

# VILLAGE OF MILLERSBURG

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**Jeff Huebner, Mayor**

**Nathan Troyer, Village Administrator**

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

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## 2019 TAX BUDGET - WORK SESSION

Mayor Huebner opened the work session at 6:30 p.m. on June 11, 2018. All Council members were in attendance.

Shaffer went through the major funds explaining the estimated revenue and estimated expenses for 2019. The draft budget did not include any cash carry over balances. They were strictly estimated receipts and expenditures for 2019.

Shaffer explained the numbers reflected in the real estate tax estimate for 2019 were the same as the 2018 figures, as she had not received the actual estimates from the County Auditor until this morning. Those numbers will be adjusted.

Hoffee asked why the employee contributions estimate for health care was so low. Shaffer noted that each fund has their own revenue line item, it was not just the general fund.

Hoffee asked what the \$40,000 under vehicles was. This line item was for a police cruiser.

The sewer and water department capital items were discussed as well. These expenditures are for scada upgrades, pump & well maint.; radio reads; tank inspections, UV maint.; and pump rebuilds. Administrator Troyer noted that some of the items could be eliminated if funds did not allow for them.

Hoffee also asked what the estimated percentage of increase was for health insurance. Shaffer stated she used a 15% increase.

In the Cemetery Endowment fund, Shaffer included a \$36,000 expense in order to complete the Columbarium project.

Shoemaker asked about funds for a comprehensive development plan. Troyer and Shaffer noted that \$35,000 was estimated for the plan, as well as \$10,000 for a new website design.

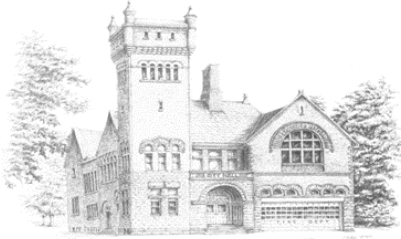
Shaffer will prepare another draft to present to Council at the June 25, 2018 Council meeting. A final budget will need to be adopted at the July 9, 2018 Council meeting. The County Auditor has requested the budgets be filed by July 15<sup>th</sup>, 2018.

Mayor Huebner closed the work session.

## REGULAR SESSION OF COUNCIL

The Council of the Village of Millersburg met in regular session on June 11, 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.

**VISITORS:** Mary Ellen Ryan addressed Council of the use of Jake Brakes in the Village and asked if there was an ordinance against them. Chief Vaughn added there is currently not an ordinance in place prohibiting the use. Adam Barnett also commented that truck drivers can shift gears as opposed to using a Jake brake. Councilman Hofstetter noted driver's consensus is that Jake brakes are safer than regular brakes. Council agreed that using Jake brakes is loud and annoying to residents living along highways. Council instructed the Chief to work with Solicitor Hines on researching an ordinance.



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

**BILLS:** Motion made by Hoffee to pay bill resolution 2018-25 bills' \$25997.29; payroll \$44855.86; total \$70853.15. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter, Vaughn and Baird voting aye.

### **REPORTS OF OFFICERS**

**Chief Vaughn:** Informed Council the Auxiliary Building/Garage is in the final stages. Cabinets will be installed next and the Police Auxiliary is paying to have epoxy on the floor. Chief invited Council to tour the building once completed.

**Administrator Troyer:** Informed Council there are some items for P & Z and DRB to review. Due to the 4<sup>th</sup> of July falling on the regular meeting night, the meetings will be held on July 11.

Informed Council Charles G. Snyder firm is working on the OPWC Clean Ohio Fund appraisal and has stated we should receive it shortly.

Informed Council the proposal for the VacAll has been reviewed. Once the Supplemental Appropriation is passed we will finalize the order.

Informed Council the 2018 Resurfacing contract is at Superior Paving awaiting signatures. In a related matter, the ODOT S.R. 83 paving is scheduled to begin Monday evening through the remainder of the week. The contractor is Melway Paving.

Informed Council the County is working with HDM on a downtown grant for property owners. As part of this, we recently completed an infrastructure inventory and rating as well as building conditions survey. This grant will be similar to the Tier II grant we participated in several years ago where property owners can apply for funds to help make façade, structural, mechanical, etc. improvements to their buildings.

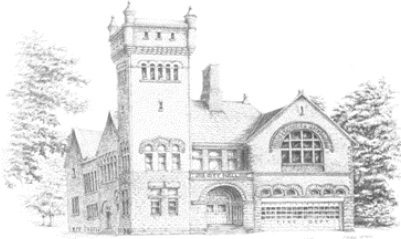
**Clerk-Treasurer Shaffer:** Presented the May 2018 Financial Reports consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll. There were no questions or comments.

Informed Council a 2019 Tax Budget Hearing needs to be scheduled. Council agreed to schedule the hearing at 6:45 on July 9, 2018.

**LEGISLATION:** Mayor Huebner read Emergency Resolution 2018-26 "A Supplemental Appropriation Resolution For The General Fund And Declaring An Emergency" for the first time by title only. Motion made by Baird to suspend the rules requiring the second and third reading of Resolution 2018-26. Seconded by Polen. Upon roll call, motion carried with Baird, Polen, Hoffee, Shoemaker, Vaughn and Hofstetter voting aye. Motion made by Hoffee to pass and adopt Resolution 2018-26. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen, Vaughn, Shoemaker and Baird voting aye.

Mayor Huebner read Emergency Resolution 2018-27 "A Supplemental Appropriation Resolution For The General Fund And Declaring An Emergency" for the first time by title only. Motion made by Polen to suspend the rules requiring the second and third reading of Resolution 2018-27. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Baird, Shoemaker, Vaughn and Hofstetter voting aye. Motion made by Baird to pass and adopt Resolution 2018-27. Seconded by Shoemaker. Upon roll call, motion carried with Baird, Shoemaker, Polen, Hofstetter, Vaughn and Hoffee voting aye.

**OLD/NEW BUSINESS:** Shoemaker noted feral cats are becoming a nuisance again. Solicitor Hines noted that a catch and spay/neuter and release plan is the only option currently. The costs would need to be absorbed by someone for this to take place.



Shoemaker noted the old fairgrounds still needs be cleaned up. Troyer will speak to the park district. Council asked if weed notices have been sent out. Troyer noted he recently sent out 6 or 8 letters. Hoffee asked if "Children at Play" signs could be installed north and south bound for the Clay Street Park. Troyer was also reminded that signs need to be installed on Elm St and at Deer Run Park.

**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 \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor