

**ENTITY NAME: VILLAGE OF MILLERSBURG**

**BOARD NAME: MILLERSBURG VILLAGE COUNCIL**

**TYPE OF MEETING: Regular**

**VOTING SESSION: Yes**

**DATE: 5/12/2025**

**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**

<b>NAME:</b>		<b>NAME:</b>	
Shoemaker	Present	Hofstetter	Present
Vaughn	Present	Conn	Present
Polen	Present	Kellogg	Present

### **IN ATTENDANCE**

<b>NAME:</b>	<b>TITLE/POSITION</b>	<b>NAME:</b>	
Kelly Hoffee	Mayor	Nate Troyer	Administrator
Bob Hines	Solicitor	Matt Shaner	Police Chief
Bobbie Curry	Fiscal Officer	Chad Cline	Asst Administrator
Jessica Kiner	Employee	Melissa Patrick	Media/Reporter
Dan Miller & Jen Crilow	Visitor	Heidi Garst	Visitor

### **COMMUNITY CALENDAR/EVENTS**

- May 17 - Vintage in the Village and Garage Sale Day
- May 31 - Village Clean Up and Shredding Day
- June 7 - Closing Ceremony Holmes Center for the Arts Theater
- June 8 - Bicentennial Closing Weekend In Millersburg, Old Fashioned Band Concert, and the Closing of Millersburg's Time Capsule at Deer Run Park. The Old-Fashioned Baseball Game has been cancelled.
- June 28 - Thunder Over Holmes County

### **VISITORS**

#### **Dan Miller – Traffic Issues in the Village**

Miller asked what is being done about traffic issues. Troyer explained that we have thoroughly explored an adaptive signal system through Pathmaster. They have explained the system and submitted proposals. When we last discussed the topic, council agreed that prior to committing to the purchase of the system, they would like to hear from other villages that have the system. This process has been a

slow one. The system, depending on the term (2yrs, 5yrs or 10 yrs) of service, ranges from \$78,000 to \$85,000. Council was hesitant to spend that much money without getting feedback/references. Miller thinks it needs to be done; the traffic has been an issue for years and years. Conn suggested making a deadline for feedback and then proceeding with plans. Vaughn suggested that we get a list of references from Pathmaster and call those places to ask them about their experience with the system. Troyer will get the list of references and pass it along to council members so that calls can be made.

#### APPROVAL OF PREVIOUS MINUTES

<b>TYPE OF MEETING:</b>		Regular	
<b>SUSPEND READING OF MINUTES HELD ON:</b>		4/28/2025	
<b>MOTION BY:</b>	Polen	<b>MOTION SECONDED BY:</b>	Vaughn
<b>VOTING ROLL CALL:</b>			
Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<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
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION BY:</b>	Conn	<b>MOTION SECONDED BY:</b>	Shoemaker
<b>VOTING ROLL CALL:</b>			
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### APPROVAL OF BILLS

<b>BILL RESOLUTION 2024-12</b>	Bills \$89,720.57	Payroll \$73,204.16	Total \$162,924.73
<b>MOTION BY:</b>	Hofstetter	<b>MOTION SECONDED BY:</b>	Conn
<b>VOTING ROLL CALL:</b>			
Hofstetter	<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	Polen	<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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### DEPARTMENT HEAD/OFFICIAL REPORT

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ADMINISTRATOR, NATE TROYER</b>
<b><u>DRB &amp; P&amp;Z Commission</u></b> Both meetings were postponed until this Thursday due to lack of quorum <b><u>Wooster Road/Jones Street Intersection</u></b> No update, we have asked for a timeframe from Spectrum and received no response so far.	

**Sidewalk Project & Post Office/Parking Lot Crosswalk Upgrades**

Thomas Concrete has started back up on some of the sidewalk work and should be starting the post office project soon.

**Vehicles**

No update

**Pomerene Hospital**

Ordered-awaiting delivery.

**Airport Park**

GameTime equipment ordered. Will update when we receive ship/install dates.

**Mowing Letters**

We are planning on starting to send out mowing reminders/enforcement letters more consistently this week. Reminder to all property owners to make sure they are keeping their property mowed and trimmed consistently throughout the grass growing season.

