

**OCTOBER 24, 2022**  
**REGULAR SESSION OF COUNCIL - 7:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Visitors
5. Minutes: Previous Meeting – October 10, 2022  
Suspend Reading; Additions/Corrections; Accept
6. Bills: Resolution 2022-24

Bills	97,888.66
Payroll Ending 10/07/22	46,956.10
Total	144,844.76

7. Reports of Officers:  
  
Chief  
  
Administrator: Report Enclosed  
  
Clerk-Treasurer: \*Required Annual Transfers Per Prior Ordinances - Completed  
Water to Water R & I (\$7,500) - Sewer to Sewer R & I (\$10,000)  
\*Aultcare Medical Insurance Renewal 1/1/23  
\*2023 Appropriations Draft for Meeting of Nov 14<sup>th</sup>, 2022  
  
Solicitor  
  
Mayor
8. Legislation: 1<sup>st</sup> Reading Resolution 2022-25  
A Resolution Authorizing The Transfer Of Sums From The  
General Fund To The Street Maintenance & Repair Fund; To The  
Cemetery Operating Fund; To The Police Disability And Pension  
Fund; And To The Sidewalk Replacement Fund
9. Report of Committees
10. Old Business
11. New Business
12. Executive Session: Personnel
13. Executive Session Action
14. Adjournment

**RECORD OF PROCEEDINGS**

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Oct 10 2022

ENTITY NAME: VILLAGE OF MILLERSBURG BOARD NAME: MILLERSBURG VILLAGE COUNCIL  
 TYPE OF MEETING: Regular VOTING SESSION: Yes  
 DATE: 10/10/2022 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	
Polen	Not Present	Shoemaker	Present
Hoffee	Present	Vaughn	Present
Conn	Present	Hofstetter	Present

<b>MOTION TO EXCUSE:</b>	Polen		
<b>MOTION BY:</b>	Hoffee	<b>MOTION SECONDED BY:</b>	Vaughn

<b>VOTING ROLL CALL:</b>			
Hoffee	Yes	Vaughn	Yes
Conn	Yes	Shoemaker	Yes
Hofstetter	Yes		

<b>VOTING RESULTS:</b>	YES: 5	NO: 0
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**IN ATTENDANCE**

NAME:		NAME:	
Jeff Huebner	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Karen Shaffer	Clerk-Treasurer		
Melissa Patrick	Visitor	Kevin Lynch	Visitor

**APPROVAL OF PREVIOUS MINUTES**

<b>TYPE OF MEETING:</b>	Regular
<b>SUSPEND READING OF MINUTES HELD ON:</b>	9/12/2022
<b>MOTION BY:</b>	Conn
<b>MOTION SECONDED BY:</b>	Hoffee

<b>VOTING ROLL CALL:</b>			
Conn	Yes	Hoffee	Yes
Shoemaker	Yes	Vaughn	Yes
Hofstetter	Yes		

<b>VOTING RESULTS:</b>	YES: 5	NO: 0
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<b>MOTION TO APPROVE BY:</b>	Hofstetter
<b>MOTION SECONDED BY:</b>	Shoemaker

<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes	Vaughn	Yes
Conn	Yes		

<b>VOTING RESULTS:</b>	YES: 5	NO: 0
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**APPROVAL OF BILLS**

<b>BILL RESOLUTION 2021-23</b>	Bills \$108126.08	Payroll \$104890.20	Total \$213016.28
<b>MOTION BY:</b>	Vaughn		
<b>MOTION SECONDED BY:</b>	Conn		
<b>VOTING ROLL CALL:</b>			

# RECORD OF PROCEEDINGS

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Oct 10 2022

Vaughn	Yes	Conn	Yes
Hofstetter	Yes	Shoemaker	Yes
Hoffee	Yes		
<b>VOTING RESULTS:</b>		YES: 5	NO: 0

**DEPARTMENT HEAD/OFFICIAL REPORT**

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF MATT SHANER</b>
Noted he had one item for executive session regarding personnel.	

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

**DRB & P&Z Commission:** Informed Council the DRB met on October 5<sup>th</sup> and approved a sign request from 5<sup>th</sup> Corner Cuts Barbershop at 34 S. Clay as well as an awning installation and façade repair at 87 W. Jackson. P&Z also met October 5<sup>th</sup> and recommended approval of a street vacation for Mayers Avenue submitted by Grandview Property Holdings as part of the Trails Edge Estates Development. Solicitor Hines will research to see if a public hearing is needed since this only involves the one property owner (the submitter).

**Resurfacing/Sidewalk Projects:** Informed Council Melway has completed the 2022 resurfacing. The manhole adjustments remain to be completed on S. Washington St and Massillon Road. Reported all of the ODOT TAP Project r/w acquisition agreements have been accepted and we are working through the next steps with ODOT regarding final tracings, r/w, utilities, etc. The project should be out for bid next Spring.

**163 & 187 N. Crawford Street Demolitions:** Informed Council the County has selected the asbestos testing contractor. The demolition bids have not been sent out to date yet.

**Halloween Parade:** Informed Council the parade sponsored by HDM and the Eagles, will be held on October 26. HDM is requesting permission to close S. Monroe Street and Court Street for the parade. Motion made by Conn to approve the street closings. Seconded by Vaughn. Upon roll call, motion carried with Conn, Vaughn, Hofstetter, Hoffee, and Shoemaker voting aye. Vote Aye 5 – No 0.

**Boo In The Burg:** Informed Council October 29 is "Boo In The Burg" sponsored by HDM. They are requesting permission to close Canary Alley (north/south alley between N. Washington/N. Clay Street) from Clinton Alley to rear of CSB parking lot for the event. Motion made by Hofstetter to approve the alley closing. Seconded by Hoffee. Upon roll call, motion carried with Hofstetter, Hoffee, Shoemaker, Conn, and Vaughn voting aye. Vote Aye 5 – No 0.

**Amphitheater Artificial Turf:** Presented Council with samples of types/grades of artificial turf, ranging in cost between \$15-\$18,000. They come with a 15-yr. warranty. Troyer asked if Council would be interested in installing the turf, as it would benefit the village from a maintenance standpoint. At this point in the project, a stone base will be installed. The possibility of fundraising was briefly discussed; however, no decision was made.

**Capital Improvement Items/Dollars – Utility Department:** Presented Council with the preliminary number of units and amounts that are currently collected for the debt service fees (final numbers will be provided at the next meeting). The Debt Service fees will be eliminated on the next billing cycle (pending formal approval by Council), as there are ample funds in the Debt Service Fund to pay the remaining loan balance. Council has discussed the option of adding a capital improvement fee to future utility bills. Troyer presented a list of capital improvement items prepared by Utility Superintendent, Nate Skolmutch, that included estimated costs on the future needs of both plants and infrastructure. Hoffee noted most of the items were listed as a current need, with only few in the 5 to 10-year range. Lead Service Line replacements were discussed that are Federal EPA mandated (unfunded) as well as the I & I issue that have been ongoing. This project is going to be a huge undertaking that would also involve smoke and dye testing of lines throughout the Village. Shoemaker suggested searching for funding/grants that could be combined and also checking into Appalachia grants, as well as speaking with the County Commissioners for other sources.

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CLERK-TREASURER KAREN SHAFFER</b>

**RECORD OF PROCEEDINGS**

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Oct 10 20 22

**September Financial Statement:** Presented the September 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.

**Aultcare Dental Renewal:** Informed Council the 1/1/23 dental renewal was received. The renewal has 1.1% increase in premiums. Shaffer told Council she expects the medical renewal rates to be available by the next meeting.

**COMMITTEE REPORTS**

<b>TOPIC:</b>	Public Works Committee
<b>PRESENTED BY:</b>	Robert Shoemaker
<b>DISCUSSION:</b> Presented a brief summary of the meeting held on September 26 <sup>th</sup> , 2020 as it related to the debt service funds. Motion made by Conn to approve the committee meeting minutes. Seconded by Hoffee. Upon roll call, motion carried with Conn, Hoffee, Shoemaker, Vaughn, and Hofstetter voting aye. Vote Aye 5 – No 0. (Approved minutes are on file).	

**OLD BUSINESS**

<b>TOPIC:</b>	Composting Locations
<b>PRESENTED BY:</b>	Shoemaker
<b>DISCUSSION:</b> Asked if a composting site could be installed at the Village Street Department, and said he would be willing to work the site. Troyer said there is not nearly enough space at that location. Other areas were suggested as possibilities. Hofstetter suggested speaking with the County to see if they would partner with the Village on a compost site.	

**NEW BUSINESS**

<b>TOPIC:</b>	Park Playground Equipment
<b>PRESENTED BY:</b>	Hoffee
<b>DISCUSSION:</b> Noted she received a quote on playground equipment for Old Airport Park and sent the information via email to Council. The estimate is \$147,000 and the equipment is similar to what is installed at the Training Center. Mulching and installation equipment would be an additional cost. Conn asked if any grants would be available for the project. Troyer noted, possibly, however, those types are usually reimbursing (Village pays upfront and then reimbursed), and typically they run around \$50-\$60,000. Hoffee asked Council to review the information she sent to them.	

**EXECUTIVE SESSION**

<b>PURPOSE:</b> To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.			
<b>MOTION BY:</b>		Shoemaker	
<b>MOTION SECONDED BY:</b>		Hofstetter	
<b>VOTING ROLL CALL:</b>			
Shoemaker	Yes	Hofstetter	Yes
Hoffee	Yes	Conn	Yes
Vaughn	Yes		
<b>VOTING RESULTS:</b>		YES: 5	NO: 0

**ADDITIONAL COMMENT**

**SHOEMAKER:** Noted he is requesting that Holmes Fire District #1 Chief attend the next Council meeting to provide information and answer questions on their 4-mil levy placed on the November ballot.

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	10/24/2022
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St.; Millersburg, OH 44654

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Oct 10 20 22

### ADJOURNMENT

<b>MOTION BY:</b>		Hofstetter	
<b>MOTION SECONDED BY:</b>		Hoffee	
<b>VOTING ROLL CALL:</b>			
Hofstetter	Yes	Hoffee	Yes
Vaughn	Yes	Shoemaker	Yes
Conn	Yes		
<b>VOTING RESULTS:</b>		YES: 5	NO: 0

### MINUTES PREPARED BY

<b>SIGNATURE:</b> Karen Shaffer	<b>TITLE</b>	<b>DATE</b>
	Clerk-Treasurer	10/17/2022

### ATTESTED BY

<b>SIGNATURE:</b> Karen Shaffer	<b>TITLE</b>	<b>DATE</b>
	Clerk-Treasurer	10/24/2022

### CERTIFICATION

<b>SIGNATURE:</b> Jeff Huebner	<b>TITLE</b>	<b>DATE</b>
	Mayor	10/24/2022

**Resolution for the payment of certain bills. Now be it ordained by the Council of the Village of Millersburg, Holmes County, Ohio, that the following described bills be allowed and paid from the respective funds designated below, and that the Clerk-Treasurer is directed to draw proper warrants of said Village for the amounts so designated.**

**RESOLUTION 2022-24**

Vendor	Description	Fund	Total
Advance Auto	Fuel Filter Kit	Street	80.50
Alstage Lighting & Sound	Power Distro/Audio Noise Isolation	General	210.00
American Electric Power	Service	Gen Police	65.95
American Electric Power	Service	General	28.80
American Electric Power	Service	Sewer	3702.30
American Electric Power	Service	Gen Street Lighting	3787.60
American Electric Power	Service	Sewer	76.78
American Electric Power	Service	Sewer	153.59
American Electric Power	Service	Gen/Str/Cem/Wat/Sew	4485.97
Aultcare	November Medical Ins	Gen/Str/Cem/Wat/Sew	29530.25
Aultcare	November Dental Ins	Gen/Str/Cem/Wat/Sew	1173.66
Buckeye Pumps	Replace Cables/Flanges (Grit Pump)	Sewer	4293.65
Cintas	1 <sup>st</sup> Aid Cab Maint	Sewer	37.35
Cintas	1 <sup>st</sup> Aid Cab Maint	General	123.34
Chemsafe International	Car & Hand Soap	Street	204.00
Clemans-Nelson & Associates	September Retainer Personnel Policy	General	175.00
Commercial & Savings Visa	* See Below	Gen Pol/Wat/Sew	389.94
Core & Main	Meters/Yokes/Connectors	Water	3943.68
Coshocton Lab	Lab Fee	Sewer	37.50
Electro-Matic Products	Operator Panels (Bucket Upgrades)	Sewer	1558.79
Electro-Matic Products	Simocode Basic (Bucket Upgrades)	Sewer	225.23
Electro-Matic Products	Siplus Simocode Pro V (Bucket Upgrades)	Sewer	2518.41
Galls	Handcuff Cases – Credit	Gen Police	-6.32
Galls	Pants/Shirts/Boots	Gen Police	1082.85
Galls	Boots	Gen Police	120.70
Govt Accounting Solutions	Income Tax Software License Renewal	General	1600.00
Hagy's Repair LLC	Clutch Repair (02 Dump Trk)	Street	695.00
Hawkins Inc	CL2/LPC-4 (Chlorine)	Water	617.40
Holmes Oil	Fuel	Gen/Pol/Prk/St/Cem/Wa/Se	1086.37
Holmes Oil	Fuel	Gen/Pol/Prk/St/Cem/Wa/Se	1152.16
Holmes Oil	Fuel	Gen/Pol/Prk/St/Cem/Wa/Se	619.33
Holmes Pest Control	241 Tower Pest Control Service	Gen Police	25.00
Holmes Redimix	4" Riser	Street	130.00
Holmes Redimix	Concrete	Street	144.00
Holmes Wayne Electric	Service – E Jones Pump	Sewer	49.60
LocalIQ	Legal Ad P & Z/DRB	Gen Zoning	55.21
Cheryl McCluggage	Janitorial Service 10/7/22 – 10/28/22	General	300.00
Masi	Lab Fee	Water	10.00
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Sewer	26.40
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Water	16.00
Masi	Lab Fee	Sewer	137.30
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Sewer	272.80
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Sewer	41.20
Masi	Lab Fee	Sewer	61.85
Masi	Lab Fee	Sewer	79.15
Masi	Lab Fee (Chronic Bioassay – Fish Tests)	Sewer	1640.00
Masi	Lab Fee	Sewer	18.75
Masi	Lab Fee	Sewer	137.30
Masi	Lab Fee	Water	16.00
Masi	Lab Fee	Sewer	18.75
Midtown Cleaners	Dry Cleaning – Uniforms	Gen Police	58.60
Niagara Scientific Products	Cleaning Brushes for BOD Bottles	Sewer	48.51
Niagara Scientific Products	Lab Supplies – Test Kits	Wat/Sew	367.24
Northeast Ohio Nat Gas	Service	Sewer	57.14
Ohio Police & Fire	Employer's Accrued Liability	Police Pension	958.77
Public Utilities Commission Oh	Damage Protection Fee	Wat/Sew	35.00
Quadient	Qtrly Postage Machine Lease	General	204.04
R & B Enterprises	Haul Backhoe to Hagy's	Street	414.00
Shaffer/Johnston/Lichtenwalter	Engineering (Adtn'l ROW)	Sidewalks	21135.00
Spectrum	Service	Gen/Gen Police	119.98
Standard Insurance	November Life Ins	Gen/Str/Cem/Wat/Sew	216.60
Top Dog Uniform & Equipment	Hats/Embroidery/Sew Patches	Gen Police	110.00
USA BlueBook	50' Silicone Tubing/CorePro 5' Middle Sect	Sewer	584.84
Village Motors	Check Brakes/Alignment F-350 Truck	Cemetery	105.10

Foundation Health LLC	Income Tax Refund	General	5061.00
Toby & Christina Rice	Income Tax Refund	General	797.00
Ryan & Andrea Troyer	Income Tax Refund	General	573.00
		<b>TOTAL</b>	<b>97888.66</b>

\* CSB Visa Statement 9/30/22

9/18/22	LogMeln Pro – Renewal Remote Software	Wat/Sew	\$349.99
9/24/22	Classic Car Wash – Monthly Cruiser Wash	Gen Police	\$ 39.95
		<b>TOTAL</b>	<b>\$389.94</b>

**PAYROLL CHECK DATE 10/13//2022**

Daniel Baker	Wages	Gen Police	1928.32
Caleb Cox	Wages	Gen Police	1540.28
Stephanie Genet	Wages	Gen Police	1835.15
Kim Herman	Wages	Gen Police	2879.50
Jeff Lay	Wages	Gen Police	2730.97
Michelle Markley	Wages	Gen Police	2018.44
Morgan Neuman	Wages	Gen Police	1903.80
Sharon Sampsel	Wages	Gen Police	267.20
Matt Shaner	Salary	Gen Police	2884.62
John Stocker	Wages	Gen Police	1412.00
Marty Mathie-Grice	Wages	General	818.71
Karen Shaffer	Salary	Gen/Gen Clerk	2662.94
Mary Shaffer	Wages	Gen/Wat/Sew	1755.20
Nate Troyer	Salary	Gen/Wat/Sew	3076.92
Rodney Arnold	Wages	Street	1567.20
Brian Boley	Wages	Street	1320.00
Pat Mellor	Wages	Cem/Str	2652.01
Jim Miller	Wages	Street	2101.78
James Strouse	Wages	Street	1710.40
Blake Judson	Wages	Wat/Sew	1488.00
Kenneth Miller	Wages	Wat/Sew	2543.21
Nathan Skolmutch	Wages	Wat/Sew	3049.85
Matthew Weaver	Wages	Wat/Sew	2809.60
Brad Conn	October Salary	General	
Kelly Hoffee	October Salary	General	
Brent Hofstetter	October Salary	General	
Jeff Huebner	October Salary	General	
Devone Polen	October Salary	General	
Robert Shoemaker	October Salary	General	
Tom Vaughn	S October alary	General	
		<b>TOTAL PAY END 10/07/22</b>	<b>46956.10</b>

## **Administrator's Report**

October 24, 2022

### **DRB & P&Z Commission**

DRB will meet on November 2<sup>nd</sup> at 6:00 PM to review a COA application for signage at 138 W. Jackson Street.

### **Resurfacing/Sidewalk Projects**

2022 Resurfacing-as of now the only remaining work is the manhole adjustments and striping.

ODOT TAP Project-no update.

### **ARPA Projects**

Meeting with SJL this week to review storm sewer plans

### **Demolition Project**

Further discussions with County consultant on project readiness and next steps.

### **Street/Utility Dept. Vacancies**

Applications are trickling in slowly, will continue to collect and review. We hope to have candidates for your consideration within a month.

### **Leaf Collection**

We are looking to begin full leaf collection the week of October 31<sup>st</sup>. We will collect bagged leaves at this time though.

### **Design Review Guidelines/Ordinance Review**

As you recall, Ruth Waltman requested we update these items. We have since put a small committee together to review and edit these documents. We have met twice and will continue to meet to discuss revisions before presenting a full slate of changes to the Design Review Board and Council for ultimate approval.

### **Amphitheater Discussion**

Follow up on thoughts on installation of artificial turf-vs-real grass

### **DRB & P&Z Term Renewals**

The following terms need renewed:

DRB

Gallion & Zvolensky-2 year terms expiring 1/4/24

P&Z

Shrock-6 year term expiring 2/9/28

Crider-4 year term expiring 2/9/26

Uhl-3 year term expiring 1/2/25



**RESOLUTION 2022-25**

**A RESOLUTION AUTHORIZING THE TRANSFER OF SUMS FROM THE GENERAL FUND TO THE STREET MAINTENANCE & REPAIR FUND; TO THE CEMETERY OPERATING FUND; TO THE POLICE DISABILITY AND PENSION FUND; AND TO THE SIDEWALK REPLACEMENT FUND**

The Village Clerk-Treasurer has advised the Council of the Village of Millersburg that it is necessary to complete the annual transfer of funds from the General Fund to the following: the sum of \$150,000 (One Hundred Fifty Thousand Dollars and No Cents) to the Street Maintenance & Repair Fund; \$60,000 (Sixty Thousand Dollars and No Cents) to the Cemetery Operating Fund; \$40,000 (Forty Thousand Dollars and No Cents) to the Police Pension Fund; and \$125,000 (One Hundred Twenty Five Thousand Dollars and No Cents) to the Sidewalk Replacement Fund to meet current expenses and to provide needed revenue for fiscal year 2023 expenses.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Millersburg, County of Holmes, and State of Ohio, that the sum of \$150,000 (One Hundred Fifty Thousand Dollars and No Cents) to the Street Maintenance & Repair Fund; \$60,000 (Sixty Thousand Dollars and No Cents) to the Cemetery Operating Fund; \$40,000 (Forty Thousand Dollars and No Cents) to the Police Pension Fund; and \$125,000 (One Hundred Twenty Five Thousand Dollars and No Cents) to the Sidewalk Replacement Fund be transferred from the General Fund to meet current expenses when they become due and payable, and to provide needed revenue for fiscal year 2023 expenses.

Passed at a regular meeting of Millersburg Village Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Notice of this Resolution shall be published in the Wooster Daily Record and/or Holmes County Bargain Hunter once per week for two consecutive weeks as required by the Ohio Revised Code.

1st reading \_\_\_\_\_ 2nd reading \_\_\_\_\_ 3rd reading \_\_\_\_\_

Passed: \_\_\_\_\_, 2022 Vote: \_\_\_\_\_

Attest: \_\_\_\_\_  
Karen Shaffer, Clerk-Treasurer      Robert Shoemaker, Council President

Approved: \_\_\_\_\_, 2022 \_\_\_\_\_  
Jeff Huebner, Mayor