VILLAGE OF
MILLERSBURG

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

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: 11/23/26

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. Discussion/Feedback
   c. Visitors
5. Previous Minutes — Meeting Date: 11/9/2026
6. Bills: — Resolution 2026-28

Bills 11/23/2026	$30,939.65
Electronic Pmts	$16,090.04
Payroll date 11/19/2026	$79,227.02
Total	**$126,256.71**

7. Reports of Officers:
   a. Administrator: Report attached
   b. Chief: -Cybersecurity Policy
      -Personnel Item for Executive Session
   c. Fiscal Report Attached
   d. Solicitor:
   e. Mayor:
      i. Upcoming Committee Meetings

8. Report of Committees:

9. Legislation: First Reading. Suspend 2nd & 3rd Reading. Vote **105-2026 An Ordinance Adopting A Cybersecurity Program For The Village Of Millersburg, Ohio, Pursuant To Ohio Revised Code Section 9.64 And Declaring An Emergency**

First Reading
106-2026 2027 Annual Appropriation Ordinance The Village Of Millersburg

First Reading
2026-29 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

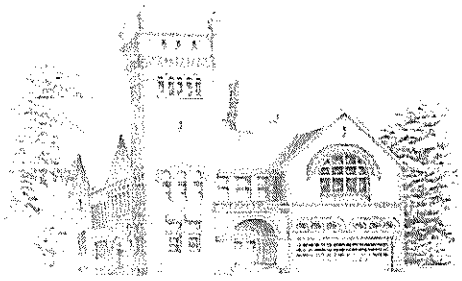
10. Old/Unfinished Business:
- *Downtown Sidewalk Project/Offset Sidewalk Repairs– No Update per Administrator's Report*
- *EPA Generator Grant - No Update per Administrator's Report*
- *Wooster Rd Waterline Project – No update per Administrator's Report*
- Downtown Crosswalks/lighting/safety solutions –
- Veteran's Memorial Turf & Landscaping –
- Smart Traffic Lights –
- Housing Study -
- Alley vacation between 419 Wise St and 711 Maxwell Ave – Referred to Solicitor
- Noise Ordinance Considerations – Police Chief/Solicitor to meet
- Short-Term Rental Regulation – Referred to Zoning/Solicitor
- Nuisance Properties – Referred to Solicitor
- S Clay Street pavement striping –Waiting for ODOT
- Bike Racks for Parks– To be installed as time permits
- Deer Run Park Amphitheater Lighting and Improvements – Committee Meeting in 2027
- 2026 Council Goals:
    - Reflective Chevrons – Will be done as time permits

11. New Business:

12. Executive Session: To consider the appointment, promotion, or compensation of a public employee or official. (2 Items)

13. Executive Session Action:

14. Adjournment



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FROM THE DESK OF

MAYOR

KELLY HOFFEE

Community Calendar

- Nov 27 - Live Nativity Parade in Berlin 5:45pm
- Nov 27 - Holmes Center for the Arts Family Movie Night 7pm
- Dec 4-5 - Pomerene Christmas Festival 9am-2pm
- Dec 12 - Chocolate Walk from noon to 6pm in Downtown Millersburg

Council Calendar

- Nov 23 - Council Meeting 7pm
- Dec 2 - DRB & Planning and Zoning 6pm and 6:30pm
- Dec 14 - Council Meeting 7pm
- Dec 28 - Council Meeting 7pm
- Jan 6 - DRB & Planning and Zoning 6pm and 6:30pm

VILLAGE OF MILLERSBURG

Board Name: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular Session **VOTING SESSION: Yes**	**DATE: November 9, 2026 START TIME: 7:00 PM**
MEETING LOCATION:	Council Chambers – 6 N. Washington Street, Millersburg, Ohio

CALL TO ORDER

Mayor Kelly Hoffee called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Council and attendees stood for the Pledge of Allegiance.

COUNCIL MEMBERS ROLL CALL, OFFICIALS IN ATTENDANCE, VISITORS

Council Members

Name	Present/Absent
Robert Shoemaker	Present
Tom Vaughn	Present
Ryan Hershberger	Present
Andy Zollars	Present
Andrea Kellogg	Present
Brent Hofstetter	Present

All Council members were present.

Village Officials

Name/Title	Present/Absent
Kelly Hoffee, Mayor	Present
Nathan Troyer, Village Administrator	Present
Bobbie Curry, Fiscal Officer/Tax Administrator	Present
Matthew Shaner, Police Chief	Present
Chad Cline, Assistant Village Administrator	Absent
Village Solicitor	Absent

Visitors in Attendance

Adam Barnett, Judson Morris, and Melissa Patrick.

COMMUNITY SPOTLIGHT / COMMUNITY CALENDAR

Mayor Kelly Hoffee reviewed upcoming community events:

- November 12 – All In for Life Skills and Job Expo, 9:00 AM–2:30 PM at Harvest Ridge.
- November 14 – Downtown Christmas Open House and Christmas Tree Lighting at 7:00 PM at the Courthouse.
- November 21 – Reindeer Games for children, 10:00 AM–12:00 PM at the library.
- November 27 – Live Nativity Parade in Berlin at 5:45 PM.
- November 27 – Holmes Center for the Arts Family Movie Night at 7:00 PM.
- December 4–5 – Pomerene Christmas Festival, 9:00 AM–2:00 PM.
- December 12 – Chocolate Walk, 12:00 PM–6:00 PM in Downtown Millersburg.

No additional discussion or feedback was offered. No visitors wished to address Council.

APPROVAL OF PREVIOUS MINUTES

October 26, 2026 Regular Session Minutes

Motion to Suspend Reading of the Minutes

Motion by: Tom Vaughn	Seconded by: Ryan Hershberger

Roll Call Vote:

Vaughn – Yes

Hershberger – Yes

Shoemaker – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

No additions or corrections were presented.

Motion to Approve Minutes as Written

Motion by: Brent Hofstetter	Seconded by: Andrea Kellogg

Roll Call Vote:

Hofstetter – Yes

Kellogg – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Zollars – Yes

Result: PASSED.

APPROVAL OF BILLS

Resolution 2026-27

Item	Amount
Bills 11/9/2026	$16,812.79
Electronic Payments	$45,495.21
Miscellaneous Payment	$5,725.00
Payroll 11/2/2026	$78,131.47
Total	$146,164.47

Motion to Pay the Bills

Motion by: Ryan Hershberger	Seconded by: Andy Zollars

Roll Call Vote:

Hershberger – Yes

Zollars – Yes

Shoemaker – Yes

Vaughn – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

REPORTS OF OFFICERS

ADMINISTRATOR'S REPORT

DRB & P&Z Commission

Administrator Nathan Troyer reported that the Design Review Board met November 4 and approved demolition of the Killbuck Savings Bank loan annex and branch on North Washington Street to allow construction of a new building along North Clay Street.

Planning & Zoning also met November 4 and approved variances for maximum building size, signage square footage, and the number of parking spaces for the Killbuck Savings Bank project. P&Z also approved lot-split requests involving Habitat for Humanity and property owned by David and Terry Nally off Massillon Road.

Council briefly discussed the age and prior uses of the bank buildings slated for demolition. Troyer indicated the annex dated to approximately the early 1980s and had previously been used as a doctor's office.

Sidewalk Project

Downtown sidewalks – No update.

Sidewalk leveling – No update; awaiting schedule.

EPA Generator Grant

No update.

Wooster Road Waterline Project

No update.

HDM

Troyer reported that Heritage Ohio conducted its annual evaluation of the Historic Downtown Millersburg Main Street program on October 29. Historic Downtown Millersburg was once again accredited, with no problems reported through the evaluation.

ODOT Salt Contract

Troyer reported that ODOT held a virtual meeting October 27 to update participating communities on the salt procurement process. ODOT expected to issue an updated order-submission form. Once the form becomes available, the Village can submit an order and ODOT will assign pickup dates and times at its Bellville facility.

The Village plans to use Haines Transport to haul the salt. Troyer explained that the company has multiple tri-axle trucks and should be able to move approximately 120 tons in one round, allowing the Village's order to be transported efficiently. The tentative plan is to obtain approximately half of the Village's salt before year-end and complete the order after January 1. The Village has until the end of March to complete pickup.

Council asked whether the reported mine shutdown could compromise salt availability. Troyer stated that the issue had been discussed during the ODOT meeting. ODOT reported that it was inventorying a substantial existing stockpile and remained confident it could meet the participating communities' needs.

CUE COG

Troyer reported that the first CUE COG Board meeting following the Village's membership was scheduled for November 12. Attendance at two meetings per year will reduce the Village's membership fee by half.

HCHD/CR 58 Sidewalk Project

Troyer reported that a November 16 meeting was scheduled with representatives of the Holmes County Health Department, Holmes County Engineer's Office, and Tool Design. The group will conduct a walkthrough of the proposed County Road 58 sidewalk area and develop a feasibility report identifying what would be involved in the project.

POLICE CHIEF REPORT

Chief Matthew Shaner thanked the local Tractor Supply Company store for hosting a Hometown Heroes Touch-a-Truck event and for providing a monetary donation to the Millersburg Police Department. Council responded positively to the recognition and donation.

FISCAL OFFICER REPORT

Human Resources

Fiscal Officer Bobbie Curry reported that the Village's 2027 medical and dental insurance rates had been finalized. Open enrollment for current employees will run from November 15 through November 30, during which employees may make plan changes, enroll in coverage, or discontinue coverage.

Curry also reported that the Village's employee life insurance will move to Mutual of Omaha. After further review and discussion with the carrier, an additional discount was obtained. The Village will realize approximately 34.4% savings on employee life-insurance premiums, and the rates are locked for 36 months.

Fiscal

October Financial Statements

Curry reported that October financial statements had been distributed and acknowledged by Council.

American Hall Social Liquor Permit Application

Curry reviewed a liquor-permit application received from the Ohio Department of Commerce for American Hall Social, LLC. Council had the option to object or request a hearing. Discussion occurred regarding whether the application represented a change in license type or simply reflected new ownership. The application did not appear to change the type of permit.

Council expressed no objections to the liquor-permit request. Curry stated that she would sign and return the Village's response indicating no objection.

ODOT Memorandum of Understanding – Salt Brine

Curry explained that the Village annually enters into a memorandum of understanding with ODOT allowing the Street Department to purchase salt brine from ODOT for winter roadway pretreatment. She noted that the arrangement is very cost-effective, with the Village spending approximately $500 during the previous winter.

Motion to Authorize the Mayor to Sign the ODOT Memorandum of Understanding

Motion by: Andrea Kellogg	Seconded by: Andy Zollars

Roll Call Vote:

Kellogg – Yes

Zollars – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Hofstetter – Yes

Result: PASSED.

Following the vote, Council discussed whether the Village has a separate recurring agreement with ODOT for snow removal on state routes. Curry stated that she would review previous agreements and ask the ODOT county manager whether the arrangement was continuing or multi-year.

Troyer further advised Council that legislation would be presented at the next meeting regarding ODOT's proposed replacement of the two West Jackson Street bridges, including the trail bridge and creek bridge. The Village was working with ODOT toward completing the projects simultaneously so there would be one closure rather than separate closures over two years. Discussion indicated that a full roadway closure could be necessary because there may not be enough room to maintain one lane of traffic during construction.

2027 Appropriations

Curry reported that work continued on the 2027 appropriations. A draft was approximately two-thirds complete and would be emailed to Council for review. The 2027 Appropriation Ordinance is expected to be introduced at the November 23rd Council meeting.

Curry also advised that compensation for Village officials for 2027 was needed so the annual pay resolution could be completed and introduced November 23rd Council would address compensation later in the meeting during Executive Session.

Tree City Renewal

Curry reported that the Tree City renewal application, due December 1, had been completed and submitted.

2027 Bed Tax Grant Applications

Curry reported that the 2027 Bed Tax Grant applications had been distributed to Council for review. Council discussed whether anticipated revenue and grant amounts were generally consistent with prior years. Curry explained that revenue was somewhat behind at that point in the year, which was not unusual, and that October is typically a busy collection month. She did not anticipate a significant fluctuation affecting the Village's ability to fund the grants.

Motion to Approve the 2027 Bed Tax Grant Applications

Motion by: Brent Hofstetter	Seconded by: Tom Vaughn

Roll Call Vote:

Hofstetter – Yes

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Result: PASSED.

Income Tax

Curry reported that the October 15 extension filing deadline had passed. Before issuing 2025 non-filer notices, Income Tax staff were cleaning up data that did not convert correctly from the Village's prior software, including dormant accounts that were improperly reactivated. Residents and businesses that had not yet filed their 2025 Village income-tax returns were encouraged to do so.

Possible Revision of Chapter 181

Curry noted that previous Council discussions indicated interest in reviewing the Village's income-tax ordinance. She asked Council to identify the particular provisions it wanted reviewed so that legal questions could be referred to the Village Solicitor before further action.

Kellogg raised two principal issues for consideration:

- Whether individuals with no taxable income should be required to file annually or potentially face the $25 late-filing penalty.
- Whether estimated tax payments could be voluntary rather than mandatory, if permitted by Ohio law.

Curry explained that the exemption process previously discussed could address the annual-filing concern. A resident with no taxable income could submit a one-time exemption request and, once approved, would no longer be required to file annually unless the resident's circumstances changed. Without some form of exemption on file, the Income Tax Department has no practical way to distinguish a resident who has no taxable income from a resident who is simply failing to file.

Council discussed whether the $25 late-filing penalty could be waived when a person ultimately establishes that he or she had no taxable income. Curry stated that she was not presently assessing those penalties while the new system and procedures were being implemented, but the Village must determine what is legally permitted under Chapter 181 and Ohio Revised Code Chapter 718.

Discussion also returned to the importance of taxpayer education. Council referenced the possibility of a mass mailing explaining the new filing procedures. Curry agreed that residents should receive clear information but recommended waiting until any ordinance changes are finalized so the Village does not incur the expense of mailing information that could quickly become outdated.

Local Board of Tax Review

Council discussed the Local Board of Tax Review and clarified its function. Kellogg reviewed the ordinance provisions explaining that a taxpayer who receives an assessment may appeal the assessment to the Board in writing, stating why the assessment is believed to be incorrect or unlawful. The Board must then schedule a hearing within the statutory timeframe unless the taxpayer requests additional preparation time or waives the hearing.

Curry noted that the Village historically had not been issuing formal assessments but intends to do so as income-tax administration becomes more fully implemented. Council acknowledged

that the Local Board of Tax Review will therefore need to be constituted and added to the Village's board and committee structure.

Landlord Reporting

Council asked whether landlords have a responsibility to report new tenants or whether responsibility lies entirely with the individual renter. Curry explained that the new income-tax system allows the Village to create a master landlord list identifying property owners, rental properties, and, when applicable, property managers.

Once that list is compiled, landlords will receive an initial reporting form and instructions requiring them to notify the Village when a tenant moves into a rental property. Curry explained that the current ordinance requires notification within 30 days of a new tenant moving in.

Questions for Solicitor Review

Council agreed that the following questions should be referred to the Village Solicitor:

- Whether the Village may remove or waive the annual filing requirement or $25 late-filing penalty for individuals with no taxable income, including whether a late-filing penalty may be waived when the taxpayer subsequently establishes eligibility for exemption.
- Whether estimated tax payments may legally be made voluntary.
- Whether an exemption process is the most appropriate legal mechanism for seniors, nursing-home residents, group-home residents, or other individuals with no taxable income.

Curry stated that she would seek the Solicitor's guidance and report back at the next Council meeting. No formal vote to revise Chapter 181 was taken at this meeting.

SOLICITOR'S REPORT

The Village Solicitor was not in attendance.

MAYOR'S REPORT

Mayor Kelly Hoffee reviewed the upcoming Council calendar, including the November 23 Council meeting, December 2 Design Review Board and Planning & Zoning meetings, December 14 and December 28 Council meetings, and January 6 Design Review Board and Planning & Zoning meetings.

REPORT OF COMMITTEES

Utility Vehicle Committee

Councilman Andy Zollars reported that there had been no additional Utility Vehicle Committee activity since the prior report.

Tree City

Troyer reported that Chad Cline had scheduled several tree-trimming jobs before his departure and those projects would be completed.

Troyer also reported speaking with a Millersburg Elementary School principal regarding continuation of the Arbor Day program. Cline had intended for Tree City to continue the program at the new school. The Committee had already satisfied its meeting requirements for the year and is expected to resume work after January in preparation for Arbor Day.

LEGISLATION

No legislation was presented.

OLD / UNFINISHED BUSINESS

Downtown Sidewalk Project / Offset Sidewalk Repairs

See Administrator's Report. No additional update was presented.

EPA Generator Grant

See Administrator's Report. No additional update was presented.

Wooster Road Waterline Project

See Administrator's Report. No additional update was presented.

Veterans Memorial Turf & Landscaping

Mayor Kelly Hoffee reported that a meeting had not yet occurred with Jason Pennell or the Veterans Memorial organization. However, Pennell had advised that the organization has an attorney. Hoffee stated that she intended to send a letter to the organization's attorney because Pennell had been clear that the organization intended to assume responsibility for maintaining the Memorial.

Hoffee recommended that the Village not include Veterans Memorial maintenance funding in the 2027 appropriations if the organization intends to maintain the property. Council agreed that the organization should be permitted to assume the maintenance responsibility, with the understanding that the Memorial remains on Village-owned property. Curry advised that she had already removed the proposed maintenance amount from the 2027 appropriations draft.

Downtown Crosswalks / Lighting / Safety Solutions

Council continued its review of lighting options for downtown crosswalks. Members discussed the poor nighttime visibility at the intersections and agreed that improved illumination should take priority over aesthetics. Council noted that the current LED lighting had represented a significant improvement when originally installed but now appears insufficiently bright, particularly around the crosswalks.

Council reviewed the proposed overhead lighting option, including the lower-cost fixture that was expected to provide better illumination even if members did not consider the design particularly attractive. Members agreed that pedestrian safety should weigh more heavily than appearance.

Motion to Proceed with the Lower-Cost Downtown Crosswalk Lighting Option

Motion by: Ryan Hershberger	Seconded by: Tom Vaughn

Roll Call Vote:

Hershberger – Yes

Vaughn – Yes

Shoemaker – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Smart Traffic Lights

No additional update or discussion occurred.

Housing Study

Hoffee reported that the Housing Needs Assessment had been forwarded to the Holmes County Housing Coalition, including representatives through United Way, with an offer to present the report at a future meeting. The Coalition would not meet again until after the first of the year due to the approaching holidays.

Hoffee also reported receiving a call that day from Killbuck Savings Bank concerning an individual interested in developing housing in Millersburg who already owns property. The caller asked who the prospective developer should contact, and Hoffee encouraged the individual to contact Village officials regarding the proposal.

