

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/11/2024

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

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Fiscal Officer	Chad Cline	Asst Administrator
Melissa Patrick	Media/Reporter	Karren Leppla	Visitor
Nick Leppla	Visitor	David Shrock	Visitor

COMMUNITY CALENDAR/EVENTS

Community Calendar

- Nov 16 - The Victorian House opens for Christmas
- Nov 16 - Family Movie Matinee at the Library showing “Despicable Me 4” (rated PG) 11am
- Nov 23 - Merry Millersburg/Chocolate Walk/Tree Lighting at the Courthouse
- Nov 23 - Jolly Holidays with LIVE reindeer at the Library 10am-noon
- Nov 30 - Small Business Saturday SHOP OUR DOWNTOWN
- Dec 7 - Friends of Skyview Benefit Dinner 5pm (RSVP to skyviewranch.org)
- Dec 15 - Christmas Parade and Santa
- 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)

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	10/28/2024
MOTION BY:	Polen

MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE BY:		Shoemaker	
MOTION SECONDED BY:		Kellogg	
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2024-22	Bills \$68,270.22	Payroll \$75,829.53	Total \$144,099.75
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Hofstetter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> DRB approved a COA application for 13 Tattoo Studio at 18 N. Washington Street. P&Z tabled a variance application for setbacks submitted by Brodie DeHass at 736 Diamond Alley for a proposed structure. Upcoming meetings-We met with Tekton Engineering and there are several projects proposed that will be coming to DRB and/or P&Z likely in December-Millersburg Christian Church-new building and Millersburg Dental-addition.</p> <p><u>2024 Resurfacing</u> No update on Brightspeed work</p> <p><u>Street Dept. Storage Building</u> Footers dug and being installed at the end of last week, masonry is next.</p> <p><u>Utility Program</u></p>	

We met remotely with our CUSI representative and he was able to answer the questions we had regarding upgrading our system. We are planning on proceeding with the upgrade. It would be a one-time \$13,000 implementation along with a \$1,000/month hosting and software cost. The UB4 system will include customer web portal, ACH, e-payment module, etc.

Sidewalk Project

2024 sidewalk work is underway with work completed on Hebron Street and S. Crawford Street. Additional locations will include N. Clay Street, N. Monroe Street, Walkup Street, S. Clay Street, S. Washington Street, and E. Adams Street. In total, we will replace just under 800 feet of sidewalk, aprons, and 30 feet of curb on S. Mad Anthony. Thomas Concrete is performing the work for us this year. Mayor Hoffee asked if we can add to the list the area of 314 S. Clay.

Service Line Letters

As part of the EPA service line inventory mandate, we recently completed the first round of letters to customers informing them of the status of their individual service lines. In total we had 13 lead, 34 galvanized requiring replacement, and 1128 lead status unknown letters sent out. Thank you to Chad, Mary, Marty, and Nate S. for all the work on this. Residents/Owners- as you receive your letters, please reach out to us with any questions at the Village Offices and we will walk you through any necessary next steps.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Next Tuesday morning, Chief Shaner will be participating in the reward program at Millersburg Elementary. Students who earned the reward will get to ride with Chief Shaner in the Police Cruiser in the school's parking lot with lights and sirens.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<p>-October 2024 Financials acknowledged. No questions or discussion.</p> <p>-2025 Bed Tax Grant Applications</p> <p>Applications were emailed to Council and the Mayor on 11/4/2024. Applications were reviewed and council had no questions. Conn made a motion to accept/approve the 4 Grant Applications. Vaughn seconded the motion. All voted aye. Motion Carried. Bed tax Grant awards will be issued in early January of 2025. Mayor Hoffee Thanked the four applicants, HDM, Holmes County Antique Festival, Holmes County Historical Society and the Millersburg Lions Clubs for thoroughly completing their applications.</p> <p>-2025 Appropriation draft</p> <p>Council and the Mayor were given a draft of the 2025 appropriations. Hoffee asked questions about the proposed new F550 truck for the street department. She asked Troyer if the street department gets a new pickup truck each year. Troyer said that no, the street department doesn't request a new pickup truck each year. The water/sewer department got a new one this year, but not the street department.</p>	

Hoffee then asked if the new F550 would be replacing an existing truck. Troyer said yes, the approximate age of the old truck is 2004. These trucks are used primarily for snow and leaf pick up and are the ‘work horses’ of the street department’s fleet. Troyer added that the street department did get a new full-sized dump truck this year but not a pick-up. No other questions or concerns discussed.

