

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/11/2023

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	Not Present
Hoffee	Not Present	Vaughn	Present
Conn	Present	Hofstetter	Present

<b>MOTION TO EXCUSE:</b>	Hoffee & Shoemaker		
<b>MOTION BY:</b>	Hofstetter	<b>MOTION SECONDED BY:</b>	Polen
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Vaughn	Yes
Polen	Yes		
Conn	Yes		
<b>VOTING RESULTS:</b>	YES: 4 NO: 0		

#### IN ATTENDANCE

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Assist Fiscal Officer	Andrea Kellogg	Visitor
Melissa Patrick	Visitor		

#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>	Regular		
<b>SUSPEND READING OF MINUTES HELD ON:</b>	8/14/2023		
<b>MOTION BY:</b>	Polen		
<b>MOTION SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			
Polen	Yes	Vaughn	Yes
Conn	Yes		
Hofstetter	Yes		
<b>VOTING RESULTS:</b>	YES: 4 NO: 0		
<b>MOTION TO APPROVE BY:</b>	Conn		
<b>MOTION SECONDED BY:</b>	Vaughn		
<b>VOTING ROLL CALL:</b>			
Conn	Yes	Hofstetter	Yes
Vaughn	Yes		
Polen	Yes		
<b>VOTING RESULTS:</b>	YES: 4 NO: 0		

#### APPROVAL OF BILLS

BILL RESOLUTION 2023-21	BILLS	Payroll	Total
	8/31 - \$205,956.16	8/17 - \$63,454.32	<b>\$408,393.04</b>
	9/12 - \$70,767.44	8/31 - \$68,215.125	

<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Vaughn	
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Conn	Yes
Vaughn	Yes		
Polen	Yes		
<b>VOTING RESULTS:</b>		YES: 4 NO: 0	

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF MATT SHANER</b>
Reminder that Transport for Christ will be traveling through the Village on 9/16/23.	
The training of the new patrol officer and dispatcher is going well. Both will hopefully be trained and on their own by mid October.	

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR NATE TROYER</b>

**DRB & P&Z Commission**  
 No meetings  
**Design Review Ordinance and Guideline Revisions**  
 Documents are ready to go, we are having McKena VanKeuren take new photos of buildings that represent the various architectural periods for the guidelines and hope to have everything ready to present to DRB and Council soon.  
**ARPA**  
 After several days of attempting to install the pipe per plan, we decided to stop. The conditions would not allow installation. SJL was called on site and a revised plan was prepared. This plan has resulted in the need for Council to approve a change order (See Change Order #3) due to the increased amount.  
**Motion to approve Change order # 3 for the 2023 storm sewer project for \$59,400.00.**

<b>MOTION BY:</b>		Vaughn	
<b>MOTION SECONDED BY:</b>		Polen	
<b>VOTING ROLL CALL:</b>			
Vaughn	Yes	Conn	Yes
Polen	Yes		
Hofstetter	Yes		
<b>VOTING RESULTS:</b>		YES: 4 NO: 0	

A supplemental appropriation will be needed and addressed at a later date.  
**Appalachian Community Grant**  
 Met with OHM Advisors (Holmes County/State procured planners) in August, they felt they would be able to provide enough information to include our downtown in the grant application as it ties directly to the overall theme of the County projects (trail/downtown connectivity).  
**Tree Removal**  
 Tri-County Tree Service will be in town this week to remove trees at 164 N. Clay, 314 S. Clay, 788 Diamond Alley as well as brush cleanup/right of way clearing at the Trail Bridge and stump removals on N. School Street.  
**Sidewalks**  
 Spray Foam Solutions was in town last Friday to level sidewalk offsets along Glen Drive by Comfort Inn, S. Washington at Active Chiropractic and Taco Bell, and N. Washington at Ace Hardware. I'm considering this a trial and if successful, we can look at adding additional locations in the future.  
 The Holmes County Commissioners have asked if we would consider sharing in the cost of replacing 586 feet of sidewalk and several sections of curb along Glen Drive at the Health

Dept. building. The quote they received is \$23,988 for 5-ft wide sidewalks. For 6-ft wide sidewalks, which the commissioners prefer, the cost will be \$28,458.

**Motion to approve partnering with Holmes County Commissioners to share the cost of replacing 586 feet of sidewalk/curbing along Glen Drive.**

<b>MOTION BY:</b>	Vaughn		
<b>MOTION SECONDED BY:</b>	Hofstetter		
<b>VOTING ROLL CALL:</b>			
Vaughn	Yes	Conn	Yes
Hofstetter	Yes		
Polen	Yes		
<b>VOTING RESULTS:</b>	YES: 4 NO: 0		

Troyer will confer with the commissioners about the need for 6-foot wide verses 5-foot wide sidewalks since all other sidewalks in the area are 5-foot wide.

