

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/23/2026

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	Zollars	Present
Vaughn	Present	Kellogg	Present
Hershberger	Present	Hofstetter	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	Taylor Reining, HDM	Visitor
Shirley Gerber	Visitor	Adam Barnett	Visitor
Bob Canter	Visitor	Scott Morse	Visitor

COMMUNITY CALENDAR/EVENTS

Community Calendar

- March 28 - Hop Around Millersburg- Scavenger Hunt for Kids, Open House at all our Downtown Businesses, Adult Easter Egg Hunt with store discounts
- April 3 - 5-8pm, First Friday Kickoff in Downtown Millersburg! Take the tour throughout town, stop at each participating business, and collect their favorite recipe cards! Throughout the tour you can find different DORA specials, food samples, live entertainment, and other fun activities!
- April 16 - Girls Night Out at Sheiyah Market
- April 18 - Clue Game at the Victorian House
- April 25 - Millersburg Garage Sale Day
- April 25 - A Grand Teatime for America - 10:30am, at the Castle Club Event Center, tickets available online
- May 1 - Downtown Art Walk in Millersburg

VISITORS

Bob Canter and Scott Morse, Pathmaster

Pathmaster representatives Bob Canter and Scott Morse came to the meeting to share information about data collected since the installation of the camera system for our traffic lights and to discuss the benefits of their adaptive system.

Cameras were installed and have been collecting data for the past several weeks. The volume of traffic, 35,000 – 40,000 vehicles per day is surprisingly high for a village the size of Millersburg. The cameras detect the type of traffic as well: cars ($\approx 72.5\%$), light trucks ($\approx 19\%$), commercial/heavy vehicles ($\approx 6.7\%$), buses ($\approx .2\%$), motorcycles ($\approx 2\%$) and bicycles & pedestrians ($\approx 1\%$). An average of 300 pedestrians cross the street at these three intersections each day.

While the cameras gather the data to periodically adjust signal timing, adding the adaptive system will allow for ongoing, frequent adjustments to move traffic more efficiently through the village. The system continually monitors and adjusts signal timing to reduce delays and allow extra time to clear the queue. Another goal is to empty vehicles out of the left turn lane each cycle. This system, in one area in Florida, was able to reduce overall delays by 25% and increase travel time by 40% - getting traffic through town quicker and safer. There are over 100 of these systems installed in Ohio.

The purchase of the adaptive system is a one-time charge. (\$12,000 per intersection). There are no monthly or yearly charges. All customer support is included. Once the camera and adaptive systems are installed, the village should have everything needed to accomplish better, safer traffic flows without the purchase of additional modules. A long-term benefit of the system is that Millersburg will never have to pay for another traffic study for the downtown area again because data is continually being logged. Options for pedestrian safety can also be addressed.

Mayor Hoffee added that County Permissive Funds are available and can be used to purchase the adaptive system.

Taylor Reining, Director of Historic Downtown Millersburg

Taylor Reining, Executive Director of Historic Downtown Millersburg, provided an overview of the organization and its role in the community. The nonprofit focuses on preserving and promoting downtown while supporting economic, social, and cultural growth. It connects businesses, residents, and local government to strengthen the downtown area.

The organization has maintained national accreditation through Main Street America for over 15 years and continues to demonstrate strong economic impact.

Key updates and initiatives include:

- **Thunder Over Holmes County (June 27, 2026):**
Scheduled the weekend before July 4 due to fireworks availability and significantly higher holiday costs (up $\sim 50\%$). The event includes family activities and fireworks, with total costs near \$30,000.
- **New First Fridays Event Series (April–September, excluding July):**
Monthly themed events aimed at attracting residents and visitors.
- **Proposed Farmers Market:**
Strong community interest (325+ survey responses). Proposed for every other Saturday (May–September) on Court and Monroe Streets, which is a very visible area. Council’s feedback is requested regarding temporary street closures. Hofstetter asked if both streets are needed.

Reining said that S Monroe St. has hook ups for food trucks. So, planning for both streets would be a good starting point. Kellogg said that it could take a while of holding the market for it to take off. She said consistency is important in making something like this successful.

- Community-wide Gift Card: HDM is designing a digital gift card that can be used at a variety of Millersburg locations.
- Downtown Business Handbook: HDM and Village Administrator, Troyer are working on a handbook for downtown businesses.

Overall, the organization continues to expand programming and enhance downtown vitality while being mindful of financial sustainability.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		3/9/2026	
MOTION BY:	Vaughn	MOTION SECONDED BY:	Hofstetter
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zollars	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<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 TO APPROVE BY:	Hershberger	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zollars	<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
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	

APPROVAL OF BILLS

BILL RESOLUTION 2026-7	Bills \$138,984.19	Payroll \$73,877.75	Total \$212,861.94
MOTION TO APPROVE BY:	Hofstetter	MOTION SECONDED BY:	Hershberger
VOTING ROLL CALL:			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zollars	<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: 6 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
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REPRESENTATIVE'S NAME:

VILLAGE ADMINISTRATOR, NATHAN TROYER

DRB & P&Z Commission

DRB will meet April 1 to review 2 COA's for signage at the Cider Press and United Way.

Sidewalk Project

No update at this time.

Parks

- **Airport**
 - No update on the lighting.
 - We received a request to see if Council would consider approving the Holmes County Board of Developmental Disabilities holding a 3-night pickleball mini-camp in June or July. They would like the courts reserved for 3 consecutive nights, 2 hours per night. The Village has not allowed court reservations in the past; however, Troyer feels that this is an excellent cause. Kellogg asked if this would open the village up to other requests. Troyer said that, yes, it could but that he would not have a problem with requests. Reservation for special causes may be considered.
 - Shoemaker thanked Chad Cline for having the pickleball nets put up when requested. Troyer said that we typically wait until after freezing temperatures have passed. Troyer also mentioned that the restrooms at the parks should be opening in the next couple of weeks. Since there is no heat in the restrooms, we must wait until temperatures are consistently warmer.
- **Deer Run**
 - Discussion about events/sponsorships at Amphitheater and liability/insurance requirements. Any non-village sponsored events are required to carry their own insurance. If the village sponsors the amphitheater summer concert series events our insurance will cover the event. Hofstetter has no problem with village sponsorship. Troyer said ideally, most events will be sponsored by an organization which will share insurance/liability responsibilities. The Holmes Center for the Arts will be co-sponsoring the summer concert series. No council member objected to village sponsorship of the amphitheater summer concert series. The consensus of council is to move forward on a trial basis to get the event(s) started.
- **Clay Street**
 - Working on HCHD Healthy Communities grant mulching project. Once we have the amount determined, we will know if they have money left for seating/table at Airport Park by new play set.

Housing Study

Coalition meeting will be 3/24 at 8:30 at Cider Press. We are also scheduled to review the draft report with Envision later this week and discuss final deliverables on our needs assessment project.

Phone System

Additional components of the upgrade have been installed; we are scheduled for the switchover on 3/24.

EPA Generator Grant

We received word that we were awarded the grant for \$50,000 for the standby generator at the well. Next steps will be to pass a supplemental appropriation for \$56,000 as this is a reimbursement grant.

We will proceed with having the natural gas tap installed and ordering the generator once the grant agreement is signed by the State.

HC EMA

Working on compiling costs from 3/13 windstorm and submitting to EMA as requested to determine eligibility for assistance through FEMA. Also, reminder Jason Troyer is scheduled to address Council at the 4/13 meeting to discuss the Mitigation Plan update.

Credit Requests for Water Leaks –

Kenneth Marks
190 South Alexander St

High usage of 102,000 gallons of water. House is unoccupied and a pipe broke on the lower floor of the house in freezing weather. Water did not enter the village sewer system as it ran out of the back of the house. Requesting a credit for the sewer portion of 97,000 gallons at \$2.40 per thousand (102,000 gallons less 5,000 minimum) in the amount of \$232.80.

Tom Fair
687 South Monroe St

High usage of 295,000 gallons of water. House is unoccupied and a pipe broke in the bathroom above the garage. Water did not enter the village sewer system as it ran into and out of the garage. Requesting a credit for the sewer portion of the bill of 290,000 gallons at \$2.40 per thousand (295,000 gallons less 5,000 minimum) in the amount of \$696.00.

DDJK Investments
975 East Jackson St

High usage of 72,000 gallons of water. House is an Air B&B and while unoccupied a water pipe froze and broke. Water did not enter the village sewer system as it ran into lower level of the house. Requesting a credit for the sewer portion of the bill of 67,000 gallons at \$2.40 per thousand (72,000 gallons less 5,000 minimum) in the amount of \$160.80.

Myron Hershberger
863 Massillon Rd

High usage of 520,000 gallons of water. Trailer Park on Massillon Road and one trailer was unoccupied for a time while owner was in Florida and a pipe broke at the trailer. Water did not enter the village sewer system as it ran into the ground under the trailer. Requesting a credit for the sewer portion of the bill of 110,000 gallons at \$2.40 per thousand (520,000 gallons less 410,000 usage same quarter in 2025) in the amount of \$264.00.

J&S Big House
Jon Stitzlein
180 West Jackson St

High usage of 243,000 gallons of water. Building has a business renting the first floor and an apartment being remodeled on the second floor. Matt McKelvey of 196 West Jackson came to the village office to report water in the basement of McKelvey's Pub. Utilities dept read the meter at 190 West Jackson and 186 West Jackson and determined the leak was at 190 West Jackson. Contacted Stitzlein to about water leak. Water did not enter the village sewer system as it ran into the basement of this building and neighboring buildings. Requesting a credit for the sewer portion of the bill of 238,000 gallons at \$2.40 per thousand (243,000 gallons less 5,000 minimum) in the amount of \$571.20.

Balder Heritage
293 Rich St

High usage of 34,000 gallons of water. Water leak at trailer on Jan 26, 2026, water was shut off for repair. Water did not enter the village sewer system as it ran out into the ground. Requesting a credit for the sewer portion of 23,000 gallons at \$2.40 per thousand (34,000 gallons less 11,000 4 quarter average) in the amount of \$55.20.

D & G Yoder Builders
Dan Yoder
114 South Crawford/East Adams

High usage of 690,000 gallons of water. House at 114 South Crawford and building/garage at 163 East Adams share a water meter. Utilities dept checked house for a leak. Water lines in house basement were vibrating indicating water running but not leaking in the house. A line from basement of the house was found that supplies water to the building. Valve on the line to the building was shut off and vibrating stopped. Water did not enter the village sewer system as it ran into the basement of building. Requesting a credit for the sewer portion of the bill of 685,000 gallons at \$2.40 per thousand (290,000 gallons less 5,000 minimum) in the amount of \$1644.00.

D & J Enterprises
736 Maxwell Ave

High usage of 75,000 gallons of water. Utilities dept was contacted on 2-11-26 by Cline Plumbing to turn off water at the curb so a leak could be found and repaired. Water was turned back on 2-11-26 after repair. Utilities dept verified leak did not enter the village sewer system. Requesting a credit for the sewer portion of 70,000 gallons at \$2.40 per thousand (75,000 gallons less 5,000 minimum) in the amount of \$168.00.

Vaughn made a motion to grant the credit request for the sewer portion of the verified water leaks. Hofstetter seconded the motion. All voted aye. Motion carried.

