

VILLAGE OF MILLERSBURG

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

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: 9/14/2026

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. Discussion/Feedback
 - c. Visitors -Public Entities Pool – Cory Miller, Andy Leitch

5. Previous Minutes Meeting Date: 8/10/2026

6. Bills:

Resolution 2026-20

Bills Pd 8/24/26	\$34,831.75
Payroll date 8/13/26	\$76,167.98
Bills 9/4/26	\$25,597.38
Payroll date 8/27//26	\$78,869.76
Electronic Pmts	\$75,279.72
Misc Payments	\$1,676.15
Electronic Payments	\$6,998.17
Payroll date 9/10/26	\$75,496.14
Total	\$374,917.05

7. Reports of Officers:

- a. Administrator: -Report attached
-Credit Request
- b. Chief:

- c. Fiscal
 - August Financials Acknowledgement
 - Health Insurance Update
 - New Income Tax Software

d. Solicitor:

e. Mayor:

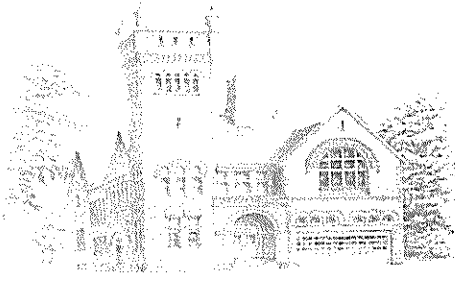
i. Upcoming Committee Meetings

-4th of July Celebration Committee Meeting 9/29/26 at 6pm

Committee Member appointments: Ryan Hershberger will present committee members for approval.

- 8. Report of Committees: UTV Committee - Zollars
Records Commission - Curry
- 9. Legislation: **Res 2026-21 – 1st Reading**
2026-21 A Resolution Authorizing The Village Of Millersburg To Join The Community University Education Purchasing Council Of Governments
- 10. Old/Unfinished Business:
 - Port Washington Road Traffic Safety Concern
 - E Jackson Street Residential Construction Runoff Concern
 - Homelessness/Panhandling/U-turns Concerns
 - Follow up/Action Plan relating to Housing Study
 - Downtown Sidewalk Project–No Update per **Administrator’s Report**
 - Old Airport Park seating at New Playground Equipment & Bike Racks for Parks–**See Administrator’s Report**
 - EPA Generator Grant - See **Administrator’s Report**
 - Wooster Rd Waterline Project – No update per **Administrator’s Report**
 - Alley vacation between 419 Wise St and 711 Maxwell Ave – Referred to Solicitor
 - S Clay Street pavement striping –Waiting for ODOT
 - Short-Term Rental Regulation – Referred to Zoning/Solicitor
 - Smart Traffic Lights –
 - Downtown Crosswalks/lighting/safety solutions –
 - Nuisance Properties –
 - E Jackson St Speed Limit Change -
 - 2026 Council Goals:
 - New Logos and Reflective Chevrons
- 11. New Business:
 - Noise Ordinance Consideration
- 12. Executive Session:

13. Executive Session Action:
14. Adjournment



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FROM THE DESK OF
____MAYOR____
KELLY HOFFEE

Community Calendar

- Sept 19 - Holmes County Home Benefit Auction
- Sept 19 - 8-noon Farmers Market in Downtown Millersburg
- Sept 25-26 Fall Steam Festival in Sugarcreek
- Oct 1-3 Ohio Swiss Festival in Sugarcreek
- Oct 3 - 8-noon Farmers Market in Downtown Millersburg
- Oct 10-11 - Antique Festival in Downtown Millersburg
- Oct 17 - 8-noon Farmers Market in Downtown Millersburg
- Oct 31 - 4pm-6pm Trick or Treat in Millersburg

Council Calendar

- September 24th – UTV Committee 6pm
- September 28 - Council 7pm
- September 29th - 4th of July Celebration Committee 6pm
- Oct 12 - Council Meeting 7pm
- Oct 26 - Council Meeting 7pm

VILLAGE OF MILLERSBURG

Board Name: MILLERSBURG VILLAGE COUNCIL

TYPE OF MEETING: Regular Session VOTING SESSION: Yes	DATE: August 10, 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 members of Council were present.

Village Officials

Name/Title	Present/Absent
Kelly Hoffee, Mayor	Present
Nathan Troyer, Village Administrator	Present
Matthew Shaner, Police Chief	Present
Jessica Kiner	Present
Bobbie Curry, Fiscal Officer	Absent, Excused
Village Solicitor	Absent

Motion to Excuse Fiscal Officer Bobbie Curry

Motion by: Ryan Hershberger	Seconded by: Andy Zollars
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED. Fiscal Officer Bobbie Curry was excused from the meeting.

Visitors in Attendance

Melissa Patrick, Adam Barnett, Frank Arnold, Shirley Gerber, Greg Conner, Rick Starner, and Emil Liszniansky.

COMMUNITY SPOTLIGHT / COMMUNITY CALENDAR

Mayor Hoffee announced that the America 250th Holmes County commemorative tree planting will be held September 1, 2026, at 6:00 PM at Deer Run Park.

VISITORS**Frank Arnold – Port Washington Road Traffic Safety Concern**

Frank Arnold addressed Council regarding a traffic safety concern on Port Washington Road. He reported that his wife struck a curb in the roadway area on July 26 after he had recently purchased new tires and had the vehicle aligned. He stated that other motorists have also struck the curb and described incidents involving damage to a trailer and a vehicle. Mr. Arnold provided Council with photographs and written information regarding the location.

Mr. Arnold stated that the curb is visibly damaged and has reflective markers around it, which he believes demonstrates an ongoing problem. He described the westbound lane as approximately ten feet wide and stated that motorists have little room to avoid the curb when an eastbound vehicle moves toward the centerline. He also stated that the curb extends substantially into the easement and is the wrong curb configuration for the location.

Mr. Arnold acknowledged that the curb may have been installed to address drainage and soil washing into a driveway but believed safer drainage alternatives should have been used. He requested that Council and Village officials inspect the location, evaluate the traffic hazard, and address the concern before a more serious collision occurs. He also requested a copy of the minutes and notification of the Village's response.

Later in the meeting, Councilwoman Kellogg emphasized that concerns raised by visitors should not be ignored and should be placed on future agendas for follow-up. Administrator Troyer indicated that he would inspect the Port Washington Road location because he was not certain of the curb's exact location.

Greg Conner – Construction Runoff on East Jackson Street

Greg Conner addressed Council regarding runoff from two homes under construction next to his property at 886 East Jackson Street. He stated that the new homes were constructed approximately twenty feet from his property and that the building sites were elevated approximately two to three feet above the prior grade. He reported that mud and water were running onto his property and that no silt fence had been installed.

Mr. Conner stated that he had spoken with Administrator Troyer and the contractor. He requested that the contractor install a silt fence, hay bales, or another erosion-control measure, but he did not believe the contractor had provided an adequate response. Mr. Conner said he wanted the issue placed on the official record and expressed appreciation for Administrator Troyer's assistance.

Administrator Troyer indicated that he would continue addressing the matter and had contacted the responsible party that afternoon. Council noted that a similar issue had previously occurred near the condominiums and had been addressed. During New Business, Council agreed that this visitor concern should also be followed up on before the next meeting.

Rick Starner – Homelessness, Panhandling, and U-Turns

Rick Starner addressed Council regarding the lack of a homeless shelter in Holmes County, panhandling, and illegal U-turns within the Village. Mr. Starner stated that he had personally helped two individuals obtain housing and expressed concern that other individuals had been denied assistance.

Council discussed available community resources, including organizations and programs that can assist individuals with housing, utilities, and other needs. Council members noted that addressing homelessness would require coordination with Holmes County and community organizations rather than action by the Village alone. Council expressed support for helping residents connect with available programs and agreed that the matter should continue to be discussed.

Regarding panhandling, Chief Shaner advised that officers can respond when individuals obstruct public areas or engage in conduct requiring police intervention. Regarding U-turns, Chief Shaner stated that officers are aware that U-turns are prohibited in the downtown area and monitor for violations. He explained that enforcement statistics are generally reflected in the department's report when citations or higher-level enforcement activity occurs.

Emil Liszniansky, Envision Group – Housing Needs Assessment

Emil Liszniansky presented the Holmes County and Village of Millersburg Housing Needs Assessment. He explained that the assessment included input from public and private partners, nonprofit organizations, developers, builders, department managers, and contractors. Recurring stakeholder concerns included unmet workforce housing needs, the need for innovative or gap financing, nonprofit housing waiting lists, the need for denser housing types, high land prices,

environmental and topographical constraints, rapidly increasing infrastructure costs, and the need to update the Village zoning code to support infill housing.

Workforce and Owner-Occupied Housing Demand

The assessment found that approximately 44.7 percent of individuals working in Holmes County also live in Holmes County, compared with a weighted average of approximately 54.31 percent in adjacent rural counties. The assessment estimated that bringing Holmes County's resident-workforce percentage in line with comparable counties could result in approximately 2,100 additional residents and demand for approximately 858 new owner-occupied units and 280 renter-occupied units.

The assessment identified significant owner-occupied housing demand in the \$160,000 to \$299,999 price range, including workforce demand and a housing turnover gap. Liszniansky explained that higher-priced custom housing was less of a concern than the shortage of attainable workforce housing.