Alley Vacation Between 419 Wise Street and 711 Maxwell Avenue

The matter remains referred to the Village Solicitor.

Noise Ordinance Considerations

The Police Chief and Village Solicitor are expected to meet regarding possible revisions.

Short-Term Rental Regulation

The matter remains referred to Zoning and the Village Solicitor.

Nuisance Properties

The matter remains referred to the Village Solicitor.

South Clay Street Pavement Striping

The Village remains waiting for ODOT.

Bike Racks for Parks

Troyer reported that installation of the bicycle racks will occur after the Street Department completes leaf pickup.

Deer Run Park Amphitheater Lighting and Improvements

No update was presented.

2026 Council Goals

No update was presented.

Reflective Chevrons

Reflective chevrons will be completed as time permits.

NEW BUSINESS

Council Discussion Regarding Public Dialogue and Social Media Comments

Councilman Ryan Hershberger stated that he had reviewed the video from the prior Council meeting and emphasized that open dialogue among Council members is important. He noted that Council discussions can sometimes become heated, but he believes members should ask questions and participate rather than remain silent.

Hershberger stated that he trusts Curry to perform her duties and also wanted to publicly support Andrea Kellogg regarding comments made about her online following the prior meeting. He condemned insulting and inappropriate name-calling directed toward Kellogg and stated that, regardless of disagreements over issues or discussion styles, personal attacks of that nature were unacceptable.

Hershberger stated that Council members are expected to meet a higher standard and acknowledged that members will not always agree with one another. He reiterated that Kellogg had asked questions during a difficult discussion and did not deserve the personal attacks that followed. Hershberger also stated that he supports the media's ability to report on Council and Village matters and encouraged continued open coverage.

Council Member Photographs

Councilwoman Andrea Kellogg noted that photographs of newer Council members had not yet been added to the Village website and asked that they be included. Council briefly discussed arranging photographs for the website.

EXECUTIVE SESSION

Mayor Kelly Hoffee requested that Council enter Executive Session pursuant to Ohio Revised Code 121.22(G)(1) for the sole purpose of considering the compensation of a public employee or official. Hoffee requested that only Council members and the Mayor participate.

Motion to Enter Executive Session

Motion by: Brent Hofstetter	Seconded by: Andrea Kellogg

Roll Call Vote:

Hofstetter – Yes

Kellogg – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Zollars – Yes

Result: PASSED.

Council entered Executive Session at 7:37 PM.

EXECUTIVE SESSION ACTION

Council returned to Regular Session at 8:10 PM.

Motion to Approve a 4% Merit-Based Pay Increase for Nathan Troyer and Matthew Shaner

Motion by: Brent Hofstetter	Seconded by: Andrea Kellogg

Roll Call Vote:

Hofstetter – Yes

Kellogg – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Zollars – Yes

Result: PASSED.

Council further determined that Troyer will establish 2027 compensation for Curry and the administrative assistants because those positions fall under the Village Administrator's supervision.

ADJOURNMENT

Motion to Adjourn

Motion by: Brent Hofstetter	Seconded by: Ryan Hershberger

Roll Call Vote:

Hofstetter – Yes

Hershberger – Yes

Shoemaker – Yes

Vaughn – Yes

Zollars – Yes

Kellogg – Yes

Result: PASSED. Meeting adjourned.

NEXT MEETING

Regular Council Meeting

November 23, 2026

7:00 PM

Council Chambers

MINUTES PREPARED BY

Bobbie Curry, Fiscal Officer

ATTESTED BY

Bobbie Curry, Fiscal Officer

CERTIFICATION

Kelly Hoffee, Mayor

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 Fiscal Officer is directed to draw proper warrants of said Village for the amounts so designated.

RESOLUTION 2026-28

Vendor	Description	Fund	Total
Advance Carquest	parts & Supplies	Multiple	$615.70
Agri Sludge	Sludge Hauling	Sewer	$15,712.87
Bully Dawgs Towing	Tow service	Police	$300.00
Clemans & Nelson	Retainer Fee	General	$250.00
Galls	shirts	Police	$122.21
Gov Acc Solutions	Report lookup access	Gen Tax	$600.00
Hawkins	cylinder charge	Water	$10.00
Holmes Oil	Gasoline	Multiple	$1,021.14
Midtown Dry Cleaners	Dry cleaning	Police	$151.96
Niagara Scientific	chemicals	Sewer	$171.14
Ream & Haager	Testing & Supplies	Water, Sewer	$1,887.00
Roots Lawn Service	Hanging baskets, landscape, mow	General	$9,584.29
Staples	binders, tabs	Gen, Sewer	$115.81
Tractor Supply	Bulk Resale Gal	Street	$67.53
Treasurer of State	Marcs radios fees	Police	$330.00
		TOTAL	**$30,939.65**

Electronic payments

Vendor	Description & Date Paid	Fund	Total
C&S Visa	See description below- 11/11/26	Multiple	$973.55
Holmes Wayne CoOp	Electric- 11/11/26	Water, Sewer	$79.66
Spectrum	Internet, Phones-11/11/26	Multiple	$900.47
First Citizens Bank	Copier- 11/13/26	General	$174.25
Ohio Public Works	Loan payment- 11/17/26	Water	$999.90
AT&T First Net	Cell service- 11/18/26	Multiple	$593.35
AEP	Electric- 11/11/26, 11/18/26	Multiple	$11,912.37
Northeast Ohio Gas	Utility- 11/11/26	Sewer	$58.53
Amazon	Ear plugs, hard drive 11/17/26	Sewer, Police	$56.57
The Standard	Life ins- 11/17/26	Multiple	$341.39
		Total	**$16,090.04**

C&S Visa: File folders, hanging wall organizer, SMTP2 Go SMS charges, Post office permit fee, Ripsaw rebuild kit, DO Probe shipping & Insurance, Go Daddy domain, Additional shipping Probe, Kleenex, and paper towels.

PAYROLL CHECK DATE 11/19/26+38:61

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	$ 2,340.80
Baker, Daniel	Wages	Gen Police	$ 3,774.96
Boggs, Conner	Wages	Gen Police	$ 2,686.05
Cline, Chad	Wages	General	$ 2,495.20
Cox, Caleb	Wages	Gen Police	$ 2,396.22
Curry, Roberta	Wages	General	$ 3,108.00
Duff, Kevin	Wages	Street	$ 2,474.40
Hershberger, Ryan	Salary	General - Council/Mayor	$ 416.66
Hoffee, Kelly	Salary	General - Council/Mayor	$ 500.00
Hofstetter, Brent	Salary	General - Council/Mayor	$ 458.33
Judson, Blake	Wages	Wat/Sew	$ 2,911.20
Kellogg, Andrea	Salary	General - Council/Mayor	$ 291.67
Kiner, Jessica	Wages	General	$ 2,248.52
Kiner, Ron	Wages	Gen Police	$ 2,638.48
Markley, Michelle	Wages	Gen Police	$ 2,928.22
McKinney, Steve	Wages	Street	$ 1,900.00
Meek, Nathaniel	Wages	Gen Police	$ 2,292.46
Mellor, Pat	Wages	Cem/Str	$ 3,648.00
Miller, James	Wages	Street	$ 2,583.20
Miller, Javen	Wages	Gen Police	$ 2,138.15
Miller, Kenneth	Wages	Wat/Sew	$ 3,359.20
Opfer, Stephanie	Wages	Gen Police	$ 2,566.36
Shaffer, Mary	Wages	Gen/Wat/Sew	$ 2,514.40
Shaner, Matt	Salary	Gen Police	$ 3,745.86
Shepler, Clay	Wages	Wat/Sew	$ 2,682.40
Shoemaker, Robert	Salary	General - Council/Mayor	$ 416.67
Shows, Logan	Wages	Gen Police	$ 3,044.24
Skolmutch, Nathan	Wages	Wat/Sew	$ 3,964.00
Snyder, Troy	Wager	Street/Park	$ 2,282.40
Troyer, Nate	Salary	Gen/Wat/Sew	$ 3,915.84
Vaughn, Tom	Salary	General - Council/Mayor	$ 291.67
Weaver, Matthew	Wages	Wat/Sew	$ 3,754.40
Yoder, Kelly	Wages	Gen Police	$ 2,042.40
Zollars, Andy	Salary	General - Council/Mayor	$ 416.66
		TOTAL PAY	**$ 79,227.02**

2026-28 TOTAL	**$**	**126,256.71**

Administrator's Report

November 23, 2026

DRB & P&Z Commission
To date no submittals for DRB but I am anticipating a variance application for a tiny home on Elm Street and a re-platting for the Millersburg Elementary property for P&Z Commission review on 12/2.

Sidewalk Project
Downtown sidewalks-no update

Sidewalk leveling-no update, awaiting schedule

EPA Generator Grant
No update

Wooster Road Waterline Project
No update

ODOT Salt Contract
Completed and submitted an MOU for the new ODOT contract. Once we receive the fully executed agreement, we will be ordering 125 tons of salt.

HCHD/CR 58 Sidewalk Project
Toole Design will be working on preliminary report/feasibility study for this project. County already has plans to extend the existing box culvert near Autumn Run which would be a big piece of making this project possible. Will continue to update as things progress.

Fiscal Officer's Report

November 23, 2026

Human Resources

- Medical and Dental open enrollment for employees 11/15/26-11/30/26
- 2027 Pay Resolution to be introduced/1st reading tonight.

