

The Council of the Village of Millersburg met in regular session on November 11, 2019 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, Robert Shoemaker, Junior Vaughn and Kelly Hoffee. Motion made by Hoffee to excuse Councilwoman Ruby Baird. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter and Vaughn voting aye. Solicitor Robert Hines was also in attendance.

**VISITORS:** Kevin Buettner, transportation director of Ohio Mid-Eastern Governments Association (OMEGA), spoke to council about the West Holmes Local School District Safe Routes to School Travel Plan. With input and cooperation of the administrators of the West Holmes Schools and the village, grant funding is being pursued through the Safe Routes to School and the Ohio Department of Transportation. Funding of the project will go towards structure, funding and enforcement. It includes assembly programs about teaching children how to ride the bus safely. Items looked at for children in grades K - 8 were walking and biking to school. Sidewalks will be extended to Lakeview Drive, as well as connecting crosswalks at the 241 intersection with School St. Mayor Huebner asked for solar powered crosswalk signs to be installed on E. Jackson and SR 241. Buettner said those could be added to the plan and asked Council to look through the plan and eventually approve it. Once approved, it will be sent to ODOT for final approval. In January, the new funding cycle will open, and we can ask for up to \$400,000. There is no local match. The grant is competitive statewide and is designed to get children to school safely. Administrator Troyer pointed out that once the document is in place, it still can be updated and modified as projects are planned. Through the efforts of OMEGA, the West Holmes Schools and the village of Millersburg, some additional safe routes to Millersburg Elementary School could be added. The SRTS project for Killbuck will be submitted for next year.

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

**BILLS:** Motion made by Hofstetter to pay bill resolution 2019-31 bills \$26,571.65 payroll \$48,610.91; total \$75,182.56. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Polen, Vaughn and Shoemaker voting aye.

#### **REPORTS OF OFFICERS:**

**Administrator Troyer:** Informed Council DRB considered and approved COA applications from Miller's Creamery for signage and stair replacement as well as the Eagles for window/door replacements; New Towne Fair for signage and Millersburg Brewery for signs. Doors and façade improvements. These projects are tied to the Downtown Grant through Holmes County. (The DRB meeting of November 6 was delayed to November 11, due to lack of quorum). P&Z approved the variance requests from Jenyce Haudenschild Wise for the construction of a garage at 342 N. Washington and Paul Smail for the construction of a home at 600 Hebron Street.

Informed Council the TAP (South sidewalk) meeting with ODOT was postponed due to scheduling conflict and they will be meeting this week.

Informed Council Melway is finished with the Street Resurfacing project, other than pavement markings and Mid-Ohio Concrete continues working on sidewalks. Perram Electric installed a new loop detector at the N. Monroe/E. Jackson intersection.

Informed Council follow up conference calls were held on the Skate Park with both design firms and trustee for the donor. The plan is to proceed as the donor wishes. The anticipated way this will work is that the donor will make a partial donation to the Village fairly soon (\$20,000-\$30,000) that would cover the design costs. Once we have the funds and complete the necessary accounting, we can proceed with the design work, and then proceed to actual construction in the spring of 2020.

Informed Council we began leaf pickup October 28<sup>th</sup> and it is going well. Crews will continue for another week or two depending how the weather progresses.

**Clerk-Treasurer Shaffer:** Presented the October 2019 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 the annual re-distribution of funds is complete between the Water and Water R & I Fund (\$7500) and the Sewer and Sewer R & I Fund (\$10,000). This was the recommended procedure by the State Auditor, in lieu of a transfer.

Presented a new contract for legal services for Robert Hines. The hourly rate is \$150 per hr. and the contract will run from November 16<sup>th</sup>, 2019 through November 15<sup>th</sup>, 2020. Motion made by Shoemaker to approve the contract between Robert Hines (as an independent contractor) and the Village of Millersburg. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Polen, Hofstetter and Vaughn voting aye.

Informed Council the 2020 Bed Tax Applications were submitted. Council was asked if they wished to accept the applications as submitted. Motion made by Hofstetter to accept the applications as presented. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Vaughn and Polen voting aye.

**LEGISLATION:** Mayor Huebner read Ordinance 2019-109 "An Ordinance Approving the Meadow Glen Subdivision Phase 3 As A Formal Subdivision Within the Village of Millersburg, Accepting The Proposed Dedication of a Portion of Quinn Circle and Sarah Lane as Public Streets and Rights of Way, Accepting Various Public Improvements and Accepting a Warranty Deed from The Owners and Dedicators of Meadow Glen Subdivision" for the third time by title only. Motion made by Shoemaker to pass and adopt Ordinance 2019-109. Seconded by Polen. Upon roll call, motion carried with Shoemaker, Polen, Hoffee, Vaughn and Hofstetter voting aye.

Mayor Huebner read Resolution 2019-32 "A Resolution Authorizing the Transfer of Sums from The General Fund to The Street Maintenance & Repair Fund; To The Cemetery Operating Fund; And to The Police Pension Fund" for the first time by title only.

**COMMITTEE REPORTS:** Councilman Hofstetter (Tree City Representative) noted that Shaffer submitted the renewal application for Tree City USA. Shaffer noted she has not heard the status of the application.

**NEW BUSINESS:** Councilman Shoemaker updated Council on a meeting held with an engineer from the Muskingum Water Shred Conservatory District on flooding issues from Killbuck Creek. Information was provided on options the Village could pursue, however it was suggested contact be made with Coshocton County officials to collaborate on the issues. Shoemaker noted he contacted Coshocton County and they are waiting to hear back from us. Solicitor Hines, Mayor Huebner and Administrator Troyer will work with Shoemaker and meet with Coshocton officials to discuss dredging, cleaning and possibly straightening areas of the creek.

**VISITORS:** Mark Leininger spoke on behalf HDM and thanked Council for their continued support through the Bed Tax funds.

**EXECUTIVE SESSION:** Motion made by Polen to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Shoemaker and Hoffee voting aye.

**RECONVENED TO REGULAR SESSION**

**EXECUTIVE SESSION ACTION:** Motion made by Hoffee to approve a pay increase of \$1.00 for all employees of the Public Works Dept., Utility Dept., and the Administrative Assistant that are currently being paid under \$20.00 per hour and for the increase to be retroactive to October 26, 2019. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Polen, Hofstetter and Vaughn voting aye.

Mayor Huebner recommended to Council to terminate probationary Patrolman Fred West due to disciplinary actions. A motion made by Shoemaker to accept the recommendation of the Mayor and terminate probationary Patrolman Fred West. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Vaughn, Hofstetter and Polen voting aye.

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

Approved Date \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor