

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, January 21, 2014

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

Attendance: Dean Eversole (Community Post), Janice Barniak (Evening Leader), Dan Haehn (Waster Water Superintendent), and Randy Houseworth (Police Chief). Also present Tom, Dave Opferman, and Dave Stewart of CDM Smith.

APPROVAL OF MINUTES: P. Enneking and S. Kitzmiller motioned to approve the minutes from the January 7, 2014 regular meetings. Motion passed on four aye votes

C. Oldiges and S. Kitzmiller motioned to excuse Nicole Clune and Rick Schwartz from the meeting. Motion passed on four aye votes.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS: None.

COMMITTEE REPORTS: None.

OLD BUSINESS:

Sludge Hauling Process: The WWTP has had issues over the past few years in getting rid of sludge. Area farmers are unwilling to allow sludge in their fields and new sludge regulations have significantly increased the cost associated with land applying sludge. CDM Smith designed the new WWTP and has been asked to submit a proposal for professional services to improve the handling of solids. Dave Opferman stated we currently use a lime stabilization process. Dan Haehn mentioned lime doubles the volume of the sludge. The new process would be to remove the liquid with a belt press and haul to a landfill. They said many municipal plants are faced with the same EPA changes and are looking for alternatives to handling sludge. CDM Smith submitted a quote of \$188,175.00 to engineer the Solids Handling Improvements Project. S. Kitzmiller and T. Herkenhoff motioned to accept the proposal and create a purchase order. Motion passed on four aye votes.

New Water Well and Water Plant Expansion: CDM Smith also submitted an engineering proposal to assist in completing the work at the Luedeke Farm well field and begin to look at expansion of the membranes at the Water Treatment Plant. Layne has completed the drilling and testing of the new water wells. The next phase for the well field is to design the PLC controls, control building, and do hydraulic calculations to choose the right size pumps. In addition the proposal expands the membranes and replaces the existing membranes in anticipation of increased water demand. CDM submitted a proposal of \$31,500.00 for the water well field work or \$93,800.00 for both projects. P. Enneking and C. Oldiges motioned to accept the total proposal and create a purchase order. Motion passed on four aye votes.

NEW BUSINESS:

Purchase a Steel Pole: The Electric Department would like to purchase a steel corner pole located on the original transmission line on First Street in front of Globus Printing. Dis-Tran Steel has submitted a quote of \$35,244.00 for a 65 foot pole. C. Oldiges and T. Herkenhoff motioned to authorize the purchase and create a purchase order. Motion passed on four aye votes.

Income Tax: Council reviewed the December 2013 monthly income tax report of \$184,752.90 as distributed by the City of St. Marys Income Tax Department. The Village of Minster contracts with the City of St. Marys to administer the income tax collection for the Village. S. Kitzmiller and P. Enneking motioned to approve the monthly income tax report. Motion passed on four aye votes.

Purchases over \$3,000 Dollars: Council reviewed a list of invoices which were over \$3,000. Council has authorized the Village Administrator to purchase items under \$25,000, however, per the State Auditor; the purchases over \$3,000 and under \$25,000 require Council approval. T. Herkenhoff and C. Oldiges motioned to approve the invoices over \$3,000.00. Motion passed on four aye votes.

Sergeant Kirby Cummins' Termination: T. Herkenhoff and C. Oldiges motioned to postpone the termination appeal by Sergeant Kirby Cummins until February 4, 2013. Motion passed on four aye votes.

ADMINISTRATOR REPORT:

- The village has completed work on the proposal agreements for the Ash Tree Removal grant and has sent them to various tree removal companies in the area. These companies have until January 31st to submit a proposal for our review. We have selected a total of 18 trees to be removed as part of the grant.
- The water department continues to replace water meters as part of the new meter reading system being implemented by the Village. Residents who have not had their meter replaced yet, can contact the village offices to set up a convenient time for crews from the water department to change out the meter. On average it takes about 30 minutes to do the work.
- The Public Works Department is going around the community in locating all of the residential water taps and making notations of their location for quicker response in an emergency. Water taps that are found to be too low are being raised to ground level.
- The electrical department should begin installing the street lights in the park on the south side of Fourth Street.
- Federal Signal Co. has evaluated and reported there is no need for an additional tornado siren. The sirens are located at the High School and the water tower. It should be noted the sirens are required to be heard outdoors and not in each home.

Invoices: T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$429,579.51. Motion passed on four aye votes.

COMMENTS & CORRESPONDENCE:

T. Herkenhoff and S. Kitzmiller to enter into executive session at 7:15 p.m. to discuss employee compensation for certain employees with no action anticipated. Motion passed on four aye votes.

P. Enneking and T. Herkenhoff motioned to return to regular session at 7:25 p.m. Motion passed on four aye votes.

T. Herkenhoff and S. Kitzmiller motioned to adjourn at 7:26 p.m. Motion passed on four aye votes.

Dennis Kitzmiller, Mayor

John Stechsulte, Clerk

Recorded & typed by John Stechsulte