

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday June 17, 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), 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), Kevin Meyer (Minster Area Life Squad), Jeromie Koenig (JDTMH Trustee), John Neuman (Electric Superintendent), and Randy Houseworth (Police Chief).

APPROVAL OF MINUTES: T. Herkenhoff and R. Schwartz motioned to approve the minutes from June 3, 2014 regular meeting. Motion passed on six aye votes.

VISITOR COMMENTS: None.

ORDINANCES & RESOLUTIONS:

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 P. Enneking motioned to suspend the rules and declare an emergency. Motion passed on six aye votes. S. Kitzmiller and C. Oldiges motioned for the 3rd reading to pass and adopt reading of **Ordinance 14-04-01** establishing rates for waste water. Motion passed on six aye votes. The change will go in effect July 1, 2014.

COMMITTEE REPORTS:

Safety Committee: Nicole Clune reported Doctor Fox has resigned his position as the Minster Area Life Squad's medical director. Members of the Safety Committee met with the CEO of the JDTMH but did not come to any resolution. There are no other Doctors at Joint District Township Memorial Hospital interested in the position. The squad is working with other hospitals to get a new medical director. If no medical director is found, the Squad will no longer be able to provide service after September 1, 2014. It should be noted the Minster Area Life Squad members are not village employee but rather the Squad is contracted with the Village of Minster.

Parks Committee: Rick Schwartz reported the Parks Committee met with School officials to discuss the Seventh Street Park. Concrete will be poured in a section of grass where the old volleyball court was located. This is necessary for recess when the ground is wet. In addition the west tennis courts need to be resurfaced. Also, the hours of football practiced was discussed. Beginning this year, adjacent property owners will be notified by mail of the dates and times of practice.

OLD BUSINESS:

Webster Street Improvement: We have received a request to improve Webster Street from Park Place Drive to First Street. The engineering was completed a few years back by Choice One Engineering. The estimate to complete the project is \$171,240 without the 10% contingency. T. Herkenhoff and P. Enneking motioned to seek bids for the project. Motion passed on six aye votes.

NEW BUSINESS:

Income Tax: Council reviewed the April and May 2014 monthly income tax report of \$344,562.46 and \$310,196.54 respectively 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 N. Clune motioned to approve the monthly income tax report. Motion passed on six aye votes.

ADMINISTRATOR REPORT:

- Public Works Crews continue to pour sidewalks at the Four Seasons Park. Last week, crews poured two section of sidewalk west of the main drive as they continue to work towards the Diamond Estates Subdivision.
- HA Dorsten crews continue to work at the Minster Machine Centennial Park. All of the sidewalks have been installed and work continues on the brick pad in front of the Gazebo. Seeding was to occur this week; however, we are waiting on the irrigation company to complete their work. In addition, the veteran's monument has been recoated and work will begin on replacement of the brick area in front of the monument shortly.
- Crews continue to work at the Golf Course Substation. Last week, the transformer was filled with oil and the radiators installed. In addition, the switch house was delivered and set on the concrete pad and electrical crews completed the installation of the ground grid.
- Final drawings for improvements to the sludge handling process at the Waste Water Treatment Plant have been submitted to the Ohio EPA by CDM Smith. We are hopeful that because 30% and 90% drawings were submitted earlier that the review by the EPA will be quick.
- The Minster-Jackson Township Fire Department will be testing fire hydrants July 14th, 15th, 21st and 22nd from 6:00 pm until dusk. Testing will start on the west side of town and will move east. Residents may notice a discoloration in their water and may want to refrain from doing laundry during these times.
- In conjunction with Efficiency Smart the Village now offers residential electric customers and easy and convenient option to recycle light bulbs. Incandescent and small spiral compact fluorescent light bulbs (CFL's) can be recycled through a recycling bin located at the recycling center.

Invoices: T. Herkenhoff and S. Kitzmiller motioned to approve the invoices totaling \$319,079.13. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE:

N. Clune and C. Oldiges motioned to enter into executive session at 6:50 p.m. to discuss the sale of land and the hiring of personnel with action anticipated. Motion passed on six aye votes. T. Herkenhoff and S. Kitzmiller motioned to return to regular session at 7:35 p.m. Motion passed on six aye votes.

Village Solicitor: Jim Hearn will retire on June 30, 2014 and would like to continue to serve as the Village Solicitor. N. Clune and C. Oldiges motioned to accept Mayor Kitzmiller's recommendation to hire Jim as Village Solicitor beginning July 1, 2014. Motion passed on six aye votes. It has been the policy to not rehire employees that have retired. An exception is given in this case due the nature of the position, the immediate need to fill the position and the fact that it is a part time with no benefits. Council asked if there was a written policy concerning retire / rehire and determined there is no formal written policy. Council asked Don to update the employee manual.

P. Enneking and R. Schwartz motioned to adjourn at 7:37 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte