

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 11/24/2025

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	Not Present
Polen	Present	Kellogg	Present

MOTION TO EXCUSE:	Conn		
MOTION BY:	Polen	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Polen	<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
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

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	Ryan Hershberger	Visitor
Andy Zollars	Visitor		

COMMUNITY CALENDAR/EVENTS

Community Calendar

- Nov 28 - Live Nativity Parade in Berlin 5:45pm
- Nov 30 – Millersburg Christmas Parade 2pm
- Dec 6 - Skyview Ranch Benefit and Silent Auction
- Dec 7 - Clue at the Mansion (330.674.0022 to purchase tickets!)
- Dec 13 - HDM Chocolate Walk

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		11/10/2025	
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	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
APPROVE MINUTES HELD ON		11/10/2025	
MOTION BY:	Kellogg	MOTION SECONDED BY:	Shoemaker
VOTING ROLL CALL:			
Kellogg	<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	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-30	Bills \$72,726.09	Payroll \$69,846.57	Total \$142,572.66
MOTION TO APPROVE BY:	Vaughn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<u>DRB & P&Z Commission</u> P&Z will meet December 3 rd to review a variance application for excess signage at Millersburg Tobacco.	
<u>Wooster Road/Jones Street Intersection</u> Completed	
<u>Sidewalk Project</u> Engineers are in the design phase of project. Cannot add more to the scope of the project at this point.	

Electrical Aggregation/Village Accounts

Aspen Energy is beginning to look at renewal pricing for the electrical aggregation that expires in June of 2026. We are also going to place the Village accounts that are not currently on a contracted rate on the aggregation through June of 2026 as current rates are much higher than the aggregation rate of \$0.0689/kWh. Currently, the Energy Choice Ohio apples to apples chart is showing a range from \$.0939 to \$.1550/kWh for 24-36 month fixed rates.

County Demolition Projects

The County Demolition projects are scheduled to start this week. In town, there are 5 properties to be demolished. 90 S. Mad, 136 S. Mad, 326 N. Mad, 113 N. Crawford and 314 Wooster Rd.

Airport Park

No update

Housing Study

Envision was given the go ahead and we will be having the kick-off meeting on December 2nd.

Downtown Traffic Signals

Pathmaster order placed for the Currux detection system. Once they notify us that the equipment is ready, we will coordinate installation with Signal Services.

Surplus Item Auction

Auction ended on 11/24 at 10:00 AM. Final sales prices are \$1538.00.

Annexation

The Holmes County Commissioners approved the Jordan Properties annexation. Our legislation for final approval will be introduced at the next meeting.

Former Terrace View Property

The former Terrace View property is being used for ghost tours however; proper permitting, inspection, and zoning laws have not been followed. The owner of the property and the operator of the tour company have been contacted but show no interest in complying with local laws. Kellogg provided proof that the property owner has known for over a year that zoning laws, etc. apply. Holmes Fire District 1 (State Fire Marshall) has initiated a cease and desist. Troyer asked the Village to follow suit with our own legal action. Troyer will contact the Village Solicitor to begin the process.

DEPARTMENT:	POLICE DEPARTMENT
REPRESENTATIVE'S NAME:	CHIEF, MATT SHANER
Chief reports that the position of Cadet has been offered to Conner Boggs. Boggs accepted the offer and is expected to start on 12/13/25. Chief will be working with the Village Solicitor to draft a cadet contract for Boggs and future cadets.	

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

-Public Official Bonds – Curry explained that public officials are required by ORC to be bonded. However, ORC allows entities to use a Faithful Performance of Duty policy instead of a bond. The Village’s current property and liability insurance policy includes a Faithful Performance of Duty policy which satisfies state law. In the Village’s codified ordinances section 131.02, the mayor specifically is required to be bonded. This ordinance is more stringent than ORC. Therefore, Curry proposed that council pass Ord 2025-109 to repeal codified ordinance 131.02 and pass Res 2025-32 which allow the Village’s Faithful Performance of Duty policy to replace public official bonds.

-Curry explained correspondence received from the **Ohio Division of Liquor Control**. On February 1, 2026, all class C and D liquor permits in the Village expire. Council can object to any one or all the permit renewals no later than Jan. 2, 2026. Council members affirmed there are no objections. No action needed.

DEPARTMENT:	MAYOR
REPRESENTATIVE’S NAME:	KELLY HOFFEE
<u>Council Calendar</u> <ul style="list-style-type: none"> • Nov 24 – Council Meeting • Dec 3 - DRB and Planning & Zoning Board • Dec 8 – Council Meeting • Dec 15 – Tree City Board Meeting • Dec 22 - Council/Ugly Sweater Meeting <p>Mayor Hoffee will not be holding regular office hours in December. However, if anyone needs to speak with her, feel free to call to schedule and appointment.</p>	

LEGISLATION

NUMBER:	2025-107		
TITLE:	An Ordinance Amending Zoning Map (Zoned Territory) Of The Village Of Millersburg		
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Passage		
MOTION TO APPROVE 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	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:	YES: 5 NO: 0		

NUMBER:	2025-108
TITLE:	Annual Appropriation Ordinance For The Village Of Millersburg.
CLASSIFICATION:	Ordinance

STATUS:	1st Reading
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NUMBER:		2025-109	
TITLE: An Ordinance Repealing Codified Ordinance 131.02 Of The Village Of Millersburg, Ohio, Relating To The Mayor’s Official Bond, And Declaring An Emergency			
CLASSIFICATION:		Ordinance	
STATUS:		1st Reading	
MOTION TO WAIVE THE RULES FOR 2 ND & 3 RD READING	Vaughn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Polen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
MOTION TO APPROVE BY:	Kellogg	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
Kellogg	<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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

NUMBER:	2025-32
TITLE: A Resolution Authorizing The Village Of Millersburg To Use "Employee Dishonesty And Faithful Performance Of Duty Policy" Through PEP Instead Of Individual Surety Bonds For Officers, Employees, And Appointees	
CLASSIFICATION:	Resolution
STATUS:	1st Reading

OLD/UNFINISHED BUSINESS

TOPIC:	New Water/Sewer Billing System
PRESENTED BY:	Administrator Troyer
DISCUSSION: We are getting closer to implementation of the new system. The December billing will be run in both the old and the new system to be sure all data has been transferred properly. This billing will be distributed as it has been in the past, a post-card billing. If all goes well, this will be the final billing in the old system.	

TOPIC:	Alley Vacation
PRESENTED BY:	Administrator Troyer

DISCUSSION: Surveying is needed to get the process started.
ACTION ITEM/ASSIGNED TO: Troyer will contact the surveyor.

TOPIC:	Pavement Striping
PRESENTED BY:	Mayor Hoffee
DISCUSSION: It is reported that all pavement striping has been completed by Melway paving.	
ACTION ITEM/ASSIGNED TO: Topic Complete.	

TOPIC:	Airport Park Lighting
PRESENTED BY:	Mayor Hoffee
DISCUSSION: No update	

TOPIC:	WHIRE
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee reports that December is the busiest month of the year for WHIRE (Wayne Holmes Information Referral Exchange). Many are in need of energy assistance, financial and food assistance.	

TOPIC:	Motions brought to Council Floor
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Mayor Hoffee reminded council to be specific when making a motion. Specific details should be included in the motion to provide clarity to all. Motions should reflect the details in the discussion leading to the motion.	

TOPIC:	Authorize Village Administrator to make certain decisions
PRESENTED BY:	Kellogg
<p>DISCUSSION: Kellogg discussed why it is necessary for council to vote to approve certain requests such as temporary closing of a parking space, reservation of a park, facility or pavilion reservation and temporary closure of a street for a festival or event. Kellogg said that the Village Administration, Nate Troyer, has 20+ years of experience, and she trusts him to make such decisions. Council members discussed the topic and agreed that they are confident that the administrator can make such decisions without council approval. It was suggested that should Troyer be unavailable, Assistant Administrator, Cline, should be able to make these decisions as well. All agreed that it is a good idea for Troyer to report these things at the next council meeting. Troyer emphasized that if council sees something closed, blocked off or reserved and they have questions to call him. Visitor, Ryan Hershberger, asked if a sign can be placed when there is a temporary closure of a parking space. Troyer agreed.</p> <p>Kellogg made a motion to allow Administrator, Nate Troyer, or in his absence, Assistant Administrator, Chad Cline, to make decisions on requests for temporary parking space closures, park and facility reservations, and temporary street or alley closures for festivals/events. Vaughn seconded the motion. All voted Aye. Motion passed.</p>	

EXECUTIVE SESSION 7:33PM

PURPOSE: To discuss the compensation of a public employee or official.			
INVITED INTO EXECUTIVE SESSION: Only council member and the mayor. Administrative employees will join later.			
MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
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		
VOTING RESULTS:		YES: 5 NO: 0	

RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 7:45PM**EXECUTIVE SESSION ACTION**

NUMBER:	2025-31
TITLE: A Resolution Setting Wages and Salaries for Elected Officials, Salaried and Hourly Employees of the Village of Millersburg, and to Define Paid Time Off and Employee Benefits	
CLASSIFICATION:	Resolution
STATUS:	1st Reading

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	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>12/8/2025</u>
TIME:	7:00 PM
LOCATION: Council Chambers	6 N Washington St Millersburg, OH 44654

MINUTES PREPARED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	12/3/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	12/8/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	12/8/2025