



VILLAGE OF MILLERSBURG

6 North Washington Street
Millersburg, Ohio 44654
FAX (330) 674-9044
www.millersburgohio.co
m

Kelly Hoffee, Mayor

Nathan Troyer, Village Administrator

Bobbie Curry, Village Fiscal Officer, Tax Administrator

Matthew Shaner, Police Chief

Village Offices (330) 674-1886
Income Tax (330) 674-6891
Police Department (330) 674-5931

AGENDA

Date: September 8, 2025

REGULAR SESSION OF COUNCIL - 7:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Community Spotlight
 - a. Community Events/Meeting
 - b. Proclamation
 - c. Discussion/Feedback
 - d. Visitors

5. Previous Minutes

Meeting Date: 8/11/2025

6. Bills:

Resolution 2025-21

Bills	\$134,249.13
Payroll Date 8/14/25	\$69,365.22
Payroll Date 8/28/25	\$80,357.34
Total	\$283,971.69

7. Reports of Officers:

a. Administrator:

b. Chief:

c. Fiscal Officer:

d. Solicitor:

Report attached

Executive Session (Discipline of
Employee)

-August Financials

-Executive Session (Matter required to
be kept confidential under federal
law/regulations)

Opioid Settlement Legislation

- e. Mayor:
 - i. Upcoming Committee Meetings

8. Report of Committees:

9. Legislation:

Res 2025-17

3rd Reading and Pass

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

Res 2025-20

2nd Reading

A Resolution Approving Participation In The New National Opioid Settlements With Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, And Zydus

Res 2025-22

1st Reading, 2nd and 3rd Waived, Pass

A Resolution Approving Participation In The National Opioid Settlement With Purdue (And Certain Of Its Affiliates) And The Sackler Family And Declaring An Emergency

Res 2025-23

1st Reading

A Resolution Authorizing The Mayor To Sign The Annexation Agreement With Jordan Properties, LLC. And Hardy Township Trustees

10. Old/Unfinished Business:

- a) S Clay Street pavement striping – **Waiting for ODOT**
- b) Smart Traffic Lights (permissive funds? ODOT Rep attend meeting?)
- c) Shoemaker discussion concerning promotion of Village
- d) New water bill system – Update
- e) Tax Incentive discussion at Mobile Home Park
- f) Wooster Rd Waterline Project – Update (Troyer)
- g) DORA
- h) Sill Street sidewalks
- i) Rules for merchandise on Village Sidewalks (30 inches) – Review Rules and enforce when sidewalk project starts
- j) ECOBA invite to council
- k) Alley vacation between 419 Wise St and 711 Maxwell Ave

- l) Downtown Sidewalk Project update – Update (Troyer)
- m) Location of areas that are without streetlights
- n) Indigent Burial Site dedication – Waiting for Ceremony Date
- o) Street signs from ODOT – Waiting on ODOT to Install
- p) Employee Leave Donation Policy
- q) Bids/RFPs for 2026 landscaping, etc. and Solicitor - Update
- r) Hydrant Flushing - Update
- s) Restriping/Pavement Markings Port Washington Rd and Glen Drive
- t) Loss of Medical Providers in the County – Hoffee to meet with Pomerene CEO

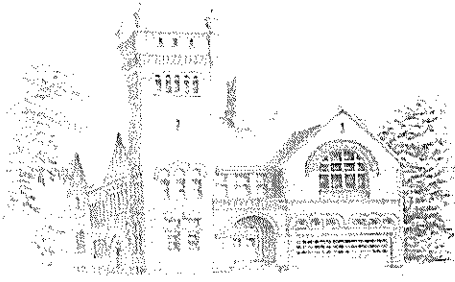
11. New Business:

12. Visitor Feedback/Discussion:

13. Executive Session: To discuss the discipline of a public employee and to discuss matters required to be kept confidential by federal law or regulations.

