

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, February 18, 2014

**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), 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), Dean Eversole (Community Post), and Scott Weiging and John Courtney (Courtney & Associates). In addition Cindy Cummins, Kevin Schwartz, Doug Schwartz, Ron Schwartz, Ken Trego, Tasha Langenkamp, Donna Schwartz, and Mrs. Cummins.

**APPROVAL OF MINUTES:** N. Clune and R. Schwartz motioned to approve the minutes from February 4, and February 5, 2014 regular meetings. Motion passed on five aye votes and one abstention by Paul Enneking.

**VISITOR COMMENTS:** A group of individuals attended the meeting, presented letters, and stated support for Kirby Cummins. The group asked if Council will read the letters. Council agreed all letters will be read. Cindy Cummins read a letter from a neighbor in support of Kirby. Steve Kitzmiller questioned whether discussion should be held without either attorney present. It was determined this is an open meeting. Kevin Schwartz read a letter in support of Kirby. Doug Schwartz and Ron Schwartz said Kirby is a good person and would like to have Kirby reinstated. Ken Trego stated Kirby was frustrated with the lack of training of the patrolmen. Tasha Langenkamp spoke in support of Kirby, suggesting he was a good man and a fair police officer. Donna Schwartz is a friend and said this is bad publicity for town. Mrs. Cummins, Kirby's mother, spoke in support of her son. Council asked if they have received copies of all the letters and acknowledged they will read them.

**ORDINANCES & RESOLUTIONS:** None.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:** None.

**Hearing of Appeal – Sergeant Kirby Cummins' Termination Hearing:** The attorneys have not submitted their written final arguments and Council has not completed the review of the evidence. T. Herkenhoff and N. Clune motioned to ask for a continuance with the date to be determined on a final hearing. Motion passed on six aye votes.

**Cost of Service for Water Rates:** John Courtney of Courtney & Associates presented his report on the 2014 water rate study. He reviewed billing statistics and financial data for the Water Department, projected revenues requirements, reviewed the design, and projected revenue requirements. The revenues at the current rates are not sufficient to meet projected revenue requirements. He is suggesting an approximate 9% increase. The Utility Committee will review the proposal and have a recommendation for Council to consider.

**Cost of Service for Sewer Rates:** John Courtney of Courtney & Associates presented his report on the 2014 sewer rate study. Again he reviewed billing statistics and financial data for the Waste Water Treatment Plant, projected revenues requirements, reviewed the design, and projected revenue requirements. The revenues at the current rates are sufficient to meet projected revenue requirements and suggests no increase at this time.

#### **NEW BUSINESS:**

**Income Tax:** Council reviewed the January 2014 monthly income tax report of \$237,945.68 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. T. Herkenhoff and S. Kitzmiller motioned to approve the monthly income tax report. Motion passed on six 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. C. Oldiges and P. Enneking motioned to approve the invoices over \$3,000.00. Motion passed on six aye votes.

#### **ADMINISTRATOR REPORT:**

- Last week, Well #6, the well closest to the sledding hill developed a problem and shut down production. When the problem was identified, Layne was contacted to come up and remove the pump so that a determination can be made on why the pump failed. We are still waiting to hear back from Layne on the details.
- Shelter House reservations will be accepted starting Monday March 3<sup>rd</sup> at 8:00 am in the village offices. Individuals or groups can go online to the village's website to reserve a shelter house beginning on Tuesday, March 4th.
- Filing for the Minster Municipal Income Tax is due on April 15<sup>th</sup>. Individuals needing income tax forms for 2013 can wither download the form at [www.minsteroh.com/municipal/taxes](http://www.minsteroh.com/municipal/taxes) or forms are available at the village offices.
- The Village is currently accepting applications for summer lifeguard positions. All interested individuals, including past employees, must complete an employment application. The application is available online or a copy can be picked up at the Administration building.

**Invoices:** T. Herkenhoff and P. Enneking motioned to approve the invoices totaling \$208,053.27. Motion passed on six aye votes.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,287,052.11. C. Oldiges and N. Clune motioned to approve the report. Motion passed on six aye votes.

#### **COMMENTS & CORRESPONDENCE:**

T. Herkenhoff and S. Kitzmiller motioned to adjourn at 7:35 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