

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/14/2022

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	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

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		

VISITORS:

Robert Shoemaker commended the West Holmes Knights football team on their great season.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	10/24/2022		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Polen	Yes	Hoffee	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO APPROVE BY:	Shoemaker		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Hofstetter	Yes	Vaughn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF BILLS

BILL RESOLUTION 2022-26	Bills \$331,510.36	Payroll \$95231.33	Total \$426,741.69
MOTION BY:	Hoffee		
MOTION SECONDED BY:	Vaughn		
VOTING ROLL CALL:			
Hoffee	Yes	Vaughn	Yes
Polen	Yes	Hofstetter	Yes
Shoemaker	Yes	Conn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
Informed Council he had items for discussion on personnel for executive session.	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER
<p>DRB & P&Z Commission: Informed Council the DRB met on November 2nd at 6:00 PM and approved a COA application for signage at 138 W. Jackson Street.</p> <p>Resurfacing/Sidewalk Projects: Informed Council the entire 2022 resurfacing project is complete. Informed Council ODOT TAP Project legislation is on the agenda to proceed with the project.</p> <p>ARPA Projects: Informed Council plan development continues and we are seeking funding options.</p> <p>Appalachian Community Grant: Informed Council a group of County and local officials will be meeting next week to compile projects and begin the first application for the recently released funding from the State. The application will be submitted as one large project, with multiple entities throughout the county including their individual project. Troyer noted for Millersburg, he is anticipating a project for new main street lighting, new power/receptacles, and possibly some sidewalk replacement for the main street area.</p> <p>PFAS Cost Recovery: Informed Council after review by Solicitor Hines, Nate Skolmutch and himself, they have enrolled in a cost recovery program offered through Ohio Rural Water. Per- and polyfluoroalkyl substances (PFAS) are man-made chemicals which are more prevalent in airports, firefighting, landfills, etc. While Millersburg does not currently have any levels in our water, this could be beneficial in the future if that should ever change. There is no cost to the Village.</p> <p>Dump Truck: Informed Council we were notified that our new dump truck should be delivered early December.</p> <p>Aggregation: Informed Council a new rate was released for the aggregation program at 7.32 per c.f. Rates for 12/24/36/48 months ranging from 8 – 19 cents per c.f. Council agreed to wait on selecting a new plan/rate, as the rate still seems on the high side.</p> <p>Capital Improvement Fees: Asked Council if they have decided on a capital improvement rate to be added to the water/sewer bills for the next billing cycle. Council opted to add \$22.50 for Residential; \$67.50 for Commercial; and \$157.50 for Industrial utility accounts. One-half of each of these amounts collected will be deposited to the Water R & I Fund and to the Sewer R & I Fund. These fees will generate approximately \$75/80 thousand for each fund for the use of capital improvements. Solicitor Hines will prepare the ordinance for the next meeting.</p>	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	CLERK-TREASURER KAREN SHAFFER
<p>October Financial Statement: Presented the October 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.</p> <p>Solicitor Contract: Noted they were provided a copy of the new one-year contract for Solicitor Robert Hines and asked for any questions or comments. Motion made by Conn to approve the contract and authorized the Mayor to sign the same. Seconded by Vaughn. Upon roll call, motion carried with Conn, Vaughn, Polen, Hofstetter, Hoffee, and Shoemaker voting aye. Vote Aye 6 – No 0.</p> <p>2023 Bed Tax Grant Applications: Noted they were sent the 2023 Bed Tax Grant Applications submitted by the four (4) designated recipients and asked for any questions or comments. A motion was made by Hofstetter to approve the applications as submitted. Seconded by Conn. Upon roll call, motion carried with Hofstetter, Conn, Shoemaker, Hoffee, Vaughn, and Polen voting aye. Vote Aye 6 – No 0.</p> <p>Tree City Board Members: Told Council three (3) terms are expiring on the Tree City Board on Dec. 31, 2022. These terms are for a three-year period and will end Dec 31, 2025. Shaffer noted she contacted the three members. Arlie Rodhe and Brent Hofstetter agreed to another term, while Doug Polen declined. A motion was made by Conn to appoint Rodhe and Hofstetter to the new term starting Jan. 1, 2023. Seconded by Hoffee. Upon roll call, motion carried with Conn, Hoffee, Polen, Hofstetter, Vaughn, and Shoemaker voting aye. Vote Aye 6 – No 0. Council instructed Hofstetter to ask attendees at the next Tree City Commission meeting if there was any interest in someone filling the open seat.</p> <p>CSB Platinum Savings: Informed Council CSB has proposed a Platinum Savings Account as a tool for earning additional interest of Village funds. The Sweep Account is currently earning .75% interest.</p>	

Switching to a Platinum Account would earn the Village 2.5% interest. Council is extremely interested and asked Shaffer to obtain additional information.

DEPARTMENT:	LEGAL
REPRESENTATIVE'S NAME:	SOLICITOR ROBERT HINES
Mayers Avenue Vacation: Informed Council all paperwork has been submitted by Grandview Estates for the vacation. Contiguous property to Mayers Avenue is owned solely by Grandview, so no other property owners were required to be notified. A public hearing date will need to be established and Hines suggested November 28 at 6:55 p.m. Council agreed.	

LEGISLATION

NUMBER: 2022-25	Mayor Huebner gave the second reading by title only.
TITLE: A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance & Repair Fund; To The Cemetery Operating Fund; To The Police Disability And Pension Fund; And To The Sidewalk Replacement Fund	
CLASSIFICATION:	Resolution
STATUS:	2nd Reading

NUMBER: 2022-27	Mayor Huebner gave the first reading by title only.		
TITLE: A Resolution Granting Consent To The ODOT Director Of Transportation To Complete The Hol S. Washington St. Sidewalks Project (PID 111413; Agreement Number 38382) And Declaring An Emergency			
CLASSIFICATION:	Resolution		
STATUS:	Emergency		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Polen		
VOTING ROLL CALL:			
Shoemaker	Yes	Polen	Yes
Hofstetter	Yes	Vaughn	Yes
Conn	Yes	Hoffee	Yes
VOTING RESULTS:	YES: 6 NO: 0		
MOTION TO:	Pass & Adopt		
MOTION BY:	Hoffee		
MOTION SECONDED BY:	Hofstetter		
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Polen	Yes	Conn	Yes
Vaughn	Yes	Shoemaker	Yes
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER: 2022-103	Mayor Huebner gave the first reading by title only.		
TITLE: An Ordinance Amending The Sewer Ordinance (Chapter 929) To Eliminate The Debt Service Charge			
CLASSIFICATION:	Ordinance		
STATUS:	1st Reading		

NUMBER: 2022-104	Mayor Huebner gave the first reading by title only.		
TITLE: An Emergency Ordinance Approving The Editing And Inclusion Of Certain Ordinances And Resolutions As Parts Of The Various Component Codes Of The Codified Ordinances; To Provide For The Adoption And Publication Of New Matter In The Updated And Revised Codified Ordinances; And To Repeal Ordinances And Resolutions In Conflict Therewith			
CLASSIFICATION:	Ordinance		
STATUS:	Emergency		
MOTION TO:	Suspend the Rules for 2nd & 3rd Reading		
MOTION BY:	Vaughn		

MOTION SECONDED BY:		Polen	
VOTING ROLL CALL:			
Vaughn	Yes	Polen	Yes
Hoffee	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
VOTING RESULTS:		YES: 6	NO: 0
MOTION TO:		Pass & Adopt	
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Shoemaker	
VOTING ROLL CALL:			
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6	NO: 0

OLD BUSINESS

TOPIC: Killbuck Creek Update	
PRESENTED BY: Bob Shoemaker	
DISCUSSION: Requested Holmes Soil & Water District attend a future Council meeting to provide an update of the creek dredging/cleanup.	

NEW BUSINESS

TOPIC: Quinn Circle	
PRESENTED BY: Brad Conn	
DISCUSSION: Commented that paving is complete on Quinn Circle and the area looks very well.	

TOPIC: Tree Replacement	
PRESENTED BY: Kelly Hoffee	
DISCUSSION: Asked Hofstetter if he would inquire with the Tree City Board to remove/relocate/replace a tree a 277 S. Clay St. The property owner is requesting to remove and relocate a recently planted oak tree and replace it with a Japanese Silk tree. Hofstetter said he would bring it to the Board's attention at their next meeting.	

TOPIC: Meeting Date Change	
PRESENTED BY: Mayor Huebner	
DISCUSSION: Informed Council the meeting regularly scheduled for December 26, will need to be changed due to the Christmas Holiday. Council agreed to change the meeting date to December 27, 2022 at 7:00 p.m.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	11/28/2022
TIME:	7:00 PM

LOCATION: Council Chambers	6 N Washington St.; Millersburg, OH 44654
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ADJOURNMENT

MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	11/15/2022

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	11/28/2022

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	11/28/2022