

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: April 27, 2026

REGULAR SESSION OF COUNCIL - 7:00 PM

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: April 13, 2026

6. Bills:

Resolution 2026-12

Bills	\$81,660.43
Payroll Date 4/23/2026	\$79,592.44
Total	\$161,252.87

7. Reports of Officers:

- a. Administrator: Report attached
- b. Chief:
- c. Fiscal Officer:
- d. Solicitor:
- e. Mayor:
 - i. Upcoming Council and Committee Meetings
 - ii. Mayor's report and/or other business, if any

8. Report of Committees: -4th of July Committee
 -Tree City Report

9. Legislation: 2nd Reading **2026-9** Adopting The Holmes County
 2026 Hazard Mitigation Plan

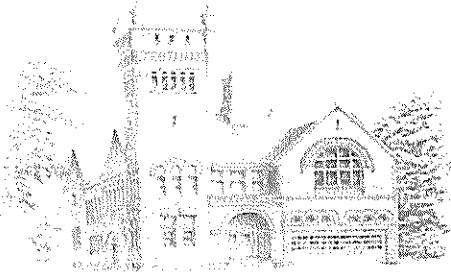
10. Old/Unfinished Business:
 - Old Airport Park Lighting Project – **Updated on Administrator’s Report**
 - Old Airport Park seating at New Playground Equipment – **Updated on Administrator’s Report**
 - Clay Street Park Mulching Project - **Updated on Administrator’s Report**
 - Phone system – **Updated on Administrator’s Report**
 - EPA Generator Grant - **Updated on Administrator’s Report**
 - Downtown Sidewalk Project– No Update per **Administrator’s Report**
 - Housing Study – No Update **Administrator’s Report**
 - Smart Traffic Lights –
 - Downtown Crosswalks/lighting/safety solutions –
 - Amend DORA guidelines (Sunday Sales) -
 - Alley vacation between 419 Wise St and 711 Maxwell Ave –
 - Timothy Baker Amphitheater at Deer Run Project (Eagle Scout - Covered Stage) –
 - Wooster Rd Waterline Project -
 - 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) –
 - 2026 Council Goals
 - New Logos & Reflective Chevrons for Village Vehicles – **Updated on Administrator’s Report**

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

- May 1 - Downtown Art Walk in Millersburg
- May 2 - Village Cleanup Day 9-noon at Street Department
- June 6 - Summer Concert Series at the Amphitheater at Deer Run 6-8pm

Council Calendar

- April 27 - Council Meeting - 7pm
- May 6 - DRB and Planning & Zoning Board Meetings
- May 11 - Council Meeting - 7pm
- May 27 - Council Meeting - 7pm

VILLAGE OF MILLERSBURG

Board Name: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: April 13, 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

CALL TO ORDER

The meeting was called to order at 7:00 PM by Mayor Kelly Hoffee.

PLEDGE OF ALLEGIANCE

All present stood and recited the Pledge of Allegiance.

COUNCIL MEMBERS ROLL CALL

NAME	PRESENT/ABSENT
Robert Shoemaker	Present
Tom Vaughn	Present
Ryan Hershberger	Present
Andy Zollars	Present
Andrea Kellogg	Present
Brent Hofstetter	Present

VILLAGE OFFICIALS

NAME	
Nathan Troyer, Administrator	Present
Matt Shaner, Police Chief	Present
Bobbie Curry, Fiscal Officer	Present
Chad Cline, Asst. Administrator	Present

VISITORS IN ATTENDANCE:

Jason Troyer, Holmes County EMA Director, Melissa Patrick (WKLM), Shirley Gerber, Kristi Welch, and Tom Jones.

ARBOR DAY PROCLAMATION

Mayor Kelly Hoffee read the **2026 Arbor Day Proclamation**, proclaiming **April 24, 2026** as Arbor Day in the Village of Millersburg and encouraging residents to celebrate Arbor Day and support tree planting and conservation efforts.

COMMUNITY CALENDAR / EVENTS

Mayor Hoffee reviewed upcoming community events, including the Clue Game at the Victorian House, Millersburg Garage Sale Days on April 24–25, and the **Summer Concert Series beginning June 6, 2026**, at the Timothy Baker Amphitheater at Deer Run Park. The Mayor noted food trucks would be present and encouraged sponsorship participation through Holmes Center for the Arts.

VISITORS

Jason Troyer, Holmes County Emergency Management Agency Director, addressed Council regarding the **Holmes County 2026 Hazard Mitigation Plan**. Mr. Troyer explained the purpose of the plan, FEMA requirements, hazard ranking methodology, and the benefits of Village adoption related to future mitigation grant eligibility. He clarified that adoption does not require funding or completion of mitigation projects. Council discussed storm damage totals and disaster assistance processes. No action was taken at this time.

APPROVAL OF PREVIOUS MINUTES

TYPE OF MEETING: Regular

DATE: March 23, 2026

Motion to Suspend Reading of Minutes

Motion By: **Vaughn**

Seconded By: **Hofstetter**

Roll Call Vote:

Vaughn – Yes

Hostetter – Yes

Kellogg – Yes

Result: PASSED

Zollars – Yes

Hershberger – Yes

Shoemaker – Yes

Corrections: None

Motion to Approve Minutes

Motion By: **Hershberger**

Seconded By: **Zollars**

Roll Call Vote:

Hershberger – Yes

Zollars – Yes

Hofstetter – Yes

Result: PASSED

Kellogg – Yes

Vaughn – Yes

Shoemaker – Yes

APPROVAL OF BILLS

Resolution No.: 2026-8

Bills: \$55,183.09

Payroll (3/26/26): \$77,700.28

Payroll (4/9/26): \$74,169.24

Total: \$207,052.61

Discussion: None

Motion to Approve By: Kellogg

Seconded By: Hofstetter

Roll Call Vote:

Kellogg – Yes
Hofstetter – Yes
Shoemaker – Yes

Vaughn – Yes
Hershberger – Yes
Zollars – Yes

Result: PASSED

REPORTS OF OFFICERS

Administration – Village Administrator, Nathan Troyer

Administrator Troyer provided updates consistent with his written report, including:

- Design Review Board and Planning & Zoning actions
- Airport Park lighting project electrical permit preparation
- Clay Street Park mulching coordination with the Health Department
- Housing Study Report draft review and anticipated public rollout.

Discussion: Reviewing draft findings and discussing next steps. Met on Friday, April 10th and discussed preliminary housing study update from Envision indicating a significant increase in projected housing demand, with an estimated need for 80–90 new units annually over the next 10 years, compared to about 45 units built last year. A formal report will be submitted soon, followed by a public presentation.

Discussion highlighted the lack of a single solution, with a focus on promoting infill development of vacant or underutilized properties as a more cost-effective alternative to new subdivisions. High infrastructure costs for new developments and rising construction expenses were noted. Potential zoning updates to allow a broader mix of housing types, including multifamily and accessory dwelling units, were also discussed.

- Phone system switchover scheduling delays
- EPA Generator Grant award and procurement status
- ODOT salt contract participation recommendation

Discussion: The village received the invitation to participate in the annual ODOT salt contract on 4/2. The deadline to apply is May 1, thus the reason for the emergency legislation. We are planning to purchase 250 tons again this coming season. Troyer estimates that the Village used 225-250 tons of salt this winter.

- Vehicle decal quote comparison in progress
-

Police Department – Chief Matt Shaner

Chief Shaner noted his quarterly report was included in the council packet and referenced items to be discussed in executive session.

Fiscal – Fiscal Officer, Bobbie Curry

Fiscal Officer Curry reported:

- Council acknowledgment of March financials
 - Discussion regarding shredding services for Village Clean-Up Day on May 2nd, including the option of locked shredding bins as a cost-effective alternative to on-site shredding
-

Mayor – Kelly Hoffee

Mayor Hoffee reported that **Northeast Ohio Gas** will begin infrastructure upgrades in May, for approximately 2 to 3 months to repair/replace low pressure valves with work occurring primarily along North and South Clay Street.

COMMITTEE REPORTS

Committee: 4th of July Committee

Presented By: Bob Shoemaker

Discussion included event planning, band availability, parade participation, and coordination with other Village events.

Tree City Commission Report

Mayor Hoffee reported that Millersburg was designated a **2025 Tree City USA** by the Arbor Day Foundation. She also provided updates regarding tree distribution to local schools and coordination efforts. Tree City Commission will meet A

Holmes Fire District 1 Board Report

Mayor Hoffee reported that there have been **56 total Fire and EMS calls** within the Village of Millersburg year-to-date.

LEGISLATION

Resolution 2026-4

Title: A Resolution Authorizing the Village Administrator to Enter Into an Agreement with Aspen Energy Corp.

Classification: Resolution **Action:** 3rd Reading, Pass

Discussion: Council discussed alternative consulting options and potential cost savings prior to voting.

Motion to Approve By: Vaughn

Seconded By: Kellogg

Roll Call Vote:

Vaughn – No

Kellogg – No

Shoemaker – No

Result: FAILED

Hershberger – No

Zollars – No

Hofstetter – No

Resolution 2026-9

Title: Adopting the Holmes County 2026 Hazard Mitigation Plan

Classification: Resolution **Action:** 1st Reading

Resolution 2026-10

Title: A Resolution Supplementing and Amending the 2026 Annual Permanent Appropriation Resolution; and Declaring an Emergency

Classification: Resolution **Action:** 1st Reading, Suspend Rules, Emergency

Motion to Suspend Second and Third Readings:

Motion By: **Hofstetter**

Seconded By: **Zollars**

Roll Call Vote:

Hofstetter – Yes

Zollars – Yes

Kellogg – Yes

Result: PASSED

Hershberger – Yes

Vaughn – Yes

Shoemaker – Yes

Motion to Adopt:

Motion By: **Vaughn**

Seconded By: **Hershberger**

Roll Call Vote:

Vaughn – Yes

Hershberger – Yes

Shoemaker – Yes

Result: PASSED

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Resolution 2026-11

Title: An Emergency Resolution Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2026

Classification: Resolution **Action:** 1st Reading, Suspend Rules, Emergency

Motion to Suspend Second and Third Readings:

Motion By: **Shoemaker**

Seconded By: **Kellogg**

Roll Call Vote:

Shoemaker – Yes

Kellogg – Yes

Zollars – Yes

Result: PASSED

Hershberger – Yes

Vaughn – Yes

Hofstetter – Yes

Motion to Adopt:

Motion By: **Zollars**

Seconded By: **Hofstetter**

Roll Call Vote:

Zollars – Yes

Hofstetter – Yes

Kellogg – Yes

Result: PASSED

Hershberger – Yes

Vaughn – Yes

Shoemaker – Yes

OLD / UNFINISHED BUSINESS

Council discussed:

- **Old Airport Park seating**, pending completion of mulching projects
- **Smart Traffic Lights**, including recent malfunctions and troubleshooting related to outdated infrastructure
- **Timothy Baker Amphitheater at Deer Run Park**, (covered stage) No update

- **Millersburg Mobile Home Park**, with update that the receiver anticipates a potential sale by July
-

NEW BUSINESS: None

EXECUTIVE SESSION: 7:35 PM

Motion made to enter Executive Session under Ohio Revised Code 121.22(G)(1) to consider the promotion and/or compensation of a public employee or official.

Motion By: Hofstetter
Seconded By: Shoemaker

Roll Call Vote:

Hofstetter – Yes
Shoemaker – Yes
Vaughn – Yes
Result: PASSED

Hershberger – Yes
Zollars – Yes
Kellogg – Yes

RETURN TO OPEN SESSION: 7:40 PM.

ACTION FOLLOWING EXECUTIVE SESSION

Motion to Approve Appointment of Dan Baker as Captain

Motion By: **Vaughn**
Seconded By: **Shoemaker**

Roll Call Vote:

Shoemaker – Yes
Hershberger – Yes
Zollars – Yes
Result: PASSED

Kellogg – Yes
Hofstetter – Yes
Vaughn – Yes

ADJOURNMENT

Motion to adjourn the meeting.

Motion By: **Hofstetter**

Seconded By: **Kellogg**

Roll Call Vote:

Hofstetter – Yes

Kellogg – Yes

Zollars – Yes

Result: PASSED

Hershberger – Yes

Vaughn – Yes

Shoemaker – Yes

The meeting adjourned

NEXT MEETING

Type: Regular Council Meeting

Date: April 27, 2026

Time: 7:00 PM

Location: Council Chambers

MINUTES PREPARED BY

Bobbie Curry, Fiscal Officer _____

Date: April 13, 2026

ATTESTED BY

Bobbie Curry, Fiscal Officer _____

Date: April 27, 2026

CERTIFICATION

Kelly Hoffee, Mayor _____

Date: April 27, 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 2026-12

Vendor	Description	Fund	Total
Ag-Pro	Oil/ Filters	Park	\$332.76
Agri Sludge	sludge hauling	Sewer	\$13,284.98
Alison Mash	2025 Itax Refund	Gen Tax	\$39.72
Alo Novus	Legal Ads	General advertising	\$37.50
American Electric Power	Utilities	Multiple	\$10,483.26
Andrew Rodhe	2025 Itax Refund	Gen Tax	\$70.00
AT&T First Net	Utilities	Multiple	\$546.40
Audrey Gingerich	2025 Itax Refund	Gen Tax	\$10.43
Aultcare	dental/health	multiple	\$39,046.42
Boden Macaulay	2025 Itax Refund	Gen Tax	\$57.28
Buckeye Pumps	Motor	Sewer	\$2,362.91
D&M Rocks	Mulch	Tree City	\$75.00
Dannon Properties	2025 Itax Refund	Gen Tax	\$18.00
First Citizens Bank	Xerox Copier	General	\$174.25
Friendly Wholesale	Paper towel rolls	Street	\$103.09
Go Shred	Shredding	General	\$71.40
Hawkins	LPC4, CL2 gas	Water	\$1,598.43
Holmes Oil	Gasoline	Multiple	\$2,298.53
Holmes Redimix	Risers	Street	\$140.00
Holmes Supply	Asphalt	Water Street	\$170.98
Holmes Tire	Tube for park	Park	\$19.00
Interaction Insight	New Voip phone system	Police	\$3,969.00
James Zickefoose	2025 Itax Refund	Gen Tax	\$245.49
Kaylee Gingerich	2025 Itax Refund	Gen Tax	\$122.23
Kristin Schmidt	2025 Itax Refund	Gen Tax	\$633.48
Kristi Franks	2025 Itax Refund	Gen Tax	\$259.35
Marland & Alice Miller	2025 Itax Refund	Gen Tax	\$392.00
McDowell Trucking & Farming	grits	Multiple	\$560.00
Midtown Cleaners	Dry Cleaning	Police	\$154.40

Naomi Raber	2025 Itax Refund	Gen Tax	\$37.06
Ohio Police & Fire	Accrued Liability	Police	\$958.77
Pathmaster	load switch, flasher relay	General	\$167.00
Quadient	Copier Lease	General	\$207.51
Standard Insurance	Life Insurance	Multiple	\$341.39
Susan & Christopher Dunham	2025 Itax Refund	Gen Tax	\$891.00
Thomas Nelson	2025 Itax Refund	Gen Tax	\$390.00
Tiffany Fisher	2025 Itax Refund	Gen Tax	\$81.00
Tope Printing	Envelopes	Water, Sewer	\$425.65
		TOTAL	\$80,775.67

Electronic payments

Vendor	Description & Date Paid	Fund	Total
Northeast Ohio Gas	Utilities	Multiple	\$884.76
		Total	\$884.76

TOTAL BILLS	\$	81,660.43
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PAYROLL CHECK DATE 04/23/2026

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,340.80
Baker, Daniel	Wages	Gen Police	\$ 3,120.14
Boggs, Conner	Wages	Gen Police	\$ 1,926.40
Cline, Chad	Wages	General	\$ 2,495.20
Cox, Caleb	Wages	Gen Police	\$ 2,482.84
Curry, Roberta	Wages	General	\$ 3,894.78
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	\$ 2,646.40
Kellogg, Andrea	Salary	General - Council/Mayor	\$ 291.67
Kiner, Jessica	Wages	General	\$ 2,482.52
Kiner, Ron	Wages	Gen Police	\$ 3,374.80
Markley, Michelle	Wages	Gen Police	\$ 2,828.80

McKinney, Steve	Wages	Street	\$ 1,900.00
Meek, Nathaniel	Wages	Gen Police	\$ 2,375.32
Mellor, Pat	Wages	Cem/Str	\$ 4,195.20
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	\$ 2,633.32
Shaffer, Mary	Wages	Gen/Wat/Sew	\$ 2,514.40
Shaner, Matt	Salary	Gen Police	\$ 3,710.31
Shepler, Clay	Wages	Wat/Sew	\$ 2,438.40
Shoemaker, Robert	Salary	General - Council/Mayor	\$ 416.67
Shows, Logan	Wages	Gen Police	\$ 3,022.90
Skolmutch, Nathan	Wages	Wat/Sew	\$ 3,964.00
Snyder, Troy	Wager	Street/Park	\$ 2,282.41
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	\$ 79,592.44

TOTAL - BILL RES 2026-12	\$	161,252.87
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Administrator's Report

April 27, 2026

DRB & P&Z Commission

May 6-DRB will meet to review a proposed awning/signage at Millersburg Christian Church and the P&Z Commission will meet to review a change of zoning district request from Revamp Investments located at E. Jackson St, parcel number 0701105004.

Aggregation Contract

Due to current market state, the aggregation program will be paused. Our current contract (\$0.689 c/kWh) runs through the June meter read. For example, current AEP price to compare is .0994 c/kWh; our aggregation renewal was quoted between \$10.3-10.65 c/kWh so it doesn't make sense to enter into a long term agreement at this time. The plan at this point is to continue to watch the market and hopefully find a favorable rate/term for our next contract sooner than later.

Sidewalk Project

No update.

Parks

- **Airport**

Plans are being prepared for electrical permit for lighting project. We will need to clean the poles and bullhorns prior to installation from the recent flooding.

- **Clay Street**

Mulch will be delivered and Street Dept. will dig out around equipment week of May 4th, HCHD has groups coming May 7 to spread it. They are also purchasing seating for the playset at Airport Park as well as several bike racks for the parks.

Housing Study

No update

Phone System

Phone system switchover was completed, internet service switch will be completed once we receive installation date from Spectrum.

EPA Generator Grant

Gas service installed last week, awaiting generator delivery.

Vehicle Decals

Ordered, awaiting arrival.

Mosquito Spraying

Annual service begins 4/28. We will continue with weekly spraying unless conditions change.