

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 10/28/2024

START TIME: 7:00 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

### RECORD OF PROCEEDINGS

#### COUNCILMEMBERS ROLL CALL

NAME:		NAME:	
Kellogg	Present	Polen	Present
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present

<b>MOTION TO EXCUSE:</b>	Shaner		
<b>MOTION BY:</b>	Hofstetter	<b>MOTION SECONDED BY:</b>	Shoemaker
<b>VOTING ROLL CALL:</b>			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Chad Cline	Asst Administrator
Bobbie Curry	Fiscal Officer	Megan Goon	Visitor
David Shrock	Visitor		

#### COMMUNITY CALENDAR/EVENTS

<ul style="list-style-type: none"> <li>Nov 3 - Daylight Savings Time Ends</li> <li>Nov 10 - 1st Annual Holmes County Marine Corps Ball 5pm, reserve tickets are \$35 each</li> <li>Nov 16 - The Victorian House opens for Christmas</li> <li>Nov 23 - Merry Millersburg/Chocolate Walk</li> <li>Dec 7 - Friends of Skyview Benefit Dinner 5pm (RSVP to Skyviewranch.org)</li> <li>Dec 15 - 2pm American Legion Christmas Parade</li> <li>March 15, 2025 - Dinner with the Presidents Fundraiser at Berlin Grande tickets \$40 each or \$75 per couple (Fundraiser to help with the cost of painting the Victorian House)</li> </ul> <p><b>Bicentennial Celebration Updates from Mayor Hoffee</b> Council chose a coloring page for the Millersburg Elementary Bicentennial Coloring Contest. 3 Winners from each grade. Winning pages will be made into banners.</p>
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#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	10/14/2024		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Vaughn		
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>CORRECTIONS (If any):</b> Spelling of Hofstetter’s name to be corrected.			

<b>MOTION TO APPROVE BY:</b>		Shoemaker	
<b>MOTION SECONDED BY:</b>		Kellogg	
<b>VOTING ROLL CALL:</b>			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2024-21</b>	Bills \$92,375.42	Payroll \$71,866.93	Total \$164,242.35
<b>MOTION BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b>  DRB will meet on 11/6 to review a COA application for 13 Tattoo Studio at 18 N. Washington Street. P&amp;Z will also meet on 11/6 to review a variance application for setbacks submitted by Brodie DeHass at 736 Diamond Alley for a proposed structure.</p> <p><b><u>2024 Resurfacing</u></b>  No update on Brightspeed work</p> <p><b><u>Budgeted Items</u></b>  <u>St. Dept. Storage Bldg.</u>-no update, awaiting contractor</p> <p><b><u>Ledges Drive Repairs</u></b>  Spray Foam Solutions was on site Monday 10/21 to fill voids and lift all concrete that had settled. We may need to do some additional concrete replacement on the drive at 120 Ledges Drive because of some excessive cracks that widened and/or occurred during the water leak.</p> <p><b><u>Solicitor RFP</u></b>  The RFP has been advertised in the paper and on our Facebook page and website. Any interested parties can reach out to us to receive a copy of the RFP or obtain it from our website.</p> <p><b><u>Landscape RFP</u></b>  Awaiting final specs for make up of the baskets and will get that distributed to area landscape contractors.</p> <p><b><u>Leaf Collection</u></b>  Leaf pickup will begin this week. The full schedule and information is available on our Facebook page. Reminder to residents: Please don't place leaves on the street or in parking spaces.</p> <p><b><u>Water/Sewer Program Upgrade</u></b>  A demo is scheduled with CUSI next week.</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
Curry opened a discussion about the village's income tax. Recently, over 700 letters were mailed to individuals who haven't filed their 2023 Village Income Tax return. This indicates that income potential tax revenue is missing. Curry mentioned that while our current tax program lacks in some areas, that is only a portion of the problem. Data matching resources aren't available or utilized so we heavily rely on residents reporting changes which, unfortunately, often doesn't happen. Curry asked for feedback and	

opinions on RITA (Regional Income Tax Agency). RITA administers municipal income tax for about 50% of Ohio's cities and villages. Curry acknowledged the pros and cons of RITA. While the cost of RITA membership is significant, the increase in revenue to the village could offset that expense. Shoemaker said he'd like to see the village's money stay local. Rather than paying RITA to administer our income tax, he'd like to increase our staff and keep administering our own income tax. He also has concerns about RITA's customer service. Kellogg said that RITA's tax forms are complicated. She asked if RITA is better at finding people and collecting tax on those required to do so. At a tax seminar earlier this year, Curry learned that RITA has many resources for locating taxpayers and collecting taxes. But she has not researched the specific resources they utilize. Should the discussion on RITA continue, Curry will research this topic further. Vaughn has heard a lot of negative feedback from communities that use RITA. He said he's heard that law enforcement has been involved in some communities where issues have arisen due to RITA. Curry will continue to gather information and look at options and solutions to maximize the village's income tax compliance and revenue.