Rental Housing Demand

The assessment identified demand for additional low-income and moderate-income rental units. It described low-income rents as approximately \$850 to \$1,550 per month and moderate-income rents as approximately \$1,551 to \$2,427 per month, depending upon household income and unit size. Liszniansky acknowledged that the higher figures may not appear moderate but stated that they reflect current housing economics and income calculations.

Recommendations

The assessment organized its recommendations into four categories:

- Development regulations, including updates to the Village zoning code and county subdivision regulations.
- Financial incentives, including innovative financing and available state funding programs.
- Public-private partnerships involving nonprofit organizations and contributions from the business community.
- Infrastructure and site readiness, including land assembly, land-bank tools, community improvement corporations, and port-authority resources.

Liszniansky recommended that the Village consider a comprehensive zoning-code update. Potential areas for review include minimum lot sizes, zero-lot-line development, minimum dwelling-unit sizes, lot-depth requirements, setbacks, and transitional residential development near the downtown area. He explained that a comprehensive zoning update would likely require substantial review, Planning Commission involvement, and public input.

The assessment also discussed potential housing development sites, including the former Millersburg Elementary School property, land along State Route 241, and the former nursing home property. Suggested development concepts included apartments, townhomes, smaller single-family homes, conservation development, and mixed-density projects that could use existing infrastructure.

Discussion occurred regarding the feasibility of establishing a county land bank when Holmes County has relatively few delinquent-tax properties. Liszniansky explained that land banks can also pursue state remediation and site-preparation funding and can assist with returning vacant or underused property to productive use. He emphasized that the assessment is informational and presents a menu of possible actions for the Village, County, private entities, and community partners rather than a mandate requiring formal adoption.

APPROVAL OF PREVIOUS MINUTES

July 13, 2026 Regular Session Minutes

Motion to Suspend Reading of the Minutes

Motion by: Brent Hofstetter	Seconded by: Tom Vaughn
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

No additions or corrections were presented.

Motion to Approve the July 13, 2026 Minutes as Written

Motion by: Ryan Hershberger	Seconded by: Andy Zollars
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

APPROVAL OF BILLS

Resolution No. 2026-18

Item	Amount
Bills 7/24/2026	\$121,230.55
Payroll Date 7/13/2026	\$80,586.66
Bills 8/10/2026	\$20,410.69
Payroll Date 7/24/2026	\$78,166.06
Electronic Payments	\$12,350.71
Total	\$312,744.67

Motion to Approve the Bills

Motion by: Andrea Kellogg	Seconded by: Ryan Hershberger
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

REPORTS OF OFFICERS

ADMINISTRATOR'S REPORT

DRB & P&Z Commission

The Design Review Board met August 5, 2026, and approved signage for Holding Space at 127 West Jackson Street. The Planning and Zoning Commission also met August 5 and approved a lot split and variance for a tiny home near 2 Oak Lane and approved transferring a lot from Phase 2 to Phase 1 of the Stenwood/Trails Edge development. Administrator Troyer explained that the transfer did not increase the number of Phase 1 lots but exchanged a Phase 2 lot for a Phase 1 lot based on the development's utility layout.

Sidewalk Project

No update other than notification that the federal ARC review is now underway. Administrator Troyer noted that this represented progress after a period without movement on the application.

Parks

Clay Street

The mulching project was completed at Clay Street Park. Administrator Troyer thanked New Pointe Community Impact Day volunteers for spreading the mulch and thanked Assistant Administrator Chad Cline for hauling mulch from the bottom of the hill to the top.

Equipment for Clay Street and Old Airport Parks provided through the Health Department grant, including tables, a bench, and four bicycle racks, is being assembled and will be installed at the parks as staffing permits.

EPA Generator Grant

No update. The Village still waiting for delivery of the generator, after which the generator will be installed.

ODOT Salt

The third round of ODOT bidding did not produce bids for the affected counties. ODOT offered the Village salt at approximately \$92 per ton, with the Village responsible for retrieving the salt from Belleville. Because the participation deadline was noon on August 10 and direct vendor inquiries had not produced a reliable response, Administrator Troyer committed the Village to ODOT's offer to ensure salt availability for the winter. The Village expects to purchase approximately 250 tons.

Administrator Troyer will contact other Holmes County jurisdictions regarding coordinated trucking and will explore local trucking companies that may be able to serve multiple participating entities.

Administrator Troyer also reported that Holmes County participates in a council-of-governments cooperative purchasing group involving several counties. The cooperative reportedly obtained salt for approximately \$71 to \$77 per ton. The Village will explore joining the cooperative for future years. The anticipated membership fee is approximately \$250, with an expectation that members attend two meetings per year. No Council member objected to pursuing membership.

