

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 6/12/2023

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	
Polen	Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

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

IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Karen Shaffer	Clerk- Treasurer	Matt Shaner	Police Chief
Rodney Arnold	Employee	Bobbie Curry	Assist Fiscal Officer
Kevin Lynch	Visitor	Melissa Patrick	Visitor
Debbie Kline	Visitor		

VISITORS

Debbie Kline – Holmes County Historical Society			
Debbie visited this evening to discuss an event being planned by the Historical Society. This event will be held in September. She is asking permission to hold this event at Oak Hill Cemetery and to use the parking lot at Deer Run Park. To avoid too much vehicle traffic in the cemetery, they are looking at having attendees park at Deer Run and have them bussed over to the cemetery. This event will be both entertaining and educational.			
Motion: Allow the Holmes County Historical Society to proceed with planning the Cemetery Walk for September of 2023, using both Oak Hill Cemetery and Deer Run Park (Parking Lot).			
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Hoffee	Yes	Hofstetter	Yes
Vaughn	Yes	Shoemaker	Yes
Polen	Yes	Conn	Yes
VOTING RESULTS:	YES: 6 NO: 0		

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
SUSPEND READING OF MINUTES HELD ON:	5/22/2023
MOTION BY:	Polen

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

APPROVAL OF BILLS

BILL RESOLUTION 2023-17	Bills \$201,074.12	5/19 Payroll \$64,120.05	Total \$329,522.72
		6/2 Payroll \$64,328.55	
MOTION BY:		Conn	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Conn	Yes	Hofstetter	Yes
Hoffee	Yes	Shoemaker	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
<p>Chief Shaner recognized several of our patrol officers for their efforts during two recent structure fires in the Village. On May 26th, Dustin Badertscher, recently hired patrol officer, was first on scene at a structure fire. Badertscher, without hesitation, moved a victim of the fire a safe distance away. Caleb Cox, a newly certified officer, and Kris Jones, having just graduated from the academy, then arrived on scene and checked the area for other victims. Jones then administered first aid and oxygen to the fire victim. The three officers on scene that evening did a great job.</p> <p>A few days later, on Sunday, June 4th, another structure fire occurred. Patrol Officer, Stephanie Genet, working solo, did an excellent job handling traffic control without needing additional assistance. Then the next day, Monday, June 5th that same structure fire rekindled during busy afternoon traffic. Genet along with officer Caleb Cox handled traffic control very effectively.</p> <p>Shaner wanted to recognize each of the officers' efforts and let council know they did an excellent job. Council would like to see Shaner publicly recognize the officers mentioned earlier for their valor displayed on May 26th, June 4th and June 5th. Shaner agrees and will be moving forward with recognition.</p> <p>Next, Shaner reports that Kris Jones graduated from the academy and has passed his exam. He will soon be sworn in as a certified officer. This is great news.</p> <p>Lastly, Shaner reports that he currently has two applicants – one for a certified patrol officer and one for dispatch. Hunter Derrick is the patrol officer applicant. Derrick is currently employed as a full-time officer in Danville. Shaner would like permission to proceed with the hiring of Derrick - once all steps are completed – prior to the next council meeting. The applicant for dispatch will have his first interview this week. If all goes well with the interview and testing, Shaner would like to move forward with the hiring process for this potential dispatcher prior to the next meeting as well.</p> <p>Motion: Grant permission to Shaner to move forward with the hiring process for one patrol officer and one dispatcher.</p>	
MOTION BY:	Shoemaker
MOTION SECONDED BY:	Hofstetter

VOTING ROLL CALL:			
Shoemaker	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Polen	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

When the patrol officer and dispatch positions are filled, Shaner reports that he will be fully staffed in both areas. He added that he also plans to add one additional patrol officer so that Captain Jeff Lay can play more of an administrative role and get back to his detective work for the department.

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER

DRB & P&Z Commission
P&Z recommended approval of a rezoning request for 138 N. Mad Anthony Street to allow the construction of a duplex (R-3 to SU). We need to set a public hearing date. Hearing set for August 14th at 6:30 P.M.

Design Review Ordinance and Guideline Revisions
Meeting to review proposed changes is set for June 19th.

ODOT Sidewalk TAP Project
Project is progressing nicely.

ARPA – Storm Sewer Project
Pre-construction meeting next Monday.

Demolition Project
Demolition is scheduled to begin this week.

Appalachian Community Grant
Work continues on scoping the individual projects and aligning everything into one application.

