bobbie Curry. Fiscal officer: \$29.06/hour; Tax Administrator: \$15,000 per year.			
<b>MOTION BY:</b>		Vaughn	
<b>MOTION SECOND BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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
Kellogg	<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	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>5/13/2024</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	
<b>VOTING ROLL CALL:</b>			
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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	4/29/2024

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	5/13/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	5/13/2024