

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 8/11/2025

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	Chad Cline	Asst Administrator
Bobbie Curry	Fiscal Officer	Matt Shaner	Police Chief
Bob Hines	Solicitor	David Shrock	Visitor
Melissa Patrick	Media/Reporter	Ryan Hershberger	Visitor

### COMMUNITY CALENDAR/EVENTS

#### Community Calendar

- September 5-6 - Berlin Harvest Festival and Rib Cook-Off
- September 11 - Our Town Millersburg Part 3
- September 20 - Art in the Burg
- October 4-5 - Antique Festival
- October 25 - Boo in the Burg and Millersburg Trick or Treat

#### **Bicentennial Coloring Contest Banners**

Hoffee was approached by a family member of one of the coloring contest winners asking what the village plans to do with the banners when are taken down. Since the banners say 'bicentennial' and will not be displayed in the future, council would like to give them to the children.

### APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:	Regular
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<b>SUSPEND READING OF MINUTES HELD ON:</b>		7/14/2025	
<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	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	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	
<b>MOTION BY:</b>	Shoemaker	<b>MOTION SECONDED BY:</b>	Vaughn
<b>VOTING ROLL CALL:</b>			
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	Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Polen	<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 2025-19</b>	Bills \$115,711.04	Payroll \$157,451.52	Total \$273,162.56
<b>MOTION TO APPROVE BY:</b>	Kellogg	<b>MOTION SECONDED BY:</b>	Conn
<b>VOTING ROLL CALL:</b>			
Kellogg	<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	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
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### REPORTS OF OFFICERS

<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ASST. VILLAGE ADMINISTRATOR, CHAD CLINE</b>
<p><b><u>DRB &amp; P&amp;Z Commission</u></b>  No August meeting  <b><u>Wooster Road/Jones Street</u></b>  Melway has been contacted and is scheduled to complete work – Should be finished up in September.  <b><u>Sidewalk Project &amp; Post office/parking lot crosswalk upgrades</u></b>  Thomas concrete has completed both projects.  Sidewalk/drive repairs at three locations to be completed by another contractor (Bag's parking lot area, the new Veteran's Memorial, and a driveway repair from our water-main break last year.)</p>	

**Airport Park**

Waiting for update on the playground equipment.

**Old/Unfinished business**

- No Name/S. Clay-Right Turn Only Completed – Sign placed
- Clay Street Park-Parking/Lutheran Church Completed – Sign placed
- Downtown Sidewalk Project- Met with engineers and Arnie Oliver
- Street signs from ODOT- ODOT has the signs here in Holmes County and will be installed within 2 weeks.

Shoemaker commended the crosswalk project at the Post Office, Nice job! The crosswalk is much more visible and safer.

Cline will meet with the Postmaster soon to discuss the permanent placement of the mail drop boxes.

<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>CHIEF, MATT SHANER</b>
Transport for Christ truck parade is planned to take place on September 20 <sup>th</sup> . More details will be shared as the event develops.	

<b>DEPARTMENT:</b>	<b>FISCAL</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>FISCAL OFFICER, BOBBIE CURRY</b>
<ul style="list-style-type: none"><li>• July financials acknowledged</li><li>• The Finance/Audit Committee met on 7/28/25. Went over the 2026 budget. The budget summary was distributed.</li></ul>	

<b>DEPARTMENT:</b>	<b>SOLICITOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>ROBERT HINES</b>
<ul style="list-style-type: none"><li>• Opioid Settlement: 8 additional pharma companies have been added to the settlement. A resolution will be introduced this evening to include those companies and to authorize Curry as the authorized signer for the settlement. Hines researched on the internet and compiled information for Curry on various aspects of the settlement and how to access the funds.</li><li>• Sale of Millersburg Mobile Home Park: Offers to purchase have been made but withdrawn. There are currently no offers on the table.</li><li>• Indigent Burial Policy: The policy will need revision relating to the setting of the headstones and the total number of cremains to be buried.</li><li>• Letter of Resignation: Resignation letter dated 8/7/25 was read by Hines.</li></ul>	

<b>DEPARTMENT:</b>	<b>MAYOR</b>
<b>REPRESENTATIVE'S NAME:</b>	<b>KELLY HOFFEE</b>

**Council Calendar**

- September 8 – Council Meeting
- September 22 – Council Meeting
- October 13 – Council Meeting

**COMMITTEE REPORTS**

<b>COMMITTEE:</b>	<b>Finance/Audit Committee</b>
<b>PRESENTED BY:</b>	Fiscal Officer Curry
DISCUSSION: 2026 Budget was discussed. Work on appropriations for 2026 will begin in the next couple of months to plan all 2026 expenditures.	

<b>COMMITTEE:</b>	<b>Records Commission</b>
<b>PRESENTED BY:</b>	Fiscal Officer Curry
DISCUSSION: The records commission met prior to tonight's council meeting. Our annual records disposal is prepared and will take place on 8/28/25.	

**LEGISLATION**

<b>NUMBER:</b>	<b>2025-17</b>
<b>TITLE: A Resolution Authorizing The Transfer Of Sums From The General Fund To The Street Maintenance &amp; Repair Fund; To The Cemetery Operating Fund; To The Police Disability And Pension Fund; And To The Sidewalk Replacement Fund.</b>	
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	2nd Reading

<b>NUMBER:</b>	<b>2025-20</b>
<b>TITLE: A Resolution Approving Participation In The New National Opioid Settlements With Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, And Zydus.</b>	
<b>CLASSIFICATION:</b>	Resolution
<b>STATUS:</b>	1st Reading

**OLD/UNFINISHED BUSINESS**

- N Clinton/E Jackson – Right turn only – **No Action - COMPLETE**
- No Name/S Clay – Right turn only – **COMPLETE**
- Clay Street Park – Parking/Lutheran Church – **COMPLETE**
- Post Office Crosswalk – **COMPLETE**

<b>TOPIC:</b>	<b>Village Promotion Video (Industry/Manufacturing)</b>
<b>PRESENTED BY:</b>	Shoemaker, Hoffee
<b>DISCUSSION:</b> Hoffee would like to get a meeting set up with Taylor Sigler from Historic Downtown Millersburg. Shoemaker's schedule is open. He asked why Sigler does not attend the Holmes County Planning Commission's meetings where these types of things are discussed.	

