



# 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: May 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: May 11, 2026

6. Bills: Resolution 2026-14

Bills	\$130,450.25
Payroll Date 5/21/2026	\$77,435.98
Total	\$207,886.23

7. Reports of Officers:
  - a. Administrator: Report attached
  - b. Chief: Item for Executive Session
  - c. Fiscal Officer: Proposed Dates:
    - Finance/Audit – June 22 6pm?
    - Budget Hearing – July 13 6:30pm?
    - Records Commission – Sept 14 6:45pm
    - Vol. Police Officers Depend. Fund - ??
  - d. Solicitor:
  - e. Mayor:

- i. Upcoming Council and Committee Meetings
- ii. Other business, if any:

8. Report of Committees:

9. Legislation: 3rd Reading & Pass **2026-9**  
Adopting The Holmes County 2026 Hazard Mitigation Plan

10. Old/Unfinished Business:

- Old Airport Park Lighting Project – **No Update per 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 – **No Update per Administrator’s Report**
- EPA Generator Grant - **No Update per Administrator’s Report**
- Downtown Sidewalk Project– **Updated on Administrator’s Report**
- Housing Study – **No Update per Administrator’s Report**
- Indigent Burial Site dedication – **Updated on Administrator’s Report**
- Electric Aggregation Contract - **No Update per 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 –
- 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
- Short-Term Rental Regulation -
- 2026 Council Goals
  - New Logos & Reflective Chevrons for Village Vehicles –
  - 4th of July Celebration Planning Group -

11. New Business:

12. Executive Session:

13. Executive Session Action:

14. Adjournment



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FROM THE DESK OF

—MAYOR—

KELLY HOFFEE

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## Community Calendar

- June 5 - First Friday in Downtown Millersburg 5-8pm
- June 6 - Summer Concert Series at the Amphitheater at Deer Run 6-8pm
- June 27 - Thunder Over Holmes County
- July 25 - America's 250th Celebration in Holmes County at Harvest Ridge
- August 7 - First Friday in Downtown Millersburg

## Council Calendar

- June 8 - Council Meeting 7pm
- *June 22 – Finance/Audit Meeting 6pm (Proposed)*
- July 13 – Public Hearing 6:45pm – Rezoning Request
- *July 13 - Budget Hearing – 6:30pm (Proposed)*
- July 13 - Council Meeting 7pm
- August 10 - Council Meeting 7pm
- *September 14 – Records Commission 6:45pm (Proposed)*

**VILLAGE OF MILLERSBURG**

**Board Name: MILLERSBURG VILLAGE COUNCIL**

TYPE OF MEETING: Regular

VOTING SESSION: Yes

DATE: May 11, 2026

START TIME: 7:00 PM

MEETING LOCATION:

Council Chambers – 6 N. Washington St., Millersburg, OH 44654

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**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, face the flag, and recited the Pledge of Allegiance.

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**COUNCIL MEMBERS ROLL CALL**

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

**VILLAGE OFFICIALS**

<b>NAME, TITLE</b>	<b>PRESENT/ABSENT</b>
Nathan Troyer, Administrator	Present
Matt Shaner, Police Chief	Present
Bobbie Curry, Fiscal Officer	Present

**VISITORS IN ATTENDANCE**

Adam Barnett, Shirley Gerber and Charles B. Ison

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**COMMUNITY CALENDAR / EVENTS**

- June 5 - First Friday in Downtown Millersburg 5-8pm
  - June 6 - Summer Concert Series at the Amphitheater at Deer Run Park 6-8pm
  - June 27 - Thunder Over Holmes County
  - July 25 - America's 250th Celebration in Holmes County at Harvest Ridge
  - August 7 - First Friday in Downtown Millersburg
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**APPROVAL OF PREVIOUS MINUTES**

TYPE OF MEETING: Regular DATE: April 13, 2026

**Motion to Suspend Reading of the Minutes**

Motion By: Vaughn Seconded By: Hofstetter

Roll Call Vote:

Vaughn – Yes

Hofstetter – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Result: PASSED

Correction: Council discussed and approved a correction to remove references to a “Fourth of July Committee,” clarifying that while Councilman Shoemaker had requested a committee, Kellogg and the others believe it is an informal planning group rather than an officially established committee.

**Motion to Approve Minutes (as corrected)**

Motion By: Hershberger Seconded By: Hofstetter

Roll Call Vote:

Hershberger – Yes

Hofstetter – Yes

Shoemaker – Yes

Vaughn – Yes

Zollars – Yes

Kellogg – Yes

Result: PASSED

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**APPROVAL OF BILLS**

Resolution 2026-12 (4/27/26)

Bills: \$81,660.43

Payroll Date 4/23/2026: \$79,592.44

Total: \$161,252.87

Resolution 2026-13 (5/11/26)

Bills: \$79,007.76

Payroll Date 5/7/2026: \$74,521.94

Total: \$153,529.70

Discussion: Payroll date on 2026-13 corrected to May 7, 2026

**Motion to Pay the Bills**

Motion By: Kellogg    Seconded By: Zollars

Roll Call Vote:

Kellogg – Yes

Zollars – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Hofstetter – Yes

Result: PASSED

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## **REPORTS OF OFFICERS**

### **Administration – Village Administrator, Nathan Troyer**

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

- DRB & P&Z Commission – approvals and zoning recommendation; public hearing July 13<sup>th</sup> at 6:45 PM for rezoning request
- Aggregation Contract – paused due to market conditions
- Sidewalk Project – No update – Waiting on engineers
- Parks – Airport Park lighting project preparation
- Parks – Clay Street mulch project rescheduled with assistance from New Pointe Church (Community Impact Day – July 26). The Health Department is also purchasing seating for the playset at Airport Park as well as several bike racks for the parks.
- Housing Study – No update
- Phone System – installed; awaiting Spectrum for internet switchover
- EPA Generator Grant – progressing; delivery pending
- Vehicle Decals – received will be installed as time allows
- Mosquito Spraying – ongoing
- Indigent Burial – May 31
- Cleanup Day – Held on Saturday, May 2<sup>nd</sup>, great turnout as usual. Thanks to all who came to help. Shredding service not utilized; Consider offering shredding every couple of years
- Woodland Drive Sewer – investigation ongoing
- Equipment – excavator received
- United Way Pop-Up Food Pantries at Deer Run Park– June 18, July 16, August 20

**Mayor – Kelly Hoffee**

- Upcoming meeting schedule changes (post-Memorial Day meeting on 5/27; Once-a-month summer meeting schedule beginning in June)
- Recommended Ruth Waltman appointment to Planning and Zoning and DRB

**Motion to Appoint Ruth Waltman**

Motion By: Kellogg    Seconded By: Vaughn

Roll Call Vote:

Kellogg – Yes

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Hofstetter – Yes

Result: PASSED

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**COMMITTEE REPORTS**

**Fourth of July Planning Group**

- Talent show coordination with band (Sundown)
- Cornhole tournament planning
- Parade development
- Boy Scout chicken barbecue

**Tree City Commission**

- Arbor Day celebration held with school participation
- Saplings distributed; educational presentation provided
- Students at Millersburg Elementary named the new tree Bob.

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**LEGISLATION**

**Resolution 2026-9**

**Title:** Adopting the Holmes County 2026 Hazard Mitigation Plan  
**Classification:** Resolution **Action:** 2nd Reading

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**OLD / UNFINISHED BUSINESS**

Smart Traffic Lights – update requested on traffic light modules; follow-up planned.

Downtown Crosswalks/lighting/safety solutions – no additional update.

Amend DORA guidelines (Sunday Sales) – discussion to begin at the next Council meeting in order to meet state submission timeline prior to the Antique Festival.

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**NEW BUSINESS**

**Short-Term Rentals:** Councilman Hershberger discussed potential short-term rental (Airbnb) regulation options and the desire to obtain community feedback. Mayor Hoffee suggested the Village Solicitor attend a future meeting to discuss applicable laws and state-level developments regarding short-term rentals. Council agreed.

**Social Media:** Councilman Hershberger raised concerns regarding social media use and encouraged caution and professionalism in online postings.

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**Motion to Adjourn**

Motion By: Hofstetter    Seconded By: Kellogg

Roll Call Vote:

Hofstetter – Yes

Kellogg – Yes

Shoemaker – Yes

Vaughn – Yes

Hershberger – Yes

Zollars – Yes

Result: PASSED

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**NEXT MEETING**

**Type:** Regular Council Meeting

**Date:** May 27, 2026

**Time:** 7:00 PM

**Location:** Council Chambers

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**MINUTES PREPARED BY**

**Bobbie Curry, Fiscal Officer** \_\_\_\_\_

Date: May 14, 2026

**ATTESTED BY**

**Bobbie Curry, Fiscal Officer** \_\_\_\_\_

Date: May 27, 2026

**CERTIFICATION**

**Kelly Hoffee, Mayor** \_\_\_\_\_

Date: May 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 2026-14

Vendor	Description	Fund	Total
Advance Auto Parts	Supplies	Multiple	\$1,135.69
Ag-Pro	Bushings	Cemetery	\$21.00
AT&T First Net	Communication	Multiple	\$652.46
Aultcare	Medical/Dental	Multiple	\$39,046.42
Buckeye Pumps	Flygt retro fit kits	Sewer	\$6,388.59
Cline	repair Ac unit	Sewer	\$686.66
Continental Utility Solutions	3rd Party Billing	Water, Sewer	\$728.00
Core & Main	Tracer wire	Water	\$703.06
Hawkins	Cylinder charge	Water	\$10.00
Health Professionals Holmes	Randon screening	Multiple	\$200.00
Hershey Machine	Merry go round work	Park	\$1,441.57
Holmes Oil	Gasoline	Multiple	\$3,180.52
Holmes Pest Control	Mosquito spraying	General	\$1,490.00
Holmes Redimix	Fire hydrant replace	Water	\$43.52
Holmes Supply	gravel	Water	\$67.39
Kenneth Butler	2025 Itax Refund	GenTax	\$771.89
Kleem	Paint, glass beads	Street	\$1,848.64
Kourtney Watson	2023-2025 Itax Refund	Tax	\$995.76
Kyle & Breanna Maurer	2025 Itax Refund	GenTax	\$400.00
Millersburg Electric	electric manhole lid	Sewer	\$1,358.06
Millersburg Tire	Tire Pressure Sensor	Police	\$35.00
Motion	Gear box, bushing	Sewer	\$14,977.65
Niagara Scientific	Potassium, ph buffer	Sewer	\$480.51
RB Distribution LLC	soap, bee spray, red grease	Multiple	\$399.41
Ream & Haager	Testing	Water, Sewer	\$1,662.00
Silco	Semi Annual Inspection	General	\$454.50
Staples	Supplies	General	\$159.64
Top Dog Uniform	Ballistic panels, car seat covers	Police	\$2,651.60
Tope Printing	Business cards	Police	\$38.81

Treasurer State of Ohio EPA	Wooster Rd. waterline review fee	Water	\$2,250.00
USA Bluebook	testing reagents	Water	\$231.52
Winwater	curb stops, adapter gaskets etc.	Water	\$1,798.18
Wolfcom	In Car video systems	Police	\$30,472.00
		<b>TOTAL</b>	<b>\$ 116,780.05</b>

Electronic payments

Vendor	Description & Date Paid	Fund	Total
First Citizens Bank	Xerox Copier- 5/13/26	General	\$ 174.25
Holmes Wayne Coop	Electric-5/20/26	Water/Sewer	\$101.29
Northeast Ohio Gas	Gas-5/26/26	Multiple	\$ 637.22
OPWC	Loan Payment-5/15/26	Water	\$ 999.90
Standard	Life Ins-5/26/26	Multiple	\$341.39
AEP	Electric-5/15/26	Multiple	\$11,016.15
		<b>Total</b>	<b>\$ 13,270.20</b>

Misc. payments

Vendor	Description & Date Paid	Fund	Total
Posey Patch	Flowers for cemetery-5/19/26	Cemetery	\$ 400.00
		<b>Total</b>	<b>\$ 400.00</b>

<b>TOTAL BILLS</b>	<b>\$</b>	<b>130,450.25</b>
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PAYROLL CHECK DATE 5/21/26

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,340.80
Baker, Daniel	Wages	Gen Police	\$ 3,298.24
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	\$ 3,108.00
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	\$ 2,646.40

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	\$ 2,828.80
McKinney, Steve	Wages	Street	\$ 1,900.00
Meek, Nathaniel	Wages	Gen Police	\$ 2,375.32
Mellor, Pat	Wages	Cem/Str	\$ 3,990.00
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	\$ 2,473.60
Shaffer, Mary	Wages	Gen/Wat/Sew	\$ 2,514.40
Shaner, Matt	Salary	Gen Police	\$ 3,745.86
Shepler, Clay	Wages	Wat/Sew	\$ 2,438.40
Shoemaker, Robert	Salary	General - Council/Mayor	\$ 416.67
Shows, Logan	Wages	Gen Police	\$ 2,532.08
Skolmutch, Nathan	Wages	Wat/Sew	\$ 3,964.00
Snyder, Troy	Wager	Street/Park	\$ 2,496.40
Troyer, Nate	Salary	Gen/Wat/Sew	\$ 3,915.84
Vaughn, Tom	Salary	General - Council/Mayor	\$ 291.67
Weaver, Matthew	Wages	Wat/Sew	\$ 3,754.41
Yoder, Kelly	Wages	Gen Police	\$ 2,071.13
Zollars, Andy	Salary	General - Council/Mayor	\$ 416.66
		<b>TOTAL PAY</b>	<b>\$ 77,435.98</b>

<b>BILL RES 2026-14 TOTAL</b>	<b>\$</b>	<b>207,886.23</b>
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# Administrator's Report

May 27, 2026

## DRB & P&Z Commission

P&Z Commission will meet June 3<sup>rd</sup> to review a variance application for a new sign for Grace Church at 1667 S. Washington Street.

## Aggregation Contract

No update on the aggregation; but we may have rates to review for the Village owned accounts at the meeting.

## Sidewalk Project

Attended ARC training for grant recipients as required. Awaiting clearance from federal ARC before we can proceed.

## Parks

- **Airport**

No update at this time on the lighting. A leak in the water line was located and repaired. We have asked for money to be budgeted to replace the existing water service to this park next year as it is around 50 years old.

- **Clay Street**

Mulch will be delivered and Street Dept. will dig out around equipment week of July 20<sup>th</sup>. We submitted the project to NewPointe for volunteers to spread the mulch as part of their Community Impact Day on July 26<sup>th</sup>. The Health Department is also purchasing seating for the playset at Airport Park as well as several bike racks for the parks.

## Housing Study

No update

## Phone System

No update

## EPA Generator Grant

No update

## Indigent Burial Service

May 31<sup>st</sup> at 3:00 PM

## Address Assignment

I have previously had conversations with Erik Parker at the County GIS Department about the County taking over the assignment of new addresses within the Village. We recently received an email from him explaining that Killbuck has formally done this and he has offered to do so for the remaining incorporated areas of the County. We would need to pass legislation to authorize GIS to assume this duty. Currently, I review new requests and then come up with an address. Before the address is given to the applicant, it is discussed with GIS to make sure it is usable and makes sense in the overall numbering scheme. It would streamline the process to just have GIS handle it. Do we wish to proceed with authorizing the County to handle this? If so, we will prepare legislation for the next meeting.