14. Executive Session Action:

15. Adjournment



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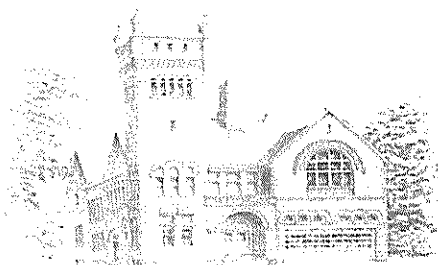
FROM THE DESK OF
—MAYOR—
KELLY HOFFEE

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

Council Calendar

- September 22 – Council Meeting
- October 13 – Council Meeting
- October 27 - Council



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HONORARY PROCLAMATION

National Adult Education & Family Literacy Week (September 15-19, 2025)

WHEREAS, more than 43 million Americans can't read or write at the most basic level while 62.7 million lack basic math skills, as well as the credentials and skills necessary to succeed in post-secondary education; and

WHEREAS, every year, one in three young adults drops out of high school; and

WHEREAS, American Action Forum estimates that America is short an estimated 7.5 million private sector workers across all skill levels; and

WHEREAS, Adult Education programs contribute to solving these challenges by helping Americans move along the continuum in their educational journey to achieve basic skills and get prepared for career and college; and

WHEREAS, Adult Education programs in high schools and adult schools, community colleges and community centers offer low cost, high value programs that upgrade the skill set of our citizens; and

WHEREAS, our Village of Millersburg, Ohio celebrates Adult Education and Family Literacy Week as a proud participant in the national Educate & Elevate Campaign which helps our citizens learn about all of their Adult Education options to attain their professional and personal goals.

NOW, THEREFORE, I, Kelly Hoffee, Mayor of the Village of Millersburg, proclaim September 15-19, 2025. as

ADULT LITERACY WEEK

in the Village of Millersburg.

GIVEN under my hand and the Executive Seal of the Village of Millersburg, this 8th day of September, 2025.

Kelly Hoffee,
Mayor

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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SUSPEND READING OF MINUTES HELD ON:		7/14/2025	
MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	
MOTION BY:	Shoemaker	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2025-19	Bills \$115,711.04	Payroll \$157,451.52	Total \$273,162.56
MOTION TO APPROVE BY:	Kellogg	MOTION SECONDED BY:	Conn
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	ASST. VILLAGE ADMINISTRATOR, CHAD CLINE
<p><u>DRB & P&Z Commission</u> No August meeting <u>Wooster Road/Jones Street</u> Melway has been contacted and is scheduled to complete work – Should be finished up in September. <u>Sidewalk Project & Post office/parking lot crosswalk upgrades</u> 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.

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

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

DEPARTMENT:	SOLICITOR
REPRESENTATIVE'S NAME:	ROBERT HINES
<ul style="list-style-type: none">• 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.• Sale of Millersburg Mobile Home Park: Offers to purchase have been made but withdrawn. There are currently no offers on the table.• Indigent Burial Policy: The policy will need revision relating to the setting of the headstones and the total number of cremains to be buried.• Letter of Resignation: Resignation letter dated 8/7/25 was read by Hines.	

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE

Council Calendar

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

COMMITTEE REPORTS

COMMITTEE:	Finance/Audit Committee
PRESENTED BY:	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.	

COMMITTEE:	Records Commission
PRESENTED BY:	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

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:	2nd Reading

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:	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**

TOPIC:	Village Promotion Video (Industry/Manufacturing)
PRESENTED BY:	Shoemaker, Hoffee
DISCUSSION: 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.

TOPIC:	Council Rules
PRESENTED BY:	Vaughn
DISCUSSION: 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. A motion to approve changes to Council Rules was made by Conn. Seconded by Kellogg. All voted aye. Motion Carried.	
ACTION ITEM/ASSIGNED TO: Curry will see to it that the Request Form to Bring an Item to Village Council for Official Discussion and/or Consideration (Appendix 2) 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	

TOPIC:	Wooster Road Water Line Project
PRESENTED BY:	Mayor Hoffee
DISCUSSION: 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.	
ACTION ITEM/ASSIGNED TO: Hoffee to report back when grant info becomes available.	

TOPIC:	Bids/RFPs for 2026 Landscaping & Village Solicitor
PRESENTED BY:	Fiscal Officer Curry
DISCUSSION: 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.	
ACTION ITEM/ASSIGNED TO: Curry & Troyer will update council at the next meeting.	

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

TOPIC:	Medical Providers in the County
PRESENTED BY:	Mayor Hoffee
DISCUSSION: 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.	
ACTION ITEM/ASSIGNED TO: None	

TOPIC:	Rules for Merchandise on Village Sidewalks
PRESENTED BY:	Hofstetter
DISCUSSION: 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.	
ACTION ITEM/ASSIGNED TO: Discuss specifics of the rules that are in place prior to the start of the sidewalk project.	

