

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 2/28/2022

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

COUNCIL MEMBERS ROLL CALL

NAME:		NAME	PRESENT
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

MOTION TO EXCUSE:	Karen Shaffer	Clerk-Treasurer	
MOTION BY:	Polen	MOTION SECONDED BY:	Hoffee
VOTING ROLL CALL:			
Polen	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
Conn	Yes	Hofstetter	Yes
VOTING RESULTS:	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	Mark Fowler	Visitor
Melissa Schrock	Visitor	Kevin Lynch	Visitor

VISITORS

TOPIC:	Community Raised Gardening Beds
PRESENTED BY:	Mark Fowler & Melissa Schrock - BCF
DISCUSSION: Presented a plan of community raised beds for gardening at Old Airport Park. They are asking only for a plan approval at this time, and they would then go to other organizations for support of the project. With improvements continuing at the park, Schrock stated they would like to start with one or two beds to see how much interest there is. If the project has interest, a garden club or community classes may be started to assist individuals in building their own. The beds could be vegetable or flower gardens. Fowler noted that Schrock has a degree in soils and is very knowledgeable in this area. If Council agreed to the concept, they would speak to other organizations and churches, and come back to Council with a formal proposal. Melissa noted that she, as well as BCF would assume the authority and responsibility of the project. The location in the park, is not definite, but the northeast side of the park is being considered. Administrator Troyer suggested looking at the southeast side along the trail spur by Save & Serve, as this would be more accessible with parking available. Council gave their support and a formal plan will be presented at a later date.	

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	2/14/2022		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Polen	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes

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

APPROVAL OF BILLS

BILL RESOLUTION 2021-06	Bills \$133877.16	Payroll \$55586.63	Total \$189463.79
MOTION BY:		Conn	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Conn	Yes	Hoffee	Yes
Vaughn	Yes	Shoemaker	Yes
Polen	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
<p>Resignation: Informed Council Patrolman Connor Bailey submitted his resignation on February 21. His last day of employment is March 7, 2022. Motion made by Polen to accept his resignation. Seconded by Hofstetter. Upon roll call, motion carried with Polen, Hofstetter, Vaughn, Conn, Shoemaker, and Vaughn voting aye.</p> <p>New Hire: Recommended Council hire Morgan Newman as a patrolman effective March 12, 2022. Newman is from Kettering and currently is employed as a hospital security officer. He attended the police academy in Xenia, is in the National Guard and had served stateside and overseas. Motion made by Conn to hire Morgan Newman. Seconded by Hoffee. Upon roll call, motion carried with Conn, Hoffee, Shoemaker, Hofstetter, Polen, and Vaughn voting aye.</p>	

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER
<p>DRB & P&Z Commission: Informed Council DRB will review COA applications from H15 Ministries for a roof re-frame/extension at 24 E. Jackson and signage for Troyer's Sweet Shoppe at 4 E. Jackson. P&Z will review a variance application for Troyer's Sweet Shoppe signage and final site plan review of Phase One for Trails Edge Estates development.</p> <p>Resurfacing/Sidewalk Projects: Informed Council SJL was in town to get measurements for the manhole adjustments that will be included in the resurfacing contract. The resurfacing project will go out to bid soon. Hofstetter asked that any remaining funds be used for crack sealing in parking lots. Troyer indicated he would like to see that, as well as areas of S. Washington St. He is checking into a micro surfacing (sealing coat) that has more aggregate mixed in. Wooster has utilized this process and has had success.</p> <p>ODOT TAP Project Informed Council we are working through right-of-way acquisitions at this time. In the next 3-4 weeks the r/w consultant should be presenting findings to affected property owners and working towards agreements for temporary and permanent r/w needs. Letters will go out to affected property owners soon.</p> <p>163 & 187 N. Crawford Street Demolitions No update, awaiting notification if funding was successful.</p> <p>Council Chambers A/V No update, awaiting equipment</p> <p>Dump Truck Replacement Informed Council work continues on the specifications of the new truck. At this point we don't have a recommendation, but hope to have a presentation by the next meeting.</p>	