2023 Resurfacing Projects
No update

Glen Drive/S. Washington Intersection
Offset signal hardware has been ordered by Greenwich Electric-lead time is 12-16 weeks so we're likely looking at a fall installation.

Kimble Contract
Sugar creek Council met but didn't have a quorum present to vote, therefore couldn't approve Village of Millersburg to piggyback off of their Kimble contract. They will meet on June 26th and likely pass the agreement. Millersburg Council can then pass the legislation on July 10th as an emergency so that we can be added to the contract. Since our current contract expires June 30th, Kimble has agreed to honor contract pricing for us back to July 1st.

Airport Park Improvements
Discussion on how to proceed with various improvements at the Park. Estimates for previously proposed improvements came in much higher than anticipated. For this reason, Troyer thinks it best to schedule a Park Committee meeting to regroup and prioritize ideas for improvements. Park Committee Meeting scheduled for July 6th at 6pm at the Old Airport Park.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	CLERK-TREASURER KAREN SHAFFER & ASSISTANT FISCAL OFFICER BOBBIE CURRY

May Financial statement/reports sent. Acknowledgment signed.
Also recently emailed was the 2024 Budget draft and supporting documentation. The budget is our best estimate of revenues and appropriations for next year. A Budget hearing needs to be set and budget will need to be passed at the July 10th meeting. Budget Hearing set for July 10th at 6:50pm.
Lastly, Curry will need to pay bills as regularly paid in June, July and August (approx. every two weeks) while council meetings convene once per month for the summer.
Motion: Permit fiscal department to pay bills as regularly paid in June, July and August.

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

LEGISLATION

NUMBER:		2023 -102	
TITLE: An Ordinance Updating The Ordinance Regulating The Use Of The Holmes County Trail And Declaring An Emergency			
CLASSIFICATION:		Ordinance	
STATUS:		1st Reading by title only.	
MOTION TO:		Suspend the Rules for 2nd & 3rd Reading	
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Conn	Yes
Polen	Yes	Vaughn	Abstain
VOTING RESULTS:		YES: 5	NO: 0
MOTION TO:		Pass & Adopt	
MOTION BY:		Polen	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Polen	Yes	Shoemaker	Yes
Hoffee	Yes	Conn	Yes
Hofstetter	Yes	Vaughn	Abstain
VOTING RESULTS:		YES: 5	NO: 0

OLD BUSINESS

TOPIC:		No turn on Red at S Monroe and E Jackson	
PRESENTED BY:		Shoemaker	
DISCUSSION: Shoemaker is concerned that even with right turns being allowed on red at that intersection, drivers will still use the parking lot of the OSU Extension Office to avoid that intersection. However, Mayor Huebner said that since the parking lot has been reconfigured and trees have been planted there along Monroe Street, drivers will not be able to cut through there as they have been for the past several years.			
TOPIC:		Letter from Volunteer Guardianship of Holmes County.	
PRESENTED BY:		Conn	
DISCUSSION: A letter from Pamela Maxfield-Ontko, Coordinator of the Volunteer Guardianship Program of Holmes County, was distributed to everyone. The letter thanks Council for their approval and generous support of the proposed indigent burial site at Oak Hill Cemetery.			
TOPIC:		Amphitheater at Deer Run Park Dedication	
PRESENTED BY:		Mayor Huebner	
DISCUSSION: The dedication was held last Saturday. A question presented was how to reserve the amphitheater. To reserve the Amphitheater at Deer Run Park, the Millersburg Village Administrative Assistant, Mary Shaffer, should be contacted. Shoemaker voiced concern that the gravel on the steps of the amphitheater could pose a risk for falls. Huebner agrees that this needs to be discussed further. The upcoming Parks Committee Meeting would be a good opportunity to discuss this matter and make plans for a long-term solution.			

NEW BUSINESS

TOPIC:	Emergency Notification System
PRESENTED BY:	Hoffee
DISCUSSION: Hoffee questioned why our notification system wasn't utilized during the recent emergencies in the village resulting in closed streets. It was an oversight. The notification system doesn't often have to be utilized and therefore it was overlooked during the recent street closures. Using the notification system would be an effective way to communicate the street closures along with the Village's Facebook page posts.	

EXECUTIVE SESSION

PURPOSE: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hofstetter	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>7/10/2023</u>
TIME:	7:00 PM (Budget Hearing at 6:50 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	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	6/19/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	7/10/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	7/10/2023