

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/10/2025

START TIME: 7:00 PM

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

CALLED TO ORDER BY: MAYOR, KELLY HOFFEE

RECORD OF PROCEEDINGS

COUNCILMEMBERS ROLL CALL

NAME:		NAME:	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

IN ATTENDANCE

NAME:	TITLE/POSITION	NAME:	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Fiscal Officer	Chad Cline	Asst Administrator
Melissa Patrick	Media/Reporter	Jim Nusbaum	Visitor
Jessica Boal	Visitor	Dale Obringer	Visitor
Debbie Mullen	Visitor		

COMMUNITY CALENDAR/EVENTS

PROCLAMATION: CACFP Week 2025

The week of March 16-22, 2025, to be NATIONAL CHILD AND ADULT CARE FOOD PROGRAM WEEK.

COMMUNITY CALENDAR

- March 22 - Moana 2 shown at the Library in Millersburg 1pm
- March 24 - Kids Nerf Battle (bring your own blasters and darts, with your name on them), register for a time slot from 1:30, 3:30, or 5:30pm
- May 2-4 - Heartland Self-Reliance Conference at Harvest Ridge
- May 17 – Vintage in the Village and Village-wide Garage Sales
- May 31 – Village Clean Up Day and Shredding
- June 7 - Closing Ceremony Holmes Center for the Arts Theater

- June 8 - Bicentennial Closing Weekend In Millersburg, Old Fashioned Band Concert, Closing of Millersburg's Time Capsule, and Old-Fashioned Baseball Game at Deer Run Park

Bicentennial Celebration Updates from Mayor Hoffee

Coloring Contest: Coloring pages have been distributed to the Millersburg Elementary students. The pages will be judged in about 2 weeks. Winners will be announced afterward.

VISITORS

Dale Obringer & Debbie Mullen – Lion's Club – Hometown Heros Project

In 2022, the Millersburg Lions Club started the Hometown Heros Banner Program in Millersburg to Honor past and present members of the Armed Forces. The program is growing rapidly with 85 banners expected for 2025. The Lion's club has administered the program, taken the banners up and down and stored the banners throughout the year. Obringer and Mullen are asking Millersburg Village Council to consider taking over the project. They proposed that the Village store the banners, put them up in May of each year and take them down after July 4th each year. The Lion's Club can continue to manage the administration portion of the program. **Shoemaker made a motion that the Village oversee the banners for the Hometown Heros Program – Storage of the banners, putting them up and taking them down – starting this years. Vaughn seconded the motion. All voted aye.**

Also discussed was that Glen Drive will also be utilized for hanging banners.

Jim Nusbaum & Jessica Boal – Holmes County Health Dept. – Creating Healthy Communities Initiative

Nusbaum is the Community Ambassador for the Holmes County Creating Healthy Communities Initiative. The program focuses on increasing access to fresh, healthy food and opportunities to be physically active. Nusbaum reports that they are looking at starting a Farmer's Market near Holmesville. His focus for this evening is healthy activity in our community. A community survey has been rolled out to get feedback on Clay Street Park in Millersburg. Nusbaum reports that the park seems to be underutilized. He would like to encourage people to use the park regularly. He is interested in attending a Parks Committee Meeting soon and work with the committee to make a plan to draw more people to the park.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		2/24/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			

Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-7	Bills \$50,181.23	Payroll \$75,420.43	Total \$125,601.66
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ADMINISTRATOR, NATE TROYER
<p><u>DRB & P&Z Commission</u> DRB met March 5th and approved the COA applications for: 6 W. Jackson-sign for Sweet Tee Design, 144 W. Jackson-signs for Trusty Wood showroom and warehouse, and 6 W. Jackson-door and window replacement for the Chamber.</p> <p><u>Wooster Road/Jones Street Intersection</u> As the weather improves, I have asked Brightspeed for an update on the status of the pole removal. They were working on the project today and it should be completed soon. Assuming this is the case, this will allow Melway to complete their portion of the work once asphalt is being made and striping can be completed.</p> <p><u>Sidewalk Project</u> No update-weather</p> <p><u>Post Office/Parking Lot Crosswalk Upgrades</u> No update</p> <p><u>Bell at Square</u> Repair was prepped today. Bell should be reset soon.</p> <p><u>Vehicles</u> No update</p> <p><u>Street Sweeping</u> Rental is lined up for the week of April 21st the plan is to get as many of the Village streets and parking lots swept as possible that week.</p> <p><u>OMEGA Regional Transportation Public Meeting</u> Holmes County Township Breakfast on March 22nd from 8-11. Water/Sewer Billing System</p>	

The company is working on building our new system. Our utility clerk is collaborating with the company and has had several phone conferences. If all goes well, the new system could be ready for the June billing cycle.

Shoemaker thanked Administrator Troyer and Assistant Administrator Cline for all their hard work and excellent communication.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
<u>New Police Cruiser:</u> The new Cruiser will be delivered Friday. Decals will need to be added before it is in service. The retired police cruiser can be used as a trade in or, if council is willing to consider it, Holmes Fire District 1 may be interested in acquiring it. Hofstetter likes the idea of working with the fire district and having the vehicle stay local.	

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<p>-February Financials acknowledged</p> <p>-Administrative Assistant job post is in the Bargain Hunter and the Wooster Weekly New for the next two weeks.</p> <p>-Property/Liability Insurance: The Village's Property/Liability Insurance renewal date is April 1st. In addition to a renewal proposal from our current plan, The Ohio Plan through Assured Partners, we received a proposal from The Public Entities Pool of Ohio (PEP) through Burgett Insurance. The coverage under both plans is very similar. Insured amounts, deductibles, limitations, etc., are the same with both plans. The valuations of our property by each insurance pool were similar, however, PEP valued our property slightly higher than the Ohio Plan. Both the Ohio Plan and PEP offer added benefits such as risk management evaluations and online course libraries for the Village to use. The Village has a long-standing relationship with Assured Partners (The Ohio Plan). Burgett Insurance Agency (PEP) is a local agency. The renewal proposal from Assured Partners (The Ohio Plan) came in at \$52,629.00. The proposal from Burgett Insurance (PEP) came in lower at \$42,719.00.</p> <p>Vaughn made a motion to accept the Burgett Insurance Proposal for the PEP plan effective 4/1/2025. Shoemaker seconded the motion. All voted aye. Motion Carried.</p>	

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
<p>Millersburg Mobile Home Park – Legal Aid is meeting with park residents soon. Legal Aid is looking to having a receiver appointed. Hines reports that a condemnation suit will not be pursued at this time. The second mortgage holder may file foreclosure.</p> <p>DORA – Hines has been working on the DORA application.</p> <p>Personnel Policy & Council Rules – Both need to be revised/updated. We will be working on those in the near future.</p>	

DEPARTMENT:	MAYOR
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REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>Council & Committee Meetings:</u> <ul style="list-style-type: none"> • March 12 - Business & Housing Committee 6pm • March 24 – Council Meeting • April 2 – DRB & Planning/Zoning Meeting • April 14 – Council Meeting • April 28 - Council Meeting 	

OLD BUSINESS

TOPIC:	DORA
PRESENTED BY:	Mayor Hoffee
DISCUSSION: The application is not ready. It will be presented at the next meeting.	

NEW BUSINESS

TOPIC:	Letter of Recognition – Ohio Senator Andrew Brenner
PRESENTED BY:	Mayor Hoffee
DISCUSSION: District 19 Ohio Senator, Andrew Brenner extends special recognition to the Village of Millersburg on receiving the Appalachian Region Historic Revitalization subgrant. He congratulates Millersburg on the award and commends the village for an exemplary record of community service. He furthermore solutes Millersburg citizens as some of Ohio's finest.	

TOPIC:	State Wrestling Champion, Loudon Dixon
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Congratulations to West Holmes junior, Loudon Dixon, for his State Championship win in High School Wrestling. Well done, Loudon!	

TOPIC:	Friendly Reminder: Council Conduct toward Village Employees
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee reminded council that – as elected officials of the village – we are public servants. It is our job to serve, not be served. Village employees deserve the respect they give to each elected official. Whether it be in person, on the phone or through interactions with other people, please remember to be kind and considerate to our employees. Rude and condescending remarks made to Village employees will not be tolerated.	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>3/24/2025</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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	3/17/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	3/24/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	3/24/2025