

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 1/10/2022

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	PRESENT
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present
<b>MOTION TO EXCUSE:</b>	Karen Shaffer	Clerk-Treasurer	
<b>MOTION BY:</b>	<b>Polen</b>	<b>MOTION SECONDED BY:</b>	Shoemaker
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Polen	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
Hoffee	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

### IN ATTENDANCE

NAME:	VISITOR/EMPLOYEE	NAME:	VISITOR/EMPLOYEE
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Melissa Patrick	Visitor	Kevin Lynch	Visitor

### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>		<b>Regular</b>	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		12/27/2021	
<b>MOTION BY:</b>		Conn	
<b>MOTION SECONDED BY:</b>		Hoffee	
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Conn	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
Polen	Yes	Hofstetter	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		
<b>MOTION TO APPROVE BY:</b>		Vaughn	
<b>MOTION SECONDED BY:</b>		Shoemaker	
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Vaughn	Yes	Conn	Yes
Polen	Yes	Hoffee	Yes
Hofstetter	Yes	Shoemaker	Yes
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

### APPROVAL OF BILLS

<b>BILL RESOLUTION 2021-01</b>	Bills \$166,001.41	Payroll \$49506.05	Total \$215507.46
<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Hoffee	
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Hofstetter	Yes	Conn	Yes

Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>		YES: 6	NO: 0

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF MATT SHANER</b>
<p><b>New Hire:</b> Informed Council an interview was completed for the full-time patrol officer. Chief Shaner recommended hiring Dustin Chase. Chase is from Paris, Ohio located in Stark County. He is currently employed at Marlboro Twp. and brings 10 years of experience to the department, with 6 ½ years at a Village Police Department. Motion made by Vaughn to accept the recommendation and hire Dustin Chase. Seconded by Shoemaker. Upon roll call, motion carried with Vaughn, Shoemaker, Conn, Hofstetter, Polen, and Hoffee voting aye. Vote – Yes 6 No 0</p>	

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>NATE TROYER</b>
<p><b>Resurfacing/Sidewalk Projects:</b> Informed Council the proposed resurfacing locations for 2022 are S. Mad Anthony, S. Grant, W. Adams, Newton, Engel, Deetz and Smith streets, Rye, Canary, Swallow, Centre, and Horn alleys. Sidewalk projects will focus on the S. Washington/ODOT project as we will have r/w acquisition costs, but I am planning on repairing several sections including N. Washington near Ace Hardware, S. Washington near Taco Bell, S. Clay around Millersburg Dental and the Lutheran Church, and Glen Drive. The majority of these are potential candidates for leveling versus replacement.</p> <p><b>Comprehensive Plan:</b> Informed Council we should be receiving a draft of the community survey soon. Once that is finalized it will be distributed throughout Holmes County. Please respond and encourage everyone you can to respond.</p> <p><b>163 N. Crawford Street Purchase:</b> Informed Council closing took place on 12/27 and we now have possession of both homes. Troyer noted he will be following up with the County to see the timing of the potential demolition funding so the project can move forward.</p> <p><b>Council Chambers A/V:</b> Informed Council Alstage Lighting and Sound is proceeding with the A/V setup for recording/broadcasting meetings.</p> <p><b>First Aid/CPR Training:</b> Informed Council the first of two training sessions was held today. There were five employees that attended. The next class is scheduled for January 14 at District One.</p> <p><b>Office Building Improvements:</b> Informed Council we will be receiving a quote soon to replace all the fascia, siding and upper south wall windows on our building as well as to repair the stonework on the south wall of the building.</p> <p><b>ODOT Consent Legislation:</b> Informed Council he anticipates having a resolution before Council at the next meeting granting ODOT consent to rehabilitate a culvert that lies partially in the Village corporation limits. This culvert is under S.R. 39/U.S. 62 at the east end of town in the dip by the golf course.</p> <p><b>AEP Upgrade Project</b> AEP is scheduled to complete an equipment transfer project on 1/17 on Clinton Alley (behind Millersburg Brewery/Bags). During this time, Clinton Alley (N. Clay to N. Crawford), N. Monroe Street (E. Jackson to Clinton Alley), and the Hub parking lot will be closed. AEP has notified customers that will be without power during this work and the make-up date for adverse weather is 1/24.</p> <p><b>Water Leak:</b> Informed Council Richard Shoemaker had a water leak around an outside spigot. Nate Skolmutch confirmed the water did not enter the sewer system. A credit is requested in the amount of \$25.30 for 11,000 gallons. Motion made by Hoffee to approve the credit request. Seconded by Polen. Upon roll call, motion carried with Hoffee, Polen, Hofstetter, Vaughn, and Conn voting aye. Shoemaker abstained. Vote: Yes 5 No 0 Abstained 1</p>	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KAREN SHAFFER – Presented by Mayor Huebner</b>
<p><b>November Financial Statement:</b> Presented the acknowledgement form that Council received the report consisting of the Bank Reconciliation; Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll.</p>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>Mayor Jeff Huebner</b>
<p>Informed Council the Committee Appointments for 2022 will remain the same.          Informed Council they need to establish the time and dates for regular sessions of Council for 2022. Shoemaker made a motion to change the time for meetings to 6:00 pm. There was no second to the motion. Council agreed to keep the same times as previously established (second and fourth Monday of each month at 7:00 pm).          Informed Council of the need to elect a Council President for 2022. Polen nominated Vaughn. Hoffee nominated Shoemaker. Vaughn withdrew his name from nominations. A motion was made by Hoffee to elect Robert Shoemaker as Council President for 2022. Seconded by Conn. Upon roll call, motion carried with Hoffee, Conn, Hofstetter, Shoemaker, Polen, and Vaughn, voting aye.</p>	

**EXECUTIVE SESSION**

<b>PURPOSE:</b> To confer with the public body's attorney for the purpose of discussing disputes involving the public body that are the subject of pending or imminent litigation.			
<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Polen	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**EXECUTIVE SESSION ACTION (If Any)**

ACTION: None
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**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	<u>Regular</u>
<b>DATE:</b>	<u>1/24/2022</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St.; Millersburg, OH 44654

**ADJOURNMENT**

<b>MOTION BY:</b>		Polen	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>		<b>VOTE:</b>	
Polen	Yes	Shoemaker	Yes
Hofstetter	Yes	Hoffee	Yes
Vaughn	Yes	Conn	Yes
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**MINUTES PREPARED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	1/12/2022

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	1/24/2022

**CERTIFICATION**

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	1/24/2022