Fiscal

- I checked with ODOT about our maintenance agreement (Snow and Ice, maintenance/repair and pavement striping in state routes in the Village, etc.). Our agreement is still active. Agreements signed in 2021 and 2023 are still active.
- PEP (property and liability insurance) renewal questionnaire is in process and a PEP property appraisal will be done later this month.
- Questions/discussion about 2027 Appropriations? Introduced and 1st reading tonight.

Income Tax

- Pending legal opinions from Solicitor:
  - **According to ORC, are estimated tax payments a requirement or are they optional for municipal tax?**
  - **Does Ohio law require the Millersburg Income Tax Administrator to assess all interest and penalties authorized by ORC §718.27, or does the statute give the Tax Administrator discretion regarding some of those charges? If discretion exists, what are its limits, and what procedures should Millersburg follow to ensure that penalties and interest are administered consistently and in compliance with ORC Chapter 718?**
  - Review of proposed **Income Tax Filing Exemption for Residents with No Municipal Taxable income** as presented at the 10/26/26 meeting.

ORDINANCE NO. 105-2026

AN ORDINANCE ADOPTING A CYBERSECURITY PROGRAM FOR THE VILLAGE OF MILLERSBURG, OHIO, PURSUANT TO OHIO REVISED CODE SECTION 9.64 AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code Section 9.64 requires the legislative authority of each political subdivision to adopt a cybersecurity program that safeguards the political subdivision's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity; and

WHEREAS, the Council finds that the Chief of Police is well suited to oversee and carry out the Village's cybersecurity program.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Millersburg, Holmes County, Ohio, not less than two-thirds of the members elected thereto concurring:

Section 1. Adoption of Cybersecurity Program. Council hereby adopts the Village of Millersburg Cybersecurity Program, attached as Exhibit A and incorporated by reference (the "Program"), as the cybersecurity program of the Village required by Ohio Revised Code Section 9.64(C). A copy of the Program shall be kept on file with the Fiscal Officer.

Section 2. Cybersecurity Program Administrator.

(A) The Chief of Police is designated as the Cybersecurity Program Administrator (the "Program Administrator"). The Program Administrator is responsible for overseeing and carrying out the Program.

(B) The Chief of Police may appoint a Village officer or employee to serve as Program Administrator, or to perform any duty of the Program Administrator. With the approval of the Mayor, the Chief may instead appoint a qualified contractor. Each appointment shall be made in writing and filed with the Mayor and the Fiscal Officer. The appointment may be revoked in the same manner.

(C) The Chief of Police remains responsible for the performance of the Program Administrator's duties when an appointee is serving.

(D) If the office of Chief of Police is vacant, or the Chief is unable to act, the officer serving as acting Chief of Police shall serve as Program Administrator.

Section 3. Incident Notifications on Behalf of Council.

(A) Council authorizes and directs the Program Administrator, as agent of and on behalf of Council, to make the notifications required by Ohio Revised Code Section 9.64(D)(1)

and (D)(2). Notifications shall be made in the manner prescribed by the Executive Director of the Ohio Division of Homeland Security and by the Auditor of State, within the times required by law.

(B) The Program Administrator shall notify the Mayor, the Village Administrator, the Fiscal Officer, the Village Solicitor, and each member of Council within 24 hours after determining that a cybersecurity incident or ransomware incident has occurred.

(C) The Program Administrator shall report to Council at its next regular or special meeting. Details relative to security arrangements and emergency response protocols may be discussed in executive session to the extent permitted by Ohio Revised Code Section 121.22(G)(6).

Section 4. Ransom Payments.

(A) No officer, employee, or contractor of the Village shall pay a ransom demand, comply with a ransom demand, or commit the Village to pay or comply with one, unless Council has first formally approved the payment or compliance. Approval shall be by resolution or ordinance that specifically states why the payment or compliance is in the best interest of the Village.

(B) The Program Administrator shall present Council with the information reasonably available to inform that decision, including the recommendations of the Village's insurer, legal counsel, and information technology advisors.

(C) Council may be called into emergency session for this purpose as provided in Ohio Revised Code Section 121.22(F).

Section 5. Implementing Procedures; Amendments.

(A) The Program Administrator, in consultation with the Mayor, the Village Administrator, the Fiscal Officer, and the Village Solicitor, shall prepare, maintain, and update the written procedures, standards, and confidential appendices described in the Program. Those procedures, standards, and appendices may be updated without further action of Council, provided they are consistent with the Program and this Ordinance.

(B) Council may amend Exhibit A by future resolution.

Section 6. Compliance.

(A) All elected and appointed officials, employees, auxiliary officers, volunteers, and contractors of the Village who access Village information technology resources or data shall comply with the Program.

(B) An employee who violates the Program is subject to discipline under the Village's personnel policies and any applicable collective bargaining agreement.

(C) The Village Administrator and the Fiscal Officer shall cause the Program's contract requirements to be included in contracts for information technology goods and services as those contracts are entered into or renewed.

Section 7. Confidentiality of Records.

(A) Records, documents, and reports related to the Program and framework are not public records, consistent with Ohio Revised Code Section 9.64(E). This includes the confidential appendices described in Exhibit A and reports of cybersecurity incidents and ransomware incidents.

(B) Records identifying cybersecurity-related software, hardware, goods, and services that are being considered for procurement, have been procured, or are being used by the Village are security records under Ohio Revised Code Sections 9.64(F) and 149.433.

(C) Exhibit A states general policy and may be released by the Fiscal Officer upon request. Its release shall not be construed as a waiver of confidentiality as to any other record.

Section 8. Annual Review. The Program Administrator shall review the Program at least annually, and after any cybersecurity incident or significant change in the Village's systems or in applicable law.

Section 9. Appropriations. Expenditures to implement the Program are subject to appropriation by Council and to the Village's purchasing requirements.

Section 10. Open Meetings. Council finds and determines that all formal actions of Council concerning and relating to the passage of this Ordinance were taken in an open meeting of Council. All deliberations of Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

SECTION 11. Emergency. This Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to adopt a cybersecurity program to be in compliance with ORC Section 9.64.

WHEREFORE, this Ordinance shall take effect and be in force immediately upon its passage by a vote of two-thirds of all the members elected to Council and its approval by the Mayor, or otherwise at the earliest time permitted by law.

Notice of this Ordinance 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.

1st reading _____ 2nd reading _____ 3rd reading_____

Passed in Council this _____ day of _____ 2026. Vote: _____

_____
Brent Hofstetter, Council President

_____
Kelly Hoffee, Mayor

ATTEST:

_____
Bobbie Curry, Fiscal Officer

APPROVED AS TO FORM:

_____
Thomas R. Gilman, Village Solicitor

EXHIBIT A

VILLAGE OF MILLERSBURG CYBERSECURITY PROGRAM

Adopted by Ordinance No. 105-2026. This document states general policy. Detailed procedures, inventories, and configurations are kept in confidential appendices under R.C. 9.64(E) and 149.433.

1. Purpose and Authority

This Program protects the availability, confidentiality, and integrity of the Village of Millersburg's data, information technology, and information technology resources. It is the Village's cybersecurity program under Ohio Revised Code Section 9.64(C).

2. Scope

The Program applies to all Village data and technology, wherever hosted, including:

- Village-owned computers, servers, tablets, phones, and removable media.
- Networks, wireless access, firewalls, and telecommunications.
- Email, cloud services, websites, and hosted applications.
- Police Department systems, including mobile data terminals, records management, body-worn and in-car cameras, and LEADS access.
- Financial, payroll, utility billing, and income tax systems.
- Water and wastewater control systems and other operational technology.
- Personally owned devices when used to access Village email or data.

It applies to all elected and appointed officials, employees, auxiliary officers, volunteers, and contractors who access Village data or technology.

3. Definitions

- **Cybersecurity incident** and **ransomware incident** have the meanings in R.C. 9.64(A). Under Auditor of State guidance, cybersecurity incidents include payment redirect, payroll redirect, and spear-phishing losses.
- **Discovery** means the date the Program Administrator, or any Village official or employee, first knows facts reasonably indicating that an incident has occurred. Statutory notice periods run from discovery.
- **Personal information** has the meaning in R.C. 1347.12(A)(6).
- **Criminal justice information** means information governed by the FBI CJIS Security Policy and LEADS rules.

- **Program Administrator** means the Chief of Police or the Chief's written appointee under Section 2 of the adopting ordinance.

4. Framework

The Program follows the CIS (Center for Internet Security) functions: Govern, Identify, Protect, Detect, Respond, and Recover. It uses the CIS Critical Security Controls v8.1, Implementation Group 1, as the minimum control baseline. For criminal justice information, the FBI CJIS Security Policy and LEADS requirements also apply. Where requirements differ, the stricter one controls.

5. Roles and Responsibilities

Role	Responsibilities
Village Council	Adopts and amends the Program. Appropriates funds. Receives the annual report. Decides any ransom payment under R.C. 9.64(B).
Mayor	Executive oversight. Approves the appointment of a contractor as Program Administrator. Serves as the Village's public spokesperson during an incident, or designates one.
Program Administrator (Chief of Police or appointee)	Oversees and carries out the Program. Maintains the confidential appendices. Leads incident response. Makes the R.C. 9.64(D) notifications on Council's behalf. Tracks training. Reports to Council.
Village Administrator	Coordinates Program implementation in non-police departments. Ensures contracts include required security terms. Supports budgeting and procurement.
Fiscal Officer	Enforces payment-verification controls (§ 8.7). Protects financial and income tax systems. Keeps the Program on file. Coordinates with the Auditor of State.
Utility Superintendent	Protects water and wastewater operational technology with the Program Administrator. Maintains manual-operation procedures.
Department heads	Ensure staff complete training and follow the Program. Report changes in systems or vendors.
Village Solicitor	Advises on notifications, breach-notice obligations, ransom decisions, records confidentiality, and vendor terms.
IT service provider	Implements and monitors technical safeguards under contract. Reports incidents to the Program Administrator within 24 hours.

