

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday May 6, 2014

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with five 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:** Janice Barniak (Evening Leader), Margie Wuebker (Daily Standard), Dean Eversole (Community Post), Kirby and Cindy Cummins, Alan Heitbrink (Choice One Engineering), Travis Sudoff and Kevin Meyer (Minster Area Life Squad), Dave Stilwell (Heritage Trails Park District), David Dwyer and Suzanne Csevtey (American Renewable Energy & Power) and Randy Houseworth (Police Chief).

**APPROVAL OF MINUTES:** S. Kitzmiller and T. Herkenhoff motioned to approve the minutes from April 15, 2014 regular meeting. Motion passed on four aye votes and one abstention by Nicole Clune.

C. Oldiges and P. Enneking motioned to excuse Rick Schwartz from the meeting. Motion passed on five aye votes.

**VISITOR COMMENTS:**

**Solar Energy Project:** David Dwyer and Suzanne Csevtey of American Renewable Energy and Power attended the meeting to discuss the solar array project at the Luedeke Farm. The proposal would be for a 3 MWh solar field similar the one proposed by Solar Planet in January 2013. David is working with 3 or 4 other new investors interested in investing in solar power. The electricity would cost 7 cents per kW hour with a 2% annual escalator. It also includes insurance, taxes and a long term service agreement with the investor. Jim Hearn will review the contract prior to committee review.

**ORDINANCES & RESOLUTIONS:**

**Construction Standards and Design Criteria:** Alan Heitbrink of Choice One Engineering presented proposed changes to the design criteria. The majority of the changes are to include plastic piping as an acceptable material for water mains and water service laterals. Other revisions include sprinkler systems and the requirement to use a tracer wire if installing plastic water lines. T. Herkenhoff and P. Enneking motioned for the 3<sup>rd</sup> reading to pass and adopt **Ordinance 14-03-03** revising sections of the Village of Minster's Construction and Design Criteria. Motion passed on five aye votes.

**Waste Water Rates:** CDM Engineering has conducted an extra strength surcharge evaluation. We currently have an extra strength surcharge for carbonaceous biochemical oxygen demand (BOD) and total suspended solids (TSS). However, these surcharges are minimal and need to be increased to cover the actual cost of treating the waste. This is not a fee increase but rather a penalty if a

consumer exceeds these limitations. T. Herkenhoff and S. Kitzmiller motioned for the 2<sup>nd</sup> reading of **Ordinance 14-04-01** establishing rates for waste water. Motion passed on five aye votes.

**Establish a New Fund 404 Western Lake Erie Basin Ash Removal Grant Fund:** All grant money needs to be reported and accounted for in a unique fund. We received grant money from the Ohio Department of Natural Resources for removal of Ash Trees. T. He and N. Cl motioned to suspend the rule of three readings. Motion passed on six aye votes. T. He and N. Cl motioned to pass and adopt **Resolution 14-05-01** establishing Fund 404 Western Lake Erie Basin Ash Removal Grant Fund. Motion passed on six aye votes.

**Appropriations / Estimated Resources for the Western Lake Erie Basin Ash Removal Grant Fund:** The Ash removal grant was a 50/50 matching grant with \$4,225.00 coming from the state. The total cost to remove the trees was \$8,460.00. T. He and N. Clu motioned to suspend the rule of three readings. Motion passed on six aye votes. T. He and N. Cl motioned to pass and adopt **Resolution 14-05-02** appropriating and estimating the resources for the new fund at \$8,460.00. Motion passed on six aye votes.

**Transfer Money to the Western Lake Erie Basin Ash Removal Grant Fund:** The Village portion of the 50/50 Ash Tree removal grant is \$4,235.00. T. He and N. Clu motioned to suspend the rule of three readings. Motion passed on six aye votes. T. H and N. Cl motioned to pass and adopt **Resolution 14-05-03** transferring \$4,235.00 to the Western Lake Erie Basin Ash Removal Grant Fund. Motion passed on six aye votes.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:**

**NEW BUSINESS:**

**Police Chief Randy Houseworth Resignation:** Randy is planning to retire August 29, 2014. T. He and N. Cl motioned to accept the resignation of Randy. Motion passed on six aye votes.

**New Police Chief:** Don has contacted the Ohio Association of Chiefs of Police to inquire about their assistance in hiring a new Police Chief. The process is called Assessment Center Process which consists of both oral and written exercises. The Association of Chiefs of Police can also assist with advertising the position and screening potential candidates. The cost of advertising is \$325.00. The costs for the one day assessment center which accommodates six potential candidates would not exceed \$5,130.00

**Summer Part-Time Help:** Annually the Village hires part-time summer help for the Pool, Parks and Recreation Department and Public Works Department. This year 4 individuals will be hired to assist with mowing and maintenance of the parks and Public Works Department. In addition there are numerous lifeguards and maintenance individuals hired for the Pool. T. Herkenhoff and C.

Oldiges motioned to accept the mayor recommendation to hire the seasonal employees. Motion passed on five aye votes.

**ADMINISTRATOR REPORT:**

- CTL Engineering has completed another round of testing at the Minster Oil Site and there appears to be some good news. According to CTL the concentration of Benzene in the groundwater samples has decreased quite a bit since the December 27, 2013 monitoring event. In fact all of the concentrations of all the contaminants of concern are at the lowest concentration to date. It is the intention of CTL to submit a written request for a No Further Action status.
- Auglaize County Solid Waste District is holding their annual Household Hazardous Waste Day on Saturday, May 10<sup>th</sup> from 9:00 am to 1:00 pm at the County recycling center at 15502 St. Mary's River Road.
- Electrical crews have set the transformer at the Golf Course Substation in place. The transformer was delivered from Delta Star last Wednesday and was set on the foundation later that day. The switch house is expected to arrive the first of June, however, it the mean time crews will be setting some of the steel structures in the substation.
- HA Dorsten crews continue to work at the Minster Machine Centennial Park. The foundation for the wall and fence around the gazebo has been poured. Currently, Dorsten's is removing dirt for the sidewalks.
- Crews from the Public Works Department are going to begin putting sidewalks along Seventh Street in front of Four Seasons Park. Sidewalks will extend from the current curb cut at the railroad tracks and proceed along Seventh Street to the main drive. We are planning on making these sidewalks five feet wide which is a little wider than normal.
- The Minster Area Life Squad will be celebrating National EMS Week with an event at the Paris Street Park on Sunday May 18<sup>th</sup>. The event will be from 1:00 pm to 3:00 pm.

**Invoices:** P. Enneking and S. Kitzmiller motioned to approve the invoices totaling \$388,084.92. Motion passed on five aye votes.

**COMMENTS & CORRESPONDENCE:**

N. Clune and C Oldiges motioned to adjourn at 7:42 p.m. Motion passed on five aye votes.

---

Dennis Kitzmiller, Mayor

---

John Stechschulte, Clerk

Recorded & typed by John Stechschulte