

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, January 8, 2013

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with six council members present: Tom Herkenhoff, Craig Oldiges, Steve Kitzmiller, Nicole Clune, Paul Enneking, and Rick Schwartz. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Clerk/Fiscal Officer). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

**Attendance:** Margie Wuebker (Daily Standard), and Dean Eversol (Sidney Daily).

**APPROVAL OF MINUTES:** N. Clune and S. Kitzmiller motioned to approve the minutes from the December 18, 2012 regular meeting. Motion passed on six aye votes.

**VISITOR COMMENTS:** None.

**ORDINANCES & RESOLUTIONS:**

**Move Utility Accounts to Inactive Status:** Annually Council considers a resolution to move delinquent utility accounts to inactive status. This year 4 accounts totaling \$1,341.34 were moved to inactive status as compared to 3 accounts totaling \$2,570.39 last year. P. Enneking and T. Herkenhoff motioned for the 2<sup>nd</sup> reading of **Resolution 12-12-04** moving these accounts to inactive status. Motion passed on six aye votes.

**State Purchasing Program:** This resolution authorizes the Village of Minster to participate in the Ohio Department of Administrative Services Cooperative Purchasing Program (State Purchasing) for 2012. The benefit of not having to bid items far exceeds the cost of \$100. T. Herkenhoff and S. Kitzmiller motioned to suspend the rule of three readings. Motion passed on six aye votes. C. Oldiges and N. Clune motioned to pass and adopt **Resolution 13-01-01** authorizing the Village to participate in the State Purchasing program. Motion passed on six aye votes.

**Annexation Agreement with Jackson Township Trustees:** Jeanette Weaver would like to annex her .42 acre tract of land located on State Route 119. She is not requesting utilities at this time. R. Schwartz and C. Oldiges motion for the 1<sup>st</sup> reading of **Ordinance 13-01-01** approving this annexation agreement with Jackson Township Trustees. Motion passed on six aye votes.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:**

**Public Works Department New Employee:** An open position in the PWD was created when Brian Sextro transferred to the Electric Department. The position was offered to current employees and then advertised to the public. R. Schwartz and S. Kitzmiller motioned to accept the recommendation of Mayor Kitzmiller to hire Jared Bihn as a Utility Worker I. Motion passed on six aye votes. He will be paid \$13.50 per hour and be on the standard six month introductory status.

**NEW BUSINESS:**

**Council President:** T. Herkenhoff and P. Enneking motioned to appoint Mr. Rick Schwartz as Council President for 2013. Motion passed on six aye votes.

**Mayoral Appointments:** Annually the mayor realigns various committees and appoints open positions on various boards. R. Schwartz and T. Herkenhoff motioned to approve the following recommended mayoral appointments. Motion passed on six aye votes.

Tree Commission (3 year term): Connie Schafer – 12/31/2015

Planning Commission (? year term): Linda Kitzmiller – 12/31/2016

Regional Planning Commission Delegate: Dennis Kitzmiller – 12/31/2013

Regional Planning Commission Alternate: Don Harrod – 12/31/2013

**New Village Solicitor Position:** In executive session Council discussed the possibility of making Jim Hearn an employee of the Village rather than an independent contractor. This would entitle Jim to register his time to PERS. C. Oldiges and R. Schwartz motioned to create the position of Village Solicitor. Motion passed on six aye votes.

**Village Solicitor:** Jim Hearn has been the Village Solicitor for a number years and has agreed to continue his service. T. Herkenhoff and P. Enneking motioned to accept the recommendation of Mayor Kitzmiller to hire Jim as the Village Solicitor. Motion passed on six aye votes. He will be paid \$7,200.00 per year which is comparable to his previous annual reimbursement.

#### **ADMINISTRATOR REPORT:**

- Employees are making improvements to the Utilities Building on North Ohio Street. Crews have been repainting the interior of the building and also replacing ceiling tile in the building. We will also be replacing some damaged exterior siding as well as some leaking windows. This is the first time that we have made key improvements since the building was built in 1996.
- Applications for the Wastewater/Water worker vacancy are being reviewed. The Village received approximately 15 resumes for the position. Once we have reviewed the resumes, interviews with some of the applicants will be scheduled.
- On Wednesday morning, January 2<sup>nd</sup>, a water line at the intersection of Fourth and Garfield started to leak. Crews responded and repaired the leak by mid-afternoon.
- Employees have been removing Christmas decorations over the past several days. As snow melts and things begin to thaw we will finish removing the decorations from the Minster Machine Centennial Park.
- Auditors from the Auditor of State's office have begun the annual audit of the village's financial records. Auditors have been working on this review over the last two weeks. It is expected that we will have a report on the audit by the end of June.
- For the past several months the village has been working with the school on the development of a Safe Route to School plan. The Safe Route to School program is a federal program administered by the State of Ohio. It helps communities look at ways to encourage students to walk or ride bikes to school, as well as ways to make this commute safer for students. A committee of representatives from the school, village and the general public has been meeting for some time to develop a local plan. It is expected that this group will hold a public hearing in the near future where the results and recommendations will be shared. Once such a plan is finalized, the village will have the opportunity to apply for federal funds to look at both non-infrastructure and infrastructure needs. There will be a public hearing on

Thursday, February 7, 2013 at 7:00 pm in the Village Administration Building to discuss the Safe Routes to School program. This was previously scheduled for February 6<sup>th</sup>.

**Invoices:** T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$165,137.79. Motion passed on six aye votes.

Rick Schwartz arrived at 6:55 pm.

**COMMENTS & CORRESPONDENCE:** None.

C. Oldiges and N. Clune motioned to enter into executive session at 6:54 p.m. to discuss employee compensation with action anticipated. Motion passed on six aye votes. N. Clune and P. Enneking motioned to return to regular session at 7:04 p.m. Motion passed on six aye votes.

**Annual Pay Ordinance:** Council discussed the amount of raise to give to the employees for 2013. After some discussion, it was determined to award a 2.5% increase for all hourly full time employees. There were other changes to accommodate the new minimum wage and increase the part time employees. Supervisors are also given the ability to reward certain employees between 0% and 3% increases. T. Herkenhoff and N. Clune motioned to suspend the 2<sup>nd</sup> reading. Motion passed on six aye votes. C. Oldiges and R. Schwartz motioned to pass and adopt **Ordinance 12-12-02** establishing the salary administration plan. Motion passed on six aye votes.

S. Kitzmiller and R. Schwartz motioned to adjourn at 7:06 p.m. Motion passed on six aye votes.

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Dennis Kitzmiller, Mayor

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John Stechschulte, Clerk

Recorded & typed by John Stechschulte