Council discussed the significant increase from the prior year's price of approximately \$65 to \$66 per ton. Members expressed concern about the lack of bids throughout Holmes, Coshocton, and Knox Counties, the limited time provided by ODOT to respond, and the possibility that other counties could face substantially higher pricing. Council agreed that the cooperative-purchasing option should be investigated for subsequent years.

Wooster Road Waterline Project

No update.

Personnel

Administrator Troyer reported that Steve McKinney would complete his twelve-month probationary period on August 11, 2026. He described Mr. McKinney as a valuable addition who learned his responsibilities quickly and requested Council approval to remove him from probationary status.

Motion to Remove Steve McKinney from Probationary Status

Motion by: Brent Hofstetter	Seconded by: Andy Zollars
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Downtown Crosswalks and Lighting

Administrator Troyer reported that Street Department employees had painted the downtown crosswalks and used transverse striping. He observed that the new striping provides more reflection when illuminated by vehicle headlights at night.

Administrator Troyer and Assistant Administrator Cline attended a vendor event at Path Master and spoke with vendors specializing in crosswalks and traffic signals. The vendors did not recommend installing flashing strobes at signalized intersections and advised that the Manual on Uniform Traffic Control Devices strongly discourages that application. Their primary recommendation was improved lighting.

Administrator Troyer proposed evaluating replacement of the existing Victorian-style downward-facing fixtures on the signal poles with fixtures capable of directing additional light across the crosswalks without creating glare or blinding conditions for drivers. Council supported obtaining a professional evaluation and agreed that better intersection lighting could improve nighttime and adverse-weather visibility, although it would not address daytime concerns. Administrator Troyer will continue investigating lighting options.

POLICE CHIEF REPORT

Chief Shaner distributed a corrected copy of the quarterly report because the middle page had been omitted from the original Council packets.

In-Car Video System Update

Chief Shaner reported that the in-car video systems had been installed and were operational for the most part. The department continued addressing several electrical issues with the systems.

Employee Non-Pay Status

Chief Shaner requested approval for employee Stephanie Opfer to transition to unpaid status after exhausting available sick and vacation leave. He explained that her accrued leave was expected to

continue into September but would be exhausted before the end of that month. Her anticipated return was around the beginning of November.

Motion to Approve Employee Non-Pay Status for Stephanie Opfer

Motion by: Robert Shoemaker	Seconded by: Tom Vaughn
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

FISCAL OFFICER REPORT

Jessica Kiner requested acknowledgment of the July financial statements. Copies were available for Council review and acknowledgment.

Human Resources

Legislation establishing an employee leave-donation program was scheduled for consideration under Legislation.

SOLICITOR'S REPORT

The Village Solicitor was not in attendance.

MAYOR'S REPORT

Utility Vehicle Committee

Mayor Hoffee announced that the Utility Vehicle Committee would meet August 20, 2026, at 5:00 PM. Proposed committee members were Andy Zollars, Tom Vaughn, Police Chief Matthew Shaner, Village Solicitor, Georgie Cool, Tim Hawkins, and Karen Fluhart.

Motion to Approve Utility Vehicle Committee Appointments

Motion by: Ryan Hershberger	Seconded by: Andrea Kellogg
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Council was advised that House Bill 199 was pending in the Ohio House and proposed revisions to current utility-vehicle laws. The legislation was identified as a topic for the Utility Vehicle Committee to review.

Heritage Partnership Historical Marker

Council reviewed the proposed historical marker wording presented by Mark Boley at the prior Council meeting. Council members indicated that the wording was acceptable and authorized the Heritage Partnership to move forward with it.

The location had not yet been selected. Councilman Hofstetter will represent Council in the location discussion.

REPORT OF COMMITTEES

TEMPORARY FOURTH OF JULY CELEBRATION COMMITTEE

Mayor Hoffee explained that the proposed Fourth of July Celebration Committee was being established as a temporary committee so that each future Council could determine whether the committee remained necessary and whether its membership or responsibilities should be continued, modified, or discontinued. The temporary structure was intended to preserve decision-making authority for the sitting Council.

Pursuant to Rule 6 of the Council Rules of the Village of Millersburg, Council considered authorization for the Mayor to establish a Temporary Fourth of July Celebration Committee for the purpose of developing recommendations for the Village's annual Independence Day celebration.

The Committee shall serve in an advisory capacity only. Membership should include two representatives from Village Council, two to three downtown Millersburg business owners or operators, two to three Village residents, and a representative of Historic Downtown Millersburg. Participation by members of other local organizations is also advisable.

The Committee shall:

1. Develop recommendations for Fourth of July activities, including, but not limited to, parades, entertainment, ceremonies, family activities, vendors, and related events.
2. Coordinate with community organizations, businesses, volunteers, and civic groups regarding proposed activities.

3. Consider public safety, traffic control, parking, sanitation, accessibility, and other logistical matters.
4. Prepare recommendations regarding estimated costs, sponsorship opportunities, and volunteer participation.
5. Submit a written report and recommendations to Council.

