ENTITY NAME: VILLAGE OF MILLERSBURG BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Public Hearing VOTING SESSION: No

DATE: 10/13/2025 START TIME: 6:45 PM

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

**CALLED TO ORDER BY: MAYOR, KELLY HOFFEE** 

## **RECORD OF PROCEEDINGS – PUBLIC HEARING**

The Village of Millersburg Council held a public hearing on October 13, 2025, at 6:45 PM to consider any comments on a proposed change of zoning district request from Jordan Properties, LLC for 5650 T.R. 332. Specifically, the request is to change the zoning from R-1 Estate Residential to SU Special Use District simultaneously with annexation.

Administrator Troyer explained that Jordan Properties on TR 332 which, once annexed will be East Jones Street is and has been an operational group home. They want to connect to the Village utilities. The 3<sup>rd</sup> reading of Resolution 2025-23 will take place this evening during regular session Council Meeting. This resolution authorizes the Mayor to sign the annexation agreement. Once passed, the agreement will go to the Holmes County Commissioners for approval. Once approved by the county, the Village will need to pass legislation to rezone the property from a R-1 to a SU.

There were no questions or comments.

Public hearing closed at 6:47 PM.

ENTITY NAME: VILLAGE OF MILLERSBURG BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular VOTING SESSION: Yes

DATE: 10/13/2025 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 – REGULAR SESSION**

#### **COUNCIL MEMBERS 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	Nathan Troyer	Village Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Chad Cline	Asst Administrator	Melissa Patrick	Media/Reporter
David Shrock	Visitor	Taylor Reining, HDM	Visitor
Ryan Hershberger	Visitor	Andy Zollars	Visitor
Rob Hovis	Visitor		

#### **COMMUNITY CALENDAR/EVENTS**

#### **Community Calendar**

- October 25 Millersburg Trick or Treat 4-6PM
- October 25 Boo in the Burg (21 & over)
- November 6-8 Berlin Christmas Open House
- November 7-8 Organic Farming Conference at Mt Hope Event Center
- November 14 & 15 Merry Millersburg Weekend
- November 15 Brightman Family Christmas/Holidays at the Mansion Christmas Grand Opening
- November 28 Live Nativity Parade in Berlin 5:45pm
- December 6 Skyview Ranch Benefit and Silent Auction
- December 7 Clue at the Mansion (330.674.0022 to purchase tickets!)
- December 13 Chocolate Walk

#### **VISITORS**

#### **David Shrock**

Shrock, Tree City Board Member, addressed council in reference to his interest in downtown Millersburg and Tree City. Shrock's proposed action is to draw more people to the Tree City Board. Shrock is a long-time resident and regrets missing the last council meeting and discussion of trees in the downtown. He would like to see more people, such as the ones that spoke at the last meeting become involved with the Tree City Board. Shrock wanted it to be clear that he is not against trees in the downtown area. He would like to see a decision made before the sidewalk project gets started. He would like the board and council to be decisive about the number of trees and the species of trees. He became part of the Tree City Board because people communicated to him that the trees in town are a

mess. Shrock encourages more people to become involved and present their ideas to the Tree City Board.

### **Rob Hovis**

Hovis addressed council on the pending ballot questions of approving a retail store to sell marijuana in our community. His understanding is that the ballot issue is non-binding; council will have the final decision as to whether marijuana is approved for sale in Millersburg. Hovis made it clear that he is opposed to the sale of marijuana in the village. He presented council with studies and articles relating to marijuana use and its effects on general health, mental health, brain health, and drug related emergency room visits. Hovis stated many reasons he is opposed to the sale of marijuana in the village including the increased likelihood of marijuana products getting into the hands of our youth. Hovis hopes the voters of Millersburg send a clear message at the polls that they do not want a marijuana dispensary in this village. But even if residents vote to support the issue, Hovis is asking council to not allow such.

#### **APPROVAL OF PREVIOUS MINUTES**

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		9/22/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Polen	⊠Yes □No	Vaughn	⊠Yes □No
Hofstetter	⊠Yes □No	Conn	⊠Yes □No
Shoemaker	⊠Yes □No	Kellogg	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	
TYPE OF MEETING:		Special	
SUSPEND READING OF MINUTES HELD ON:		10/6/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Polen	⊠Yes □No	Hofstetter	⊠Yes □No
Vaughn	⊠Yes □No	Conn	⊠Yes □No
Shoemaker	⊠Yes □No	Kellogg	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	
MOTION TO APPROVE	Conn	MOTION SECONDED BY:	Hofstetter
9/22/25 MINUTES BY:			
VOTING ROLL CALL:	<u></u>		
Conn	⊠Yes □No	Polen	⊠Yes □No
Hofstetter	⊠Yes □No	Vaughn	⊠Yes □No
Kellogg	⊠Yes □No	Shoemaker	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	

MOTION TO APPROVE	Polen	MOTION SECONDED BY:	Kellogg
10/6/25 MINUTES BY:			
VOTING ROLL CALL:			
Polen	⊠Yes □No	Hofstetter	⊠Yes □No
Kellogg	⊠Yes □No	Vaughn	⊠Yes □No
Conn	⊠Yes □No	Shoemaker	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	

### **APPROVAL OF BILLS**

<b>BILL RESOLUTION 2025-26</b>	Bills	Payroll	Total	
	\$123,352.32	\$140,924.61	\$264	,276.93
MOTION TO APPROVE	Shoemaker	MOTION SECONDED B	Y:	Conn
BY:				
VOTING ROLL CALL:				
Shoemaker	⊠Yes □No	Hofstetter		⊠Yes □No
Conn	⊠Yes □No	Polen		⊠Yes □No
Kellogg	⊠Yes □No	Vaughn		⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	•	

#### **REPORTS OF OFFICERS**

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER

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

DRB and P&Z met on 10/1 and approved the signage request for Millersburg Christian Church.

### **Wooster Road/Jones Street Intersection**

No update.

### **Sidewalk Project**

Quicksall is in the design phase of the project.

### **Wooster Road Waterline**

No update other than working on grant application.

### **Airport Park**

Equipment was installed the week of 9/22. Everything looks great. Currently we are working on a time to meet on site with Millersburg Electric to look at replacing the light control timer and possibly updating the lighting around the sports court.

### Personnel

Blake Judson passed his Class I water exam and Clay Shepler passed his Class I wastewater exam recently. Congratulations to both. Once they have received their license from OEPA, they will receive the appropriate raise per the pay ordinance.

Steve McKinney is currently taking the required schooling for his CDL exam through Buckeye Career Center.

#### OneOhio

OMEGA recently contacted me to inform us that we need to renew the Village appointment to the OneOhio Board as well as appoint an alternate. Shoemaker said he no longer wishes to serve on the board. Troyer and Asst. Administrator Cline will step into the role. **Motion made by Polen to appoint Troyer and Cline as alternate to the OneOhio Board. Conn seconded the motion. All voted aye. Motion carried.** 

### **Housing Study Proposal**

We have received a proposal from Envision to complete a housing needs assessment. Troyer asked for discussion/thoughts. Mayor Hoffee spoke to the Holmes County Commissioners about this proposal because the study is not only for Millersburg but also the entire western half of the county which includes Killbuck, Nashville, and Glenmont. She also spoke to Keim Cares about helping to fund the project which is expected to cost about \$20,000.00. The grant that Hoffee previously investigated is not applicable to our needs, so it is off the table. Troyer said that there are a couple of building sites in Millersburg so knowing the community's specific needs would be beneficial. Council all agreed to pursue the project and collaborate with other entities to help to fund the assessment.

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

- Chief Shaner distributed the police department's quarterly report. Discussion: Kellogg commented on the data in Chief's report. She said while there were 574 traffic stops, she counted only 192 citations. She asked if there are a lot of warnings being issued. Chief affirmed that is the case. Kellogg commented that the number of warnings is high. Kellogg then said that she talked to Chief after the last council meeting about an audit of our evidence. Chief reports that an internal audit of the department's evidence is being conducted. Mayor Hoffee is aware that Chief met with an audit group for guidance on conducting the audit and an audit is underway. Kellogg said she was unaware of this. She asked who is conducting the audit. Chief advised that Sgt. Baker and Sgt. Markley are auditing the evidence. Kellogg asked if that is sufficient. Chief said it is sufficient for him. Kellogg asked for a report once the audit is complete. She wants things to be done right. Hoffee reported that an outside group came in and looked at everything and were happy with what they saw. Chief also reported that Baker and Markley are scheduled to attend an auditing procedures course later this month. He also advised that procedures for each agency can differ. Kellogg mentioned a retention schedule for evidence.
- Sgt Daniel Baker completed his promotional probationary period as sergeant on 9/23/25.
- Patrol Officer Lehman has submitted his resignation effective 10/23/2025.