**Parking**

We would like Council to consider making the first two on-street parking spaces on W. Jackson in front of our office reserved for Village staff. We would propose installing signage that says the spaces are reserved for Village staff, Monday-Friday from 7 AM-5 PM. This would allow these spaces to be used by the public after hours and on the weekends.

Discussion: Hofstetter stated that he has no problem with reserving two spaces since office hours are not during peak business hours for businesses and restaurants. **Shoemaker made a motion to establish two parking spaces on W Jackson for Village Employee Parking from 7am to 5pm Monday through Friday. Kellogg Seconded the motion. All voted aye. Motion passed.**

**Street Closure for Vintage in the Village**

HDM is requesting the closure of S Monroe and Court Street for this weekend's Vintage in the Village starting Friday night 5/16 through Saturday evening 5/17/25. **Motion to approve the street closure made by Vaughn. Seconded by Polen. All voted aye. Motion passed.**

**New Village Entrance/Welcome Signs**

The signs have been completed by SignDesign. We will be picking them up and installing them soon.

**Mosquito Spraying**

Mosquito Spraying started last week. The typical day for spraying will be Tuesday nights, weather permitting.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
Hunter Derrick submitted his resignation effective 5/10/2025. <b>Vaughn made a motion to accept Derrick's resignation. Hoftetter seconded the motion. All voted aye.</b> -Mental Health Awareness Month – yard signs for Mental Health Matters are available to anyone. If you would like a yard sign, please stop into the village hall.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
<p>-April Financials acknowledged.</p> <p>-Our biennial full audit is in full swing. Auditors were on site for two days last week. There will be some follow-up testing to be completed. The audit has gone smoothly thus far.</p>	

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ROBERT HINES</b>
<p><b>-Short-Term Rentals</b></p> <p>At the last meeting, the topic of limiting the number of 'Airbnbs' in the village was broached. Hines did some research and found that there are municipalities that have legislation in place to limit the number of short-term rentals. Hines said there are many advantages and disadvantages to establishing such limitations. He is willing to go over the specifics, however, due to the extensive findings, it was decided that the topic should be handed over to the Business and Housing Committee. They will discuss it at their next meeting and report back to council.</p> <p>Discussion: Troyer and Hines both tried to clarify some common terms that are used to describe short-term rentals such as 'Bed &amp; Breakfasts' and 'Airbnbs.' Bed and Breakfasts are owner-occupied businesses. Airbnb is a name brand/a particular company that lists/markets short-term rentals similar to VRBO, HomeAway, Booking.com, etc. Shoemaker said he would like to see information on other communities that have implemented short term rental restrictions. Kellogg said that Gambier has restricted them. Cline said his experience while working with Green Township (Massillon) which prohibits short-term rentals was that long-term rentals have more zoning violations than short-term rentals. Curry explained that she uses different methods to find short-term rentals that open but aren't registered. She periodically checks the listings on short-term rental sites such as Airbnb, VRBO, etc. She also networks with the Holmes County Auditor's Office and sometimes gets information from our utility clerk. Shoemaker reiterated the reason he initially mentioned the topic. He said he is concerned that there is a shortage of homes for sale in the Village and worries that short-term rentals are contributing that the problem. Housing is Shoemaker's main concern. Discussion/debate ensued between visitors in the gallery and council. A visitor, Heidi Garst, stated that often, the condition of long-term rentals rather than short-term rentals is what brings property values down.</p> <p><b>-Millersburg Mobile Home Park</b></p> <p>The court-appointed Receiver has done some clean up and maintenance at the park. The Receiver is now beginning to put together bid packets for the sale of the park. Prospective buyers will submit their interest in purchasing to the receiver. The receiver has indicated to Hines that the village will be fully aware of all interested buyers and their bids so that the village will be a big part of who is approved to purchase the mobile home park. The village has the opportunity to help ensure the mobile home park is operated in a way that aligns with our goals – to make it a better place to live. Hines reiterated that the village can and should provide some tax incentives for the purchaser. He also reiterated that he feels that we should be open to meeting with an urban planner about the plans and development for the mobile home park.</p> <p><b>-Purchase of Millersburg Elementary Property</b></p>	

Similarly, Hines thinks it is best to meet with an urban developer and offer tax incentives when the time comes to consider the future of the Millersburg Elementary School property. Doing so gives the village some control over how the property is used in the future.