The Committee shall not expend public funds, enter into contracts, obligate the Village, authorize events, or otherwise act on behalf of Village Council.

The Committee shall submit all recommendations, proposed event schedules, parade requests, road-closure requests, insurance considerations, and other requests requiring Council action no later than the final regular Council meeting in February of the year in which the celebration is to occur.

The deadline is intended to allow Council, the Village Solicitor, Village Administration, Police Department, emergency-service providers, and the Village's insurance carrier sufficient time to review the proposal, determine staffing and resource availability, evaluate liability and insurance requirements, and review potential contract considerations.

After receiving the Committee's recommendations, Council may refer matters to Village Administration, the Police Department, the Solicitor, or other municipal officials for review and recommendation. Final approval of any Village-sponsored event, parade, street closure, expenditure of Village funds, use of Village personnel or equipment, or insurance coverage shall remain solely with Village Council as provided by the Ohio Revised Code and Village ordinances.

Upon completing its duties and Council's acceptance of its final report after the Fourth of July, the Temporary Fourth of July Celebration Committee shall dissolve unless continued by Council action. Council may reauthorize the Committee for subsequent celebrations and may modify its membership or responsibilities.

Motion to Establish a Temporary Fourth of July Celebration Committee

Motion by: Andy Zollars	Seconded by: Andrea Kellogg
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Councilman Ryan Hershberger was identified as Committee Chair. He was asked to begin developing the Committee membership so appointments could be presented at the next Council meeting.

LEGISLATION

Ordinance 101-2026 – Third Reading by Title Only

An Ordinance Authorizing the Holmes County GIS Department to Administer All House Numbering and Street Address Assignments Within the Village of Millersburg.

Motion to Pass Ordinance 101-2026

Motion by: Tom Vaughn	Seconded by: Brent Hofstetter
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Ordinance 102-2026 – Third Reading by Title Only

An Ordinance Amending the Hours of Operation for the Village of Millersburg, Ohio Designated Outdoor Refreshment Area (DORA) to Include Sundays, Pursuant to Ohio Revised Code Section 4301.82.

Motion to Pass Ordinance 102-2026

Motion by: Robert Shoemaker	Seconded by: Andrea Kellogg
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Ordinance 103-2026

An Ordinance Amending the Zoning Map, Zoned Territory, of the Village of Millersburg for Revamp Investments.

Council discussed the unusual reading procedure because the Ordinance had received its first reading at the prior meeting. Council considered suspending the second reading and proceeding directly to the third reading.

Motion to Suspend the Second Reading and Proceed to the Third Reading of Ordinance 103-2026

Motion by: Ryan Hershberger	Seconded by: Brent Hofstetter
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Motion to Pass Ordinance 103-2026

Motion by: Tom Vaughn	Seconded by: Robert Shoemaker
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Ordinance 104-2026 – First Reading by Title Only

An Ordinance Establishing an Employee Leave Donation Program for Employees of the Village of Millersburg and Declaring an Emergency.

Motion to Suspend the Second and Third Readings of Ordinance 104-2026

Motion by: Brent Hofstetter	Seconded by: Tom Vaughn
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Motion to Pass Ordinance 104-2026

Motion by: Tom Vaughn	Seconded by: Ryan Hershberger
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

Resolution 2026-19 – Reading by Title Only

A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.

Council clarified that the Resolution required a first and only reading rather than three readings. It was further clarified that the motion presented was a motion to pass the Resolution.

Motion to Pass Resolution 2026-19

Motion by: Ryan Hershberger	Seconded by: Andy Zollars
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Roll Call Vote:

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED.

OLD / UNFINISHED BUSINESS

Heritage Partnership – Historical Marker Wording

Council approved the historical marker wording proposed by Mark Boley at the prior meeting. Councilman Hofstetter will represent Council in discussions regarding the marker location.

Electric Aggregation Contract

Council will continue to hold off on entering an electric aggregation contract. No action was taken.

Utility Vehicle Use in the Village

The Utility Vehicle Committee was formed and will meet August 20, 2026, at 5:00 PM. See Mayor's Report.

Old Airport Park Lighting Project

Completed topic.

Phone System/Internet Switchover

Completed topic.

Clay Street Park Mulching Project

See Administrator's Report.

DORA Sunday Sales

See Legislation. Ordinance 102-2026 passed during this meeting.

Housing Study

See Visitors.

Employee Leave Donation Policy

See Legislation. Ordinance 104-2026 passed during this meeting.

Downtown Sidewalk Project

See Administrator's Report.

Old Airport Park Seating, Playground Equipment, and Bicycle Racks

See Administrator's Report.

Fourth of July Celebration Planning Group

See Report of Committees. The Temporary Fourth of July Celebration Committee was established during this meeting.

EPA Generator Grant

See Administrator's Report.

Wooster Road Waterline Project

See Administrator's Report.

Alley Vacation Between 419 Wise Street and 711 Maxwell Avenue

The matter remains referred to the Village Solicitor.

South Clay Street Pavement Striping

The Village is waiting for ODOT.

Short-Term Rental Regulation

The matter remains referred to Zoning and the Village Solicitor.

Smart Traffic Lights

No additional update or discussion occurred.

Downtown Crosswalks, Lighting, and Safety Solutions

See Administrator's Report.

Nuisance Properties

Council was advised that the Village Solicitor continues working on nuisance-property enforcement matters.

Sill Street/Cary Street Traffic Concerns

Council confirmed that a traffic-safety sign is already installed on Sill Street.

2026 Council Goals

No additional update or discussion occurred.

New Logos and Reflective Chevrons

No additional update or discussion occurred.

NEW BUSINESS

Trailer Park

Councilman Hershberger raised concerns involving trailer-park residents who may experience gas odors or other landlord and tenant issues. Council discussed the distinction between emergency safety concerns and landlord-tenant complaints. Residents smelling gas should contact the Fire Department. Residents with landlord-tenant grievances may contact the Holmes County Planning Commission for assistance and referral to appropriate resources.

Residents may also contact Rick, the court-appointed receiver. Administrator Troyer reported that the receiver had been in Millersburg twice during the prior week. Discussion occurred regarding the possible sale of the property, and Council was advised that there may be two potential buyers, although no final update was available.

Terrace View Property

Councilman Hershberger asked for an update concerning continuing legal and enforcement issues at the Terrace View property. Discussion indicated that gatherings may still be occurring at the property. Council was advised that if activity is observed, particularly flashing lights or indications of a gathering after dark, the Police Department should be contacted so officers can inspect the property and determine whether enforcement action is necessary.

Vaughn – Yes

Shoemaker – Yes

Hershberger – Yes

Zollars – Yes

Kellogg – Yes

Hofstetter – Yes

Result: PASSED. Meeting adjourned.

NEXT MEETING

Regular Council Meeting

Date: To be announced

Time: 7:00 PM

Location: 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 2026-20

Bills Paid 8/24/2026

Vendor	Description	Fund	Total
Ag-Pro	Deck Belt/ Blades	Street	\$160.98
BFMC	Tax Post cards	Tax	\$381.30
Clemans & Nelson	Retainer	General	\$250.00
Cline Plumbing	A/C repair	Water	\$169.99
Galls	Bleeding kits, Men's pants	Police	\$757.69
Hall Public Safety	4 in car video installations	Police	\$4,190.00
Hershberger Tree Service	Tree removal trimming stumps	Tree City	\$13,800.00
Holmes Fire & Safety	Annual Fire extinguisher insp	Multiple	\$1,719.28
Holmes oil	Fuel	Multiple	\$2,151.14
Holmes Pest	Pest Control	General	\$1,490.00
Holmes Supply	Asphalt	Street	\$1,518.90
Kick & Gilman	Legal Services	General	\$6,132.50
Mama Fish LLC	2025 Itax Refund	Gen Tax	\$291.00
Mid Ohio Spray Works	Pressure valve	Street	\$90.65
Midtown Dry Cleaners	Dry cleaning	Police	\$50.08
Nathan Troyer	Refund registration fee OMEGA	General	\$20.00
The Locksmith Shop	Leverset Lock	Sewer	\$225.00
Top Dog	Sewing, patches, vest spray	Police	\$911.00
Unifirst	First Aid Supplies	Multiple	\$401.33
Weaver Playsets	Swing & Chair	Park	\$120.91
		TOTAL	\$ 34,831.75

Electronic payments

Vendor	Description & Date Paid	Fund	Total
AEP	Elec. 08/14/26/ 8/18/26 9/11/26	Multiple	\$ 23,751.94
AT&T mobility First Net	Cell service- 8/20/2026	Multiple	\$593.13
Aultcare	Medical Dental- 8/24/26	Multiple	\$39,046.42
Core & Main	Supplies 8/19/26	Water, Sewer	\$7,808.22

First Citizens Bank	Copier Lease- 08/14/26	General	\$174.25
Holmes Wayne COOP	Electric service- 08/14/26 9/11/26	Water, Sewer	\$167.39
NEO Gas	Utility- 08/14/26 8/24/26 9/11/26	Sewer	\$522.04
Spectrum	Internet/Phone- 8/20/26-9/11/26	Multiple	\$1,800.94
Treasurer State of Ohio	UAN user fees 9/2/2026	General	\$1,074.00
The Standard	Life ins. 8/18/26	Multiple	\$341.39
Total			\$ 75,279.72

Bills Paid 9/4/2026

Vendor	Description	Fund	Total
C&S Bank Visa	Supplies	Multiple	\$661.91
Century Link	Access fee	General	\$23.27
Dixon Engineering	Drain & inspect water reservoir	Water	\$4,765.00
E&H Hardware	Supplies	Street	\$41.51
Go Gov	Annual Renewal	General	\$4,584.00
Government Accounting Sol	Final Conversion	Gen Tax	\$900.00
Holmes Oil	Gasoline	Multiple	\$1,839.43
Holmes pest Control	Mosquito spray	General	\$1,490.00
Jefferson Health Plan	Health pmt	Park	\$1,676.15
Joni Troyer	2025 itax refund	Gen Tax	\$391.25
Loren Yoder	2024/2025 itax refund	Gen Tax	\$849.09
Mayor's Partnership	Membership Dues	General	\$200.00
Melway Service corp	Crack sealing basketball court	Park	\$2,905.00
Micah Weaver	Refund tax lien water/sewer	Water, Sewer	\$267.19
Millersburg electric	Conduit, wire, labor	General	\$468.97
Niagara Scientific	Supplies	Sewer	\$104.52
Schneider	Battery cartridge	Gen. Police	\$485.00
Snyder Brothers	lube filter	Street	\$168.86
Steven Stutzman	2024/2025 itax refund	Gen Tax	\$1,387.06
Tapco	Pedestal	Street	\$1,160.75
Unifirst	Mats, Uniforms, Towels	Multiple	\$1,056.32
Winwater	Router bit	Sewer	\$172.10
TOTAL			\$25,597.38

Visa Charges- Annual alarm service, water test kit, battery, cable, cleaning supplies, paper, and ink

Bills Paid 9/14/2026

Vendor	Description	Fund	Total
Clemans Nelson & Associates	Retainer	General	\$250.00
Core & Main	Brass reducer, curb stop	Sewer	\$185.45
Holmes Oil	Gasoline	Multiple	\$1,229.43
Holmes Redimix	Concrete	Park	\$336.00
Kick & Gilman	Legal Services	General	\$1,485.00
Midtown Dry Cleaners	Dry Cleaning	Police	\$82.04
Ream & Haager	Chemicals & Testing	Water, Sewer	\$2,569.00
Totally Outdoors	Street Sweeping	Street	\$861.25
		TOTAL	\$ 6,998.17

Misc. payments

Vendor	Description & Date Paid	Fund	Total
Jefferson Health Plan	Benefits 8/17/2026	Park	\$1,676.15
		Total	\$ 1,676.15

PAYROLL CHECK DATE 08/13/2026

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,340.80
Baker, Daniel	Wages	Gen Police	\$ 3,392.36
Boggs, Conner	Wages	Gen Police	\$ 2,209.60
Cline, Chad	Wages	General	\$ 2,495.20
Cox, Caleb	Wages	Gen Police	\$ 2,569.46
Curry, Roberta	Wages	General	\$ 3,108.00
Duff, Kevin	Wages	Street	\$ 2,474.40
Judson, Blake	Wages	Wat/Sew	\$ 2,911.20
Kiner, Jessica	Wages	General	\$ 2,248.52
Kiner, Ron	Wages	Gen Police	\$ 2,742.03
Markley, Michelle	Wages	Gen Police	\$ 2,934.88
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	\$ 2,970.72
Miller, Javen	Wages	Gen Police	\$ 2,042.40
Miller, Kenneth	Wages	Wat/Sew	\$ 3,359.21
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	\$ 2,682.40
Shows, Logan	Wages	Gen Police	\$ 3,236.30
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	\$ 76,167.98

PAYROLL CHECK DATE 8/27/2026

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,691.92
Baker, Daniel	Wages	Gen Police	\$ 2,868.00
Boggs, Conner	Wages	Gen Police	\$ 2,927.72
Cline, Chad	Wages	General	\$ 2,495.21
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	\$ 2,911.20
Kellogg, Andrea	Salary	General - Council/Mayor	\$ 291.67
Kiner, Jessica	Wages	General	\$ 2,248.52
Kiner, Ron	Wages	Gen Police	\$ 2,684.50
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	\$ 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	\$ 2,682.40
Shoemaker, Robert	Salary	General - Council/Mayor	\$ 416.67
Shows, Logan	Wages	Gen Police	\$ 2,596.10
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	\$ 4,388.00
Yoder, Kelly	Wages	Gen Police	\$ 2,051.98
Zollars, Andy	Salary	General - Council/Mayor	\$ 416.66
		TOTAL PAY	\$ 78,869.76

PAYROLL CHECK DATE 9/10/2026

Employee	Purpose	Dept	Gross Wages
Arnold, Rodney	Wages	Street	\$ 2,340.80
Baker, Daniel	Wages	Gen Police	\$ 3,190.68
Boggs, Conner	Wages	Gen Police	\$ 2,375.32
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
Judson, Blake	Wages	Wat/Sew	\$ 2,911.20
Kiner, Jessica	Wages	General	\$ 2,248.52
Kiner, Ron	Wages	Gen Police	\$ 2,684.50
Markley, Michelle	Wages	Gen Police	\$ 2,856.80
McKinney, Steve	Wages	Street	\$ 1,900.00
Meek, Nathaniel	Wages	Gen Police	\$ 2,344.25
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	\$ 3,359.21
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	\$ 2,682.40
Shows, Logan	Wages	Gen Police	\$ 2,446.72
Skolmutch, Nathan	Wages	Wat/Sew	\$ 3,964.00
Snyder, Troy	Wager	Street/Park	\$ 2,453.60
Troyer, Nate	Salary	Gen/Wat/Sew	\$ 3,915.84
Weaver, Matthew	Wages	Wat/Sew	\$ 4,212.00
Yoder, Kelly	Wages	Gen Police	\$ 2,042.40
		TOTAL PAY	\$ 75,496.14

Bill Res 2026-20 Total	\$ 374,917.05
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VILLAGE OF MILLERSBURG
RESOLUTION # 2026-21

**A RESOLUTION AUTHORIZING THE VILLAGE OF MILLERSBURG TO JOIN THE
COMMUNITY UNIVERSITY EDUCATION PURCHASING COUNCIL OF
GOVERNMENTS**

WHEREAS, the Village of Millersburg requests to become a member of the Community University Education Purchasing Cooperative (CUE) for the purpose of lowering costs by joining with other governmental entities through pooled purchasing and competitive bidding; and

WHEREAS, the Community University Education Purchasing Cooperative is a Council of Governments organized under Chapter 167 of the Ohio Revised Code; and

WHEREAS, the Community University Education Purchasing Council of Governments by law authorizes political subdivision members from Stark County, Summit County, Portage County, Medina County, Holmes County and Carroll County; and

WHEREAS, the Village of Millersburg has determined to join CUE as a Member;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF
MILLERSBURG:**

Section 1. This Council has determined that the Village of Millersburg shall join CUE as a member.

Section 2. The Village Administrator is hereby designated as the Representative of the Village of Millersburg to serve on the Governing Board of CUE.

Notice of this Resolution 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.

Reading 1 _____ Reading 2 _____ Reading 3 _____

PASSED in Council this ____ day of _____, 2026.

Vote: _____

Attest: _____
Bobbie Curry, Clerk of Council

Brent Hofstetter, President of Council

Approved: _____, 2026

Kelly Hoffee, Mayor

Administrator's Report

September 14, 2026

DRB & P&Z Commission

No submittals currently.

Sidewalk Project

No update.

Parks

Clay Street

Received reimbursement for mulch from the HC Health Department. The table and bench were installed at Airport Park by the Street Department.

EPA Generator Grant

Awaiting more info from Millersburg Electric, we did have a discussion that the generator is delayed several more months which would put us outside the grant window. They were checking pricing and availability for another manufacturer. If that is not an option, we will approach EPA about filing an extension for the grant due to the delay.

Community University Education Council of Governments

Legislation on the agenda tonight to join CUE COG as an alternative source for primarily salt, but potentially other supplies and vehicles. Currently, they have contracts for vehicles, salt, brine, janitorial supplies, and fuel.

Wooster Road Waterline Project

No update

Thank You

Thanks to Millersburg Christian Church for their community project day at the end of August.

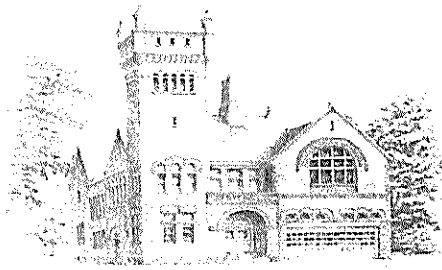
Red Head Alley Vacation Question

We were asked to consider an alley vacation where we wouldn't place an easement for future utility needs on the vacated alley as we typically do. The alley is between two lots owned by the same owners, so this would allow them to utilize the entire width of the alley for future development. See attached GIS map.

[illegible]

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 34 feet
9/1/2026



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*

Village Offices (330) 674-1886

Income Tax (330) 674-6891

Credit Requests for Water Leak September 10, 2026

Mark Alexander, Owner
Cody Norris, Tenant
893 Forlow Street

High water usage. Contacted customer and he stated he discovered a leak under the house trailer. The water from the leak did not enter the village sewer system. Requesting a credit for the sewer portion of 175,000 gallons at \$2.40 per thousand (180,000 gallons less 5,000 minimum) in the amount of \$420.00.