

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/8/2024

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:	
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
Karen Shaffer	Fiscal Officer	Bobbie Curry	Asst. Fiscal Officer
Melissa Patrick	Media/Reporter	Kevin Lynch	Media/Reporter
Dave Hall, Ho Co Comm.	Elected Official	Steve Johnson	Visitor
David Schrock	Visitor	Jon McFarland	Visitor
Janie Tish	Visitor		

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular and Public Hearing		
SUSPEND READING OF MINUTES HELD ON:	12/27/2023		
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		
MOTION TO APPROVE BY:	Shoemaker		
MOTION SECONDED 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		

APPROVAL OF BILLS

BILL RESOLUTION 2024-01	Bills \$195,221.21	Payroll \$72,615.99	Total \$267,837.20
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hofstetter	<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	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE’S NAME:	CHIEF, MATT SHANER
Updated council on the status of the 2017 Police Cruiser that crashed last year. The body shop is waiting for parts to arrive. They will schedule the Cruiser for repair once parts are in and their schedule allows.	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE’S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> No submittals for January-reminder that we have a public hearing on 1/22 at 6:45 for the proposed Havenwood development off Hickory Street.</p> <p><u>Wooster Road Speed Study</u> Carpenter Marty is preparing a fee proposal for the speed study on Wooster Road. We have also confirmed with the County that we can utilize our share of the permissive tax funds for this study. The estimate came back this afternoon. The cost will not exceed \$7,200.00. Additionally, Troyer will be reaching out to another company, MasterMind Traffic, for a quote.</p> <p><u>Deer Run Park</u> Totally Outdoors has begun the prep work for the artificial turf installation. They have found there wasn’t sufficient material in place for the base, so they are performing that as well as adding additional steps to prevent trip hazards.</p> <p><u>2024 Resurfacing</u> We have the plans and estimate done for the 2023 project that will be completed this year. The only change is there is not enough money to complete everything based on the estimate, so I am recommending we revise the plans to include the reconstruction of the E. Jones /Wooster Road intersection, Glen Drive striping, and resurfacing of Oak Hill Cemetery, but not include the S. Monroe curb installation. Assuming this is ok with everyone, we can get the bid advertised and get a bid opening scheduled for some time late February/early March.</p> <p><u>Street Light Expansion</u> Hofstetter asked Troyer about extending streetlights on East Jones. Troyer said that he will look into extending streetlights on all streets to extend to the corporation limits. The only cost to us should be the additional costs on our monthly electric service billings.</p>	

DEPARTMENT:	FISCAL
REPRESENTATIVE’S NAME:	FISCAL OFFICER, KAREN SHAFFER ASSTISTANT FISCAL OFFICER, BOBBIE CURRY
Both the December month end financials and 2023-year end financials were distributed and acknowledged by each member of council. Shaffer certified that Kelly Hoffee, Andrea Kellogg, Thomas Vaughn, and Karen Shaffer had been sworn into office.	

DEPARTMENT:	MAYOR
REPRESENTATIVE’S NAME:	KELLY HOFFEE
<p><u>2024 Committee Appointments</u> Mayor Hoffee presented council with her committee appointments for 2024. A complete record of committee members and chairman/chairwoman can be found at Village Hall. Hoffee introduced some new committee members: Jon McFarland will serve on both the Design Review Board and the Planning and Zoning Board. Mike Uhl will serve on the Design Review Board. Janie Tish and Beth Martin Logan will serve on the Tree City Board. Brett Gallion will serve on the Planning and Zoning Board. Motion to approve the Mayor’s committee appointments made by Shoemaker. Seconded by Vaughn. All voted yes. Motion Carried. Mayor Hoffee advised that committee meeting minutes should be recorded by a designated committee member. Minutes will then be discussed at the following regular council meeting so that they can be recorded as part of that council meeting’s minutes.</p>	

2024 Council Meeting Dates

Regular Session Council Meetings will be held the second and fourth Mondays of each month at 7:00 PM. Exceptions are as follows:

- The second meeting in May will fall on Memorial Day. Therefore, the second meeting will be held instead on Tuesday, May 28th at 7:00 PM.
- In June, July, and August there will be only ONE meeting per month, which will be held on the 2nd Monday of the month. (June 10th, July 8th, and August 12th) at 7:00 PM.

Motion to approve these dates for 2024 Council Meetings made by Conn. Seconded by Polen. All voted in favor. Motion carried.

Council President 2024

Motion made to elect Brad Conn as Council President for 2024 was made by Shoemaker. Seconded by Vaughn. Five Council members voted in favor. Conn abstained. Motion Carried.

