

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, April 7, 2020

**Council Meeting:** Council convened remotely in a teleconference meeting at 6:30 p.m. with six council members present: Tom Herkenhoff, Craig Oldiges, Curt Albers, Nicole Clune, Rick Schwartz, and Paul Enneking. Also present were Dennis Kitzmiller (Mayor), Don Harrod (Administrator), Jim Hearn (Village Solicitor), and John Stechschulte (Fiscal Officer).

**Attendance:** Lian Niu, Zack Sadowsky, Eitri Foundry, Sandy Schwieterman (Sidney Daily), John Neuman (Electric Superintendent), David Friend (Police Chief), and Tom Millhouse (Daily Standard).

Mayor Dennis Kitzmiller called the Council Meeting to order with the Pledge of Allegiance.

**Approval of Minutes:** Schwartz and Herkenhoff motioned to approve the minutes from the regular meeting of March 3, 2020. Motion passed on four aye votes and two abstentions by Clune and Albers.

#### **ORDINANCES & RESOLUTIONS:**

**Solar Project Phase II:** The second phase of the solar project was expected to be under construction by May 2020 and more importantly financing for the second solar field was to be in place by December 31, 2019. Communication with MINMUN02 (Half Moon) do not suggest that financing is still not in place to begin construction in May. Jim Hearn stated the village has given enough time and further believes they are in breach of the contract. Rick asked if battery storage is still a possibility. Don replied yes but solar would need come first. Clune and Enneking motioned to suspend the rule of three readings. Motion passed on six aye votes. Oldiges and Herkenhoff motioned to pass and adopt **Resolution 20-04-01** authorizing the termination of the amended and restated power purchase agreement with Minster MINMUN02 Phase II solar project. Motion passed on six aye votes.

#### **COMMITTEE REPORTS:**

**Personnel Committee:** The committee met to discuss the impact of the Covid 19 virus on the services supplied to the residents. On the direction of Governor Mike DeWine, non-essential businesses are being asked to shut down. The Village offices, buildings, and parks will be closed to the public. Most village employees are working split shifts in order for employees to remain separated. The committee will meet again April 8, 2020 to discuss a path forward based on direction from the state.

**OLD BUSINESS:** None.

#### **NEW BUSINESS:**

**Income Tax:** Council reviewed the February 2020 monthly income tax report of \$371,131.83 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 Schwartz 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 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. Enneking and Clune motioned to approve the invoices over \$3,000. Motion passed on six aye votes.

**Fire Truck Donation:** The new Stuphen Fire Truck has been delivered to the Fire Department and the old FMC Fire Truck can now be sold. The FMC was listed on GovDeals.com to be sold with a minimum bid of \$3,000.00. No bids have been received to date and there are a number of other fire trucks that are newer and priced the same. Pat Baumer, who was a member of the Fire Department is on the board of directors for Midwest Mission Distribution Center. This organization collects equipment and sends these items to Central and South America. Albers and Herkenhoff motioned to donate the FMC Fire Truck to Midwest Mission Distribution Center. Motion passed on six aye votes.

#### **ADMINISTRATOR REPORT:**

- If you remember last year, we entered into an agreement with the Ohio Attorney General's Office's to assist the City of St. Mary's in the collection of delinquent tax payments. We have received information from St. Marys that they have received one payment so far from the Attorney General's Office in the amount of \$18,600.00. This includes a payment of over \$14,900.00 from one individual who owed taxes from 2008 to 2011.
- Helms and Sons have returned to the Village to complete the Second Street/Garfield Street project. They moved in last week and began work on the installation of the water line on Garfield Street. They will continue to work on the installation of the water line and will complete that portion of the project before moving to curb and gutter installation.
- All of the electric bucket and digger trucks have recently gone through structural and dielectric testing. All trucks passed the dielectric testing and only some minor issues were found structurally on the trucks. Repairs on these issues have been completed.
- Shinn Brothers indicated that they will be starting the work on the Pickleball/Basketball Court Project on April 6th. They will begin the process of moving dirt to make room for the installation of the base material that will go under the courts.
- Renoysis, the company replacing the liner at the pool, last week began to remove the existing liner. Once this is completed, they will move in and will begin the installation of the new liner.
- Electrical crews continue to work on the electrical substation. Crews have installed most of the underground piping and trench boxes. Once the ground dries out some, they will begin to level off the ground in preparation for the ground grid.

**Invoices:** Herkenhoff and Oldiges motioned to approve the invoices totaling \$1,769,678.58. Motion passed on six aye votes.

**Receipts:** Council reviewed the monthly cash receipt ledger of \$3,457,422.19. Schwartz and Clune motioned to approve the report. Motion passed on six aye votes.

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

**Covid 19 Virus:** The caronavirus is an extremely contagious virus which has led Governor Mike DeWine to shutdown many non-essential businesses throughout Ohio. This will certainly have a

negative impact on the Village of Minster income tax receipts. Rick Schwartz suggested the finance committee meet to discuss the appropriations, major capital item purchased and projects. Perhaps some of the items can be eliminated or delayed, an example is the annual minor street resurfacing project. The Finance Committee will meet April 14<sup>th</sup> to review the budget.

Enneking and Oldiges motioned to adjourn at 7:15 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