Kellogg asked Chief Shaner what we are doing to do about the traffic issues in town. A pedestrian was stuck and injured recently. Kellogg wants a police unit parked in front of the OSU extension office parking lot to deter motorists from breaking traffic laws. She said police presence can be a deterrent. She understands that a unit cannot always park there, but a presence during busy times would help. Kellogg said she will not accept that nothing can be done about the traffic issues in town. She said public safety is the number one job of the government and the police department.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY

- September financials were acknowledged by council and the mayor.
- The Village's full audit for fiscal years 2023 and 2024 has been certified by the Auditor of State. The audit was clean. The auditors noted no errors, deficiencies, or findings.
- Curry discussed some banking security enhancements that were suggested by the Commercial
  and Savings Bank at a recent meeting. The representative suggested that the Village utilize
  Positive Pay and starts paying as majority of our bills via ACH rather than paper warrant. Curry
  distributed a memo explaining the safety features of both positive pay and ACH payments.
  Should we move forward with these features, Curry said we would likely not implement them
  until after the first of next year.
- Hummel Group informed Curry that the Village's Medical Insurance renewal rates will increase
  just 2% for 2026 and that the Dental Insurance Rates will increase by only 1%. This is good news
  for the Village.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE

### **Council Calendar**

- October 13 at 6:45PM Public Hearing (Annexation)
- October 13 at 7:00PM

   Council Meeting
- October 15 at 6:00PM Tree City Meeting
- October 27 at 7:00PM Council Meeting
- November 5 6pm DRB & 6:30pm Planning and Zoning
- November 10 Council at 7:00PM– Council Meeting
- November 24 Council at 7:00PM– Council Meeting

#### **COMMITTEE REPORTS**

COMMITTEE:	Tree City Board
PRESENTED BY:	Mayor Hoffee

DISCUSSION: Ruth Waltman would like to serve on the Tree City Board. **Vaughn made motion to appoint Ruth Waltman to the Tree City Board effective immediately. Conn seconded the motion. All voted aye. Motion carried.** 

COMMITTEE:	Personnel Committee
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee and the Personnel Committee have scheduled a meeting on October 21st at	

# LEGISLATION

6PM.

NUMBER:	2025-23
TITLE: A Resolution Authorizing the Mayor to Sign The Annexation Agreement with Jordan Properties,	
LLC. And Hardy Township Trustees	

CLASSIFICATION:		Resolut	Resolution		
STATUS: 3		3rd Rea	3rd Reading and Passage		
MOTION TO PASS BY:	Hofstetter		MOTION SECONDED BY:	Conn	
VOTING ROLL CALL:					
Hofstetter	⊠Yes □N	О	Polen	⊠Yes □No	
Conn	⊠Yes □N	О	Vaughn	⊠Yes □No	
Kellogg	⊠Yes □N	О	Shoemaker	⊠Yes □No	
VOTING RESULTS:			YES: 6 NO: 0		
NUMBER:		2025-25	5		
Insurance Premiums Direct of Troy Snyder and Declarir	ly to the Insur	ance Prov	ersburg, Ohio to Pay a Portion ovider or Third-Party COBRA Ad		
CLASSIFICATION:		Resolut			
STATUS:		1	ding – Tabled for tonight's med		
	on is TABLED	until it	until it can be reviewed by the new Village Solicitor once		
appointed.					
NUMBER:		2025-10			
<b>TITLE</b> : An Ordinance to Authorize the Sale of Municipal Tangible Personal Property Through the Internet.					
CLASSIFICATION:		Ordinar	nce		
STATUS:		2nd Rea	2nd Reading		
•					
NUMBER:		2025-27			
TITLE: A Resolution To Adopt A Revised Indigent Burial Policy For Oak Hill Cemetery			ery		
CLASSIFICATION:		Resolution			
STATUS:		1st Reading			
NUMBER: 2025-106					
<b>TITLE:</b> An Ordinance To Revise Section 185.02 Of The Millersburg Ordinances (Transient Occupancy Tax)					
CLASSIFICATION:	Ordinar		nce		
STATUS:		1st Rea			
			0		