**-DORA**

Hines has not been able to get an update on the status of the village's DORA application.

**-Upcoming/Ongoing Legal Services**

Hines will continue to work on Council Rules, Personnel Policy update, and will be working on a couple of more minor projects for the assistant administrator and the fiscal officer.

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>
<b><u>Council &amp; Committee Meetings:</u></b> <ul style="list-style-type: none"> <li>• May 12 – Council 7:00PM</li> <li>• May 14 - Business &amp; Housing Committee 6pm</li> <li>• May 15 - Planning &amp; Zoning Meeting 6:30pm</li> <li>• May 28 – Public Hearing – Zoning 6:45PM</li> <li>• May 28 – Council – 7:00PM (WEDNESDAY due to Memorial Day)</li> <li>• June 4 - DRB 6pm and Planning &amp; Zoning 6:30pm</li> <li>• June 9 – Council (Summer Schedule – One Meeting per month)</li> <li>• July 14 – Council (Summer Schedule – One Meeting per month)</li> <li>• August 11 – Council (Summer Schedule – One Meeting per month)</li> </ul>	

**OLD BUSINESS**

<b>TOPIC:</b>	<b>Recreational Marijuana Dispensary on Nove Ballot</b>
<b>PRESENTED BY:</b>	Shoemaker
<b>DISCUSSION:</b> Shoemaker asked for an update on the status of getting the issue of a recreational marijuana dispensary on the November ballot. Hines Reports that the legislation is ready to go. It is just waiting to be submitted to the board of elections at the appropriate time.	

<b>TOPIC:</b>	<b>Thank you – Letters of Support</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Mayor Hoffee thanked Kellogg, Conn, Shoemaker, Hofstetter, and Holmes County Commissioner Joe Miller for their letters of support for Millersburg's grant application for the Wooster Rd waterline project. The letters have been sent to Congressman Troy Balderson.	

<b>TOPIC:</b>	<b>Thank you – Peace Officer Memorial Service Banner</b>
<b>PRESENTED BY:</b>	Conn

**DISCUSSION:** Conn thanked Chad Cline for installing the Peace Officer Memorial Service banner at the Y. The annual Peace Officer's Memorial will be held Friday, May 16<sup>th</sup> at 2PM.

<b>TOPIC:</b>	<b>New Signage</b>
<b>PRESENTED BY:</b>	<b>Chad Cline</b>
<p><b>DISCUSSION:</b> Cline reported that the new corporation limit sign previously requested by Hofstetter has been installed. The other corporation limit signs are in good shape.</p> <p>Cline also reports that ODOT has updated the speed limits online, but the signs have yet to be installed. Troyer spoke to David Hoffman at ODOT. Hoffman is to follow up on the status of the speed limit sign installation.</p>	

#### NEW BUSINESS

<b>TOPIC:</b>	<b>AEP Rate Hike for Municipalities</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<p><b>DISCUSSION:</b> We received a packet of information from AEP about a proposed rate hike. This proposal will negatively affect many municipalities in Ohio, including the Village of Millersburg. AEP is taking the proposal to PUCO for approval. Hoffee reached out to PUCO to voice her opposition. PUCO suggests that we submit a letter explaining our opposition to the rate increase and why. Hoffee would like for Solicitor Hines to write letter to submit to PUCO. <b>Polen made a motion to have Solicitor Hines write a letter opposing the proposed rate increases by AEP. Conn Seconded the Motion. All voted aye.</b></p>	

#### NEXT SCHEDULED MEETING

<b>TYPE OF MEETING:</b>	Public Hearing (Zoning) followed by Regular
<b>DATE:</b>	<u>5/28/2025</u>
<b>TIME:</b>	6:45 PM & 7:00PM
<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	<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
<b>VOTING RESULTS:</b>	YES: 6 NO: 0		

#### MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	5/16/2025

#### ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	5/23/2025

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	5/28/2025