**ACTION ITEM/ASSIGNED TO:** Hoffee will work with Sigler and Shoemaker to schedule a meeting to discuss the promotional video.

<b>TOPIC:</b>	<b>Council Rules</b>
<b>PRESENTED BY:</b>	Vaughn
<b>DISCUSSION:</b> Rule 34 was revised after the last council meeting. There have been no questions, comments, or discussion about the revised rule. Vaughn suggests that we are ready to move forward and approve the new council rules. Hofstetter said that in Rule 34, there is one sentence that does not make sense as it is written. Under Rule 34, the sentence, "A vote to adjourn into executive session must be made by roll call with an affirmative vote of all by a majority of the Council." Will be revised to read, "A vote to adjourn into executive session must be made by roll call with an affirmative vote by a majority of the Council." With that change, council is ready to vote to accept the new Council Rules. <b>A motion to approve changes to Council Rules was made by Conn. Seconded by Kellogg. All voted aye. Motion Carried.</b>	
<b>ACTION ITEM/ASSIGNED TO:</b> Curry will see to it that the <b>Request Form to Bring an Item to Village Council for Official Discussion and/or Consideration (Appendix 2)</b> is both posted to the website and that hard copies are available at Village Hall before the next meeting. The new council rules will go into effect at the next meeting. Topic complete	

<b>TOPIC:</b>	<b>Wooster Road Water Line Project</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Hoffee is waiting to hear back from Troy Balderson's office.  *Hoffee did hear back about the Planning Grant through Ohio Jobs. After having been initially denied, Hoffee has since learned that we have been approved. When Administrator Troyer returns from vacation, he will be in touch with Hoffee and the grant administrator.	
<b>ACTION ITEM/ASSIGNED TO:</b> Hoffee to report back when grant info becomes available.	

<b>TOPIC:</b>	<b>Bids/RFPs for 2026 Landscaping &amp; Village Solicitor</b>
<b>PRESENTED BY:</b>	Fiscal Officer Curry
<b>DISCUSSION:</b> Curry has been working on the solicitor RFP and plans to have them sent out as soon as possible. Curry will confer with Administrator Troyer about the bids for 2026 landscaping/hanging baskets, etc.	
<b>ACTION ITEM/ASSIGNED TO:</b> Curry & Troyer will update council at the next meeting.	

<b>TOPIC:</b>	<b>Hydrant Flushing</b>
<b>PRESENTED BY:</b>	Chad Cline
<b>DISCUSSION:</b> Hydrant flushing started a couple of weeks ago and continues throughout the village.	
<b>ACTION ITEM/ASSIGNED TO:</b> Administrator to report when hydrant flushing is completed.	

<b>TOPIC:</b>	<b>Medical Providers in the County</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Hoffee researched this topic. She reports that the hospital can offer sign-on bonuses and leverage for state and federal funding to offer student loan repayment assistance. The hospital can also work with medical schools and residency programs to recruit medical providers. Hoffee plans to sit down with the new CEO at Pomerene Hospital soon to discuss this topic further.	
<b>ACTION ITEM/ASSIGNED TO:</b> None	

<b>TOPIC:</b>	<b>Rules for Merchandise on Village Sidewalks</b>
<b>PRESENTED BY:</b>	Hofstetter
<b>DISCUSSION:</b> Since we are moving forward with the downtown sidewalk project, Hofstetter suggests we discuss the rules for merchandise on the downtown sidewalks. Cline feels that when the sidewalk project begins, that would be the most opportune time to discuss the enforcement of the rules already in place with each of the business owners. Specifics of the rules may be discussed further.	
<b>ACTION ITEM/ASSIGNED TO:</b> Discuss specifics of the rules that are in place prior to the start of the sidewalk project.	

<b>TOPIC:</b>	<b>New Employees</b>
<b>PRESENTED BY:</b>	Mayor Hoffee
<b>DISCUSSION:</b> Ron Kiner started on 8/3/25 as full-time police patrol officer. Steve McKinney started on 8/11/25 in the street department.	
<b>ACTION ITEM/ASSIGNED TO:</b> None	

#### EXECUTIVE SESSION 7:29PM

<b>PURPOSE:</b> To consider the appointment or employment of a public employee or official			
<b>INVITED INTO EXECUTIVE SESSION:</b> Council, the Mayor, Police Chief, Fiscal Officer, Solicitor, and Asst Administrator.			
<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	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	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

#### RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 7:31PM

#### EXECUTIVE SESSION ACTION

<b>ACTION:</b> Motion to accept the resignation of Solicitor Bob Hines pending the appointment of a new solicitor was made by Vaughn. Seconded by Hofstetter. All voted aye. Motion Carried.
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**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	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	Shoemaker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>VOTING RESULTS:</b>		YES: 6 NO: 0	

**NEXT SCHEDULED MEETING**

<b>TYPE OF MEETING:</b>	Regular
<b>DATE:</b>	<u>9/8/2025</u>
<b>TIME:</b>	7:00 PM
<b>LOCATION:</b> Council Chambers	6 N Washington St Millersburg, OH 44654

**MINUTES PREPARED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	8/15/2025

**ATTESTED BY**

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/8/2025

**CERTIFICATION**

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	9/8/2025