

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

20

## RECORD OF PROCEEDINGS

### 17<sup>TH</sup> REGULAR COUNCIL MEETING

SEPTEMBER 12, 2023

The 17<sup>th</sup> Regular Council Meeting was called to order by Mayor Timothy N. Tarbet after the Pledge of Allegiance and the Lord's Prayer were said.

All Council Members present with the exception of Councilman Boldizar.

Guests: Denise Freeland & Patti Willoughby.

Motion to excuse Councilman Boldizar from the 17<sup>th</sup> Regular Meeting was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to approve the Minutes of the 16<sup>th</sup> Regular Council Meeting held August 22, 2023 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion to approve the financial statement for the month of August was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to approve bills totaling \$269,147.53 for the month of August was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Denise provided Council with the schedule of upcoming Roxy events. Denise met with Tielle from the Carroll County Chamber to discuss events surrounding the 2024 Eclipse. An astronomer lives locally and will be invited. SSBC will be brewing a special beer for the eclipse. NASA has a live stream and hopefully that can be shown on the big screen at the Roxy. Oktoberfest will be October 7, noon to 7.

Administrator: Mr. Gunderson wants to express his appreciation and thanked the community for their patience as we work through the paving and the bridge replacement. We realize it is a very stressful time, and we are looking for it to being completed.

Service Director: Exhibit A: Street Dept. Truck hit decorative traffic light post US 30 and N. Market St. 8/25. Ordering replacement parts to repair. Guardrail replaced at east end of E. First St. Guardrail on Murray @ Union replaced. Submitted request for proposal for Grant St. Bridge Project. Completed parking lot prep for Short St. parking lot project. Removed curbing and prepared parking lot at 123 N. Main St. for paving. Paving program began 9/11. Will be completed this week. Repaired/replaced wear parts on sweeper. Received salt order summary from Stark County Engineer, see report.

Water Dept.: Replaced hydrant on Squires Lane. Installed retro kit for pressure monitoring on hydrant on Euclid. Backwash pit cleaned out. Following up with contractor about small leak on Euclid project.

Wastewater Dept.: Phase power failure resulted in bar screen dewatering equipment, blower and return sludge pump failures. Took entire plant off AEP and ran on generator until full power restored. Hauled 399,500 gallons of wasted sludge offsite for disposal. Wasted 401,000 gallons of sludge from aeration in August 2023, MLSS in low 4000's mg/l. Received Minerva Dairy reporting for July 2023, under review.

Park Dept.: Set up for Family Fun Day. Received Bowman Tree estimate of \$450.00 to remove large dead maple tree in Brock Park. Poured footer for Mayor's Park. Excavating and installing base for new sidewalk in Mayor's Park. Replaced bearing and hydraulic lines on Jacobsen mower. Installed fall mats in Bicentennial Park and raked fall zone material.

Zoning: Nuisance:152 cases YTD. See Summary and Activity Reports. Permits: 80 YTD.

Board of Zoning Appeals: Application #202300075 – Petitioner, Matthew Blackburn, 9058 E. Southview St., Minerva, OH is appealing the Zoning Inspector's determination that an accessory structure cannot be constructed in the front yard of the parcel in the R-4 District.

Miscellaneous: Grant St. bridge projected timeline: Currently working on utility and right of way issues. See request for proposals. Projected timeline is as follows:

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Milestone	Date	Completed	SFY (Qtr)
Initial Project Scope Complete	09/29/2023	YES	2024 (Q1)
Stage 1 Plans - Submitted	04/01/2024	YES	2024 (Q4)
Stage 2 Plans - Submitted	11/29/2024	YES	2025 (Q2)
Environmental Document Approved	01/03/2025	YES	2025 (Q3)
R/W Authorized	01/31/2025	YES	2025 (Q3)
Stage 3 Plans - Submitted	10/03/2025	YES	2026 (Q2)
District R/W Certification	01/01/2026	YES	2026 (Q3)
Plan Package Received in C.O.	01/05/2026	YES	2026 (Q3)
Sale	04/02/2026	YES	2026 (Q4)
Award	04/13/2026	YES	2026 (Q4)
Begin Construction	05/15/2026	YES	2026 (Q4)
End Construction	09/15/2026	YES	2027 (Q1)

Cemetery- \$2000.00 estimate received from Bowman Tree to remove 4 dead maple trees.  
Mr. Gunderson stated in the nuisance section of JT's report, although it looks like the cases are climbing, it is important to know we are closing a significant amount of cases as well. They are opening faster than they are closing. We are making progress!

Law Director: No report

Mayor: No report

Old/New Business

Ordinance No. 61-23 An Ordinance authorizing the Provision of Police Department Mutual Aid outside of the Municipal Corporation Pursuant to ORC 737.041. Second reading

Motion to hear second reading of Ordinance No. 61-23 was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to approve second reading of Ordinance No. 61-23 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Ordinance No. 62-23 an Ordinance approving a Real Estate Option Agreement with Carol Haines and Eric Haines. Second reading.