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

EXECUTIVE SESSION 7:29PM

PURPOSE: To consider the appointment or employment of a public employee or official			
INVITED INTO EXECUTIVE SESSION: Council, the Mayor, Police Chief, Fiscal Officer, Solicitor, and Asst Administrator.			
MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

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

EXECUTIVE SESSION ACTION

ACTION: 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

MOTION BY:	Polen	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
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
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>9/8/2025</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	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

Resolution for the payment of certain bills. Now be it ordained by the Council of the Village of Millersburg, Holmes County, Ohio, that the following described bills be allowed and paid from the respective funds designated below, and that the Clerk-Treasurer is directed to draw proper warrants of said Village for the amounts so designated.

RESOLUTION 2025-21

Bills paid 8/25/25

Vendor	Description	Fund	Total
Advance Auto	Supplies	Multiple	\$272.28
AEP	Utilities	Multiple	\$5,878.08
Ag Pro	Motor Oil	Street, Cemetery	\$491.18
Alo Novus	Legal Ad	General	\$61.50
AT&T Fiest Net	Communication	Multiple	\$678.99
Aultcare	Medical/Dental	Multiple	\$35,658.72
Carter Custom Millwork	Office cabinets, countertops	General	\$6,257.05
Clemans Nelson	Retainer	General	\$250.00
Core & Main	Supplies	Multiple	\$2,213.63
Dixon Engineering	Reservoir Cleaning	Water	\$4,320.00
Elk Promotions Inc	DORA Stickers	Eco Dev	\$2,788.78
Hawkins	Cylinder	Water	\$10.00
Holmes Oil Distributing	Gasoline	Multiple	\$1,795.04
Holmes Pest Control	Mosquito Control	General	\$1,490.00
Holmes Supply	Asphalt	St., Sewer	\$249.83
Inkscape	Water sewer bill shells	water sewer	\$420.25
Northeast Ohio Gas	Utilities	Multiple	\$309.45
Pomerene Medical Group	Drug Alcohol Screen	Multiple	\$145.00
Schneider Computer	replacement computer	General	\$1,240.50
Spectrum	Internet	Police, Gen	\$119.99
Staley Technologies	wtp radio upgrade	Water	\$2,189.05
Standard Insurance	Life Insurance	Multiple	\$320.25
Superb Industries	ITAX refund	Tax	\$599.32
Thomas Concrete	Sidewalk replacement	Eco Dev	\$32,953.00
Village Motors	Diagnostic for headlamp	Cem	\$8.89
Yoder tree service	Tree Removal	Water	\$7,600.00
		TOTAL	\$ 108,320.78

Misc Payments:			
First Citizens Bank 8/14/25	Copier lease payments (electronic)	Gen	\$ 372.90
		Total	\$ 372.90

Bill paid 9/8/2025

Vendor	Description	Fund	Total
Auditor of State	UAN fees	General	\$1,074.00
BCS	IT Support	Police, General	\$160.00
C & S Visa	Supplies, Fees, Training	Multiple	\$1,929.52
Century Link	Access fee	General	\$22.95
Cline Plumbing	AC Work Sewer Plant	Sewer	\$338.25
Cross Truck	Harness Repair	Cemetery	\$671.00
CUSI	Annual Support	Water, Sewer	\$2,500.00
E&H Hardware	Supplies	Multiple	\$217.89
Go Gov	Go notify	General	\$4,368.00
Go Shred	Records shredding	General	\$188.00
Hawkins	cylinder, 96 gal LPC-4	Water	\$1,572.12
Hines, Robert	Service rendered	General	\$2,667.50
Holmes Ag	Bags for grit removal	Sewer	\$275.00
Holmes Oil	Gasoline	Multiple	\$2,018.82
Holmes Pest Control	General	General	\$1,490.00
Mayor's Association of Ohio	Annual Membership	General	\$75.00
Millersburg Electric	Refrigerator	Gen. Police	\$474.00
Northeast Ohio Gas	Utility	Sewer	\$56.43
PEL Electric	60 ft wire	Sewer	\$41.40
PMC Engineering	level indicator, freight	Water	\$966.51
Rhinestone cleaning	Cleaning services	General	\$450.00
Stirling Wastewater	Continue education	Sewer	\$390.00
Totally Outdoors	Street Sweeping	Gen Transp	\$647.50
Tri County Tree Service	trim shape trees	Tree City	\$2,100.00
UniFirst	Mats, Towels	Multiple	\$861.56
		TOTAL	\$ 25,555.45

