

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 9/8/2025

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	Not Present	Kellogg	Present

MOTION TO EXCUSE:	Polen		
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shoemaker	<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
Kellogg	<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	Bob Hines	Solicitor
Melissa Patrick	Media/Reporter	Dave Shrock	Visitor
Ryan Hershberger	Visitor	Andy Zollars	Visitor

COMMUNITY CALENDAR/EVENTS

Community Calendar

- September 11 - 9/11 Memorial Stair Climb at Courthouse
- 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

Proclamation:

National Adult Education & Family Literacy Week – September 15-19, 2025 – Adult Literacy Week.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		8/11/2025	
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
Shoemaker	<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	Kellogg	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
CORRECTIONS (If any):			
MOTION BY:	Hofstetter	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
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
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-21	Bills \$134,249.13	Payroll \$149,722.56	Total \$283,971.69
MOTION TO APPROVE BY:	Conn	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
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		
VOTING RESULTS:		YES: 5 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<u>DRB & P&Z Commission</u> DRB approved window replacements at American Hall. P&Z passed a resolution recommending approval of an annexation and change of zoning for Jordan Properties on E. Jones Street. We need to set a public hearing for the change of zoning	

that will happen simultaneously with the annexation. Hearing was set for October 13 at 6:45PM.

Wooster Road/Jones Street Intersection

No update, Melway will finalize the project as their schedule allows.

Sidewalk Project

We met with the County and Ohio Regional Development Corporation (grant admin) to finalize the scope of the downtown sidewalk project. With the funds available we will be able to complete both sides of Jackson between Mad Anthony and Washington as well as the north block of Jackson between Washington and Clay. Now Quicksall can finalize their costs and proceed with an agreement for engineering.

Wooster Road Waterline

I submitted a pre-application for OPWC funding for the Wooster Road waterline replacement project. We will also be applying for CDBG funding for this project. If both applications are successful, we should have very little local funding required.

Airport Park

No update-awaiting equipment delivery/install.

Sale of Items

We have the old Village entrance and Village Hall signs, some playground equipment and a desk that are no longer needed. Is Council ok with selling these items on GovDeals? If so, we will prepare the necessary legislation for the next meeting.

Board Vacancies

Tom Wengerd has resigned from the Design Review Board and Kim Kellogg has resigned from Tree City. Thanks to Tom and Kim for their years of service to the Village.

Street Closure

HDM has requested the closure of South Monroe and Court Streets for Art in the Burg on 9/20/2025. **Hofstetter made a motion to approve the closure of South Monroe and Court Streets on 9/20/2025. Vaughn seconded the motion. All voted aye. Motion Carried.**

DORA

Materials for DORA are in: Door stickers for merchants, cups for participating businesses, sidewalk stickers to mark boundaries and information sheets for merchants. DORA should be implanted within a week or two.

Solicitor RFP Response

Review/discussion of responses received. Determine next steps in selection process. It is preferable that all council members and administrative staff be involved in the selection process for the Village's new solicitor. Troyer suggests choosing the top proposals and proceeding with interviews. Discussion will continue in executive session this evening.

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

Transport for Christ Truck Parade

The Transport for Christ Truck show and parade will be held on September 20th beginning at 6PM. It will begin at Harvest Ridge and proceed through town. Traffic will be stopped and maintained by officers to move the parade through town as quickly and efficiently as possible.

Personnel

Officer Jeff Lay resigned effective 8/21/2025. Chief will be advertising two patrol officer positions.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<u>August Financials</u> August Financials acknowledged by all	
<u>Insurance Services</u> Curry informed council of a change in the Village's insurance servicing agent/Insurance brokerage services. The Village is now using Hummel Group rather than Huntington Insurance. Hummel has already provided exceptional customer service. There is no change to our medical/dental/life insurance at this time.	
<u>Executive Session</u> Curry has an item to discuss in executive session.	

