

VILLAGE OF MINSTER, OHIO
COUNCIL MEETING MINUTES
Tuesday, November 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), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer). Mayor Dennis Kitzmiller called the meeting to order with the Pledge of Allegiance.

Attendance: Janice Barniak (Evening Leader) and David Giesige (Daily Standard). Also present were Kurt Albers and David J. Friend and family members.

Approval of Minutes: N. Clune and T. Herkenhoff motioned to approve the minutes from the November 4, 2014 regular meetings. Motion passed on six aye votes.

VISITOR COMMENTS:

Annual Turkey Trot 5K Race: Kurt Albers, representing the group organizing the 5K Turkey Trot race is asking permission to run the race on Thanksgiving morning with registration beginning at 9:00 am. N. Clune and T. Herkenhoff motioned to approve the route of the 5K race, provide police department traffic control to shut down those streets as necessary. Motion passed on six aye votes.

ORDINANCES & RESOLUTIONS:

Mutual Aid Agreement: Annually Council authorizes a fire protection mutual aid agreement between the Loramie Fire District and the Minster-Jackson Township Fire Department. The agreement is to provide service to properties located within McLean Township North of the North shore of Lake Loramie (Hegemann's Landing area) for a fee of \$13,477.50 as compared to the same amount for 2014, \$13,477.50. R. Schwartz and C. Oldiges motioned for the 2nd reading of **Ordinance 14-11-01** entering into a mutual aid agreement with the Loramie Fire District. Motion passed on six aye votes.

Revise Appropriations and Estimated Resources: Various funds require adjustment of appropriations to cover under appropriations in the beginning of the year. The revised appropriations are as follows:

101 General Fund \$4,015,198.00 increase of \$300,000.00
204 Parks \$274,100.00 increase of \$16,000.00
416 Brownfield Clean-up Grant \$67,695.57 decrease of \$30,000.00
506 WWTP Renovation \$1,856,100.00 decrease of \$1,600,000.00
507 Electric System Upgrade \$1,269,000.00 increase of \$69,000.00
508 Utility Deposits \$12,200 increase of \$3,000.00
510 Refuse \$200,000.00 increase of \$20,000.00

In addition, various funds require adjustments to the estimated resources. The revised estimated resources are as follows:

101 General Fund \$4,015,198.00 increase of \$300,000.00
204 Parks \$274,100.00 increase of \$16,000.00
218 Mayor's Court Computer \$7,798.98 decrease of \$710.00

302 Debt Service \$49,779.37 decrease of \$3,000.00
416 Brownfield Clean-up Grant \$67,695.57 decrease of \$30,000.00
506 WWTP Renovation \$1,884,586.22 decrease of \$1,650,000.00

T. Herkenhoff and P. Enneking motioned to suspend the rule of three readings. Motion passed on six aye votes. S. Kitzmiller and N. Clune motioned to pass and adopt the **Resolution 14-11-03** authorizing the changes in appropriations and resources. Motion passed on six aye votes.

Webster Street Stop Sign: A new section of Webster Street was construction and there is a need to erect a stop sign for south bound traffic into First Street. P. Enneking and C. Oldiges motioned to suspend the rule of three readings. Motion passed on six aye votes. S. Kitzmiller and N. Clune motioned to pass and adopt **Ordinance 14-11-02** establishing a stop sign at the intersection of Webster Street and First Street. Motion passed on six aye votes.

Dedicate Boulder Lane: The property owners of Boulder Lane have agreed to dedicate the street into the village for public use. This was pursued after Crown located in one of the building. The street is scheduled for repair in 2015 to replace bad section of concrete. R. Schwartz and S. Kitzmiller motioned to suspend the rule of three readings. Motion passed on six aye votes. P. Enneking and C. Oldiges motioned to pass and adopt **Ordinance 14-11-03** dedicating Boulder Lane into the village for public use. Motion passed on six aye votes.

COMMITTEE REPORTS: None.

OLD BUSINESS:

Police Chief: With the retirement of Randy Houseworth as Police Chief, David J. Friend has accepted the position of Police Chief. David has agreed to a salary of \$63,200 per year with a longevity bonus. T. Herkenhoff and S. Kitzmiller motioned to accept Mayor Kitzmiller's recommendation to hire David as the new Police Chief. Motion passed on six aye votes. He will be starting on November 19th. Council congratulated and welcomed him and his family to the community.

NEW BUSINESS:

Resignation of Ed Yaney: Ed has worked for the village for 17 years and will be retiring at the end of the month. R. Schwartz and T. Herkenhoff motioned to accept the resignation. Motion passed on six aye votes. Don will begin the process to fill the vacant position.

Sale of Fire Truck: The Fire Department replaced the 1978 Hahn fire truck and would like to sell the truck. Dale Dues, Fire Chief, has not had any interest from any other governmental entities. Council discussed holding an auction or sealed bids. P. Enneking and S. Kitzmiller motioned to seek bids for the sale of the 1978 Hahn fire truck. Motion passed on six aye votes. Dale estimated the truck to be valued at \$6,000.00.

Income Tax: Council reviewed the September 2014 monthly income tax report of \$400,614.37 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. R. Schwartz and T. Herkenhoff motioned to approve the monthly income tax report. Motion passed on six aye votes.

Resignation of Steve Kitzmiller: Steve has been a Councilman for the past nine years and due to new job responsibilities which include more travel, he has submitted a letter of resignation effective December 31, 2014. R. Schwartz and C. Oldiges motioned to accept the resignation. Motion passed on six aye votes. Council thanked Steve for his years of service to the village. A search will begin to fill his unexpired term.

ADMINISTRATOR REPORT:

- Crews have removed both of the old digesters at the waste water treatment plant. All of the old concrete and piping have been removed and the ground has been compacted and backfilled in anticipation of work being done for the sludge treatment process.
- Leaf pick-up will continue until December 1st. Crews are going out daily to pick-up leaves.
- The electrical department continues to work at the golf course substation. Crews have pulled in all of the wire and terminated the connections between the transformer and the switch house. Power Services have tested all of the wire and connections and found them to be good. Crews expect to put the new transformer into service shortly.
- In anticipation of the upcoming holiday season, crews have begun to put up the Christmas decorations. Lights in the trees along Fourth Street have been hung. The remainder of the decorations will be put up prior to the Thanksgiving holiday.
- With the Thanksgiving Holiday approaching, the Village and Rumpke want to remind everyone that the garbage collection will continue as usual on Thanksgiving Day and the following Friday. For those on the north end of town that will be picked up on Thanksgiving, Rumpke is asking that the garbage be set out the night before as they will be around very early on Thanksgiving morning.
- Village offices will be closed Thursday and Friday, November 27th and 28th for the Thanksgiving Holiday.

Receipts: Council reviewed the monthly cash receipt ledger of \$1,402,710.20. N. Clune and P. Enneking motioned to approve the report. Motion passed on six aye votes.

Invoices: T. Herkenhoff and C. Oldiges motioned to approve the invoices totaling \$1,591,441.00. Motion passed on six aye votes.

COMMENTS & CORRESPONDENCE: None.

R. Schwartz and P. Enneking motioned to adjourn at 6:55 p.m. Motion passed on six aye votes.

Dennis Kitzmiller, Mayor

John Stechschulte, Clerk

Recorded & typed by John Stechschulte