

The Council of the Village of Millersburg met in regular session on June 8, 2020 at 7:00 p.m. The meeting was streamed on YouTube for public viewing (Covid-19). Mayor Huebner called the meeting to order. Clerk-Treasurer Karen Shaffer gave roll call and the following members were in attendance: Devone Polen, Brent Hofstetter, Tom Vaughn, Robert Shoemaker, Kelly Hoffee and Brad Conn.

MINUTES: Motion made by Polen to suspend the reading of the minutes of the previous meeting. Seconded by Shoemaker. Upon roll call, motion carried with Polen, Shoemaker, Conn, Hofstetter, Hoffee and Vaughn voting aye. Motion made by Hofstetter to accept the minutes of the previous meeting. Seconded by Vaughn. Upon roll call, motion carried with Hofstetter, Vaughn, Polen, Hoffee, Shoemaker and Conn voting aye.

BILLS: Motion made by Hoffee to pay bill resolution 2020-15 bills \$32,374.92; payroll \$51,515.85; total \$83,890.77. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Hofstetter, Conn, Vaughn and Polen voting aye.

REPORTS OF OFFICERS:

Chief Shaner: Informed Council he has selected a replacement for Josh Neely for the dispatch position. He asked Council to approve the hiring of Drew Nowlan. Nowlan has been on the Police Auxiliary since September 2019, is married and lives just south of town. He currently works at E & H Hardware. Motion made by Vaughn to approve the hiring of Drew Nowlan. Seconded by Polen. Upon roll call, motion carried with Vaughn, Polen, Hofstetter, Shoemaker, Hoffee and Conn voting aye.

Asked Council for permission to begin the search for a new patrolman. Officer Todd Booth will be retiring in September. Motion made by Hofstetter to approve the request. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Conn, Shoemaker, Vaughn and Polen voting aye.

Administrator Troyer: Informed Council DRB & P&Z met via Zoom on June 3rd. DRB approved an application for façade improvements at the Hotel Millersburg. P&Z approved a variance application for a proposed lot split that will create a building lot less than the minimum square footage requirement.

Informed Council eleven responses were received for the TAP (South sidewalk) project. Those are currently being reviewed and rated.

Informed Council the skate park is nearing completion. A few small items remain to be completed. A granite plaque acknowledging the donor is being researched. Signage for regulations is in the works. At a later date, signage may be installed promoting the dog park, skate park, basketball courts and the disc golf area. A grand opening for the skate park will be scheduled for later this summer.

Informed Council Shaffer, Johnston & Lichtenwalter are working on CDBG funding and a certified estimate for the Wooster Road waterline replacement project (from Walnut St. to W. Jones St.). As of now, it appears that the funding is between Millersburg and the Village of Glenmont.

Reminded Council Clean Up Day is scheduled for June 27th from 8:00 A.M.-12:00 P.M. Any disabled or elderly residents may contact the Village for assistance in getting items to the site.

Informed Council he met with James Parks at Deer Run Park to look at a potential spot to construct a pavilion for his Eagle Scout project. Troyer noted there will be room between the dog park and skate park in the north-west corner of that area to place a pavilion. He is proposing a 12x16 timber frame style pavilion. He also spoke with Johnathan Miller on his Eagle Scout project. Miller is currently working on funding and design for the bridge at the Disc Golf park.

The Disc Golf is nearing completion. Signage and some work for the Tee Boxes are a few items remaining. A Grand Opening will be scheduled in the near future.

Clerk-Treasurer Shaffer: Presented the May 2020 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments.

COMMITTEE REPORTS: Shoemaker asked if letters could be sent to property owners and developers to start the process of looking at and discussing buildable vacant lots. Troyer and Shoemaker will work on the letters.

NEW BUSINESS: Shaffer reviewed preliminary budget for 2021 with Council. The estimated revenue was the first item discussed. The income tax revenue was decreased by 8% for 2021, as it is not known what affect the Covid-19 pandemic will have for the 2020 tax filings due in April of 2021. Council had no comments on the estimated revenue.

The estimated expenditures were the next item to be discussed. Shaffer noted that all items turned in by the departments were figured into the budget, with the exception of the Police

Dept. body cams and in car video systems. Chief Shaner is still working to obtain numbers. Shaffer opened the expenses up for discussion and told Council it was their decision to keep or eliminate any/all items requested. Items for future purchases of the Police Dept. is holsters and weapon mounted flashlights. Chief Shaner does not currently have costs available. Hoffee said she felt those items should be included in the budget, as they are for safety of the officers.

The first expenditure items discussed were for the Utility Department. Hoffee asked why some items were the same as last year in both Water and Sewer. Troyer explained these items are on a continual basis. Touch reads, radio reads are done every year until all are replaced throughout the Village. The VacAll funds are for scheduled maintenance and adding additional apparatuses. The VacAll station (\$45,000) was listed as an item requested as the budget allows (future years). Hoffee also noted that while the list of vehicles/equipment was future items, Council was told that after the purchase of the Utility Dept. truck this year, that no other vehicles would be needed for another 5 years. After discussion on all the items and with input from Troyer, Council instructed the Clerk to remove items 8 through 11 in the Water Dept. totaling \$40,500. Items 7 through 13 in Sewer Dept. were also removed totaling \$86,000 (itemized list by department on file).

The next item discussed was the three storm sewer projects that were eliminated from the 2020 budget and were added for 2021. Hoffee asked for discussion. The more pressing of the three projects is the N. Grant St. storm sewer at a cost of \$150,000. Troyer indicated those funds more than likely would not be enough to complete the project, but hopefully a grant will be available. Council agreed to keep the N. Grant project and remove Walnut St (\$90,000) and S. Monroe St (\$50,000) projects from the 2021 budget.

The next item was discussion on building/structure renovations at Old Airport Park. These items were also removed from the 2020 budget and placed back on the list for 2021 (\$8,400). With the area consistently being wet and the limited use of the park, Council initially thought to remove the structures/buildings. After discussion, Troyer was requested to contact the WH Youth Baseball for their thoughts on the park area. Shoemaker also thought the Village should get input from the public.

Hoffee noted that in the future, she would like to see a line item for the comprehensive plan. This would enable the Village to act on recommendations that would be suggested in the plan currently being developed.

Conn asked about the trash receptacle costs (\$15,000-10 cans-2nd half of replacements). Troyer explained recently the Village received the 1st half replacements and this item would complete the project.

Conn also commented on the mowing/maint. at the Gateway site ("Y" - \$1,500). He asked if this was something village employees could do. Troyer noted that for the cost of \$75 per mowing/maint, it would not be cost effective to pull an employee or two from regular duties. The cost from Grasshopper includes tree/shrub maint. as well as mowing and weed eating.

Vaughn asked Council to consider utilizing some of the paving/sidewalk funds that were allocated for this year. He suggested the most deteriorated area on the north of the village. The sidewalks by the old Castle lot/along Village Motors body shop/and a few other areas that are in need of repair. Troyer noted that as long as Council agreed and the cost was not more than \$50,000 (bidding threshold), some areas may be able to be repaired.

The Clerk will adjust the preliminary numbers based on Council recommendations and present a revised draft at the next meeting.

Mayor Huebner stated that if any resident had questions or comments on budget items, they could contact the Village.

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

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor