

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 10/10/2022

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	
Polen	Not Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

MOTION TO EXCUSE:	Polen		
MOTION BY:	Hoffee	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Hoffee	Yes	Vaughn	Yes
Conn	Yes	Shoemaker	Yes
Hofstetter	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer		
Melissa Patrick	Visitor	Kevin Lynch	Visitor

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	9/12/2022		
MOTION BY:	Conn		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Conn	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
Hofstetter	Yes		
VOTING RESULTS:	YES: 5 NO: 0		
MOTION TO APPROVE BY:	Hofstetter		
MOTION SECONDED BY:	Shoemaker		
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
Conn	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2021-23	Bills \$108126.08	Payroll \$104890.20	Total \$213016.28
MOTION BY:	Vaughn		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			

Vaughn	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes		
VOTING RESULTS:		YES: 5	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
Noted he had one item for executive session regarding personnel.	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER

DRB & P&Z Commission: Informed Council the DRB met on October 5th and approved a sign request from 5th Corner Cuts Barbershop at 34 S. Clay as well as an awning installation and façade repair at 87 W. Jackson. P&Z also met October 5th and recommended approval of a street vacation for Mayers Avenue submitted by Grandview Property Holdings as part of the Trails Edge Estates Development. Solicitor Hines will research to see if a public hearing is needed since this only involves the one property owner (the submitter).

Resurfacing/Sidewalk Projects: Informed Council Melway has completed the 2022 resurfacing. The manhole adjustments remain to be completed on S. Washington St and Massillon Road. Reported all of the ODOT TAP Project r/w acquisition agreements have been accepted and we are working through the next steps with ODOT regarding final tracings, r/w, utilities, etc. The project should be out for bid next Spring.

163 & 187 N. Crawford Street Demolitions: Informed Council the County has selected the asbestos testing contractor. The demolition bids have not been sent out to date yet.

Halloween Parade: Informed Council the parade sponsored by HDM and the Eagles, will be held on October 26. HDM is requesting permission to close S. Monroe Street and Court Street for the parade. Motion made by Conn to approve the street closings. Seconded by Vaughn. Upon roll call, motion carried with Conn, Vaughn, Hofstetter, Hoffee, and Shoemaker voting aye. Vote Aye 5 – No 0.

Boo In The Burg: Informed Council October 29 is “Boo In The Burg” sponsored by HDM. They are requesting permission to close Canary Alley (north/south alley between N. Washington/N. Clay Street) from Clinton Alley to rear of CSB parking lot for the event. Motion made by Hofstetter to approve the alley closing. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Conn, and Vaughn voting aye. Vote Aye 5 – No 0.

Amphitheater Artificial Turf: Presented Council with samples of types/grades of artificial turf, ranging in cost between \$15-\$18,000. They come with a 15-yr. warranty. Troyer asked if Council would be interested in installing the turf, as it would benefit the village from a maintenance standpoint. At this point in the project, a stone base will be installed. The possibility of fundraising was briefly discussed; however, no decision was made.

Capital Improvement Items/Dollars – Utility Department: Presented Council with the preliminary number of units and amounts that are currently collected for the debt service fees (final numbers will be provided at the next meeting). The Debt Service fees will be eliminated on the next billing cycle (pending formal approval by Council), as there are ample funds in the Debt Service Fund to pay the remaining loan balance. Council has discussed the option of adding a capital improvement fee to future utility bills. Troyer presented a list of capital improvement items prepared by Utility Superintendent, Nate Skolmutch, that included estimated costs on the future needs of both plants and infrastructure. Hoffee noted most of the items were listed as a current need, with only few in the 5 to 10-year range. Lead Service Line replacements were discussed that are Federal EPA mandated (unfunded) as well as the I & I issue that have been ongoing. This project is going to be a huge undertaking that would also involve smoke and dye testing of lines throughout the Village. Shoemaker suggested searching for funding/grants that could be combined and also checking into Appalachia grants, as well as speaking with the County Commissioners for other sources.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	CLERK-TREASURER KAREN SHAFFER

September Financial Statement: Presented the September Financial Statement and acknowledgement form that Council received the report consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll.

Aultcare Dental Renewal: Informed Council the 1/1/23 dental renewal was received. The renewal has 1.1% increase in premiums. Shaffer told Council she expects the medical renewal rates to be available by the next meeting.

COMMITTEE REPORTS

TOPIC:	Public Works Committee
PRESENTED BY:	Robert Shoemaker
DISCUSSION: Presented a brief summary of the meeting held on September 26 th , 2020 as it related to the debt service funds. Motion made by Conn to approve the committee meeting minutes. Seconded by Hoffee. Upon roll call, motion carried with Conn, Hoffee, Shoemaker, Vaughn, and Hofstetter voting aye. Vote Aye 5 – No 0. (Approved minutes are on file).	

OLD BUSINESS

TOPIC:	Composting Locations
PRESENTED BY:	Shoemaker
DISCUSSION: Asked if a composting site could be installed at the Village Street Department, and said he would be willing to work the site. Troyer said there is not nearly enough space at that location. Other areas were suggested as possibilities. Hofstetter suggested speaking with the County to see if they would partner with the Village on a compost site.	

NEW BUSINESS

TOPIC:	Park Playground Equipment
PRESENTED BY:	Hoffee
DISCUSSION: Noted she received a quote on playground equipment for Old Airport Park and sent the information via email to Council. The estimate is \$147,000 and the equipment is similar to what is installed at the Training Center. Mulching and installation equipment would be an additional cost. Conn asked if any grants would be available for the project. Troyer noted, possibly, however, those types are usually reimbursing (Village pays upfront and then reimbursed), and typically they run around \$50-\$60,000. Hoffee asked Council to review the information she sent to them.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Shoemaker	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Shoemaker	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Vaughn	Yes		
VOTING RESULTS:		YES: 5	NO: 0

ADDITIONAL COMMENT

SHOEMAKER: Noted he is requesting that Holmes Fire District #1 Chief attend the next Council meeting to provide information and answer questions on their 4-mil levy placed on the November ballot.

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	10/24/2022
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Hofstetter	Yes	Hoffee	Yes
Vaughn	Yes	Shoemaker	Yes
Conn	Yes		
VOTING RESULTS:	YES: 5 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	10/17/2022

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	10/24/2022

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	10/24/2022