



VILLAGE OF MILLERSBURG

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Jeff Huebner, *Mayor*

Nathan Troyer, *Village Administrator*

Karen Shaffer, *CMC, Village Clerk-Treasurer, Tax Administrator*

S. Thomas Vaughn, *Police Chief*

Village Offices (330) 674-1886
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Police Department (330) 674-5931

PUBLIC HEARING May 14, 2018

A public hearing was held at 6:50 p.m. to receive public input on plans to apply to ODOT Transportation Alternatives Program (TAP) for new sidewalks along S. Washington St. The estimated cost of the project is \$308,000.

There were no questions or comments. Mayor Huebner closed the public hearing.

REGULAR SESSION OF COUNCIL

The Council of the Village of Millersburg met in regular session on May 14, 2018 at 7:00 p.m. Mayor Huebner called the meeting to order followed by the Pledge of Allegiance. Clerk-Treasurer Karen Shaffer gave roll call and the following members were in attendance: Devone Polen, Brent Hofstetter, Jr. Vaughn, Robert Shoemaker, Kelly Hoffee and Ruby Baird. Solicitor Robert Hines was also in attendance.

MINUTES: Motion made by Hoffee to suspend the reading of the minutes of the previous meeting. Seconded by Polen. Upon roll call, motion carried with Hoffee, Polen, Baird, Hofstetter, Vaughn and Shoemaker voting aye. Hofstetter corrected the minutes to reflect that the County Hazardous clean-up day is May 19, not May 15. Motion made by Baird to accept the minutes as corrected. Seconded by Hofstetter. Upon roll call, motion carried with Baird, Hofstetter, Shoemaker, Vaughn, Hoffee and Polen voting aye.

BILLS: Motion made by Hoffee to pay bill resolution 2018-14 bills' \$52,687.90; payroll \$41,632.93; total \$94,320.83. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter, Vaughn and Baird voting aye.

REPORTS OF OFFICERS

Administrator Troyer: Informed Council the DRB approved the COA applications for signage at White Elephant Trading Co. at 6 S. Washington, Jenny Wren at 96 W. Jackson and Colonial Homestead Artisans Guild at 181 W. Jackson. P&Z approved a parking setback variance from Jitters, tabled a change of zoning district request for 423 Hebron Street and recommended approval of a change of zoning district for 5145 C.R. 349. A public hearing for the proposed rezoning needs to be scheduled. Council agreed to schedule the hearing for June 25 at 6:50 p.m.

Updated Council on the Downtown/Glen Drive Lighting project. Millersburg Electric received some bulbs to try on Glen Drive, however they were the incorrect size so we're waiting on replacements. Lamplight Industries submitted some info on rehabbing or replacing the street pole lights downtown but he asked them to include pricing for the wall mount lights as well and am awaiting this before we discuss further.

Informed Council the TAP (South sidewalks) final information will be compiled this week and submitted by the May 18 deadline. West Holmes Local Schools have responded with potential projects here and in Clark on the Safe Routes to School Program. (SRTS – East Sidewalks). We will be putting the advisory committee together and begin the process.

Informed Council a VacAll (Jet-Vac) demonstration was held on May 14. The hope is to have a recommendation for Council at the next meeting.

Informed Council he has started working on the Comprehensive/Strategic Plan by constructing a "Request for Proposals" for consultants.

Informed Council the bid opening was held May 11 for the 2018 Street Resurfacing. We received bids from Melway (\$459,983.45) and Superior (\$346,838.65). Shaffer, Johnston and Lichtenwalter and Village personnel are reviewing the submittals and hope to have a recommendation for Council as soon as possible.

Informed Council Kinetics has requested use of Deer Run Park every Tuesday and Thursday in July for a youth fitness camp. Troyer noted that youth baseball will be done for the season. Motion made by Polen to approve the request. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Baird, Shoemaker, Vaughn and Polen voting aye.

Informed Council he has contacted Dynamerican to come in and run cameras through the N. Mad Anthony/Grant storm sewer and two other storm sewers in town.

Informed Council legislation is on the agenda to authorize participation in the ODOT road salt purchase program for the upcoming winter season. The tonnage was increased to 325 tons under this contract.

Clerk-Treasurer Shaffer: Presented the April 2018 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments.

Requested permission to sign a Certificate of Resolution for the Section 125 – POP Plan. This allows for health insurance and ancillary products to be deducted on a pre-tax basis. Motion made by Shoemaker to approve the Clerk to sign the document. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Polen, Hofstetter, Vaughn and Baird voting aye.

Asked Council for a decision on the 5 Mill Operating Renewal Levy. Legislation will need put in place to include it on the ballot in the fall. Some members wished to let the levy expire and some wished to let the voters decide. A vote was taken. Motion made by Polen to place the renewal levy on the ballot. Seconded by Shoemaker. Upon roll call, motion carried with Polen, Shoemaker, Hofstetter, Vaughn and Baird voting aye. Hoffee voted nay.

Asked Council for their preference on the reserve balance account. Currently there is \$500,000 set aside, and as previously noted by the County Auditor/State Auditor, only 5% of the previous year General Fund revenue may be allowed per ORC 5705.13(A)(3). Shaffer noted the reserve balance needs to be reduced to \$120,000 to comply. The remaining \$380,00 could be simply removed or Capital/Special Revenue Funds could be established with those funds. After discussion on the type of funds Council would to establish are: 1.) Special Revenue for the purpose of accumulating resources for the payment of accumulated sick leave, vacation and personal time upon termination of employment or the retirement of employees. (ORC 5705.13(B)) in the amount of \$125,000; 2.) Capital Project for the replacement of existing sidewalks in the Village (ORC 5705.13(C)) in the amount of \$125,000. 3.) The remaining \$130,000 will be used for a capital expense of a Jet Vac when that vehicle is decided upon. The Clerk will prepare the necessary legislation.

Mayor Huebner: Asked Council to set a date for the next regular session of Council due to the Memorial Day holiday. Council agreed to hold the next regular session of Council on May 30 at 7:00 p.m.

LEGISLATION: Mayor Huebner read Resolution 2018-11 "A Resolution Authorizing The Village Administrator Of The Village Of Millersburg To Prepare And Submit An Application To Participate In The Ohio Department Of Transportation's Transportation Alternatives Program, And To Execute Contracts As Required" for the third time by title only. Motion made by Hoffee to pass and adopt Resolution 2018-11. Seconded by Baird. Upon roll call, motion carried with Hoffee, Baird, Shoemaker, Vaughn, Hofstetter and Polen voting aye.

Mayor Huebner read Emergency Resolution 2018-15 "A Resolution Authorizing Participation In The ODOT Winter Contract (18-19) For Road Salt And Declaring An Emergency (the contract is due by 5/18/18) for the first time by title only. Motion made by Shoemaker to suspend the rules requiring the second and third reading of Resolution 2018-15. Seconded by Polen. Upon roll call, motion carried with Shoemaker, Polen, Hofstetter, Vaughn, Hoffee and Baird voting aye. Motion made by Hofstetter to pass and adopt Resolution 2018-15. Seconded by Baird. Upon roll call, motion carried with Hofstetter, Baird, Hoffee, Shoemaker, Vaughn and Polen voting aye.

NEW BUSINESS: Shoemaker asked for a “Slow – Children at Play” sign to be installed on Elm Street. Polen also asked about a sign to be installed in Rustic Acres. Troyer indicated that he would look at the areas.

ADJOURNMENT: Motion made by Polen to adjourn the meeting. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker, Hoffee and Baird voting aye.

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor