



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: 3/23/2026

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. United States Semi Quincentennial Celebration Update, if any.
 - c. Discussion/Feedback
 - d. Visitors
 - Pathmaster: Smart Signals & Crosswalk Safety
 - Taylor Reining, HDM – Updates & Events

5. Previous Minutes Meeting Date: 3/9/2026

6. Bills:

Resolution 2026-7

Bills	\$138,984.19
Payroll Date 3/12/2026	\$73,877.75
Total	\$212,861.94

7. Reports of Officers:
 - a. Administrator: Report attached
 - b. Chief:
 - c. Fiscal Officer:
 - d. Solicitor:
 - e. Mayor:
 - i. Upcoming Committee Meetings

8. Report of Committees:

9. Legislation:

2nd Reading **2026-4** 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

10. Old/Unfinished Business:

- Smart Traffic Lights – Pathmaster (**Visitor**)
- Downtown Crosswalks/lighting/safety solutions – Pathmaster (**Visitor**)
- Amend DORA guidelines (Sunday Sales) – Taylor Reining, HDM (**Visitor**)
- Downtown Sidewalk Project– No Update per **Updated on Administrator’s Report**
- Airport Park Lighting Project – No Update per **Updated on Administrator’s Report**
- Seating at New Playground Equipment at Old Airport Park – **Updated on Administrator’s Report**
- Housing Study – No Update per **Administrator’s Report**
- Phone system – No Update per **Administrator’s Report**
- EPA Generator Grant - **Updated on Administrator’s Report**
- Alley vacation between 419 Wise St and 711 Maxwell Ave – No Update per **Administrator’s Report**
- New Deer Run Amphitheater Project (Covered Stage) –
- Wooster Rd Waterline Project -
- New water bill system – No Update
- S Clay Street pavement striping – No Update - Waiting for ODOT
- Employee Leave Donation Policy – No Update – Work to begin later in 2026
- Indigent Burial Site dedication – No Update - Waiting for Ceremony Date
- Streetlights (Burnt Out/Dark Areas) –
- Former Terrace View Property Legal Action –
- Millersburg Mobile Home Park (periodic update) –
- Millersburg Elementary Property -
- 2026 Council Goals
 - New Logos & Reflective Chevrons for Village Vehicles –
 - 4th of July Committee -

11. New Business:

12. Executive Session:

13. Executive Session Action:

14. Adjournment



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FROM THE DESK OF

—MAYOR—

KELLY HOFFEE

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 Tea Time for America - 10:30am, at the Castle Club Event Center, tickets available online
- May 1 - Downtown Art Walk in Millersburg

Council Calendar

- April 1 - DRB and Planning and Zoning Meetings
- April 13 - Council Meeting 7pm
- April 27 - Council Meeting 7pm

ENTITY NAME: VILLAGE OF MILLERSBURG

BOARD NAME: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: 3/9/2026

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	Jason Roach	Solicitor
Melissa Patrick	Media/Reporter	Shirley Gerber	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
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APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING:		Regular	
SUSPEND READING OF MINUTES HELD ON:		2/23/2026	
MOTION BY:	Hershberger	MOTION SECONDED BY:	Zollars
VOTING ROLL CALL:			
Hershberger	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<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
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	
MOTION TO APPROVE BY:	Hofstetter	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
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	Vaughn	<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
VOTING RESULTS:		YES: 6 NO: 0	

APPROVAL OF BILLS

BILL RESOLUTION 2026-6	Bills \$76,263.28	Payroll \$75,279.36	Total \$151,542.64
MOTION TO APPROVE BY:	Hershberger	MOTION SECONDED BY:	Vaughn
VOTING ROLL CALL:			
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	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:		YES: 6 NO: 0	

REPORTS OF OFFICERS

DEPARTMENT:	ADMINISTRATION
REPRESENTATIVE'S NAME:	VILLAGE ADMINISTRATOR, NATHAN TROYER
<u>DRB & P&Z Commission</u>	
P&Z met on March 4 th and recommended proceeding with preliminary design for a proposed lot split and rezoning of 1.24 acres at 898 E. Jackson Extension.	
<u>Sidewalk Project</u>	
Met w/MJK Electrical Engineering on 2/24, they are working on underground electrical, still on schedule for late spring bid date.	

Airport Park

No update

Housing Study

Attended United Way Holmes County Housing Coalition meeting, good kick-off to what we're hoping is a successful program. Next Meeting 3/24/26

Downtown Traffic Signals

Pathmaster is planning to attend the March 23rd Council meeting to discuss the data collected so far as well as the Adaptive Module capabilities.

Discussion: Kellogg asked Troyer how data is collected and how much has been spent so far on the new traffic signals.

Data: Troyer said that actual traffic data is collected and compiled by the system which Troyer has access to as well as Pathmaster. The information is not manipulated in any way. The "AI" part of our system refers to Applied Information, not Artificial Intelligence.

Spent: Troyer reports that the total spent so far for the Currux system and AI: \$71,031.00. (\$30,000-Village Funds; \$21,031-County Permissive Funds; \$20,000-Holmes County Commissioners.)

Kellogg asked about the cost of the adaptive system. Troyer said the cost is \$36,000 (\$12,000 per intersection) which is a one-time fee.

Troyer and Hoffee explained County Permissive Funds: Holmes County funds set aside for each municipality that can be used for transportation-related projects.

Phone System

Fiber was installed from the pole to the server rack, awaiting next steps.

EPA Generator Grant

Submitted-waiting on announcement

Alley Vacation Update

No update

Deer Run/Amphitheater

Followed up with Jenna Brumme, she will begin design process and report back as it progresses.

FYI

Jason Troyer w/HC EMA will be attending the April 13 meeting to discuss the Hazard Mitigation Plan update and adoption process.

DEPARTMENT:	FISCAL
REPRESENTATIVE'S NAME:	FISCAL OFFICER, BOBBIE CURRY
<p>-February Financials were acknowledged.</p> <p>-Curry received the Village's property and liability insurance renewal quote from PEP. The annual premium (4/1/26-3/31/27) is \$45,250.00 which is an increase of about 5.9%. The increase is due to typical rise in cost as well as additional property and equipment changes.</p>	

Hofstetter made a motion to accept the renewal rate. Zollars seconded the motion. All voted aye. Motion carried.

DEPARTMENT:	MAYOR
REPRESENTATIVE'S NAME:	KELLY HOFFEE
Council Calendar	
<ul style="list-style-type: none"> • March 23 - Council Meeting 7pm • April 1 - DRB and Planning and Zoning Meetings • April 13 - Council Meeting 7pm • April 27 - Council Meeting 7pm 	

LEGISLATION

NUMBER:	100-2026		
TITLE: An Ordinance Prohibiting Adult-Use Cannabis And Medical Marijuana Cultivators, Processors, Dispensaries, And Related Operators Within The Village Of Millersburg, Ohio.			
CLASSIFICATION:	Ordinance		
STATUS:	3rd Reading and Vote to Adopt		
DISCUSSION: Hershberger asked Jason Roach from Kick & Gilman if this legislation is passed then the issue would be on the ballot again, how would that work? Roach said that council can vote to lift the moratorium at any point. Kellogg asked the same question but asked if it would make any difference if the issue on the ballot is not an advisory question but rather a local ballot issue or initiative. Roach said that the issue on the ballot would need to have specific wording. He said passing this moratorium legislation is not irreversible; Council can change ordinances.			
MOTION TO APPROVE BY:	Vaughn	MOTION SECONDED BY:	Zollars
VOTING ROLL CALL:			
Vaughn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hershberger	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Zollars	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kellogg	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Shoemaker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Hofstetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VOTING RESULTS:	YES: 3 NO: 3		
Tie-Breaking Vote: Mayor Hoffee voted Yes. Motion passed.			

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:	1st Reading		

OLD/UNFINISHED BUSINESS

TOPIC:	Downtown Sidewalk Project, Airport Park Lighting Project,
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	Smart Traffic Lights, EPA Generator Grant, Phone system, Housing Study, Alley vacation between 419 Wise St and 711 Maxwell Ave, and Deer Run Amphitheater Project.
PRESENTED BY:	Administrator Troyer
DISCUSSION: See Administrator's Report	

TOPIC:	Wooster Rd Waterline Project
PRESENTED BY:	Administrator Troyer
DISCUSSION: Submitting the grant through the Residential Infrastructure Program. Hofstetter asked about the phases of the project. Troyer said phase one will take care of Walnut Street to Jones Street. Later, phase two will be from Jones Street to the corporation limit.	

TOPIC:	Burnt out Street Lights
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Troyer said to keep reporting streetlights that are out to us or to AEP.	

TOPIC:	Downtown Crosswalk Safety
PRESENTED BY:	Administrator Troyer
DISCUSSION: Pathmaster will be at our next meeting. Troyer asked them to talk about crosswalk safety options in addition to the smart traffic lights.	

TOPIC:	United States Semi Quincentennial Celebration
PRESENTED BY:	Mayor Hoffee
DISCUSSION: Hoffee invited Melissa Patrick, Chairperson for Holmes County's celebration to update council on the plans for the celebration which will be held on July 25 th . Patrick shared that there will be a drone light show, a band, Military helicopter rides, a reverse parade, speakers, food trucks and local first responders and K-9 Units. The committee is collaborating with the Veterans Office and would like to see as many veterans involved as possible. The committee is seeking donations to fund the event. Donors may contact the local VA office or Melissa at WKLM. There will soon be a Facebook page for the event and registration for the reverse parade displays will be starting soon.	

TOPIC:	New Logos and Reflective Chevrons for Village Vehicles
PRESENTED BY:	Administrator Troyer
DISCUSSION: Troyer is working on getting the quotes for those.	

TOPIC:	Seating at Old Airport Park
PRESENTED BY:	Administrator Troyer
DISCUSSION: Troyer said that he spoke to the Health Department. They have Creating Healthy Communities funding available. Troyer shared some bench/table ideas with them to review the options. The Health Department should fully fund the seating.	

Troyer also discussed with them the mulching at Clay Street Park. Health Department funding would also cover the cost of the mulch. There are some local groups that are interested in helping to spread the mulch.

TOPIC:	Trash Can Left at Curbs after Trash Pickup
PRESENTED BY:	Administrator Troyer
DISCUSSION: Troyer reports that this has gotten better. He also reports that we have ordered some door hangers that can be used to notify residents of this and many other things.	

TOPIC:	New Ohio Flag at Village Hall
PRESENTED BY:	Administrator Troyer
DISCUSSION: The new flag has been installed. Troyer thanked the American Legion. TOPIC COMPLETE	

Unfinished Business not discussed:

- New water bill system – No Update
- S Clay Street pavement striping – No Update Waiting for ODOT
- Employee Leave Donation Policy – No Update – work to begin later in 2026
- Indigent Burial Site dedication – No Update - Waiting for Ceremony Date
- Amend DORA guidelines (Sunday Sales) – No Update
- Former Terrace View Property Legal Action – No Update
- Millersburg Mobile Home Park (periodic update) – No Update

NEW BUSINESS

TOPIC:	Committee for a 4th of July Celebration
PRESENTED BY:	Shoemaker
DISCUSSION: Shoemaker wants to form a committee to organize an event on the 4 th of July. He has received feedback from many people asking for an event in Millersburg on July 4 th . He has some ideas. If anyone is interested in being on the committee they can contact Village Hall. Kellogg and Hershberger both said they would help. Kellogg said she does not understand why Millersburg cannot have a celebration on the 4 th of July – even if it’s more expensive. Hershberger said his goal is to interact with downtown business owners. He said he doesn’t want to interfere with Historic Downtown Millersburg but agrees that there should be a 4 th of July Celebration on the actual holiday. It was mentioned that the amphitheater/Deer Run Park would be a nice location for an event. Kellogg said she thinks there is some confusion about Historic Downtown Millersburg. She said they are funded with bed tax money that the council awards to them and that as elected officials, they are not ‘stepping on toes’ or fighting when it comes to the planning of events. She said “something happened” (between council and HDM). She said we are grownups and not in high school. Hoffee said the HDM spends \$30,000 on the one-day event (Thunder Over Holmes County). The cost of doing the fireworks display on the 4 th of July would be much higher. She said that for 2026, the 4 th of July was not an option because it is the US Semi Quincentennial. Hoffee said the HDM tried to see if any other entity would be willing to take it over but has been	

unsuccessful. Other communities have a club that is certified to set off the fireworks, but Holmes County has no such club so we must pay for the company to set the fireworks off. There are no longer any donations. Hershberger asked if council is allowed to discuss these things with HDM. Hoffee and Troyer said yes. Hershberger asked if council ever sees the minutes from HDM meetings. Troyer is on the HDM Board and attends as many meetings as possible. Hershberger said that if Troyer is at the meetings, it is not necessary to see the minutes. Curry added that once the committee has some ideas, she is happy to check insurance coverage for the event.

TOPIC:	Millersburg Elementary Building
PRESENTED BY:	Hershberger
DISCUSSION: Hershberger has been asked about the future of the Millersburg Elementary School building. He asked if it is going to be auctioned off. Mayor Hoffee said she believes that is the plan. Hershberger said he would like to see the YMCA obtain the property for its new site in Millersburg. Hoffee said this will be a topic at an upcoming meeting.	

ADJOURNMENT

MOTION BY:	Hofstetter	MOTION SECONDED BY:	Kellogg
VOTING ROLL CALL:			
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	Vaughn	<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
VOTING RESULTS:		YES: 6 NO: 0	

NEXT SCHEDULED MEETING

TYPE OF MEETING:	Regular
DATE:	<u>3/23/2026</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	3/16/2026

ATTESTED BY

SIGNATURE: Bobbie Curry	TITLE	DATE
	Fiscal Officer	3/23/2026

CERTIFICATION

SIGNATURE: Kelly Hoffee	TITLE	DATE
	Mayor	3/23/2026

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 2026-7

Vendor	Description	Fund	Total
Advance Auto	Speed sensor, gasket	Street	\$218.93
American Electric Power	Electricity	Multiple	\$20,617.00
AT&T First Net	Phone Service	Multiple	\$546.50
Aultcare	April Premiums - Medical/Dental	Multiple	\$42,693.50
Cheryl Stitts	2025 Itax Refund	Gen Tax	\$81.12
Christine Yoder	2025 Itax Refund	Gen Tax	\$174.07
Clemans & Nelson	Retainer	General	\$250.00
Colten Austin	2025 Itax Refund	Gen Tax	\$726.71
Core & Main	Tapping saddle Jordan prop	Water	\$2,708.72
Elleanor Heller	2025 Itax Refund	Gen Tax	\$236.12
First Citizen	Xerox Copier	General	\$174.25
Galls	Uniforms, Hemming	Police	\$1,607.44
Hawkins	Cylinder Charge	Water	\$10.00
Health Prof. of Holmes Co	Random testing	Multiple	\$225.00
Holmes Oil	Gasoline	Multiple	\$1,850.65
Holmes Pest Control	Pest Control	General	\$135.00
Holmes Power Equip	Handle ext kit, gasket set	Park	\$108.17
Holmes Wayne	Electricity	Sewer	\$65.18
James & Dawn Chamberlin	2025 Itax Refund	Gen Tax	\$244.00
Justin Ryser	2025 Itax Refund	Gen Tax	\$948.88
Kick & Gilman	Legal Services	General	\$2,007.50
Lara Mast	2025 Itax Refund	Gen Tax	\$111.00
Mary Beth Marburger	2025 Itax Refund	Gen Tax	\$1,744.41
Mitchell Miller	2025 Itax Refund	Gen Tax	\$976.22
Orion Equipment	Sign posts, western pro plus	Street	\$2,199.20
PEP	2026 premium	Multiple	\$45,250.00
Quadient	Ink cartridge	General	\$175.75
Ream & Haager	testing	Water, Sewer	\$1,502.00
Rebecca Bertram	2025 Itax Refund	Gen	\$39.00