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<b>Council &amp; Committee Meetings:</b>	
<ul style="list-style-type: none"> <li>• Nov 11 - Council Meeting 7pm</li> <li>• Nov 13 - Business &amp; Housing Committee Meeting 6pm</li> <li>• Nov 25 - Council Meeting 7pm</li> </ul>	
No Committee Reports	

**LEGISLATION**

<b>NUMBER:</b>	<b>2024-109</b>		
<b>TITLE:</b>	<b>An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg</b>		
<b>CLASSIFICATION:</b>	Ordinance		
<b>STATUS:</b>	3rd Reading and Passage		
<b>MOTION TO:</b>	Pass & Adopt		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

<b>NUMBER:</b>	<b>2024-20</b>
<b>TITLE:</b>	<b>Adopt An Indigent Burial Policy For Oak Hill Cemetery</b>
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2024-110</b>
<b>TITLE:</b>	<b>An Ordinance Revising Chapter 1143.02 Of The Village Ordinances</b>
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2024-111</b>
<b>TITLE:</b>	<b>An Ordinance Amending The Village Of Millersburg Schedule Of Fees</b>
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2024-112</b>
<b>TITLE:</b>	<b>An Ordinance Establishing 1153.05 Of The Village Ordinances</b>

<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2023-113</b>
<b>TITLE:</b>	<b>An Ordinance Establishing 1160.05, 1161.05, 1162.05, And 1164.05 Of The Village Ordinances</b>
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2023-114</b>
<b>TITLE:</b>	<b>An Ordinance Revising Chapter 1173 Of The Village Ordinances</b>
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Updates – Various Topics</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	
<p><b>Tick-or-Treat</b> – Thank you to the Police Dept for their work to keep children safe during the first village-wide trick-or-treat held on October 26<sup>th</sup>. It went well. Feedback and suggestions welcomed from the community as we look to improve and grow this event in coming years. Hoffee and Kellogg think that utilizing our parks during the event would be great.</p> <p><b>Boo in the Burg</b> – Also on Oct. 26<sup>th</sup>, Boo in the Burg sponsored by HDM a great success again this year. Thank you, Taylor Sigler and HDM.</p> <p><b>1835 Village of Millersburg Council Minutes Book</b> – Hoffee suggests that the very old, very frail original Millersburg Village Council Minutes book be donated to the Holmes County Historical Society where it will be stored/preserved safely. Council agrees. The book has been digitized so that anyone interested can look at it.</p> <p><b>Ohio Magazine Best Hometown Issue</b> – The Ohio Magazine featuring Millersburg as NE Ohio’s Best Hometown is out. Copies are available at the Village Offices.</p> <p><b>Merry Millersburg</b> – Merry Millersburg is scheduled for November 23<sup>rd</sup> along with HDM’s Chocolate Walk. Businesses are invited to participate in the window decorating contest. If a business that is not located in the downtown area and would like to participate, they are encouraged to reach out to Taylor Sigler at HDM. There are some vacant storefronts that can be used.</p>	

**NEW BUSINESS**

<b>TOPIC:</b>	<b>More Effective Communication to Residents</b>
<b>PRESENTED BY:</b>	Shoemaker
<b>DISCUSSION:</b>	
<p>Shoemaker said that many of his neighbors and others in the community were not aware of Millersburg’s community wide Trick-or-Treat. He wonders if there is a better way to reach people in the community. Hoffee suggests an article in the Bargain Hunter and/or a postcard mailing. Shoemaker and Kellogg would like to reach out to the Bargain Hunter about publishing Village News on a regular basis. Hoffee will look into this.</p>	

<b>TOPIC:</b>	<b>Community Resource Hotline – United Way</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b>	
<p>The United Way of Wayne and Holmes Counties has a community resource hub called WHIRE. <i>Knowing that you need help is one thing...finding someone who can help you is another. United Way’s WHIRE/2-1-1 can link you to resources such as rent and utility assistance, food, health related services, homeless services, foreclosure information, senior services, family counseling, support groups and parenting resource information. WHIRE - Wayne Holmes Information Referral Exchange is designed to provide you with information and referrals using an extensive database of community resources. Use the Search to find the resources and help you need. -www.uwwh.org</i></p> <p>Vaughn suggested adding this information to our Citizens Handbook.</p>	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>11/11/2024</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/1/2024

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/11/2024

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	11/11/2024