PAYROLL CHECK DATE 8/14/2025

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$2,172.00
Baker, Daniel	Wages	Gen Police	\$2,629.60
Brown, Kevin	Wages	Gen Police	\$86.10
Cline, Chad	Wages	General	\$2,399.20
Cox, Caleb	Wages	Gen Police	\$2,565.92
Curry, Roberta	Wages	General	\$2,988.80
Duff, Kevin	Wages	Street	\$2,379.20
Judson, Blake	Wages	Wat/Sew	\$2,313.60
Kiner, Jessica	Wages	General	\$2,000.00
Kiner, Ron	Wages	Gen Police	\$1,180.00
Lay, Jeff	Wages	Gen Police	\$3,653.49
Lehman, Jorain	Wages	Gen Police	\$2,188.80
Markley, Michelle	Wages	Gen Police	\$2,677.60
Mellor, Pat	Wages	Cem/Str	\$3,521.96
Miller, James	Wages	Street	\$3,113.76
Miller, Javen	Wages	Gen Police	\$2,203.40
Miller, Kenneth	Wages	Wat/Sew	\$3,191.20
Opfer, Stephanie	Wages	Gen Police	\$1,555.02
Shaffer, Mary	Wages	Gen/Wat/Sew	\$2,417.60
Shaner, Matt	Salary	Gen Police	\$3,604.37
Shepler, Clay	Wages	Wat/Sew	\$1,947.20
Shows, Logan	Wages	Gen Police	\$3,030.12
Skolmutch, Nathan	Wages	Wat/Sew	\$3,742.40
Snyder, Troy	Wager	Street/Park	\$2,194.40
Troyer, Nate	Salary	Gen/Wat/Sew	\$3,810.04
Weaver, Matthew	Wages	Wat/Sew	\$3,540.80
Yoder, Kelly	Wages	Gen Police	\$2,258.64
		TOTAL PAY END	\$ 69,365.22

PAYROLL CHECK DATE 8/28/2025

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$2,172.00
Baker, Daniel	Wages	Gen Police	\$ 2,492.80

Cline, Chad	Wages	General	\$ 2,399.20
Conn, Brad	Salary	General - Council/Mayor	\$ 291.66
Cox, Caleb	Wages	Gen Police	\$ 2,314.88
Curry, Roberta	Wages	General	\$ 2,988.80
Duff, Kevin	Wages	Street	\$ 2,379.20
Hoffee, Kelly	Salary	General - Council/Mayor	\$ 500.00
Hofstetter, Brent	Salary	General - Council/Mayor	\$ 291.66
Judson, Blake	Wages	Wat/Sew	\$ 2,313.60
Kellogg, Andrea	Salary	General - Council/Mayor	\$ 333.33
Kiner, Jessica	Wages	General	\$ 2,000.00
Kiner, Ron	Wages	Gen Police	\$ 2,492.75
Lay, Jeff	Wages	Gen Police	\$ 9,985.42
Lehman, Jorain	Wages	Gen Police	\$ 2,352.96
Markley, Michelle	Wages	Gen Police	\$ 2,677.60
McKinney, Steve	Wages	Street	\$ 1,836.00
Mellor, Pat	Wages	Cem/Str	\$ 3,334.40
Miller, James	Wages	Street	\$ 2,754.48
Miller, Javen	Wages	Gen Police	\$ 1,964.00
Miller, Kenneth	Wages	Wat/Sew	\$ 3,191.20
Opfer, Stephanie	Wages	Gen Police	\$ 2,391.21
Polen, Devone	Salary	General - Council/Mayor	\$ 291.66
Shaffer, Mary	Wages	Gen/Wat/Sew	\$ 2,417.60
Shaner, Matt	Salary	Gen Police	\$ 3,604.37
Shepler, Clay	Wages	Wat/Sew	\$ 1,947.20
Shoemaker, Robert	Salary	General - Council/Mayor	\$ 291.66
Shows, Logan	Wages	Gen Police	\$ 2,804.40
Skolmutch, Nathan	Wages	Wat/Sew	\$ 3,742.40
Snyder, Troy	Wager	Street/Park	\$ 2,194.40
Troyer, Nate	Salary	Gen/Wat/Sew	\$ 3,810.04
Vaughn, Tom	Salary	General - Council/Mayor	\$ 291.66
Weaver, Matthew	Wages	Wat/Sew	\$ 3,540.80
Yoder, Kelly	Wages	Gen Police	\$ 1,964.00
		TOTAL PAY END	\$ 80,357.34

Total Bill Res 2025-21 \$ 283,971.69

Administrator's Report

September 8, 2025

DRB & P&Z Commission

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. October 13 at 6:45?

