

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Special

VOTING SESSION: No

DATE: 7/10/2023

START TIME: 6:50 P.M.

END TIME: 6:51 P.M.

MEETING LOCATION: COUNCIL CHAMBERS – 6 N WASHINGTON ST.; MILLERSBURG, OH 44654

CALLED TO ORDER BY: MAYOR, JEFF HUEBNER

2024 TAX BUDGET HEARING
JULY 10, 2023 – 6:50 PM

Mayor Huebner opened the hearing with all of Council in attendance. Council had no questions. Shaffer noted the only change from the draft numbers previously provided were to the 2023 receipts and expenditures based on current year trends. Shaffer noted that later in the year, more solid numbers would be available for appropriations.

With no additional questions or comments, Mayor Huebner closed the public hearing.

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	7/14/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Assistant Fiscal Officer	8/14/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	8/14/2023

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 7/10/2023

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:	Administrator	Nate Troyer	
MOTION BY:	Polen	MOTION SECONDED BY:	Vaughn

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

IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Matt Shaner	Police Chief
Bob Hines	Solicitor	Bobbie Curry	Assist Fiscal Officer
Karen Shaffer	Clerk-Treasurer	Melissa Patrick	Visitor
Kevin Lynch	Visitor	Bob Gerber	Visitor
Shirley Gerber	Visitor		

VISITORS

Shirley Gerber expressed her gratitude to the Village for the installation of sidewalks at the south end of the Village.

POLICE DEPARTMENT REPORT

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER

Meritorious Conduct & Valor Rewards Presented to:

Dustin Badertscher – On May 26th, Dustin Badertscher, recently hired patrol officer, was first on scene at a structure fire. Badertscher, without hesitation, moved a victim who was unable to walk a safe distance away.

Kristopher Jones – Also on May 26th, Jones, having just graduated from the academy, arrived on scene at the structure fire, checked the area for other victims and then administered first aid and oxygen to the fire victim.

Caleb Cox – On May 26th, Cox, newly certified officer, arrived on scene of the structure fire, checked the structure for other victims and aided Fire and Rescue units at the scene. Caleb also did an outstanding job with traffic control for another structure fire on June 5th.

Stephanie Genet – On Sunday, June 4th, Patrol Officer, Stephanie Genet, working solo, did an excellent job handling traffic control for a structure fire on S Clay Street 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.

Chief Shaner also recognized Dispatcher Javen Miller who was hired on 1/14/23. On July 14th, Miller will complete his probationary period. He is doing a very good job with the department.

Motion: To end the probationary period of Dispatcher Javen Miller on July 14th, 2023.

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

Lastly, Chief Shaner reports that the police department is currently down a couple of Police Cruisers. One is having transmission issues. The other is being repaired after damage caused by a deer hit. The newly purchased police cruiser should be coming sometime in July or August.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular		
SUSPEND READING OF MINUTES HELD ON:	6/12/2023		
MOTION BY:	Polen		
MOTION SECONDED BY:	Hoffee		
VOTING ROLL CALL:			
Polen	Yes	Hoffee	Yes
Conn	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes

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

APPROVAL OF BILLS

BILL RESOLUTION 2023-18	Bills \$112,799.19	Payroll \$127,204.87	Total \$204,004.06
MOTION BY:		Hofstetter	
MOTION SECONDED BY:		Hoffee	
VOTING ROLL CALL:			
Hofstetter	Yes	Hoffee	Yes
Polen	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6	NO: 0

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR NATE TROYER PRESENTED BY MAYOR HUEBNER

DRB & P&Z Commission
No meetings

Design Review Ordinance and Guideline Revisions
Solicitor Hines has prepared his revisions. The committee will be meeting on July 18th to review.

ODOT Sidewalk TAP Project
Completed.

ARPA
Contractor (Rising Son) has submitted shop drawings for pipe and structures for the project. Most have been approved (1 structure needed revised due to connection to existing pipe) and materials have been ordered. With lead times for materials, I would anticipate actual construction to begin in August sometime.

Demolition Project
Completed-Pleased with how this project turned out. The visibility around the corner is much better now.

Appalachian Community Grant
No update.

2023 Resurfacing Projects
No update

Kimble Contract
Sugarcreek approved piggybacking off their contract. Legislation on the agenda to finalize all of this.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	ASSISTANT FISCAL OFFICER: BOBBIE CURRY
June Financial Report: Presented the June 2023 Financial Statement and acknowledgement form that Council received the report consisting of the Bank Reconciliation, Appropriation Summary, Fund Summary, Revenue Summary, Payment Summary, and Payroll	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	JEFF HEUBNER

Mayor Huebner asked for approval of the 2023 Annual Tax Budget			
MOTION TO APPROVE BY:		Vaughn	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Vaughn	Yes	Hofstetter	Yes
Polen	Yes	Conn	Yes
Hoffee	Yes	Shoemaker	Yes
VOTING RESULTS:		YES: 6 NO: 0	
INFORMATION: Informed Council he was contacted by a gentleman that uses an ATV to bring his disabled son to town for events. The individual asked if there was any way he could receive an exemption/exception. Mayor Huebner noted the individual may attend the next Council meeting or may contact them directly.			

LEGISLATION

NUMBER:		EMERGENCY ORDINANCE 2023-103	
TITLE: An Ordinance Authorizing Mayor Huebner To Enter Into A Contract With Kimble Recycling & Disposal Inc. Competitively Bid By The Village Of Sugarcreek For Refuse Collection And Disposal And Curbside Recycling And A Contract For The Billing For Said Services And Declaring An Emergency			
CLASSIFICATION:		Ordinance	
STATUS:		1st Reading	
MOTION TO:		Suspend the Rules for 2nd & 3rd Reading	
MOTION BY:		Polen	
MOTION SECONDED BY:		Conn	
VOTING ROLL CALL:			
Polen	Yes	Conn	Yes
Hoffee	Yes	Shoemaker	Yes
Vaughn	Yes	Hofstetter	Yes
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO:		Pass & Adopt	
MOTION BY:		Hoffee	
MOTION SECONDED BY:		Vaughn	
VOTING ROLL CALL:			
Hoffee	Yes	Vaughn	Yes
Polen	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
VOTING RESULTS:		YES: 6 NO: 0	

EXECUTIVE SESSION

PURPOSE: To confer with the public body’s attorney for the purpose of considering disputes if a court action considering the dispute is either pending or imminent.			
MOTION BY:		Polen	
MOTION SECONDED BY:		Hofstetter	
VOTING ROLL CALL:			
Polen	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Shoemaker	Yes	Vaughn	Yes
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:		Regular	
DATE:		8/14/2023	
TIME:		7:00 PM	
LOCATION: Council Chambers		6 N Washington St.; Millersburg, OH 44654	

POLICE DEPARTMENT ADDITIONAL ITEM

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF MATT SHANER
Informed Council Hunter Derrick will be starting with the Police Department on July 16, 2023 as a patrolman. This will bring the number of road officers up to seven.	

ADJOURNMENT

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

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Assistant Fiscal Officer	7/14/2023

ATTESTED BY

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	8/14/2023

CERTIFICATION

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	8/14/2023