

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 5/13/2024

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	Not Present
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present

<b>MOTION TO EXCUSE:</b>	Polen		
<b>MOTION BY:</b>	Hofstetter	<b>MOTION SECONDED BY:</b>	Vaughn
<b>VOTING ROLL CALL:</b>			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<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
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>VOTING RESULTS:</b>	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	Melissa Patrick	Media/Reporter
Patrick Mellor	Employee		

#### COMMUNITY CALENDAR/EVENTS

- May 15 - Bicentennial Meeting 6pm
- May 16 - Downtown Clean Up 4-8pm – Bring brooms and gloves.
- May 17 - Peace Officer Memorial at the Courthouse 2pm
- May 18 - Lions Club Chicken BBQ and Vintage in the Village
- June 1 - Millersburg Garage Sale Day
- June 8 - Village Clean-up/Shredding Day @ Street Department 9-Noon
- June 15 - A Walk in the Past- Oak Hill Cemetery Tour 2pm
- June 15 – Love Inc Golf Scramble
- June 29 - Thunder Over Holmes County/Bicentennial Kick-Off Parade in Millersburg
- July 13 - Bicentennial Tea at The Castle Club 1:00-3:30pm
- October 5-6 – Antique Festival

#### Bicentennial Celebration Updates from Mayor Hoffee

The mural is almost complete. In a few weeks, it will be sealed.  
 Next Bicentennial Meeting: 5/15/24.

#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	5/22/2024		
<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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>VOTING RESULTS:</b>		YES: 5 NO: 0	
<b>MOTION TO APPROVE BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>			
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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>VOTING RESULTS:</b>		YES: 5 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-11</b>	Bills \$69,696.39	Payroll \$83,783.15	Total \$133,479.54
<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<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
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>VOTING RESULTS:</b>		YES: 5 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>  P&amp;Z recommended approval of a rezoning application for Big Ten Properties at 360 S. Crawford Street. The request is to change the zoning from R-3 to SU to convert the residence from single family to multi-family. We need to set a public hearing date for this. July 8<sup>th</sup> at 6:30pm. DRB will be meeting on June 5<sup>th</sup>. Wayne Savings was recently acquired by Main Street Bank. The FDIC is requiring that their signs be updated immediately in order to continue operations. Troyer let them know we will work with them since it is not customary to update signage before it has been reviewed/approved by DRB.</p> <p><b><u>2024 Resurfacing</u></b>  Melway Paving is working on the cemetery resurfacing currently and should have it finished very soon. There were quite a few areas in the cemetery that needed full depth repairs, so we gave them the ok to perform this additional work as we had enough money appropriated in the budget to cover it. The full-depth repairs are estimated to cost about \$30,000.00.</p> <p><b><u>Budgeted Items</u></b>  Loader-order placed.  St. Dept. Storage Bldg.-no update  Office improvements-no work performed to date.</p> <p><b><u>Tree Planting</u></b>  Arbor Day celebration was held at Millersburg Elementary on 4/26 with the 1<sup>st</sup> graders. We planted a tree on the bank along School Street and each student received a white oak sapling to take home and plant.</p> <p><b><u>Elementary School Incentive Program</u></b>  We participated in the school incentive program on May 3<sup>rd</sup>. One of the rewards the kids could participate in was a touch-a-truck program. We took our vac truck, dump truck and backhoe up for the kids to sit in, blow the horns, and we demonstrated how they work. Thanks to Pat Mellor and Clay Shepler for helping this year. Thanks to the school staff for involving us in this event as well.</p>	

**Surplus Equipment Sale**

Solicitor Hines and I have been working on the legislation to authorize the sale of the surplus equipment and vehicles we have. It should be ready for first reading at the next Council meeting. Once the legislation is passed, the sale will begin on GovDeals.

**Sidewalks**

You may notice markings on many sidewalks in town as preparation is underway for this year’s sidewalk replacements.

**Arbor Day Thank You**

The art teacher at Millersburg Elementary presented a Thank You poster created by the students who participated in the Arbor Day Celebration.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>CHIEF, MATT SHANER</b>
<p>The police Dept also participated in the Millersburg Elementary School Incentive Program. Six winners won the opportunity to ride in and explore a police cruiser.</p> <p>The dept. also participated at the Millersburg Elementary Fun Fair this past Friday night. Saturday was the LAPC full scale drill with other local emergency agencies. The simulation was based on a semi-truck rollover.</p> <p>Shaner would like to send officers to Haz-Mat training in the future.</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
<p>April financials were previously sent to council and the mayor. Acknowledgement signed by all. Curry is working on the 2025 budget. A draft should be available by the next meeting. A budget hearing will be needed in July. It will be held on July 8<sup>th</sup> at 6:45pm.</p>	

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>BOB HINES</b>
<p>Speed Limits – Waiting on ODOT to reply with their approval/recommendations.</p> <p>Indigent Burial Site – Waiting on a response from other attorneys/the court and the Volunteer Guardianship Program.</p> <p>PFAS - Troyer, along with Nathan Skolmutch from the utilities department are working on a claim form that is required to participate in the lawsuit. The village currently has not detected PFAS. The submission of the claim form will allow to us participate and receive compensation should PFAS ever be detected. The village tests for PFAS every 6 months.</p>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE’S NAME:</b>	<b>KELLY HOFFEE</b>
<p>Upcoming Village Council/Committee Meetings:</p> <ul style="list-style-type: none"> <li>- May 28 -Village Council Meeting 7pm (Tuesday due to Memorial Day)</li> <li>- June 10 - Public Hearing for Alley Vacation 6:45pm</li> <li>- June 10 - Village Council Meeting 7pm</li> <li>- June 12 – Business/Housing Committee Meeting 6pm</li> <li>- July 8 – Zoning Public Hearing 6:30pm</li> <li>- July 8 - Budget Hearing 6:45pm</li> <li>- July 8 - Village Council Meeting 7pm</li> </ul>	

**COMMITTEE REPORTS**

<b>COMMITTEE:</b>	<b>Parks</b>
<b>PRESENTED BY:</b>	Conn
<p><b>DISCUSSION:</b></p> <p>The Parks Committee met just prior to this meeting this evening. Conn reports that they’ve made some decisions and would like to bring them to council for approval. The committee has decided that they’d like to proceed with the addition of 2 more pickleball courts at Old Airport Park. Estimates received from Vasco indicate the cost to be \$28,901.00 which includes the fencing, nets, posts, etc.</p>	

The committee also discussed upgrading the existing backstop area of the baseball field. Troyer met with Mt Hope Fencing today. The estimated cost for upgrading the existing fencing, keeping the posts and add additional fencing is less than \$3,000.00. Also discussed was moving the bleachers and adding concrete at a cost of \$1,500.00.

**Motion to proceed with these proposed upgrades made by Shoemaker. Seconded by Hofstetter. All voted aye. Motion passed.**

The committee will be seeking estimates on adding another dugout.

<b>COMMITTEE:</b>	<b>Business &amp; Housing Committee</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	
<p>The committee met on May 8<sup>th</sup>. The potential of several properties was discussed at length:</p> <ul style="list-style-type: none"> <li>-The Hipp Property off Massillon Road will be auctioned. Hines has drafted an announcement regarding annexation to be shared on the date of the auction.</li> <li>-The Millersburg Elementary property</li> <li>-The former nursing home property in the village</li> </ul> <p>The committee also discussed additional murals in town.</p> <p>The next meeting is June 12<sup>th</sup> at 6pm.</p>	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Appalachian Grant</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	
<p>The Village of Millersburg was not awarded any of the Appalachian Grant funds. The funds were awarded to Killbuck.</p>	

**NEW BUSINESS**

<b>TOPIC:</b>	<b>Traffic Issues</b>
<b>PRESENTED BY:</b>	Shoemaker and Kellogg
<b>DISCUSSION:</b>	
<p>Shoemaker spoke of two traffic-related issues he’s noticed in town. He’d like to see the “Right Turn Only” signage removed from the private (commercial) drive from the Bell Store/Dairy Queen to Glenn Drive removed. Troyer said that since there are technically 4 lanes of traffic at that intersection, the sign was initially placed there for safety purposes, however, it is not enforceable. Shoemaker is also concerned about southbound traffic on Clay Street and South Washington Street going left of center around the curve. We will check with ODOT about having the pavement striped at the intersection/curve.</p> <p>Kellogg would like to bring to attention that parking at the post office on S Washington is becoming an issue. There are two parking spaces directly in front of the post office. However, people have been parking in unmarked spaces, blocking alleys, sidewalks, and parking lot access. This impedes site distance and creates a safety issue.</p>	

<b>TOPIC:</b>	<b>Thank Yous</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	
<p>Mayor Hoffee would like to thank Kellogg, Shoemaker, Vaughn, Hofstetter and Conn for writing letters that were submitted to Troy Balderson’s office to acquire funding for the Wooster Road water line project.</p> <p>Hoffee wrote a letter of support for the Holmes County Health District to secure grant funding to benefit area seniors.</p> <p>The Lions Club would like to partner with the American Legion and Eagles to have a flagpole, flag, and lighting installed at the greenspace/gateway area at the Y of S Clay and S Washington.</p> <p>Hoffee will be attending a New Mayor’s Conference on Friday.</p>	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>5/28/2024</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St.; Millersburg, OH 44654

**ADJOURNMENT**

<b>MOTION BY:</b>	Hofstetter		
<b>MOTION SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			
Hofstetter	<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		
<b>VOTING RESULTS:</b>	YES: 5 NO: 0		

**MINUTES PREPARED BY**

<b>SIGNATURE:</b> Bobbie Curry	<b>TITLE</b>	<b>DATE</b>
	Fiscal Officer	5/17/2024

**ATTESTED BY**

<b>SIGNATURE:</b> Bobbie Curry	<b>TITLE</b>	<b>DATE</b>
	Fiscal Officer	5/28/2024

**CERTIFICATION**

<b>SIGNATURE:</b> Kelly Hoffee	<b>TITLE</b>	<b>DATE</b>
	Mayor	5/28/2024