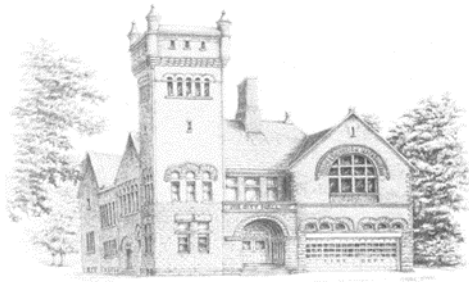


Village of Millersburg



Citizen Handbook

January 16, 2024

Village of Millersburg

Citizen Handbook

This information has been compiled for residents living in the Village. Please be advised if you live outside the limits of the Village of Millersburg, this information does not apply to you. If you are new to the area and need confirmation as to your residency, please call Village Hall at 330-674-1886.

ANIMALS

There is an ordinance against animals running free.

All dogs in Ohio must be licensed by the age of three months. Licenses may be obtained at the Holmes County Auditor's Office, 75 East Clinton Street, Millersburg, OH 44654 in person or by mail. Call 330-674-1896 for more information. You may also purchase licenses at the Holmes County Dog Warden's Office, 5387 CR 349, Millersburg, OH 44654 or call 330-674-6301 for more information. The pet owner's name, address, and description of the dog is required. Calls concerning animals should be directed to the Millersburg Police Department, 330-674-5931.

BICYCLES

Bicyclists must obey all traffic regulations, but bicycles need not be registered.

BUILDING PERMITS

Building permits may be obtained from the Village of Millersburg Office. Prior to receiving any permit from the Village, you must first obtain a zoning permit by contacting our Zoning Inspector at 330-674-1886. Forms and requirements are posted on the Village's website: millersburgohio.com. Click the Departments link and then select Planning and Zoning Commission.

CEMETERY

The Village maintains Oak Hill Cemetery, 170 Port Washington Road, Millersburg. For information call the Administrative Assistant 330-674-1886.

COMMUNICATIONS

The Mayor and Village Council use various forms of communication to keep residents informed of meeting dates and times, community services, financial information, meeting minutes, and upcoming community events.

Village Website – The Village website, www.millersburgohio.com is updated regularly. The website provides important information about the Village including meeting dates, time, and meeting minutes.

Facebook – The Village posts general announcements and information about events, road closures, water system advisories, job postings and other pertinent information.

YouTube – Village Council meetings, Design Review Board meetings, and Planning and Zoning Commission meetings are published @villageofmillersburg.

My Millersburg App – Sign up on the Village website, www.millersburgohio.com for road closures, water system advisories and other pertinent information. You can also scan the QR Code or download on the app store.



EMERGENCY SIREN SYSTEM

The Village of Millersburg has a siren warning system that will sound during a tornado warning or other emergency situations. Village residents should seek shelter upon hearing the warning system. The warning system is tested every other Saturday at 11:00 a.m.

FOR ALL EMERGENCIES CALL 911

Fire Department – Holmes Fire District No. 1 handles fire and medical emergencies. Holmes Fire District No. 1 is located at 8478 SR 39, Millersburg. The station telephone number is 330-674-1926 for non-emergency inquiries.

Police Department – The Millersburg Police Department maintains 24-hour-a-day, 7 days a week protection for Village residents. The department is located at 6 N. Washington Street, Millersburg, the Village Hall, 330-674-5931.

HISTORIC DOWNTOWN MILLERSBURG

Historic Downtown Millersburg hosts several events including Girls Night Out, Vintage in the Village, Thunder over Holmes County, Art Exhibition, Boo in the Burg, and Christmas Open House and Chocolate Walk. The telephone number is 330-674-2412 or you can visit their website at historicdowntownmillersburg.com.

JAMES CRISSEY MEMORIAL POOL

The pool is operated by the Holmes County Park District and is located at 430 West Jackson Street. The telephone number is 330-674-3353 or you can check on Facebook for information.

LEAF PICKUP

The Village of Millersburg collects leaves throughout the fall season for residents. The crews will pick up loose leaves and bagged leaves on the tree lawn beginning late October and continuing until Mid-November. Crews will only accept leaves during this collection. Lawn waste and tree limbs will NOT be accepted. Residents are also asked to remove leaves and debris from catch basins and gutters to prevent damage caused by blocked storm water inlets. Anyone with questions concerning this matter contact the Village offices at 330-674-1886.

LIBRARY

The Holmes County District Public Library is located at 3102 Glen Drive, Millersburg, 330-674-5972.

OPEN BURNING

The Village has adopted the Ohio EPA rules for open burning which prohibit all trash burning. Please refer to Village of Millersburg Codified Ordinance 1511.

Recreational fires are permitted. Please refer to Village of Millersburg Codified Ordinance 1511.05.

PARKS/RECREATION

The Village of Millersburg has three parks within the Village limits. Deer Run Park is located at 4102 Glen Drive, and Old Airport Park is located at 1030 S. Washington St., Clay Street Park is located North of 425 S. Clay St. Deer Run Park has a dog park, a skate park, disc golf, baseball fields, playground equipment, basketball court and an amphitheater. Old Airport has baseball fields, playground equipment and a sports court with basketball, pickleball, and tennis courts. Clay Street Park has playground equipment and a basketball court. All parks are open during daylight hours or as legally posted.

The Village of Millersburg maintains the park grounds. There are pavilions available for gatherings at all three parks. Call the Village Office Administrative Assistant 330-674-1886 to make a reservation. There is no charge for reservations.

HOLMES COUNTY PARK DISTRICT/RAILS TO TRAILS

A recreation/transportation paved trail through scenic Holmes County that accommodates bicyclists, pedestrians, horseback riders, buggies, etc. Fifteen miles is paved from Fredericksburg to

Killbuck with another seven and one-half miles paved from Glenmont to Brinkhaven Ohio. The telephone number is 330-674-0475 or you can check on Facebook for information.

ANTIQUÉ FESTIVAL

The Holmes County Antique Festival is held the 5th weekend after Labor Day in Historic Downtown Millersburg.

Visitors come to Millersburg every Autumn for this annual event. Millersburg glass, antique cars, parades, food vendors and fun for the entire family.

SCHOOLS

West Holmes Local School District

Board of Education, 28 West Jackson Street,
Millersburg 330-674-3546

Millersburg Elementary School, 430 E. Jackson
Street, Millersburg 330-674-5681

West Holmes Middle School, 10901 SR 39,
Millersburg 330-674-4761

West Holmes High School, 10909 SR 39,
Millersburg 330-674-6085

West Holmes Digital Academy, 1291 Massillon
Road, Millersburg 330-674-1252

TREE CITY

The Village of Millersburg Tree City Commission is responsible for all the publicly owned trees throughout the Village. Tree City is responsible for maintenance, care, and planting of trees in the tree lawn or devil strip along village streets. Millersburg has been recognized as a “Tree City USA” every year since 2015.

SIDEWALK IMPROVEMENTS

The Village of Millersburg is responsible for the replacement of damaged sidewalks in the public right of way. If your sidewalk is in need of replacement, please contact the Village offices at 330-674-1886 for an evaluation. Property owners are responsible for snow and ice removal of the sidewalks located in the public right-of-way adjacent to their property.

SOCIAL SERVICES/AID

The Salvation Army has a representative in the Millersburg Office for emergency assistance 330-674-5151. The hours are Monday and Wednesday from 9:00 a.m. to 11:30 a.m.

Kno-Ho-Co-Ashland also helps with emergency assistance 330-674-6479.

SNOW REMOVAL/PARKING BAN

In the event of snowfall of two or more inches, a parking ban on Jackson Street, Clay Street, and South Washington Street from Jackson Street to Adams Street will go into effect so crews may effectively plow and salt the streets. Vehicles not moved during the parking ban will be towed at the owner's expense.

TRASH REMOVAL

The Village of Millersburg has contracted trash removal service for all village residents with Kimble Trash & Recycling Services. The scheduled pick-up for trash is every Friday. The scheduled pick-up for recycling is every other Friday. One bulk item or three extra bags are permitted the first Friday of each month. Saturday will be the pickup day during a holiday week.

To begin trash removal services, call Kimble Companies 1-800-201-0005.

All village residents are encouraged to participate in the curbside recycling program on pickup days. Recycling days are every other Friday of each month. Kimble's monthly costs include trash and recycling carts. Contact Kimble Trash & Recycling Services for more information.

Kimble Trash & Recycling offers a low volume user program for residents whose weekly trash output is minimal. To participate call Kimble 1-800-201-

0005. Bags for the program can be purchased at the Village Hall.

Trash will be delayed one day when Holidays occur Monday through Friday for the following Holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.

In the spring, the Village also hosts an annual cleanup day for residents. Household waste and debris may be brought to the Village Street Department Facility on the announced date for free disposal. Watch our Facebook page and/or local media outlets for announcements on when the cleanup day will be held each year as well as for a description of what all waste is accepted.

OTHER RECYCLING PROGRAMS

Holmes County also offers a recycling program at 5401 CR 349, Millersburg.

UTILITIES

Electricity delivery is provided by American Electric Power and Holmes Wayne Electric. The Village citizens approved an opt-out aggregation program for electricity generation. (American Electric Power customers only)

Residents with American Electric Power will receive a letter on information to enroll or to opt out from the Village's current supplier contract.

Natural Gas supply and transmission is provided by
Northeast Ohio Natural Gas 1-800-237-2099

Water and Sewer is provided by The Village of
Millersburg 330-674-1886. Please contact the
Administrative Assistant for more information.

VICTORIAN HOUSE & MILLERSBURG GLASS MUSEUM

The Holmes County Historical Society operates the
Victorian House Museum and the Millersburg Glass
Museum. The telephone number is 330-674-0022 or
you can visit their website at holmeshistory.com.

VILLAGE COUNCIL/MAYOR CONTACT INFORMATION

Mayor

Kelly Hoffee 330-275-0279

Council

Brad Conn 330-763-3303

Brent Hofstetter 330-390-0193

S. Thomas Vaughn 330-231-5404

Robert Shoemaker 330-473-7715

Devone Polen 330-473-7887

Andrea Kellogg 330-275-0876

VILLAGE HALL

Village Hall business hours are from 8:30 a.m. to 4:30 p.m. The telephone number at Village Hall is 330-674-1886.

VILLAGE INCOME TAX

Millersburg has a village income tax of 1.5%. The telephone number for the tax department is 330-674-6891. Taxes can be filed in person at Village Hall or by mail 6 N. Washington St., Millersburg, OH 44654.

The Village does not have any reciprocity agreements in place with any other municipalities.

VILLAGE ZONING

The zoning code can be found at www.millersburgohio.com. Any signage and zoning questions should be directed to the zoning inspector 330-674-1886 or nathan.troyer@millersburgohio.com.

DESIGN REVIEW DISTRICT

Our downtown is in a design review district and all signage, façade changes, additions etc. must be reviewed and approved by the Design Review Board.

VOTING

Please contact the Holmes County Board of
Elections at 330-674-5921 for voting information.