

The Council of the Village of Millersburg met in regular session on December 23, 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, Kelly Hoffee and Ruby Baird. Solicitor Robert Hines was also in attendance. Motion made by Polen to excuse Jr Vaughn. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Shoemaker, Hoffee and Baird voting aye.

**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, Baird, Hofstetter and Polen voting aye. Motion made by Baird to accept the minutes as presented. Seconded by Hoffee. Upon roll call, motion carried with Baird, Hoffee, Polen, Hofstetter and Shoemaker voting aye.

**BILLS:** Shaffer informed Council approval was needed for a "Then & Now Certificate" for Melway Paving since an additional purchase order is over \$3,000. Administrator Troyer told Council additional work was needed/added on the paving and sidewalk projects. Additional paving (added and alley), base tack coat, curbing and striping added \$19,721.43 to the original paving contract. Additional items to side walk project were old sidewalk removal, added walk installation on Hebron Street, tree root removal and old curb removal that was buried along S. Mad Anthony and the south "Y" in the amount of \$27,425.40. The total "Then & Now Certificate" is \$47,146.83. Motion made by Polen to approve the "Then & Now Certificate". Seconded by Shoemaker. Upon roll call, motion carried with Polen, Shoemaker, Baird, Hoffee, and Hofstetter voting aye. Motion made by Hoffee to pay bill resolution 2019-37 bills \$799,526.53 payroll \$47,870.61 total \$847,397.14. Seconded by Hofstetter. Upon roll call, motion carried with Hoffee, Hofstetter, Polen, Shoemaker and Baird voting aye.

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

**Administrator Troyer:** Informed Council the DRB and P & Z will meet on January 8<sup>th</sup>. The DRB will consider a COA for signage at Miller Creamery (window signage). P&Z will consider a variance request for a proposed billboard at 1056 South Washington Street (Tope Printing). Specifically, the request is for the placement of a billboard within 1500 feet of a residence (proposed location is 1010 feet from the nearest residence).

Informed Council legislation is on the agenda for the SRTS Program (East sidewalks) and for the Skate Park as well.

Informed Council after scoring submittals for the Comprehensive Plan, Poggemeyer Design Group was selected by himself, Arnie Oliver and Mark Leininger.

#### **(Jr Vaughn arrived)**

Informed Council Septage Receiving for November was 94,300 gallons received for \$5310.

**Clerk-Treasurer Shaffer:** Informed Council of a Liquor License Transfer from the Hartley Co. to Bell Stores Inc. Council has the right to request a hearing on the transfer. Motion made by Hoffee to approve the transfer and to not request a hearing. Seconded by Shoemaker. Upon roll call, motion carried with Hoffee, Shoemaker, Baird, Hofstetter, Vaughn and Polen voting aye.

Asked for approval to pay year end invoices on Dec 31. A separate listing will be provided at the Jan 13 meeting. Motion made by Shoemaker to approve the payment of year end invoices. Seconded by Hoffee. Upon roll call, motion carried with Shoemaker, Hoffee, Polen, Hofstetter, Vaughn and Baird voting aye.

Informed Council the Personnel Policy has been finalized and approved by the Solicitor. Council is now asked to either adopt or reject the policy. Motion made by Hoffee to adopt the Personnel Policy finalized in Dec 2019. Seconded by Baird. Upon roll call, motion carried with Hoffee, Baird, Polen, Hofstetter, Vaughn and Shoemaker voting aye.

**LEGISLATION:** 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 third time by title only. Motion made by Shoemaker to pass and adopt Resolution 2019-34. Seconded by Hofstetter. Upon roll call, motion carried with Shoemaker, Hofstetter, Polen, Vaughn, Hoffee and Baird voting aye.

Mayor Huebner read Resolution 2019-36 "A Resolution to Endorse the Safe Routes to School Travel Plan for The West Holmes Local School District" for the second time by title only. Motion made by Baird to suspend the third reading of Resolution 2019-36. Seconded by Polen. Upon roll call, motion carried with Baird, Polen, Hoffee, Shoemaker, Vaughn and Hofstetter voting aye. Motion made by Hofstetter to pass and adopt Resolution 2019-36. Seconded by Polen. Upon roll call, motion carried with Hofstetter, Polen, Vaughn, Shoemaker, Hoffee and Baird voting aye.