Wooster Road Waterline Project

The engineer is working on the updated plans. Troyer is still planning to work with Susan at Ohio Regional Development to secure a match to the \$400,000 in federal funds awarded.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Council Calendar	
<ul style="list-style-type: none">• April 1 - DRB and Planning and Zoning Meetings• April 13 - Council Meeting 7pm• April 27 - Council Meeting 7pm	

COMMITTEE REPORTS

COMMITTEE:	Millersburg 4th of July/Semi Quincentennial Celebration Committee
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker reports that there are a couple of interested people and they will be trying to schedule a meeting for next week. Shoemaker said he knows of two bands that will charge nothing to perform at the celebration.	

LEGISLATION

NUMBER:	2026-4
TITLE: A Resolution Authorizing The Village Administrator To Enter Into Agreement With Aspen Energy Corp. To Provide Consulting Services Related To Consideration Of An Electricity Aggregation Program.	
CLASSIFICATION:	Resolution
STATUS:	2nd Reading

OLD/UNFINISHED BUSINESS

TOPIC:	Smart Traffic Lights
PRESENTED BY:	Bob Canter and Scott Morse, Pathmaster Mayor Hoffee
DISCUSSION: See VISITORS. Having heard from Canter and Morse earlier in the meeting, Hoffee asked if council is ready to vote on moving forward with the installation of the adaptive system from Pathmaster. County Permissive Funds can be used for this purchase. Troyer estimates that our balance is approximately \$96,000.00. Hershberger made a motion to proceed with purchasing the adaptive system through Pathmaster using County Permissive Funds. Vaughn seconded the motion. All voted aye. Motion carried.	

TOPIC:	Downtown Sidewalk Project, Housing Study, Phone system, EPA Generator Grant, Wooster Rd Waterline Project
PRESENTED BY:	Administrator Troyer

DISCUSSION: See Administrator’s Report	
TOPIC:	Streetlights (Burnt Out/Dark Areas)
PRESENTED BY:	Administrator Troyer
DISCUSSION: AEP has been in town attending to burnt out streetlights.	

TOPIC:	Former Terrace View Property Legal Action
PRESENTED BY:	Hershberger
<p>DISCUSSION: Hershberger reports that last Friday, he contacted the Holmes County Prosecutor about the hold up with the court case against the Fromer Terrace View property. Hershberger was told that the case is being held up by Fire Chief Rafferty. Hershberger then called Chief Rafferty who reported that he does not have all the paperwork done.</p> <p>There are events being advertised to take place on the property. Hershberger asked if anyone was even supposed to be on the premises. Troyer said he does not know for sure but probably not. Hershberger said he spoke to Patrolman Cox. He reports that Cox said that the owner pays the fines to keep the lights on. Chief Shaner nor Troyer knows what Cox meant. Hershberger said that the Prosecutor recommends that we contact the solicitor to ‘get this thing going’ because if someone gets hurt, we can be sued. Hershberger said that the prosecutor suggests that Chief Shaner and Chief Rafferty work together to get this done. Troyer said that our solicitor has been reviewing legal action on zoning issues.</p> <p>Hofstetter asked if the village has legal authority to turn people away that show up for a tour at the property. Hershberger said that the prosecutor said we do, but that it is a matter if we choose to or not. Visitor Adam Barnett said he was told that the State Fire Marshall recently went through the building and the owner was cited for hazardous flammable environment. Kellogg added that when we do not enforce things this is what happens. Troyer reminded council that we cannot enforce fire code. We can enforce zoning regulations which is what our solicitor is working on right now.</p> <p>Hofstetter asked if there is anything we could do about people being on the property. It was suggested that our solicitor contact the Prosecutor to discuss the topic.</p>	