**Speed Study**

I have contacted OMEGA, Carpenter Marty, and Mannik Smith Group to see about performing the speed study to see if moving 25-mph zone further south on S. Clay Street (Adams St to S. Monroe Ext) is warranted. OMEGA is not qualified to perform the study but is willing to provide any of the data they already have to a consultant. Carpenter Marty is preparing a proposal and I've not heard back from Mannik Smith. At ODOT's request, we mapped the current location of all State Route speed limits and provided them with this information.

**Discussion:**

David Hoffman at ODOT D11 has been corresponding with Troyer and Hines on the speed zone matter. Today, Troyer and Hines received an email from Hoffman indicating that a total of 5 speed studies - the oldest dating back to 1954 - have been done. All studies and current speed zones correspond except for a section of Wooster Road (State route 83 to the north Village Corporation line). An ordinance from 1954 was found making the speed limit 25 miles per hour from the north corporation limit to the downtown area. However, currently and to everyone's knowledge, historically, the speed limit has been 35 miles per hour from the north corporation limit to Clinton St. Then, at Clinton, changes to 25 miles per hour. Hines will continue to work with Hoffman to determine the proper speed zones.

Also discussed was East Jackson Street. Headed west, the marked speed limit is 35 miles per hour from near Briar Lane to Crawford. However, headed east, there is no sign to indicate 35 miles per hour from Crawford to the beginning of the 45 mile per hour zone near Brian Lane. It is believed that a 35 mile per hour sign was once located on the utility pole at Crawford and East Jackson but that at some point it has come up missing.

There are several other areas in the village that still need some research in order to clarify speed limits. We will move forward with the speed study with Carpenter Marty and Hines/Troyer will continue to work with ODOT to research proper speed limits in the village.

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ASSITANCE FICAL OFFICER BOBBIE CURRY</b>
<p>August financial statement was previously distributed by email. Acknowledgement signed by mayor and council members.</p> <p>The recent audit for 2021 and 2022 was previously emailed to the council and mayor. The audit was very good. No findings or exceptions were noted.</p> <p>It's time to discuss our 2024 employee health insurance renewal. Our Huntington Insurance account manager has given us two options at this point. As with previous years, we have the option to wait for our current insurance carrier, Aultcare, to submit their proposed renewal rates, which is typically done at the beginning of October. Or we can opt to go ahead and start the marketing process in September, which will require medical questionnaires from each employee. Our representative indicates that it is unlikely that we will find a better insurance plan through the market as the ACA community rated options remain very expensive.</p> <p>The Standard Life Insurance, our current employee group life insurance carrier, has submitted the 11/1/2023 renewal which is requiring an increase due to demographic, aging and underwriting factors.</p>	

The increase is approximately \$26 more in monthly premium and guaranteed until 11/1/2025. We need to decide whether to accept that renewal or market for a new plan.

**Motion to wait for Aultcare's renewal proposal and to accept The Standard Insurance Life Insurance renewal.**

<b>MOTION BY:</b>		Vaughn	
<b>MOTION SECONDED BY:</b>		Polen	
<b>VOTING ROLL CALL:</b>			
Vaughn	Yes	Conn	Yes
Polen	Yes		
Hofstetter	Yes		
<b>VOTING RESULTS:</b>		YES: 4	NO: 0

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>JEFF HEUBNER</b>
Mayor Huebner commended Clerk-Treasurer Karen Shaffer for her work. The audit was clean which reflects the work done by Shaffer and the administration staff.	

**LEGISLATION**

<b>NUMBER:</b>	<b>2023-104</b>
<b>TITLE:</b>	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg
<b>CLASSIFICATION:</b>	Ordinance
<b>STATUS:</b>	2nd Reading

**COMMITTEE REPORT**

<b>TOPIC:</b>	<b>Tree City Committee</b>
<b>PRESENTED BY:</b>	<b>Hofstetter</b>
<b>DISCUSSION:</b> The committee met last week and finished up the tree trimming in the downtown area. This project was done entirely by the committee and therefore free of cost to the village.	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Jones Street Utility Relocation &amp; Resident Handbook</b>
<b>PRESENTED BY:</b>	<b>Hofstetter</b>
<b>DISCUSSION:</b> Hofstetter asked Troyer the status of the Jones Street utility relocation project. Troyer explained that it is part of the resurfacing project which has no set date yet. Hofstetter remarked that a draft of the new Resident Handbook has been emailed. Is this a topic we should discuss? Conn asked if this can be discussed at the next meeting. All agreed.	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>9/25/2023</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>			
Polen	Yes	Vaughn	Yes
Hofstetter	Yes		
Conn	Yes		
<b>VOTING RESULTS:</b>		YES: 4	NO: 0

**MINUTES PREPARED BY**

<b>SIGNATURE:</b> Bobbie Curry	<b>TITLE</b>	<b>DATE</b>
--------------------------------	--------------	-------------

	Assistant Fiscal Officer	9/13/2023
--	--------------------------	-----------

**ATTESTED BY**

SIGNATURE: Karen Shaffer	TITLE	DATE
	Clerk-Treasurer	9/25/2023

**CERTIFICATION**

SIGNATURE: Jeff Huebner	TITLE	DATE
	Mayor	9/25/2023