

The Council of the Village of Millersburg met in regular session on November 25, 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, Kelly Hoffee and Ruby Baird. Solicitor Robert Hines was also in attendance.

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

BILLS: Motion made by Hofstetter to pay bill resolution 2019-33 bills \$79,163.90; payroll \$47,411.42; total \$126,575.32. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Polen, Vaughn, Shoemaker and Baird voting aye.

REPORTS OF OFFICERS:

Administrator Troyer: Informed Council the TAP (South sidewalk) meeting with ODOT was held on Nov 13. The project time line was discussed, with the design phase to begin next year and a start date estimated for July 2022. All aspects of the project will be administered by ODOT including inspection services.

Informed Council the SRTS Program (East sidewalks) with OMEGA continues. The draft plan is being revised based on comments received through the initial presentation of the plan. Troyer anticipates we will have a resolution of support for the program to present at the next meeting.

Informed Council Mid-Ohio Concrete continues working on sidewalks. Melway will continue with pavement markings next week to complete the paving project.

Informed Council after discussions and follow up with the donor's rep, a decision was made to proceed with Spohn Ranch for the design work at the skate park. The donor will be issuing the Village a check for the design portion of the project.

Informed Council plans are to continue leaf pick up through the week of December 2nd contingent upon weather conditions.

Informed Council Kidron Tree Service finished the removal of 18 trees on November 19. Troyer noted he is now putting together solicitation for the removal of stumps at these locations and anywhere else stumps were previously left in the tree lawn. The additional Tree City plantings (\$5000 previously approved) should be done soon as well.

Clerk-Treasurer Shaffer: Informed Council the copier lease expires in March as well as the maintenance agreement. ComDoc has proposed a 5-year lease agreement for a Xerox machine. The annual cost of \$1704.00 includes all toner/parts/maintenance. The current agreement for the copier and maintenance is \$1840.00 per year. In addition to the copier lease, a second proposal for "Managed Print Services" was provided. This program includes all office printers/toner/maintenance/parts at a cost of \$1031.40. Currently the Village spends approx. \$950 per year on toner alone, with no maintenance or parts included. Council agreed the savings would be worth a new agreement. Motion made by Hoffee to approve the ComDoc agreements. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Baird, Vaughn, Hofstetter and Polen voting aye.

Informed Council a print service is available for printing Utility Bills & Income Tax Forms. The company (BFMC, Inc) that currently provides the cards for utility bills offers printing services. Shaffer said printing of tax forms would be less time consuming and less costly. For her time (approx. 21 hours), paper, postage, envelopes and copy cost, estimated cost is \$1988.07. Through BFMC, the quoted cost for printing and mailing out (2165 forms) is \$1309.83. Council agreed for the savings and time spent, outsourcing the tax forms would be more beneficial. Shaffer also noted that no confidential information will be provided to BFMC. A motion was made by Hofstetter to approve the agreement with BFMC to print tax forms. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Baird, Shoemaker, Vaughn and Polen voting aye. Shaffer noted the printing of utility bills would be revisited at a later date as more information is needed.

Mayor Huebner: Informed Council the term of 3 members of the Tree City Commission will expire at the end of 2019. He asked Council to approve the re-appointment of Brent Hofstetter, Arlie Rodhe and Doug Polen for a 3-year term. Motion made by Polen to approve the appointments. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Hofstetter, Vaughn, Shoemaker and Baird voting aye.

Informed Council he has requested AEP to look into installing street lights on W. Jackson St (from the bridge over the trail to the Fire Dept.) to CR 349 as the area is not lit.

LEGISLATION: 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 second time by title only.

Mayor Huebner read Resolution 2019-34 "A Resolution Setting Wages and Salaries for Elected Officials, Salaried and Hourly Employees of the Village of Millersburg, and to Define Vacations, Sick Leave and Holidays" for the first time by title only.

COMMITTEE REPORTS: Shoemaker reported he received a copy of the grant application from the Muskingum Water Shed Conservancy District. He will organize a meeting with Prairie Twp., Hardy Twp., Killbuck and Coshocton and a representative from MWSCD to discuss flooding issues. The day that suited most involved would be a Thursday after 4:30.

NEW BUSINESS: Hoffee asked if waterlines in the Wooster Road/Jones Street area are going to continue to break and what remedies could be taken. Troyer noted the 4" lines are old and will need replaced. They would need replaced with 8" lines and funding and parameters are being looked at.

Hofstetter asked Council to consider appropriating funds for 2020 to start the alley vacation process of undeveloped alleys in the Village. Council agreed the issue needs to be worked on and suggested \$10,000 be appropriated in 2020 for the associated costs.

EXECUTIVE SESSION: Motion made by Shoemaker 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 Shoemaker, Hofstetter, Polen, Vaughn, Hoffee and Baird voting aye.

RECONVENED TO REGULAR SESSION: No Action.

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

Approved Date _____

Karen Shaffer, Clerk-Treasurer

Jeff Huebner, Mayor