TOPIC:	Millersburg Elementary Property
PRESENTED BY:	Mayor Hoffee
<p>DISCUSSION: The YMCA recently spoke to Mayor Hoffee about their plans for building a facility in Holmes County. They are currently looking at two options. 1) The Millersburg Elementary Property which will be auctioned off by the school board and 2) Property near the Holmes County Home/Sheriff’s Office which will be donated to them by the County Commissioners.</p> <p>Option 2 will be far less expensive for the YMCA. The YMCA asked Mayor Hoffee to ask council if they are interested in helping the YMCA financially in any capacity. If not financially, would the Village be willing to help in the mowing and maintaining of the property.</p> <p>Hershberger asked if there are funds for this? Hoffee said no funds have been set aside for this. Kellogg said she does not agree with supporting them financially. Zollars and Troyer agree that the street department lacks the staffing to allow mowing and ground maintenance as an option. Shoemaker said that Arnie Olive (Holmes County Planning Commission) informed him that the YMCA should be able to</p>	

apply for grants. No one on council expressed interest in financial or grounds maintenance support. Troyer, however, wishes the YMCA the best.

NEW BUSINESS

TOPIC:	Media (Bargain Hunter) Communication
PRESENTED BY:	Hershberger
<p>DISCUSSION: Hershberger said he would like to have someone other than the mayor send the information about council meetings to the local paper. Hershberger discussed concerns about how information from meetings is shared with the Bargain Hunter, particularly after a marijuana moratorium ordinance was not included in a recent article. He raised concerns that the omission involved a significant piece of legislation that had drawn substantial public interest, attendance, and prior discussion, and therefore should have been reported.</p> <p>Mayor Hoffee acknowledged that the omission of the ordinance information was accidental and explained that she typically sends summaries to the newspaper, but rarely, if ever, sends information about specific legislative action. She said after being contacted by the Bargain Hunter, she provided a detailed follow-up explanation to the newspaper outlining the full history of the Marijuana dispensary issue process and vote history.</p> <p>Hershberger expressed concern not only about the omission but also about added context or statements appearing in the article that were not stated during the meeting. Kellogg added that this was a big deal and should have been mentioned. She said every piece of legislation voted on should be in the Bargain Hunter. Curry said that passed legislation is always put in the Bargain Hunter (in the legal ads as required by law).</p> <p>Hoffee said that the legislation from the last meeting did not stand out in her mind as being the most important part of the marijuana dispensary issue. She thinks the crucial point is when council heard the opinions of many visitors and voted against allowing a dispensary 4 no/2 yes. Because of that vote, council had the solicitor draft the moratorium ordinance. Hoffee apologized that she did not share the opinion that the vote last meeting was big news. Hoffee said she does not have to be the designated person to send the meeting summaries to the Bargain Hunter. When no council member expressed interest in writing the meeting summaries, Hoffee asked Curry if one of the administrative assistants could write the summary for the Bargain Hunter. Curry said she would need to think about it and report back to council.</p> <p>Hershberger acknowledged that WKLM always has Melissa Patrick attend meetings to report what happens at council meetings. Troyer said when media attends/reports on meetings, each story is different. He said the media outlet has the responsibility for what is printed and how it is printed. Troyer pointed out that council meetings are available for public view on the village’s YouTube channel. The Bargain Hunter does not send a reporter to the meetings or have a reporter write the meeting summaries but instead relies on someone to send them the information. Vaughn suggested that if the Bargain Hunter wants to print a summary of the meetings, they could view the meeting online and write</p>	

a summary. Shoemaker encouraged them to be at the meetings. Kellogg said that if no one is here from the Bargain Hunter, it does not need to be done. She said she thinks it was her idea in the first place to have a summary of the meetings in the local paper. The meeting agendas are always publicly available as well as the video of the meeting.

Hoffee stated she would pause sending information to the newspaper to evaluate what gets reported without village-provided summaries.

ADJOURNMENT

MOTION BY:	Hofstetter	MOTION SECONDED BY:	Zollars
VOTING ROLL CALL:			
Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Zollars	<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>4/13/2026</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	3/27/2026

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	4/13/2026

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	4/13/2026