

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 5/23/2022

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

<b>MOTION TO EXCUSE:</b>	Solicitor Administrator	Robert Hines Nate Troyer	
<b>MOTION BY:</b>	Shoemaker	<b>MOTION SECONDED BY:</b>	Hoffee
<b>VOTING ROLL CALL:</b>			
Shoemaker	Yes	Hoffee	Yes
Polen	Yes	Conn	Yes
Vaughn	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### IN ATTENDANCE

NAME:	VISITOR/EMPLOYEE	NAME:	VISITOR/EMPLOYEE
Jeff Huebner	Mayor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer	Melissa Patrick	Visitor

#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	5/9/2022		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO APPROVE BY:</b>	Hofstetter		
<b>MOTION SECONDED BY:</b>	Polen		
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Polen	Yes
Vaughn	Yes	Shoemaker	Yes
Conn	Yes	Hoffee	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### APPROVAL OF BILLS

<b>BILL RESOLUTION 2021-14</b>	Bills \$63,361.80	Payroll \$50,567.74	Total \$113,929.54
<b>MOTION BY:</b>	Conn		
<b>MOTION SECONDED BY:</b>	Vaughn		
<b>VOTING ROLL CALL:</b>			
Conn	Yes	Vaughn	Yes

Polen	Yes	Hoffee	Yes
Shoemaker	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>		YES: 6	NO: 0

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF MATT SHANER</b>
<b>Police Academy:</b> Informed Council Caleb Cox has completed the Police Academy and is currently awaiting a testing date.	

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>MAYOR HUEBNER (FOR ADMINISTRATOR NATE TROYER)</b>
<p><b>DRB &amp; P&amp;Z Commission:</b> Informed Council P&amp;Z will meet on Wednesday June 1<sup>st</sup> to review a variance application from the H.C. Commissioners for excess square footage for the proposed Health Dept. building on Glen Drive and a variance application from Kevin Strouse for not meeting minimum square footage for a proposed residence at 162 N. Crawford St.</p> <p><b>Resurfacing/Sidewalk Projects:</b> Informed Council there are no updates on the 2022 Resurfacing project. Right of way work continues on the ODOT TAP Project and utility relocation schedules are being finalized.</p> <p><b>ARPA Projects:</b> Informed Council the CDBG application was submitted and we are awaiting word on any award.</p> <p><b>Personnel:</b> Informed Council Blake Judson will complete his one-year probation on May 25<sup>th</sup>. He recommends taking Blake off probation at this time as he has done and continues to do a great job. Motion made by Vaughn to remove Judson from probationary status and classify him as a full-time permanent employee. Seconded by Conn. Upon roll call, motion carried with Vaughn, Conn, Shoemaker, Hoffee, Hofstetter, and Polen voting aye. Voting Results: Yes: 6 No: 0</p> <p><b>Monitoring Well:</b> Informed Council a request has been made for an additional monitoring well to be installed on the north side of the village parking lot (across from Bag's). The installation will be done during off-peak hours and will take approximately three hours. No objections were heard.</p> <p><b>Draft Resolution Discussion - A Resolution Approving the OneOhio Region 11 Governance Structure Under the OneOhio Memorandum of Understanding :</b> Mayor Huebner brought up the draft resolution for discussion. Hoffee noted some research she completed at recoveryohio.gov. OneOhio is the Foundation/mechanism set up by the Governor to distribute opioid settlement funds and outline how they can be used. Of any settlement dollars received, 30% will be distributed directly to 19 regions, with funds distributed to every township, village, city and county in the State. 55% will go to the OneOhio Foundation, and 15% goes to the OAG. Holmes County is in Region 11. Currently, the settlement is \$808/M. Mayor Huebner stated as Millersburg is the largest municipality in Holmes County we need to appoint someone to the Region 11 Board of Directors to help determine how and where the OneOhio Foundation money is allocated (within our region). This appointment can be a Village Official, but does not need to be. He has asked Chief Shaner to consider representing Millersburg on the regional board.</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CLERK-TREASURER KAREN SHAFFER</b>
<p><b>Liquor License Transfer:</b> Informed Council a liquor license transfer was received from the Dept. of Liquor Control. The transfer is from Olde World Bakery Inc. to Cider Press LTD. The license is a D5 permit which allows for sales of beer, wine, prepackaged low proof mixed beverages, and on premises only consumption of high-proof spirits all until 2:30 am. Shaffer noted the required background check was completed on the owners by the Police Dept. with no records found. Council has a right to request a hearing on the request. Motion made by Hoffee to not request a hearing. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter, Vaughn, and Conn voting aye. Voting Results: Yes: 6 No: 0</p> <p><b>Retirement Notification:</b> Shaffer publicly noted she has filed for retirement with an effective date of May 31, 2022. Mayor Huebner appointed and asked for a motion to approve Karen Shaffer as the permanent Clerk-Treasurer for the remainder of the current term with the effective dates of June 1, 2022 through March 31, 2024. Motion made by Polen to approve the appointment. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Conn, Hoffee, and Shoemaker voting aye. Voting Results: Yes: 6 No: 0</p>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>JEFF HEUBNER</b>
Mayor Huebner thanked the Lions Club for their Hometown Hero's Project. The banners placed throughout town are a great tribute to local veterans. Council agreed and thanked the Lions Club as well.	

#### OLD BUSINESS

<b>TOPIC:</b>	<b>Street Sweeping</b>
<b>PRESENTED BY:</b>	<b>Brent Hofstetter</b>
<b>DISCUSSION:</b> Informed Council recent street sweeping that was completed, he was not happy with and asked if anyone had an opinion on the results. Mayor Huebner also said he noticed the job and was not pleased either. Maybe part of the issue is that water is not used in the process. Administrator Troyer is going to be looking at other options/companies for future sweeping jobs.	

<b>TOPIC:</b>	<b>Old Airport Park - Standing Water Issue</b>
<b>PRESENTED BY:</b>	<b>Brad Conn</b>
<b>DISCUSSION:</b> Thanked Administrator Troyer and Street Superintendent, Pat Mellor for following up with walkway issues at Old Airport Park. The walkways were extremely wet and aggregate was placed to help alleviate the issue.	

#### NEXT SCHEDULED MEETING

<b>TYPE OF MEETING:</b>	<u>Regular</u>
<b>DATE:</b>	<u>6/13/2022</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	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Vaughn	Yes	Shoemaker	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	5/25/2022

#### ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	6/13/2022

#### CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	6/13/2022