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
No report.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
<u>Council Calendar</u> <ul style="list-style-type: none">• September 22 – Council Meeting• October 13 – Council Meeting• October 15 6:00PM – Tree City Meeting• October 27 – Council Meeting	

LEGISLATION

NUMBER:		2025-17	
TITLE: A Resolution Authorizing the Transfer of Sums from The General Fund to The Street Maintenance & Repair Fund; To the Cemetery Operating Fund; To the Police Disability and Pension Fund; And to The Sidewalk Replacement Fund			
CLASSIFICATION:		Resolution	
STATUS:		3rd Reading	
MOTION TO:	Pass/Adopt		
MOTION BY:	Vaughn	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			

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: 5 NO: 0	

NUMBER:	2025-20
TITLE: A Resolution Approving Participation in The New National Opioid Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, And Zydus.	
CLASSIFICATION:	Resolution
STATUS:	2nd Reading

NUMBER:		2025-22	
TITLE: A Resolution Approving Participation in The National Opioid Settlement with Purdue (And Certain of Its Affiliates) And the Sackler Family and Declaring an Emergency			
CLASSIFICATION:		Resolution	
STATUS:		1st Reading	
MOTION TO:		Suspend the 2 nd and 3 rd Readings	
MOTION BY:		Hofstetter	MOTION SECONDED BY: Kellogg
VOTING ROLL CALL:			
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
Conn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VOTING RESULTS:		YES: 5 NO: 0	
MOTION TO:		Pass/Adopt	
MOTION BY:		Vaughn	MOTION SECONDED BY: Conn
VOTING ROLL CALL:			
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	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	

NUMBER:	2025-23
TITLE: A Resolution Authorizing The Mayor to Sign the Annexation Agreement with Jordan Properties, LLC. And Hardy Township Trustees	
CLASSIFICATION:	Resolution
STATUS:	1st Reading

OLD/UNFINISHED BUSINESS

TOPIC:	Shoemaker discussion concerning promotion of Village
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker, Troyer, and Cline met with Taylor Sigler from Historic Downtown Millersburg about the desire to attract small manufacturing businesses to the Village of Millersburg. Previously, Sigler thought this was something that HDM can assist with. However, upon discussion, that is not the case.	

TOPIC:	New water bill system – Update
PRESENTED BY:	Fiscal Officer Curry
DISCUSSION: The new billing system is being implemented. The next billing cycle will be done both in the old system and in the new system to be sure all account data has transferred properly and the new system functions as it should. Water/Sewer bills will look the same this cycle as in the past.	
ACTION ITEM/ASSIGNED TO: None. Troyer to report when new system is fully implemented.	

TOPIC:	Wooster Rd Waterline Project – Update & DORA
PRESENTED BY:	Administrator Troyer
DISCUSSION: See administrators report.	

TOPIC:	Downtown Sidewalks/Trees/Rules for Merchandise on Sidewalks
PRESENTED BY:	Kellogg, Administrator Troyer, Visitor Dave Shrock
DISCUSSION: See Administrators report for sidewalk project update. Rules for merchandise on sidewalks will be discussed later. Visitor and Tree City Commission member, Dave Shrock suggests that the decision about trees along the sidewalks in the downtown area should be made sooner than later. He feels that the best option is to eliminate the trees. Kellogg reports that the Tree City Commission meetings have been fruitful. She has encouraged the downtown business owners to attend the meetings and provide feedback on the trees along the sidewalks. None of the business owners have come to the meetings. Kellogg is concerned that the width of our sidewalks is too narrow for trees. Having the trees line the sidewalks makes it impossible for more than a couple of pedestrians to pass on the sidewalks. While she understands the reasons for the trees along the downtown streets and even voted in favor of them previously, she thinks this topic needs to be reconsidered. Mr. Shrock pointed out that omitting the trees will eliminate the need for cutouts in the new sidewalk plans which will save money and allow for more sidewalks to be installed. Shrock suggests trying this in one sidewalk section to see how it goes. Troyer thinks this may be a good option. The downtown area is just too crowded for the trees. Conn is open to the idea of planters instead of trees. Hofstetter thinks there is a 'right' tree and a 'right' spot for them. He pointed out that the trees are also used for decorating and feels that they will be missed. Hofstetter reminded us that trees also buffer traffic noise. Kellogg disagrees. Shoemaker said that he agrees with everything Hofstetter said,	

especially that the trees look nice. Hoffee asked Chad Cline to research tree species that grow up - not out and report back to council.