LEGISLATION

NUMBER:	Ordinance No. 2023-108		
TITLE:	An Ordinance Revising The Previous Ordinance Establishing Design Districts And A Design Review Board And Adopting And Clarifying Additional Guidelines		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading, Pass & Adopt		
MOTION TO:	Pass & Adopt		
MOTION BY:	Hofstetter		
MOTION SECONDED BY:	Conn		
VOTING ROLL CALL:			
Hofstetter	<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	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER:	Ordinance No. 2024-100		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg (Mast Rentals)		
CLASSIFICATION:	Ordinance		
STATUS:	2nd Reading		

NEW BUSINESS

TOPIC:	Sharing the cost of Mayor Huebner’s Plaque		
PRESENTED BY:	Shoemaker		
DISCUSSION: Shoemaker would like Mayor Hoffee to know that he and the other council members would be happy to help with the cost of the plaque she presented to outgoing Mayor Huebner at the last meeting.			

TOPIC:	Mayor’s Office Hours		
PRESENTED BY:	Mayor Hoffee		
DISCUSSION: Mayor Hoffee will hold office hours each Tuesday and Thursday from 4:00 to 6:00 PM. Residents are encouraged to stop in or call to talk with the Mayor during these times.			

TOPIC:	Holmes County & Millersburg Bicentennial Celebration		
PRESENTED BY:	Mayor Hoffee & Melissa Patrick		
DISCUSSION: Melissa Patrick is the chairperson of the bicentennial celebration committee. The celebration will be held over a period of one year from July 2024 to July 2025. The committee would like to involve each of the villages in Holmes County in the celebration. Since the Village of Millersburg was founded in 1825, the committee would like to welcome Millersburg to celebrate its bicentennial alongside Holmes County in 2025, as it did in 1925 for the centennial celebration. The committee will be holding a meeting on January 24 th at 6:00 PM at the Chamber of Commerce. They’d like to involve as many people as possible from all over Holmes County. They have many great ideas and are looking for more.			

Conn has an idea to recreate an old photo taken on the courthouse steps which included all the elected officials at the time. He will consider organizing such a photo during the bicentennial celebration. Patrick said that a series called Our Town Millersburg will kick things off a little early on March 28th at 7:00 PM at the newly renovated American Hall in Millersburg.

TOPIC:	Dog Park
PRESENTED BY:	Conn
DISCUSSION: Conn recently utilized the Village’s Dog Park and was very impressed.	

TOPIC:	Goals of Council
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee would like each council member to complete a series of questions that will help identify the goals of council. The questions are	
<ol style="list-style-type: none"> 1. What problems do you see or have heard about in Millersburg that need to be addressed? 2. Have you thought of any possible solutions for these problems? 3. What positive things do you see happening in Millersburg right now? 4. What are your goals as a council member for 2024? 	
Hoffee would like to discuss these questions and answers at the next meeting and would like to make some goals for 2024.	

VISITORS

<p>Dave Hall, Chairman of Holmes County Commissioners</p> <p>Hall is here to inform everyone of some projects/goals of the Holmes County Commissioners and discuss potential partnerships with the Village.</p> <ul style="list-style-type: none"> • The Holmes County Health Dept was awarded a large grant that will help seniors stay in their homes as long as possible. Home accessibility, repairs/renovations, and falls prevention are projects they are looking into implementing. The new Health Department facility is slated to open in June. Emergency Management will be housed in the new facility. Some additional programs are planned such as an emergency warming/cooling shelter. Hoffee asked if there will be a donation program. Hall said that they are looking at working with many local churches to partner with the emergency shelter. • Opioid settlement funds can be used for prevention programs. The commissioners are looking at ways to secure these funds for prevention programs, overdose trainings, and supplying Narcan for overdose situations. Kellogg asked Hall about substance abuse prevention and treatment programs and how we can be sure we are getting our fair share of the levied funds. Hall acknowledged that Holmes County was not getting its fair share of those tax dollars. He is now attending the meetings and working with the director to ensure that our county receives the tax dollars we should. This will allow for more prevention programs. Judge Lee is working on bringing back Project STAY. • There are state funds available for cybercrime and hacker training for government entities. • The Appalachian Community Grant applications are now being reviewed. • In April, the county commissioners and Engineer Chris Young are organizing an Infrastructure Grant Program. Major funders of grants will be present to discuss available grants for local governments. • Hall would like to see the village partner with the county bed tax program for downtown projects. • Shoemaker asked Hall about the creation of a landbank which would address housing shortages in the village and county. Hall is working on implementing land banks. He has some experience in this area.
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NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	1/22/2024 Public Hearing at 6:45PM
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
	Assistant Fiscal Officer	1/9/2024

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Fiscal Officer	1/22/2024

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	1/22/2024