Reid Hoxworth	2025 Itax Refund	Gen Tax	\$101.00
Robert Common	2025 Itax Refund	Gen Tax	\$442.00
Saltcreek Industries LLC	2025 Itax Refund	Gen Tax	\$4,680.00
Spectrum	Phone Service, Internet	Police, General	\$596.66
Staples	Door hangers, paper, correction	Gen, Water	\$109.31
Standard Ins	Life Ins Premiums - April	Multiple	\$354.20
Top Dog Uniform	Uniforms	Police	\$974.63
Tractor Supply	Rainsuits, starter button, bolts	Multiple	\$124.57
Treasurer of State	Marc's radio	Police	\$330.00
Troy & Pam Miller	2025 Itax Refund	Gen Tax	\$180.00
Tuscarawas County Engineer	Durapatch Oil	Gen Transp	\$665.50
United States Postal Service	Postage	Water, Sewer	\$2,800.00
		TOTAL	\$ 138,984.19

PAYROLL CHECK DATE 03/12/2026

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,779.70
Baker, Daniel	Wages	Gen Police	\$ 2,794.75
Boggs, Conner	Wages	Gen Police	\$ 1,926.40
Cline, Chad	Wages	General	\$ 2,495.20
Cox, Caleb	Wages	Gen Police	\$ 2,309.60
Curry, Roberta	Wages	General	\$ 3,108.00
Duff, Kevin	Wages	Street	\$ 2,474.40
Judson, Blake	Wages	Wat/Sew	\$ 2,646.40
Kiner, Jessica	Wages	General	\$ 2,248.52
Kiner, Ron	Wages	Gen Police	\$ 2,454.40
Markley, Michelle	Wages	Gen Police	\$ 2,828.80
McKinney, Steve	Wages	Street	\$ 1,900.00
Meek, Nathaniel	Wages	Gen Police	\$ 2,209.60
Mellor, Pat	Wages	Cem/Str	\$ 3,648.00
Miller, James	Wages	Street	\$ 2,583.20
Miller, Javen	Wages	Gen Police	\$ 2,042.40
Miller, Kenneth	Wages	Wat/Sew	\$ 3,359.20
Opfer, Stephanie	Wages	Gen Police	\$ 3,000.76
Shaffer, Mary	Wages	Gen/Wat/Sew	\$ 2,514.40

Shaner, Matt	Salary	Gen Police	\$ 3,709.86
Shepler, Clay	Wages	Wat/Sew	\$ 2,438.40
Shows, Logan	Wages	Gen Police	\$ 2,446.72
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
Weaver, Matthew	Wages	Wat/Sew	\$ 3,754.40
Yoder, Kelly	Wages	Gen Police	\$ 2,042.40
		TOTAL PAY	\$ 73,877.75

TOTAL BILL RES 2026-7	\$ 212,861.94
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Administrator's Report

March 23, 2026

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.
- **Deer Run**
 - Discussion about events/sponsorships at Amphitheater and liability/insurance requirements.
- **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 wind storm 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 – See attached



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Credit Requests for Water Leaks March 19, 2026

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.