5.1 Program Administrator Duties

The Program Administrator shall:

1. Maintain the confidential appendices listed in Exhibit B.

2. Conduct or obtain the annual risk assessment and maintain the risk register.
3. Set technical standards with the IT service provider and verify they are in place.
4. Grant, review, and revoke administrative access.
5. Lead the Incident Response Team and make the statutory notifications.
6. Schedule and track training, and suspend access for users more than 30 days overdue.
7. Conduct an annual tabletop exercise.
8. Report to Council by March 31 each year and after any incident.
9. Coordinate with free state and federal resources, such as the Ohio Cyber Integration Center, the Ohio Cyber Reserve, the Ohio Cyber Range Institute, and CISA.

6. Critical Functions and Risk Identification

1. **Inventory.** The Village shall keep a current inventory of hardware, software, cloud services, and operational technology, and of the data each holds.
2. **Critical functions.** These include police records and communications; water and wastewater treatment; utility billing and collections; payroll and accounts payable; income tax administration; and Village email.
3. **Risk assessment.** The Program Administrator shall assess risks at least annually and after major system changes.
4. **Risk register.** Identified risks, their owners, and remediation dates shall be tracked to closure.

7. Impact Identification

For each critical function, the Village shall record:

- The impact of loss or disclosure on public safety, public health, finances, legal obligations, and public trust.
- The maximum tolerable outage.
- The manual fallback procedure.

These determinations set backup frequency and recovery priorities and inform cyber insurance coverage.

8. Protective Safeguards

8.1 Accounts and Authentication

- Every user has a unique account. Shared accounts are prohibited except where technically required and documented.
- Multi-factor authentication is required for email, remote access, cloud services, administrative accounts, and banking and payment portals.
- Administrative rights are limited to those who need them and use separate admin accounts.
- Access is removed on the day a person separates from Village service.

- Access rights are reviewed at least annually.
- Passwords follow NIST SP 800-63B: long passphrases, screening against known-compromised passwords, and change upon suspected compromise.

8.2 Devices and Software

- Only vendor-supported operating systems and software may be used.
- Security patches are applied promptly. Vulnerabilities listed in CISA's Known Exploited Vulnerabilities catalog are remediated within 14 days, and other critical patches within 30 days.
- Endpoint detection and response software runs on all servers and workstations.
- Laptops and mobile devices are password protected.
- Village phones and tablets are enrolled in device management.
- Personal devices may access Village email or data only if they meet the Program Administrator's standards.

8.3 Email and Web

- The Village domain uses SPF, DKIM, and DMARC.
- Village business is conducted only on Village accounts. Personal email is not used for Village business.

8.4 Network

- Firewalls protect every site.
- Police systems, utility operational technology, Village business systems, and public or guest Wi-Fi are separated from one another.
- Operational technology is not directly reachable from the internet.
- Remote access uses Village-approved, multi-factor connections only. Vendor remote access is enabled only when needed and is logged.

8.5 Data Protection and Backups

- Critical data is backed up with at least one copy that is offline or immutable and stored separately from the production network.
- Backups are encrypted.
- A restore of at least one critical system is tested each quarter.
- Personal information and criminal justice information are kept only as long as needed and are encrypted where practicable.

8.6 Physical Security

Servers, network equipment, and control systems are kept in locked areas. Unattended devices are locked.

8.7 Payment and Banking-Change Controls

- Any request to change the banking information of a vendor, employee, or payee must be verified by a telephone call to a number already on file, not one supplied in the request.

- Wire transfers and new or changed electronic payment instructions require approval by two authorized persons.
- Urgent or unusual payment requests received by email are verified before payment.

8.8 Vendors

Contracts for technology goods and services, and contracts giving a vendor access to Village data, shall require the vendor to:

- notify the Program Administrator of any incident affecting Village data or systems within 24 hours of discovery;
- maintain reasonable security safeguards, including multi-factor authentication;
- cooperate with incident investigation and statutory reporting;
- flow these terms down to subcontractors;
- return or destroy Village data at contract end; and
- carry cyber liability insurance where appropriate.

These terms apply as contracts are entered into or renewed.

9. Detection

- Endpoint, firewall, and email alerts are monitored by the IT service provider, around the clock where feasible.
- Security logs are retained at least 90 days. Logs for systems handling criminal justice information are retained at least one year.
- Any user who suspects an incident shall report it immediately to the Program Administrator through the Police Department. Users who report in good faith will not be disciplined for reporting.

10. Incident Response

10.1 Incident Response Team

The team is led by the Program Administrator and includes the IT service provider, the Village Administrator, the Fiscal Officer, the Village Solicitor, and affected department heads. It may add the insurer's breach counsel and forensic firm, and state or federal partners.

10.2 Response Steps

1. **Report.** Users report immediately. The Program Administrator records the date of discovery.
2. **Assess.** The Program Administrator determines whether the event is a cybersecurity incident or ransomware incident under R.C. 9.64(A).
3. **Contain.** The team isolates affected systems and preserves evidence. Systems are not wiped or rebuilt until evidence is preserved. No one communicates with the threat actor without Council authorization.

4. **Notify internally.** Within 24 hours of the determination, the Program Administrator notifies the Mayor, the Village Administrator, the Fiscal Officer, the Village Solicitor, and each member of Council.
5. **Notify the insurer.** The Fiscal Officer or Program Administrator notifies the cyber insurance carrier promptly and uses the carrier's panel vendors where the policy requires.
6. **Notify externally.** The Program Administrator makes the notifications in § 10.3.
7. **Communicate publicly.** Public statements are made only by the Mayor or the Mayor's designee, coordinated with the Program Administrator and the Village Solicitor.
8. **Document.** All actions, decisions, and times are recorded in the incident log.

10.3 Required Notifications

Recipient	When	Trigger	Authority
Ohio Cyber Integration Center, Ohio Homeland Security (OCIC@dps.ohio.gov; 614-387-1089)	As soon as possible, no later than 7 days after discovery	Any cybersecurity or ransomware incident	R.C. 9.64(D)(1)
Ohio Auditor of State (Cyber@ohioauditor.gov, AOS reporting form)	As soon as possible, no later than 30 days after discovery	Any cybersecurity or ransomware incident	R.C. 9.64(D)(2)
Affected Ohio residents	Most expedient time possible, no later than 45 days after discovery	Breach of personal information creating a material risk of identity theft or fraud	R.C. 1347.12(B)
Nationwide consumer reporting agencies	Without unreasonable delay	Resident notice required to more than 1,000 residents	R.C. 1347.12(F)
LEADS / Ohio State Highway Patrol	As required by LEADS rules	Incident affecting criminal justice information	LEADS rules; CJIS Security Policy
FBI (IC3 or field office) and other law enforcement	Promptly	Suspected criminal activity	—
Cyber insurance carrier	As required by policy	Any incident that may be covered	Policy terms

Resident notice may be delayed only while a law enforcement agency determines that notice would impede a criminal investigation, as provided in R.C. 1347.12(D).

10.4 Ransomware

- No ransom may be paid, and no ransom demand complied with, unless Council first approves by resolution or ordinance stating specifically why doing so is in the Village's best interest (R.C. 9.64(B)).
- Before any Council decision, the Program Administrator shall obtain the views of the insurer, legal counsel, and forensic advisors. Those views shall address:
  - whether data can be restored from backups;
  - the likely effectiveness of payment; and
  - the risk of payment to a sanctioned party under U.S. Treasury OFAC rules.
- Council may meet in emergency session under R.C. 121.22(F). It may discuss security details in executive session under R.C. 121.22(G)(6), but must vote in open session.

11. Recovery and Post-Incident Security

1. Systems are restored from known-good backups or rebuilt.
2. All potentially exposed credentials are reset.
3. Data integrity is verified before return to service.
4. Enhanced monitoring continues for at least 30 days after restoration.
5. Within 30 days after an incident is closed, the Program Administrator prepares an after-action report for Council. The report identifies the cause, the response, and corrective actions with owners and dates.
6. Corrective actions are tracked in the risk register until complete.

12. Training

- All employees and elected officials complete cybersecurity awareness training at least annually. New personnel complete training within 30 days of receiving access.
- Annual cybersecurity training provided by the State, or training through the Ohio Persistent Cyber Initiative of the Ohio Cyber Range Institute, satisfies the training requirement of R.C. 9.64(C)(6).
- Additional training corresponds to duties:
  - Fiscal and payroll staff: payment-fraud and business email compromise training.
  - System administrators: technical security training.
  - Police personnel: CJIS security awareness training as required by LEADS.
  - Utility operators: operational technology security training.
- The Village may conduct periodic simulated phishing exercises.
- The Program Administrator keeps completion records. Users more than 30 days overdue may have access suspended until training is complete.

13. Testing and Review

- Tabletop exercise. The Village conducts at least one incident-response tabletop exercise each year, using free state resources where available.

- **Annual review.** The Program Administrator reviews this Program and the appendices at least annually. A review also follows any incident, significant system change, or change in law.
- **Auditor access.** The Auditor of State will be given access to Program records upon request.