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.

Solicitor RFP Response

Review/discussion of responses received. Determine next steps in selection process.

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.

VILLAGE OF MILLERSBURG

RESOLUTION NO. 2025 - 22

A RESOLUTION APPROVING PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT WITH PURDUE (and certain of its affiliates) AND THE SACKLER FAMILY AND DECLARING AN EMERGENCY

WHEREAS, Millersburg is a participant in national opioid litigation against Purdue (and certain of its affiliates) and the Sackler family (hereinafter referred to collectively as the Defendants) for deceptively marketing OxyContin by downplaying addiction risks, pushing higher doses/long-term use, and targeting high-prescribing clinicians, which helped fuel opioid addiction and deaths, and

WHEREAS, the litigation has resulted in a national opioid settlement reached with the Defendants, and

WHEREAS, to participate in the settlement, Millersburg must execute, without alteration, the settlement documents received by the Village, and return them to the “Implementation Administrator” before September 30, 2025, and

WHEREAS, to participate in the settlements, Millersburg must designate someone as an “authorized signer” of the settlement documents.

WHEREAS, Village Council has determined that it is in the best interests of the Village to participate in the settlements, and authorize Bobbie Curry, as the Fiscal Officer, as the authorized signer of the settlement documents.

WHEREAS, to timely authorize participation and meet the settlement deadline, it is necessary to waive the statutory requirement of three readings; and

WHEREAS, this Council finds it necessary for the immediate preservation of the public peace, health, safety, and welfare that this Resolution be passed as an emergency measure.

SECTION 1.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MILLERSBURG, HOLMES COUNTY, STATE OF OHIO THAT:

1. Millersburg shall participate in the national opioid settlements reached with the Defendants

and hereby designates Bobbie Curry as the Fiscal Officer, the authorized signer of the settlement documents, who shall execute, without alteration, said papers, and return them to the Implementation Administrator before September 30, 2025.

2. This Council hereby dispenses with the requirement that this Resolution be read on three separate days, as provided by R.C. §731.17, and declares the same to be passed upon its first reading.
3. This Resolution is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety, and welfare, by reason of the necessity of meeting the September 30, 2025, settlement deadline. Therefore, this Resolution shall take effect and be in force immediately upon its passage.

SECTION 2. This Council finds and declares that all formal action concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its Committees, in compliance with law.

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SECTION 4. Notice of this Resolution shall be published in the Wooster Daily Record and/or the Holmes County Bargain Hunter once per week for two (2) consecutive weeks as required by the Ohio Revised Code.

Reading 1 _____ Reading 2 _____ Reading 3 _____

PASSED in Council this _____ day of _____, 2025.

Vote: _____

Attest: _____
Bobbie Curry, Fiscal Officer Andrea Kellogg, President of Council

Approved: _____, 2025 _____
Kelly Hoffee, Mayor

VILLAGE OF MILLERSBURG

RESOLUTION # 2025-23

AUTHORIZING THE MAYOR TO SIGN THE ANNEXATION AGREEMENT WITH JORDAN PROPERTIES, LLC. AND HARDY TOWNSHIP TRUSTEES

WHEREAS, Jordan Properties, LLC. are owners (hereinafter referred to as the Owners) in fee simple of a portion of the Holmes County Auditor's Permanent Parcel Number 06-00084.001 which is a 1.220 acre parcel ("the Property") that is contiguous with the Village of Millersburg ("Village"); and

WHEREAS, the Owners are requesting to annex the Property to the Village; and

WHEREAS, the Owners have caused an Annexation Agreement to be prepared which has been signed by the Owners as well as the Hardy Township Trustees; and

WHEREAS, a copy of said agreement is attached hereto; and

WHEREAS, Village Council has determined that the approval of said Annexation Agreement would be in the best interests of the Village.

BE IT RESOLVED that Kelly Hoffee, as Mayor, is hereby authorized to sign said agreement on behalf of the Village, thereby obligating the Village according to its terms and conditions.

Notice of this Resolution shall be published in the Wooster Daily Record and/or the Holmes County Bargain Hunter once per week for two (2) consecutive weeks as required by the Ohio Revised Code.

Reading 1 _____ Reading 2 _____ Reading 3 _____

PASSED in Council this _____ day of _____, 2025.

Vote: _____

Attest: _____
Bobbie Curry, Fiscal Officer

Andrea Kellogg, President of Council

Approved: _____, 2025

Kelly Hoffee, Mayor