Insurance Agent of Record

Kellogg

TOPIC:

PRESENTED BY:

OLD/UNFINISHED BUSINESS

#### **DISCUSSION:**

Kellogg stated that around September 30<sup>th</sup>, she received some phone calls after Mayor Hoffee did a live video on social media. She said the video had something to do with an elected official and something to do with insurance. Kellogg said that the person referenced in the mayor's video was not her. However, Kellogg wanted to know what was going on. The next evening at the Planning and Zoning meeting, council member Shoemaker told Kellogg what was going on. Kellogg said that Shoemaker had made a public records request for information (specifically, a copy of the agreement that Curry signed with Hummel Group) and she wanted to see it. Kellogg then made a public records request the public records request done by Shoemaker, which also included the thread of emails between Curry, Troyer, and Hoffee. Based on the information received, Kellogg said that on August 13th, Fiscal Officer Curry sent an email to Administrator Troyer and Mayor Hoffee. A copy of the email was also sent to Troyer's assistant and Curry's assistant. The email referred to switching our servicing insurance agent/broker from Huntington Insurance to Hummel Group and it stated the reasons why Curry felt this would be a good decision. In the email, Curry asked for feedback from Troyer and Hoffee, stated the reason she felt swift action was necessary, and asked if she could proceed with the engagement and inform council at the next scheduled meeting. Kellogg read Troyer's email reply stating that he agrees to the change and stated that this decision does not require council approval. She then read Hoffee's email reply saying she, too, agrees and to proceed with the change. Kellogg said she accepts that this was done properly and that the change did not require council approval. She said that she has been on council for 22 months and ran on transparency. She said as an elected official she wants to know what is going on in this village and not find out at the next council meeting. Kellogg asked what would be the harm of council being copied on emails when administrative staff makes decisions. Curry replied that it will be a lot of emails; the administrative staff makes a lot of decisions every day. Kellogg said she meant only on big decisions like changing insurance. Troyer reminded council that we did not change insurance companies; we changed our broker, and no money is paid to the broker. Curry said if anyone ever has a question or concern to please call her. She is always willing to answer questions and have discussions. She asked for guidance on the type of emails on which council wants to be copied. Kellogg said she just wants to be in the loop. Vaughn said it will be tough to decide what to send and what not to send. Kellogg asked if council agrees that - as elected officials - they should better informed. Vaughn said that council was appropriately informed at the next council meeting. Polen said that the administrative staff was hired to take care of things in the office and that is what they are doing. Conn agreed with Polen. Hofstetter agreed as well and said he was not offended at all that he did not know about it until the next meeting. Hofstetter explained that this was a normal administrative decision. He said Curry did what she was supposed to do. Kellogg said she understands that but is confused about what council does and/or does not vote on.

Visitor, Ryan Hershberger asked to address council. He said he saw the video done by the mayor. He said he loves what the mayor does but that if she had not put the video out, none of the phone calls would have been made to Kellogg and others. Hershberger encourages everyone to watch the council meetings.

ACTION ITEM/ASSIGNED TO: Administrative staff will copy council on emails about big decisions that are made. Hoffee asked that council members not reply to the message so that we stay within the Open Meetings Act rules. These emails will be informational only. Discussion will need to take place at the next council meeting. Topic complete.

TOPIC:	Smart Traffic Lights
PRESENTED BY:	Mayor Hoffee

**DISCUSSION:** Mayor Hoffee distributed an informative email from ODOT about smart traffic lights and encouraged council to reach out to ODOT if they have questions. Vaughn offered to ask ODOT about the system installed in Claremont County and get feedback. Troyer is more interested in the controls of the systems rather than the radar detection.

ACTION ITEM/ASSIGNED TO: Contact ODOT with any questions so that we can move toward a decision about the smart traffic signals in the village.

