

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, June 20, 2017

**Council Meeting:** Council convened at 6:30 p.m., in Council Chambers with four council members present: Tom Herkenhoff, Rick Schwartz, Curt Albers, and Paul Enneking. Also present were Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer). Council President Rick Schwartz called the meeting to order with the Pledge of Allegiance.

**Attendance:** Ben Baumer, Stefanie Kohne, Ed Gebert (Daily Standard), Brian Smith (Community Post), Heather Willard (Sidney Daily News), and David Friend (Police Chief).

**Approval of Minutes:** Herkenhoff and Albers motioned to approve the minutes from the regular meeting of May 30, 2017. Motion passed on four aye votes.

**ORDINANCES & RESOLUTIONS:**

**Utility Billing Errors:** The City of Lebanon recently received an adverse ruling from the U.S. Court of Appeals regarding the “back-billing” of a customer. AMP is suggesting specific language be added to the village’s utility rate ordinance adding language to the rate schedules that specifies allowable action if an over or under charge occurs with a customer. Simply stated if a customer has been over or under charged for utility services because of a malfunction in the metering system or a billing error, the village will refund any overcharge and will collect any undercharge. Enneking and Herkenhoff motioned for the 2<sup>nd</sup> reading of **Ordinance 17-05-01** revising the utility rate ordinances to add specific language into the rate ordinances to specify adjustments for past billing errors. Motion passed on four aye votes.

**Northeast Development Project:** As part of the Northeast Development Project, Choice One Engineering has completed the plans for the installation of Fifth Street from Garfield Street to Paris Street, the installation of a short section of Pleasant Drive and the installation of utilities along Hamilton Street and Paris Street. The next step to move forward with the project is to pass a resolution of necessity with the intention to assess a portion of the project. As with other street improvements the curb, gutter, driveway approaches, sidewalks and top two inches of asphalt are assessed to property owners. Herkenhoff and Albers motioned for the 1<sup>st</sup> reading of **Resolution 17-06-01** to declare it necessary to improve Fifth Street from Garfield Street to Paris Street and a portion of Pleasant Drive, approximately 212 feet. Motion passed on four aye votes.

**COMMITTEE REPORTS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

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

**Income Tax:** Council reviewed the April and May 2017 monthly income tax reports of \$659,451.05 and \$196,364.45 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. Herkenhoff and Albers motioned to approve the monthly income tax reports. Motion passed on four aye votes

**Buehler Asphalt Paving Invoice:** The water line on State Route 66 was replaced as part of a project to improve the water service at Dannon Yogurt. Buehler Asphalt paved the road and submitted an invoice of \$40,900.00. Since the invoice is over \$25,000.00 the State Auditors require council to approve the invoice. Enneking and Albers motioned to approve and pay this invoice. Motion passed on four aye votes.

**ADMINISTRATOR REPORT:**

- The Public Works Department has completed the work on the State Route 66 water line replacement project. All of the asphalt has been put down and the grass has been re-seeded.
- Last Friday evening, the south end of the village experienced a power outage. The power outage was the result of a raccoon that got into the Dannon substation and caused two phases of the distribution systems to come into contact with one another, resulting in the two phases going down. This outage was on the distribution side not the 69 KVA side, this resulted in the outage. If the fault had been on the transmission side, the loop feed would have resulted in a momentary outage rather than the 25 minute outage that we had.
- The Public Works Department has completed the grinding of the concrete construction debris that we have accumulated at the composting facility. This material will be either sold or used for backfill material.
- The electrical department has completed their annual three phase meter testing for the year. Only one meter was determined to be faulty and that meter was replaced.
- Crews have finished making the repairs to the water towers that were identified when the towers were inspected late last year. Most of the repairs in the towers were minor and involved removing rust spots and recoating them with epoxy.
- The Parks Department held the first of the summer concert. A large crowd was in attendance. The next concert is scheduled for on this Sunday, June 25<sup>th</sup>.
- Minor Street Resurfacing bids have been released to the public. The bid opening date has been set for Thursday, July 6<sup>th</sup> at 10:00 am.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$1,464,129.98. Albers and Enneking motioned to approve the report. Motion passed on four aye votes.

**Invoices:** Herkenhoff and Enneking motioned to approve the invoices totaling \$302,081.05. Motion passed on four aye votes.

**COMMENTS & CORRESPONDENCE:** The July 4, 2017 council meeting is cancelled and the next council meeting is July 11, 2017.

Enneking and Albers motioned to adjourn at 6:50 p.m. Motion passed on four aye votes.

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Dennis Kitzmiller, Mayor

John Stechsulte, Clerk

Recorded & typed by John Stechsulte