ACTION ITEM/ASSIGNED TO: Chad Cline is to research tree species that would be appropriate for the Village's needs and report to council by email prior to the next council meeting. Once tree species are discussed, council will decide how to proceed.

TOPIC:	Street Signs (Speed Zones)
PRESENTED BY:	Administrator Troyer
DISCUSSION:	ODOT has installed the new speed limit signs.
ACTION ITEM/ASSIGNED TO:	None. Completed topic.

TOPIC:	Bids/RFPs for 2026 landscaping, etc. and Solicitor
PRESENTED BY:	Administrator Troyer
DISCUSSION:	Troyer is finalizing the bid request for landscaping/hanging baskets for 2026. Once completed, the bid requests will be sent to area landscaping businesses. RFPs for Solicitor are in. As stated earlier, a special meeting to select a new solicitor will take place on 10/6/2025 at 4:30PM.
ACTION ITEM/ASSIGNED TO:	Troyer/Curry will finish the bid request and distribute to landscaping companies.

TOPIC:	Hydrant Flushing
PRESENTED BY:	Administrator Troyer
DISCUSSION:	Hydrant Flushing is complete
ACTION ITEM/ASSIGNED TO:	None - Completed topic.

TOPIC:	Restriping/Pavement Markings Port Washington Rd and Glen Drive
PRESENTED BY:	Administrator Troyer
DISCUSSION:	Melway will finalize the project as their schedule allows.
ACTION ITEM/ASSIGNED TO:	None. Troyer will report when complete.

TOPIC:	Loss of Medical Providers in the County
PRESENTED BY:	Mayor Hoffee
DISCUSSION:	Hoffee met with Pomerene Hospital CEO, Dr Ann Gunther. The hospital has hired a recruiter to bring medical providers to our community. There are two new Nurse Practitioners coming to town – both of which are West Holmes Graduates. Dr. Gunther is planning great things for Pomerene Hospital.

ACTION ITEM/ASSIGNED TO: None - Completed topic.

NEW BUSINESS

TOPIC:	Recognition of Citizen for Clean-up Efforts
PRESENTED BY:	Kellogg
DISCUSSION: Kellogg would like to recognize a young lady who recently picked up litter and pulled weeds in the parking lot across from the post office. Kellogg does not know the person's name, but she would like to thank her. Mayor Hoffee said the person's name is Beth (no last name given). THANK YOU, Beth!	

VISITOR(S):

TOPIC:	Resignation of Jeff Lay
PRESENTED BY:	Ryan Hershberger
DISCUSSION: Ryan Hershberger found out last month that Captain Jeff Lay resigned and accepted a position with Strasburg Police Department. Hershberger said he does not know why Lay resigned but that people around town are talking. Hershberger is asking council to go into executive session to discuss Lay's resignation with an open mind. He reports that Lay told him that he did not want to resign. Hershberger hopes that after 28 years of service, Lay is recognized in some way. He said Lay deserves for council to take a good look at the circumstances leading to Lay's resignation. Hoffee said that we appreciated Jeff Lay very much and that his resignation has left a big hole in the Police Department.	

EXECUTIVE SESSION 7:47PM

PURPOSE: To discuss the discipline of a public employee and to discuss matters required to be kept confidential by federal law or regulations			
INVITED INTO EXECUTIVE SESSION: Council, Mayor, Administrator, Police Chief, Fiscal Officer, Asst Administrator, and Solicitor.			
MOTION BY:	Vaughn	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
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	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	

RETURN FROM EXECUTIVE SESSION TO REGULAR/OPEN SESSION 8:59pm

EXECUTIVE SESSION ACTION

ACTION: No Action.
ACTION ITEM/ASSIGNED TO: Special Meeting for Council, Mayor, and administrative staff to select the new Village Solicitor scheduled for October 6 th at 4:30PM.

ADJOURNMENT

MOTION BY:	Conn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Conn	<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	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>9/22/2025</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	9/12/2025

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	9/22/2025

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	9/22/2025