TOPIC: New Water Billing System.		
PRESENTED BY: Administrator Troyer		
DISCUSSION: Implementation and training have been delayed again.		
ACTION ITEM/ASSIGNED TO: Update as available.		

TOPIC:	Bids 2026 landscaping	
PRESENTED BY: Administrator Troyer		
DISCUSSION: None have been received as of this date.		
ACTION ITEM/ASSIGNED TO: The deadline for bids is 10/31/25. Council will discuss after that date.		

TOPIC:	Missing Speed limit sign on East Jackson Street	
PRESENTED BY: Administrator Troyer		
<b>DISCUSSION:</b> ODOT is aware and will replace the sign.		
ACTION ITEM/ASSIGNED TO: ODOT to install new sign.		

TOPIC:	Employee Leave Donation Policy	
PRESENTED BY:	Vaughn	
<b>DISCUSSION:</b> Vaughn asked if we are still interested in implementing an employee leave donation policy.		

**DISCUSSION:** Vaughn asked if we are still interested in implementing an employee leave donation policy. Curry would like to see this move forward. Troyer thinks the ideal time to work on this is when the Personnel Policy Manual is updated.

**ACTION ITEM/ASSIGNED TO: Discuss during the update of the Personnel policy.** 

TOPIC:	Downtown Sidewalk Project/Smart Signals/Permissive Funds
PRESENTED BY:	Administrator Troyer

**DISCUSSION:** The post office crossing project is very nice. Visibility is great and the crosswalk seems much safer. After submitting the final invoice for the Post Office crossing project, Troyer asked for an update from the County Commissioners on the balance of our Permissive Fund balance. There is about \$90,000.00 in the fund. The fund gains about \$1,300 per month. The permissive funds can be used for

the smart traffic signal project. For example, \$40,000.00 of permissive funds can be used. Leaving the village share at about \$45,000.00. .

#### **NEW BUSINESS**

TOPIC:	Memorandum of Agreement – ODOT Snow & Ice	
PRESENTED BY:	Fiscal Officer Curry	
<b>DISCUSSION</b> : This memorandum agreement is approved annually by council for snow and ice operations and so that the village can purchase brine from ODOT.		
Motion made to approve the Memorandum of Agreement was made by Conn. Seconded by Hofstetter. All voted aye. Motion carried.		

TOPIC:	DORA revision to include Certain Sundays	
PRESENTED BY:	Mayor Hoffee	
<b>DISCUSSION</b> : Taylor Reining, Director of HDM addressed Council about DORA. She has heard all positive		
feedback from businesses. Some have already purchased more cups. Reining said that after the Antique		
Festival a couple of businesses asked if sales on Sundays could be considered.		
ACTION ITEM/ASSIGNED TO: We will consult with the Village solicitor about how to amend our current		
DORA guidelines.		

## **EXECUTIVE SESSION 8:09PM**

PURPOSE: To consider appointment and employment of a Village Solicitor.			
INVITED INTO EXECUTIVE SESSION: Council, Mayor, Administrator, Police Chief, Fiscal Officer, and Assistant Administrator.			
MOTION BY:	Conn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Conn	⊠Yes □No	Vaughn	⊠Yes □No
Hofstetter	⊠Yes □No	Polen	⊠Yes □No
Shoemaker	⊠Yes □No	Kellogg	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	

# RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 8:20PM

#### **EXECUTIVE SESSION ACTION**

ACTION: Conn made a motion to hire the Law Firm of Kick and Gilman as Millersburg Village Solicitor effective 10/14/2025 through 12/31/2026. Hofstetter seconded the motion. All voted aye. Motion Carried.

ACTION ITEM/ASSIGNED TO: Troyer will reach out to Thomas Gilman and other candidates. He will prepare the contract for solicitor.

## **ADJOURNMENT**

MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Polen	⊠Yes □No	Vaughn	⊠Yes □No
Hofstetter	⊠Yes □No	Conn	⊠Yes □No
Shoemaker	⊠Yes □No	Kellogg	⊠Yes □No
VOTING RESULTS:		YES: 6 NO: 0	

# **NEXT SCHEDULED MEETING**

TYPE OF MEETING:	Regular
DATE:	10/27/2025
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

## **MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	10/17/2025

# **ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	10/27/2025

# **CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	10/27/2025