14. Records and Confidentiality

Records related to this Program and framework, and incident reports, are not public records under R.C. 9.64(E). Records identifying cybersecurity software, hardware, goods, and services are security records under R.C. 149.433. Such records shall be marked "CONFIDENTIAL — R.C. 9.64(E) / 149.433." They are retained under the Village's records retention schedule and preserved when litigation or investigation is reasonably anticipated.

15. Compliance

Violations by employees may result in discipline under the Village's personnel policies and any applicable collective bargaining agreement. Violations by contractors are a breach of contract. This Program does not create rights in any third party.

EXHIBIT B

CONFIDENTIAL APPENDICES

The Program Administrator maintains these appendices. They are not attached to the ordinance and are not public records under R.C. 9.64(E) and 149.433. The Program Administrator may update them without Council action under Section 5 of the ordinance.

Appendix	Contents	Prepared with	Review
B-1 Asset and data inventory	Hardware, software, cloud services, operational technology; data types held by each system	IT provider, department heads	Annually and on change
B-2 Risk register and impact analysis	Risks, owners, remediation dates; maximum tolerable outage and manual fallback for each critical function	Department heads, Utility Superintendent	Annually
B-3 Technical standards	MFA, patching, EDR, encryption, firewall, segmentation, logging, backup configurations	IT provider	Annually
B-4 Incident Response Plan and contact roster	Detailed playbooks (ransomware, business email compromise, lost device, OT disruption); 24/7 contacts for IT provider, insurer, breach counsel, forensics, OCIC, AOS, FBI, LEADS	IT provider, Village Solicitor, insurer	Annually and after each incident
B-5 Backup and recovery procedures	Backup schedule, immutable/offline copy location, restore steps, quarterly test results	IT provider	Quarterly
B-6 Vendor register	Vendors with access to Village systems or data; contract security terms; remote-access methods	Village Administrator, Fiscal Officer	Annually and at renewal
B-7 Training records	Annual and role-based training completion; phishing exercise results	Department heads	Ongoing
B-8 Incident log and after-action reports	Discovery dates, notifications made and when, actions taken, corrective actions	Incident Response Team	Ongoing
B-9 Appointments	Written appointments of any Program Administrator designee	Chief of Police	On change
B-10 Annual review and tabletop records	Review findings, exercise scenarios and lessons learned, annual report to Council	Program Administrator	Annually

ORDINANCE NO. 106-2026

2027
ANNUAL APPROPRIATION ORDINANCE
THE VILLAGE OF MILLERSBURG

(Revised Code Sec. 5705.38)

An ORDINANCE to make appropriations by fund for Current Expenses and other Expenditures of the Village of Millersburg, State of Ohio, during the fiscal year ending December 31, 2027.

Section 1. BE IT RESOLVED by the Council of the Village of Millersburg, State of Ohio, that,

to provide for the current expenses and other expenditures of the said Village of Millersburg

during the fiscal year ending December 31, 2027, the following sums be and they are

hereby set aside and appropriated as follows, viz:

THAT THERE BE APPROPRIATED FROM THE **GENERAL FUND:**

PROGRAM I - SECURITY OF PERSONS AND PROPERTY			
Police Law Enforcement			
100 Personal Services	$	925,000.00	
200 Fringe Benefits	$	354,300.00	
300 Contractual Services	$	138,500.00	
400 Supplies and Materials	$	43,100.00	
500 Capital Outlay	$	71,000.00	
Total Police Law Enforcement		1,531,900.00	
Street Lighting			
100 Personal Services	$	-	
200 Fringe Benefits	$	-	
300 Contractual Services	$	77,000.00	
400 Supplies and Materials	$	-	
500 Capital Outlay	$	-	
Total Street Lighting	$	77,000.00	
Traffic Signals, Signs and Markings			
100 Personal Services	$	-	
200 Fringe Benefits	$	-	
300 Contractual Services	$	-	
400 Supplies and Materials	$	1,500.00	
500 Capital Outlay	$	-	
Total Traffic Signals,Signs,and Markings	$	1,500.00	
Total Program I Security of Persons and Property			$ 1,610,400.00
Program II- Public Health and Human Services			
Payment to County Health District			
100 Personal Services			
200 Fringe Benefits			
300 Contractual Services	$	11,500.00	
400 Supplies and Materials			
500 Capital Outlay			
Total Payment to County Health District	$	11,500.00	
Total Program II Public Health			$ 11,500.00
Program III - Leisure Time Activities			
Recreational Programs - Parks			
100 Personal Services	$	69,000.00	
200 Fringe Benefits	$	39,660.00	
300 Contractual Services	$	22,050.00	
400 Supplies and Materials	$	36,700.00	
500 Capital Outlay	$	5,000.00	
Total Recreation Programs	$	172,410.00	
Total Program III Leisure Time			$ 172,410.00
Program IV - Community Environment			
Planning and Zoning			
200 Fringe Benefits	$	-	
300 Contractual	$	62,000.00	
400 Supplies and Materials			
Total Community Planning and Zoning	$	62,000.00	
Community Development - Tree City			

300 Contractual	$ 20,000.00		
400 Supplies & Materials	$ -		
500 Capital Outlay	$ -		
Total Community Development	$ 20,000.00		
Total Program IV-Community Environment		$	82,000.00
Program VI - Transportation			
Street Maintenance and Repair			
300 Contractual	$ 89,000.00		
400 Supplies and Materials	$ 59,000.00		
500 Capital Outlay	$ 573,000.00		
Total Street Maintenance and Repair	$ 721,000.00		
Sidewalks & Storm Sewers			
300 Contractual	$ 5,000.00		
500 Capital Outlay	$ -		
Total Sidewalks & Storm Sewers	$ 5,000.00		
Total Program VI Transportation		$	726,000.00
Program VII - General Government			
Mayor and Administrative Offices			
100 Personal Services	$ 284,250.00		
200 Fringe Benefits	$ 144,410.00		
300 Contractual Services	$ 374,700.00		
400 Supplies and Materials	$ 17,000.00		
500 Capital Outlay	$ 150,000.00		
Total Mayor and Administrative Offices	$ 970,360.00		
Legislative Activities (Council)			
100 Personal Services	$ 29,500.00		
200 Fringe Benefits	$ 3,800.00		
Total Legislative Activities	$ 33,300.00		
Clerk, Treasurer			
100 Personal Services	$ 72,450.00		
200 Fringe Benefits	$ 49,410.00		
300 Contractual Services	$ 7,500.00		
400 Supplies and Materials	$ 250.00		
Total Clerk, Treasurer	$ 129,610.00		
Lands and Buildings - Surveying			
300 Contractual Services	$ -		
Total Lands and Buildings	$ -		
Boards and Commissions - Worker's Comp			
200 Fringe Benefits	$ 19,000.00		
Total Board and Commissions	$ 19,000.00		
County & State Auditor's and Treasurer's Fees			
250 Real Estate Tax MWCD	$ 3,500.00		
300 Tax Collections Fees	$ 7,000.00		
300 Auditing Services	$ 10,000.00		
300 Election Expense	$ 2,500.00		
Total Auditor Fees	$ 23,000.00		
Other General Government - Administrative Bed Tax Monies			
400 Supplies and Materials	$ 3,500.00		

Total Other General Government	$ 3,500.00		
Income Tax Administration			
300 Contractual Services	$ 3,200.00		
600 Other Uses - Income Tax Refunds	$ 70,000.00		
Total	$ 73,200.00		
Other Uses of Funds			
900 Transfers	$ 500,000.00		
Total Other Uses of Funds	$ 500,000.00		
Total Program VII General Govt		$ 1,751,970.00	
Grand Total General Fund Appropriation			**$ 4,354,280.00**

That there be appropriated from the following

SPECIAL REVENUE FUNDS

Street Maintenance & Repair			
100 Personal Services	$ 357,000.00		
200 Fringe Benefits	$ 163,600.00		
300 Contractual Services	$ 64,700.00		
400 Supplies and Materials	$ 58,000.00		
500 Capital Outlay	$ -		
Total Street Maint & Repair	$ 643,300.00	$ 643,300.00	
State Highway Fund			
500 Capital Outlay	$ 15,000.00		
Total State Highway Fund		$ 15,000.00	
Cemetery Fund			
100 Salaries/Wages	$ 56,700.00		
200 Employee Fringe Benefits	$ 22,710.00		
300 Contractual Services	$ 13,200.00		
400 Supplies and Materials	$ 12,250.00		
500 Capital Outlay	$ 70,000.00		
Total Cemetery	$ 174,860.00	$ 174,860.00	
Cemetery Endowment Fund			
500 Capital-Land/Land Improvements	$ 3,500.00		
Total Cemetery Endowment	$ 3,500.00	$ 3,500.00	
Community Dog Park Fund			
500 Capital Outlay	$ 1,000.00		
Total Community Dog Park	$ 1,000.00	$ 1,000.00	
Law Enforcement Trust Fund			
100 Personal Services	$ -		
400 Supplies and Materials	$ 1,000.00		
Total Law Enforcement Trust	$ 1,000.00	$ 1,000.00	
Law Enforcement Assistance Fund			
300 Contractual Services	$ 4,000.00		
Total Law Enforcement Assistance Fund	$ 4,000.00	$ 6,000.00	

Police Disability & Pension Fund

200 Employers Contribution	$	163,000.00		
200 Employers Liability	$	5,000.00		
300 Tax Collection Fees	$	3,000.00		
Total Police Pension	$	171,000.00	$ 171,000.00	