Spring Clean-up Day: Informed Council he was contacted by Kimble about scheduling a spring clean-up day. Troyer suggested a Saturday after Easter. Council agreed on April 23 to hold the event.
Executive Session: Informed Council he had an item for executive session regarding the Acquisition of Property

DEPARTMENT:	LEGAL
REPRESENTATIVE'S NAME:	SOLICITOR ROBERT HINES
Quiet Title Action: Informed Council the quiet title action of the parking lot across from the Post Office is complete.	
Executive Session: Informed Council he had an item for executive session regarding personnel.	

LEGISLATION

NUMBER: Resolution 2022-03	Mayor Huebner read by title only.		
TITLE: A Resolution Granting Consent To The ODOT Director Of Transportation To Complete A Culvert Rehabilitation Project; (Hol-62-20.66, PID 111665) Partially Within The Village Of Millersburg (Hereinafter Sometimes Referred To As The Local Public Agency (LPA))			
CLASSIFICATION:	Resolution		
STATUS:	3rd Reading		
MOTION TO:	Pass & Adopt		
MOTION BY:	Shoemaker		
MOTION SECONDED BY:	Polen		
VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Polen	Yes	Vaughn	Yes
Hoffee	Yes	Hofstetter	Yes
VOTING RESULTS:	YES: 6 NO: 0		

NUMBER: Resolution 2022-05	Mayor Huebner read by title only.		
TITLE: A Resolution To Approve The Application And Agreement For CRA Tax Incentives Regarding PHW Holding Company, LLC And B&L Transport, Inc. And Authorizing The Mayor To Sign The Agreement On Behalf Of The Village			
CLASSIFICATION:	Resolution		
STATUS:	2nd Reading		

COMMITTEE REPORTS

TOPIC:	Tree City Committee
PRESENTED BY:	Brent Hofstetter
DISCUSSION: Reported to Council information of the Tree City Committee held February 16, 2022. The spring tree plantings are in the planning stage, as well as the Arbor Day program at Millersburg Elementary. The committee also thanked Council for the continued financial support. Hofstetter said one topic discussed was on tree lawn plantings. Currently when locations are selected, property owners are contacted and if they do not want a tree in that location, that area is skipped over. The committee would like to know if Council is going to adhere to that policy or be more aggressive and not give property owners the option. Generally, Council agreed they did not want to force anyone into a tree planting that they would have to somewhat maintain. It was noted, in the past year approximately 20 trees were planted, and 8 to 10 property owners denied plantings at their individual location. Options discussed were for a process to be put in place for a resident to request a tree planting. The committee will continue the procedure as they have in the past and will look into the request by residents , and no one will be forced into the plantings.	

OLD BUSINESS

TOPIC:	Handicap Parking – S. Alexander St.
PRESENTED BY:	Bob Shoemaker
DISCUSSION: Shoemaker asked the status on the investigation of the handicap parking space. Administrator Troyer noted he is getting conflicting answers and is still investigating.	

NEW BUSINESS

TOPIC:	Airport Park Playground Equipment
PRESENTED BY:	Councilman Brad Conn
DISCUSSION: Conn was contacted by Eric Raber of Save & Serve, informing him that they are willing to donate \$3,000 to \$4,000 for new playground equipment at Old Airport Park. Conn suggested the Parks committee meet and also obtain estimates for new equipment. The possibility of other donations was discussed as well as if the donations would be tax deductible. This project could be done similar to when the dog park was constructed. The Park committee will confer and report to Council. In a park related matter, Hoffee suggested handicap accessibility for Clay Street Park be investigated.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and to consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	<u>Regular</u>
DATE:	<u>3/14/2022</u>
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	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	3/6/2022

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	3/14/2022

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	3/14/2022