DEPARTMENT:	SOLICITOR
REPRESENTATIVE’S NAME:	ROBERT HINES
<p>Hines addressed an inquiry about the use of the Police Auxiliary Building by Councilman Vaughn to conduct CSVA testing. Hines found no issue with Vaughn’s use of the village-owned building but out of an abundance of caution, Hines reached out to the Ethics Commission for their opinion. The Ethics Committee replied to Hines that Vaughn may use the building to conduct his CVSA Training as long as the village allows others to use it in similar capacities. Hines affirms that no ethical violations have occurred.</p> <p>Furthermore, Hines feels that it may be best to establish some usage guidelines for those who wish to use the Police Auxiliary Building.</p>	

DEPARTMENT:	MAYOR
REPRESENTATIVE’S NAME:	KELLY HOFFEE
<p>Council & Committee Meetings:</p> <ul style="list-style-type: none"> - Nov 13 - Business & Housing Committee Meeting 6pm - Nov 25 - Council Meeting 7pm - Dec 9 - Council Meeting 7pm - Dec 23 - Council Meeting 7pm 	

LEGISLATION

NUMBER:	2024-20		
TITLE:	A Resolution To Adopt An Indigent Burial Policy For Oak Hill Cemetery		
CLASSIFICATION:	Resolution		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Shoemaker		
VOTING ROLL CALL:			
Polen	<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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	Abstained
VOTING RESULTS:	YES: 5 NO: 0		

NUMBER:	2024-110
TITLE: An Ordinance Revising Chapter 1143.02 Of The Village Ordinances	

CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
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
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-111		
TITLE: An Ordinance Amending The Village Of Millersburg Schedule Of Fees			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
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
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-112		
TITLE: An Ordinance Establishing 1153.05 Of The Village Ordinances			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Vaughn		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<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
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-113
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TITLE: An Ordinance Establishing 1160.05, 1161.05, 1162.05, And 1164.05 Of The Village Ordinances			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Kellogg		
VOTING ROLL CALL:			
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	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-114		
TITLE: An Ordinance Revising Chapter 1173 Of The Village Ordinances			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO:	Pass & Adopt		
MOTION BY:	Polen		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
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
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	2024-23		
TITLE: Annual Transfer of Funds Resolution			
CLASSIFICATION:	Resolution		
STATUS:	1 st Reading		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
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	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
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO:	Pass & Adopt		

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

OLD BUSINESS

TOPIC:	RITA for Income Tax Administration
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: At the last meeting, Curry opened a discussion about the village’s income tax administration. Council and Mayor Hoffee all agree that they would like to keep the administration of our income tax local. Hoffee offered a suggestion for getting yearly landlord letters out each year to get up to date tenant information. Hoffee also asked if there is communication from the utility clerk to the tax administrator as address changes occur. Curry said yes, information is shared from the utility clerk. Hofstetter suggested contacting the Board of Elections to see if a report is available showing address changes in the Village. Curry will check into this. Shoemaker asked Curry if this has been an issue in the past. Curry stated that she is not aware of this being an issue in the past; non-filer letters have been done yearly, however this is her first year as Tax Administrator so there is much to be learned and improved upon. Shoemaker then asked Curry what she would like to see to remedy the missing income tax revenue. Curry feels that more time to devote to tax administration would improve revenue. Curry said that discussions with the Village Administrator and Mayor Hoffee about hiring an assistant have recently occurred. Having an assistant to help with day-to-day work/data entry would free up Curry’s time so that she can devote more time and attention to tax administration as well as the Fiscal Officer duties that she is still learning. Shoemaker agrees that an assistant is needed. Kellogg agreed that rather than paying an outside administrator she’d like to see our funds stay local.</p>	

TOPIC:	Bargain Hunter coverage of Council Meetings/news
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: Chis Snow from the Bargain Hunter will be covering council meetings and publishing a write-up for meetings/village news in the Holmes County Bargain Hunter on a regular basis.</p>	

TOPIC:	Mayor’s Office Hours
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: Starting this week, Mayor Hoffee will begin scheduling appointments with anyone interested in seeing her. She is available for appointments at the Village Hall or off site by request. To request an appointment with the Mayor, please email kelly.hoffee@millersburgohio.com or call the village offices and leave a message.</p>	

TOPIC:	NEO Gas – meter replacements
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PRESENTED BY:	Mayor Hoffee
DISCUSSION: NEO Gas will continue to change out gas meters in the village until the project is completed. They are hoping to be done in the next couple of months. NEO Gas reports that they will only shut gas service off if there is a leak near the furnace or if there is improper ventilation. Hoffee acknowledges the issues that residents have been facing due to gas meter replacements. She emphasizes that this is an issue that is out of our hands. Plumbers in the area have been overwhelmed by service calls for issues relating to gas lines in homes. She advised that there is a plumber in Fredericksburg who is accepting clients that need this type of work done. Anyone in need of a plumber can call the village offices for suggestions. We would also like to hear from you if you have suggestions for plumbers who can help.	

TOPIC:	Leaf Pick Up
PRESENTED BY:	Hofstetter
DISCUSSION: Hofstetter asked Troyer how long leaf pick up will continue. Troyer said at least another 3 weeks or so with additional weeks of bagged leaf pick up.	

EXECUTIVE SESSION

PURPOSE: To confer with the public body’s attorney concerning imminent litigation regarding the Millersburg Mobile Home Park’s lack of utility payment.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

EXECUTIVE SESSION ACTION (If Any)

ACTION: To file a lien against the property of Millersburg Mobile Home Park for delinquent water and sewer charges.			
MOTION BY:		Shoemaker	
MOTION SECOND BY:		Vaughn	
VOTING ROLL CALL:			
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<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
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
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DATE:	<u>11/25/2024</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654

ADJOURNMENT

MOTION BY:	Polen		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
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
VOTING RESULTS:	YES: 6 NO: 0		

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/15/2024

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	11/25/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	11/25/2024