Enforcement & Education

100 Personal Services	$	-		
200 Employee Fringe Benefits	$	-		
Total Enforcement & Education	$	-	$ -	

Economic Development Grant - Bed Tax

600 Other Uses - Grants	$	138,000.00		
Total Economic Development Grant	$	138,000.00	$ 138,000.00	

ACCUMULATED LEAVE PAYOUT

100 Personal Services	$	22,000.00		
200 Employee Fringe Benefits	$	400.00		
Total Economic Development Grant	$	22,400.00	$ 22,400.00	

GRAND TOTAL SPECIAL REVENUE FUNDS **$ 1,176,060.00**

That there be appropriated from the following **CAPITAL PROJECT FUNDS:**

SIDEWALK REPLACEMENT

555 Capital Outlay	$	125,000.00		
Total Sidewalks Program	$	125,000.00	$ 125,000.00	

GRAND TOTAL CAPITAL PROJECTS **$ 125,000.00**

That there be appropriated from the following **ENTERPRISE FUNDS.**

Program V - Basic Utility Services

Water Fund (Office & Plant)

100 Personal Services-Admin	$	49,875.00
200 Fringe Benefits-Admin	$	24,370.00
100 Personal Services-Operating	$	137,550.00
200 Fringe Benefits-Operating	$	59,410.00
300 Contractual Services	$	115,700.00
400 Supplies and Materials	$	36,200.00
500 Capital Outlay	$	-
600 Other Use - Refunds	$	500.00
800 Debt - Well #5 & High Tank	$	2,000.00
900 Other Financing Uses	$	7,500.00
Total for Water Fund	$	433,105.00

Other Water Fund - Water R & I

500 Capital Outlay	$	93,000.00
900 Transfer Out	$	-
Total Water R&I Fund	$	93,000.00

Program V - Basic Utility Services	$		
Sewer Fund Office & Plant			
100 Personal Services-Admin	$	49,875.00	
200 Fringe Benefits-Admin	$	23,840.00	
100 Personal Services-Operating	$	370,650.00	
200 Fringe Benefits-Operating	$	156,420.00	
300 Contractual Services	$	162,000.00	
400 Supplies and Materials	$	59,200.00	
500 Capital Outlay	$	-	
600 Other Uses - Refunds	$	-	
900 Other Financing Uses	$	10,000.00	
Total for Sewer Fund	$	831,985.00	
Other Sewer Fund - Sewer R & I			
300 Contractual Services	$	100,000.00	
500 Capital Outlay	$	62,500.00	
Total Sewer R&I Fund	$	162,500.00	
Wastewater Treatment Plant Upgrade			
Debt Service			
800 Principal	$	-	
800 Interest	$	-	
Total WWTP Debt Service	$	-	
Grand Total Enterprise Funds			$ 1,520,590.00
GRAND TOTAL ALL APPROPRIATIONS			$ 7,175,930.00

And the Village Fiscal Officer is hereby authorized to draw funds for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, and approved by the board or officers authorized by law to approve the same, or an ordinance or resolution of council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the village, and for purposes other than those covered by other specific appropriations herein made.

SECTION 2. This ordinance shall take effect at the earliest period allowed by law.

Passed December 28, 2026

_____
President of Council

Attest: _____
Fiscal Officer

CERTIFICATE

Section 5705.39, R. C. – "No appropriation measure shall become effective until the county auditor files with the appropriating authority a certificate that the total appropriations from each fund, taken together with all other outstanding appropriations, do not exceed such official estimate or amended official estimate. When the appropriation does not exceed such official estimate, the county auditor shall give such certificate forthwith upon receiving from the appropriating authority a certified copy of the appropriation measure.

The State of Ohio Holmes County, ss.

I, Bobbie Curry, Fiscal Officer of the Village of Millersburg in said County, and in whose custody the Files, Journals, and Records are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Ordinance is taken and copied from the original Ordinance now on file with said Village, that the foregoing Ordinance has been compared by me with the said original and that the same is a true and correct copy thereof.

Witness my signature, this _____day of _____20_____.

_____
Bobbie Curry, Fiscal Officer of the Village of Millersburg, Holmes County, Ohio

Village of Millersburg, Ohio
Resolution 2026-29

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Millersburg, State of Ohio as follows:

SECTION 1: Salaries and wages paid to employees of the Village for services rendered shall be as follows:

A. ELECTED OFFICIALS:	(Effective January 1, 2027)
Mayor	$6,000.00 per year
Mayor (New term effective 1/1/2026 or after)	$7,500.00 per year
Council Members	$3,500.00 per year
Council Members (New term effective 1/1/2026 or after)	$5,000.00 per year
Council President	$4,000.00 per year
Council President (New term effective 1/1/2026 or after)	$5,500.00 per year

B. SALARIED EMPLOYEES base pay:	(Effective January 1, 2027)
Administrator/Zoning Inspector/Flood Plain Admin	$107,144.54 per year
Police Chief	$101,360.76 per year
Janitor/Custodian	$4,750.00

C. HOURLY EMPLOYEES base pay:	(Effective January 1, 2027)
Street Department Employees	Range $24.35 - $45.08 per hour
Utility Department Employees	Range $24.35 - $51.50 per hour
*Water Operator in Training	$26.26 per hour
*Wastewater Operator in Training	$26.26 per hour
Recreation Department Employees	$24.35 per hour
Patrolman – Police Department	Range $28.59 - $39.80 per hour
Dispatcher – Police Department	Range $26.49 - $26.55 per hour
Part-time Patrol/Dispatch - Certified	$26.10 per hour
Part-time Dispatcher – Non-Certified	$24.54 per hour
Part-time Investigator	Range $37.36 - $40.05 per hour
Assistant Village Administrator	Range $25.00 – $29.00 per hour
Fiscal Officer/Income Tax Administrator	$40.40 per hour
Administrative Assistant	Range $27.04 - $32.69 per hour

Base pay rates for new employees are as follows:

Street Department I – Entry Level (may be adjusted for experience)	$24.35 per hour
Street Department II – Proficient	$25.40 per hour

(may be adjusted for experience)	
Street Superintendent/Management	$28.13 per hour
(may be adjusted for experience)	
Mechanic – Proficient	$25.97 per hour
(may be adjusted for experience)	
Utility Department Laborer	$24.35 per hour
Police Department	
Cadet	$24.54 per hour
Patrolman FT (Certified)	$28.17 per hour
Dispatcher (Non-Certified) FT/PT	$24.54 per hour
Dispatcher (Certified) FT & Patrol PT	$25.58 per hour
Administrative Assistant	Range $21.50 - $25.00
(may be adjusted for experience)	
Assistant Fiscal Officer	Range $21.50 - $25.00
(may be adjusted for experience)	
Assistant Village Administrator	Range $25.00 - $29.00
(may be adjusted for experience)	

* See Personnel Policy for complete requirements

D. Merit Incentive: At the annual adjustment of compensation of hourly and salaried employees of the Village, for the calendar year 2027, a merit incentive increase shall be considered in setting compensation. The hourly rates for Section 1.C. above are based upon the 2026 total hourly wages and adding the following pay incentives:

> 2027 Annual Merit Incentive: 0% to 4% to be considered for all employees in the Public Works Department; the Utility Department; and the Police Department based upon employee evaluations; 0% to 4% for Village Administrator and Chief of Police as determined by Millersburg Village Council; and 0% to 4% for the Fiscal Officer/Tax Administrator and Administrative Assistants as determined by the Village Administrator.

E. Wastewater Treatment & Water Treatment Operators in Training:

1) Wastewater Treatment Plant (WWTP) Operator in Training. A "Wastewater Treatment Plant (WWTP) Operator in Training" is a newly hired or existing employee with the following job qualifications and skills:

a. HIGH SCHOOL DIPLOMA OR EQUIVALENT.
b. YEARS OF EXPERIENCE IN OPERATING A WWTP.
c. CLASS B CDL OR ABILITY TO OBTAIN WITHIN 6 MONTHS.
d. CLASS I WASTEWATER LICENSE.
e. MUST OBTAIN CLASS III WASTEWATER LICENSE AS SOON AS POSSIBLE CONSIDERING THE 5-YEAR EPA EXPERIENCE REQUIREMENT.
f. PROFICIENT IN LAB WORK.
g. ABILITY TO MAINTAIN DAILY PLANT OPERATIONS OF THE
h. MILLERSBURG WWTP NOW RATED AS A CLASS II PLANT.

i. MAINTAIN DISTRIBUTION AND COLLECTION SYSTEM, INCLUDING BUT NOT LIMITED TO, METERS, LEAKS, PLUGS, HYDRANTS, INSTALL WATER/SEWER LINES, AND GROUNDS/FACILITY MAINTENANCE.

2) Water Treatment Plant (WTP) Operator in Training. A "Water Treatment Plant (WTP) Operator in Training" is a newly hired or existing employee with the following job qualifications and skills:

a. HIGH SCHOOL DIPLOMA OR EQUIVALENT.
b. 1 YEAR EXPERIENCE IN OPERATING A WATER TREATMENT PLANT.
c. CLASS B CDL OR ABILITY TO OBTAIN WITHIN 6 MONTHS.
d. CLASS I WATER LICENSE.
e. MUST OBTAIN CLASS II WATER LICENSE AS SOON AS POSSIBLE CONSIDERING THE EPA EXPERIENCE REQUIREMENT.
f. PROFICIENT IN LAB WORK.
g. ABILITY TO MAINTAIN DAILY PLANT OPERATIONS OF THE MILLERSBURG WTP, NOW RATED AS A CLASS I PLANT.
h. MAINTAIN DISTRIBUTION AND COLLECTION SYSTEM, INCLUDING BUT NOT LIMITED TO, METERS, LEAKS, PLUGS, HYDRANTS, INSTALL WATER/SEWER LINES, AND GROUNDS/FACILITY MAINTENANCE.

3) Wages for New Hire:

A newly hired employee in the Utility Department with the above qualifications and skills as a Wastewater Treatment Plant (WWTP) Operator in Training or Water Treatment Plant (WTP) Operator in Training shall start at $26.26 per hour. For each additional license obtained, the employee shall be entitled to a 10% increase which is limited up to a Class III Wastewater License and a Class II Water License upon receiving the license certificate.

4) Wages for Existing Employee:

If an existing employee in the Utility Department obtains the above qualifications and skills during the course of their employment at the Village and therefore becomes a Wastewater Treatment Plant (WWTP) Operator in Training or a Water Treatment Plant (WTP) Operator in Training, that employee shall be entitled to a 10% increase for each additional license obtained, which is limited up to a Class III Wastewater License and a Class II Water License upon receiving the license certificate

SECTION 2:

Workweek is defined as a period beginning at 12:01 A.M., Saturday morning, and ending Friday night at 12:00 midnight.

Hours of Operation:

Administrative Staff hours shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday, with an unpaid thirty (30) minute lunch period as determined by the Village Administrator.

Street, Recreation, and Utility Department employees shall have regular hours of operation from 7:00 a.m. to 3:30 p.m., Monday through Friday, with an unpaid thirty (30) minute lunch period as determined by the Village Administrator.

These hours constitute the regular work schedules for Administrative Staff and employees of the Street, Recreation, and Utility Departments. Work hours and schedules may be adjusted by the Village Administrator, at the Administrator's discretion, based upon the operational needs of the Village or the applicable department.

Police Department work hours and schedules shall be established by the Chief of Police.

Daily timesheets shall be maintained in all departments, and the same shall be approved by the department head prior to being submitted to the Village Fiscal Officer on a bi-weekly basis; the Fiscal Department shall compute the earnings of each employee and make payment on the Thursday following the pay period ending date. The Fiscal Department shall accept no time sheets without prior department head approval.

Overtime work shall have the prior approval of either the Village Administrator, Chief of Police, or the Mayor. Overtime hours shall be computed at the rate of time and one-half for any time over forty (40) hours per week. Time accrued on sick leave shall not be considered as time worked for the purpose of computing overtime.

SECTION 3: Vacation: Vacation time shall be earned by full-time employees in accordance with the following schedule:

A. During the first twelve (12) months of continuous service, employees shall accrue vacation time at the rate of 1.54 hours for every 80 hours worked.

B. Following the first twelve (12) months of continuous service, employees shall accrue vacation time at the rate of 3.08 hours for every 80 hours worked.

C. Following eight (8) years of continuous service, employees shall accrue vacation time at the rate of 4.62 hours for every 80 hours worked.

D. Following fifteen (15) years of continuous service, employees shall accrue vacation time at the rate of 6.16 hours for every 80 hours worked.

Vacation leave for full-time employees may be taken as soon as it has been accrued and shall be taken by the employee prior to accrual of twice his annual accrual rate. Credit in excess of authorized maximum will be eliminated

from the employee's vacation leave balance. Vacation time shall be taken as time off. No "pay only" will be allowed, with the exception of a termination and/or retirement pay-out.

Annual vacation schedules shall be arranged with the department head and/or supervisor with general approval of the Administrator and/or Chief of Police. Requests for vacation leave shall be made in writing at a minimum of thirty (30) days in advance of request, if possible. Time may be rescinded for unscheduled work activities for any employee.

SECTION 4: Holidays: Time and one-half shall be paid to all full-time hourly employees required to work holidays, in addition to the holiday pay. For the purpose of overtime calculation, holiday pay for non-scheduled work hours shall be compensated at eight (8) hours of regular pay. Part-time employees of the Police Department will be paid double-time their hourly wages for hours worked on holidays.

Legal Holidays:
1. New Year's Day*
2. Memorial Day
3. Independence Day*
4. Labor Day
5. Thanksgiving Day
6. Christmas*

* Law Enforcement personnel shall be paid for the actual day of the holiday.

Floating Holidays:
1. Martin Luther King Day
2. Good Friday
3. Veterans Day

Effective January 1, 2011, and each year thereafter, Floating Holidays shall be considered additional personal days for accounting purposes only. All full-time employees will be credited with an additional twenty-four hours (24 hours) of personal time. All full-time Police Department employees whose normal schedule includes ten (10) or more hour shifts will be credited with an additional thirty (30) hours of personal time (In addition to Section 6). Floating Holidays/Personal Days will not be accumulated.

SECTION 5: Sick Leave:

A. Sick leave for all full-time employees shall accumulate at 4.6 hours for every 80 hours worked and be subjected to the same regulations as prescribed for employees of the State of Ohio as set forth in Section 124.38 of the Ohio Revised Code and as this section may be amended in the future. The employees shall furnish a satisfactory written, signed statement from a licensed physician to justify the use of sick leave after an absence of more than three (3) days from work. The statement and/or certificate shall be

presented to the Village Fiscal Officer and filed with the employee records for periods in excess of three (3) days.

B. In case of retirement or death of an employee, unused sick leave shall be paid pursuant to Ohio Revised Code Section 124.39(B).

SECTION 6: Personal Leave:
Each full-time employee shall be entitled to three (3) personal days per calendar year. This equates to twenty-four (24) hours for most full-time employees and thirty (30) hours for full-time Police Department employees whose regular schedules include shifts of ten (10) hours or more. Employees must provide at least one (1) day's prior notice to the Administrator, Chief of Police, and/or Mayor. A shorter notice period may be approved at the supervisor's discretion. Personal days may be used only after completion of the first six (6) months of employment and may not be carried over or accumulated.

SECTION 7: Service Reward Days
Effective January 1, 2026, and each year thereafter, each full-time employee having completed their 20th year of consecutive, full-time public service shall be entitled to five (5) Service Reward Days per calendar year. This equates to forty (40) hours for most full-time employees and fifty (50) hours for full-time Police Department employees whose regular schedules include shifts of ten (10) hours or more. Employees must provide at least one (1) day's prior notice to the Administrator, Chief of Police, and/or Mayor. A shorter notice period may be approved at the supervisor's discretion. Service Reward Days may not be carried over or accumulated.

SECTION 8: Medical and Dental Insurance
The Village shall provide for single; family; employee/children; or employee/spouse (whichever is applicable) Healthcare and Dental Insurance, which a major portion of the cost shall be paid by the Village. Life Insurance Benefits will be provided to all full-time employees and paid for by the Village.

SECTION 9: Longevity Pay (Steps):
Effective January 1, 2026, full-time employees shall be eligible for cumulative Longevity Pay based upon continuous years of employment with the Village of Millersburg. Full-time service completed prior to January 1, 2026, shall be included in determining an employee's applicable longevity step.
Longevity Pay shall be separate from and paid in addition to the employee's established base rate of pay and shall not be incorporated into the employee's base hourly rate or annual base salary.
Longevity Pay is cumulative. Each longevity step represents an additional amount that is added to, and does not replace, any longevity amount previously earned.

Step	Completed Years of Continuous Employment	Additional Longevity Increase	Cumulative Longevity Rate
Step 1	5 years	$0.25/hour	$0.25/hour
Step 2	10 years	$0.30/hour	$0.55/hour
Step 3	15 years	$0.35/hour	$0.90/hour
Step 4	20 years	$0.40/hour	$1.30/hour
Step 5	25 years	$0.45/hour	$1.75/hour
Step 6	30 years	$0.50/hour	$2.25/hour

Each longevity increase shall become effective at the beginning of the first full pay period following the employee's anniversary date upon which the employee completes the applicable years of continuous employment.

For full-time salaried employees, annual Longevity Pay shall be calculated by multiplying the applicable cumulative hourly longevity rate by two thousand eighty (2,080) hours: Cumulative Hourly Longevity Rate × 2,080 Hours = Annual Longevity Pay. The resulting annual Longevity Pay shall be paid in addition to, and shall remain separate from, the employee's established annual base salary. When a salaried employee becomes eligible for an additional longevity step during a calendar year, the increase in annual Longevity Pay shall be prorated beginning with the first full pay period following the employee's anniversary date.

SECTION 10: New hourly employees, salaried employees, and non-certified police officers/dispatchers shall work a twelve-month probationary period. Certified Police Department employees shall work a six-month probationary period. At the end of such period, upon recommendation of the Mayor and Administrator and/or Chief of Police, Council shall determine whether permanent appointment is warranted. The Mayor, with the approval of council, may adjust the length of probation and the probationary hourly rate.

SECTION 11: All uniforms shall be furnished to the Chief of Police, Patrolmen, and Dispatchers by the Village of Millersburg.

SECTION 12: All employees shall be governed by the most recently adopted Personnel Manual for the Village of Millersburg. This shall include all full-time, part-time, and seasonal employees.

Notice of this Resolution shall be published in the Holmes County Bargain Hunter once per week for two consecutive weeks as required by the Ohio Revised Code.

1st Reading _____ 2nd Reading _____ 3rd Reading _____

Passed at a regular meeting of Village Council on the ____ day of December, 2026.

Vote: _____

Approved: _____, 2026

_____ _____

Brent Hofstetter, Council President Kelly Hoffee, Mayor

Attest: _____

Bobbie Curry, Fiscal Officer