Mayor Huebner read Emergency Resolution 2019-38 "A Resolution Authorizing the Administrator to Enter into Sourcewell Agreement for the Millersburg Skatepark and Declaring an Emergency" for the first time by title only. Motion made by Polen to suspend the rules requiring the second and third reading of Resolution 2019-38. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Baird, Hoffee, Shoemaker and Vaughn voting aye. Motion made by Polen to pass and adopt Resolution 2019-38. Seconded by Hoffee. Upon roll call, motion carried with Polen, Hoffee, Hofstetter, Vaughn, Shoemaker and Baird voting aye.

Mayor Huebner read Ordinance 2019-110 "An Ordinance to Make Appropriations for The Current Expenses and Other Expenditures of the Village of Millersburg, State of Ohio, During The Fiscal Year Ending December 31, 2020" for the first time by title only. Motion made by Shoemaker to suspend the rules requiring the second and third reading of Ordinance 2019-110. Seconded by Hofstetter. Upon roll call, motion carried with Shoemaker, Hofstetter, Baird, Hoffee, Vaughn and Polen voting aye. Motion made by Baird to pass and adopt Ordinance 2019-110. Seconded by Polen. Upon roll call, motion carried with Baird, Polen, Hofstetter, Vaughn and Shoemaker voting aye. Hoffee voted nay. Mayor Huebner asked Hoffee her reasons for voting no. Hoffee stated she is not in favor of waiting until the last meeting of the year to read and pass/adopt the appropriation ordinance. This practice does not allow for residents of the village to offer their opinion. She also stated Council approved \$5.2 million in expenditures, but the budget forecasts only \$4.4 million in revenue. Mayor Jeff Huebner said that council discussed appropriations over several meetings and anyone can ask questions or comment at any time. A public budget hearing was held in July and appropriations have been discussed the last two or three meetings. Hoffee commented that the first reading is tonight, with the 2<sup>nd</sup> and 3<sup>d</sup> reading suspended. She asked in the future that the readings be done on three separate nights, starting in November. Clerk/Treasurer Shaffer added she didn't have the numbers on payroll and some other figures she needed to prepare the ordinance any sooner. If departments would provide numbers (specifically payroll items) to her earlier, appropriations may be completed more timely. Hoffee said having appropriations for \$5.2 million when we're only going to have \$4.4 million in income and having a \$700,000 difference is not good. Additionally, she previously asked for things to be cut, and some were. Hoffee said "I'm just telling you that I'm not OK with this, and I think more people should be not OK." Huebner added again that appropriations were discussed multiple times.

**COMMITTEE REPORTS:** Councilman Shoemaker asked for a more definitive date for a meeting to discuss the MWSCD. Meeting for discussion would be Solicitor Hines, Nate Troyer, Mayor Huebner, Shoemaker and the Coshocton County Engineer for a preliminary meeting. Tentative dates were set for January 24 or January 31, with more details forthcoming.

**Mayor Huebner:** Read a proclamation honoring Junior Vaughn's 20-year tenure on Village Council and commended Vaughn for his service and dedication to the community. "In appreciation of his years of the highest level of leadership, dedication and service in order to make Millersburg, his hometown, a better place for his fellow resident," Huebner said. "And all the citizens of Millersburg are appreciative of Junior, one of its native sons, who selflessly worked to use his integrity, knowledge and leadership talents for the service of the village. As mayor, I recognize and congratulate Junior on his retirement". "We extend our deepest appreciation for all his dedicated efforts to making Millersburg a better, more prosperous place, and we wish him the best in all his future endeavors." Vaughn accepted the proclamation from the mayor, as council members thanked him for his service. Vaughn said "It has been my pleasure to get to know everybody, I really appreciate this".

**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 \_\_\_\_\_

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Karen Shaffer, Clerk-Treasurer

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Jeff Huebner, Mayor