Motion to hear second reading of Ordinance No. 62-23 was made by Councilman Kishman seconded by Councilman Meadows.

Mr. Gunderson stated this is an opportunity for the village to facilitate economic development efforts in that area. So, this allows the village in the event we decide to exercise the option where someone comes in and decides to exercise the option, they have a price they are working with. This is not the village purchasing the building, but rather to help facilitate the development of that area.

All voted yea.

Motion to approve second reading of Ordinance No. 62-23 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Ordinance No. 63-23 an Ordinance amending Section 521.11 of the Codified Ordinances of the Village of Minerva, Ohio modifying the regulation of grass and weed cutting. Second reading.

Motion to hear second reading of Ordinance No. 63-23 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion to approve second reading of Ordinance No. 63-23 was made by Councilman Meadows seconded by Councilwoman Jordan. All voted yea.

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Motion to waive third reading of Ordinance No. 63-23 on a non-emergency bases and for passage was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Ordinance No. 65-23 an Ordinance removing the traffic lights and installing stop signs at intersections on North Main Street. Second reading.

Motion to hear second reading of Ordinance No. 65-23 was made by Councilman Meadows seconded by Councilman Kishman.

Mr. Gunderson stated the purpose behind this ordinance is to allow the flow of traffic. In an effort to keep the flow of traffic going we fill it is best to place stop signs. 3-Way stop sign at High & Main and a 4-Way Stop at Line & Main.

All voted yea.

Motion to approve second reading of Ordinance No. 65-23 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Ordinance No. 66-23 An Ordinance Renewing the Snow and Ice Agreement between ODOT and the Village of Minerva, and Declaring it an Emergency.

Motion to hear first reading of Ordinance No. 66-23 was made by Councilman Meadows seconded by Councilman Kishman.

Mr. Gunderson stated this is an agreement passed every two years allowing ODOT to plow 183 & US 30, also maintenance.

All voted yea.

Motion to approve first reading of Ordinance No. 66-23 was made by Councilman Kishman seconded by Councilwoman Jordan. All voted yea.

Motion to suspend statutory rules have second and third readings by title only and for passage of Ordinance No. 66-23 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Ordinance No. 67-23 An Ordinance amending Ordinance No. 50-22 (annual appropriation ordinance) in order to make appropriations for expenditures of the Village of Minerva, Ohio during the current fiscal year ending December 31, 2023, and Declaring it an Emergency

Motion to hear first reading of Ordinance No. 67-23 was made by Councilman Meadows seconded by Councilman Kishman.

Mr. Gunderson stated each year we budget, we have an estimated amount. This year we had a few employees retire or left which resulted in payouts. We simply needed to transfer more funds.

All voted yea.

Motion to approve first reading of Ordinance No. 67-23 was made by Councilman Kishman seconded by Councilwoman Jordan. All voted yea.

Motion to suspend statutory rules have second and third readings by title only and for passage of Ordinance No. 67-23 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Ordinance No. 68-23 An Ordinance amending the hours of operation of the Designated Outdoor Refreshment Area. First read

Motion to hear first reading of Ordinance No. 68-23 was made by Councilman Meadows seconded by Councilman Kishman.

Mr. Gunderson stated the purpose of this ordinance is to amend when DORA is allowed.

All voted yea.

Motion to approve first reading of Ordinance No. 68-23 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

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Motion to waive second and third readings by title only on a non-emergency and for passage of Ordinance No. 68-23 was made by Councilman Kishman seconded by Councilman Meadows.

Atty. Battista stated he is checking with the department on this. It is not real clear whether we would have a publication requirement and then notify the division. Mr. Gunderson stated we will be within the 30-day period.

All voted yea.

Motion is in order to not request a Public Hearing on the transfer of a liquor permit from Thomas S & Rae Anne Fry DBA The Normandy INN 1<sup>st</sup> Fl & Basement & Patio 114 s. Market St Minerva Oh 44657 to P K H Enterprises LLC DBA Normandy INN 1<sup>st</sup> Fl & Bsmt & Patio 114 S Market St Minerva Ohio 44657 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion is in order to enter into an agreement with Buckeye Mechanical & Controls Inc. for the purchase to replace the existing rooftop unit on the Community Building with a new Carrier rooftop unit at a cost not to exceed \$12,180.00 was made by Councilman Meadows seconded by Councilman Kishman.

Mr. Gunderson stated the 3<sup>rd</sup> unit was not repairable.

All voted yea.

Motion to enter Executive Session @ 8:06 to discuss the employment for the performance review and promotion inviting the administrator after said discussion was made by Councilman Kishman seconded by Councilwoman Jordan. All voted yea.

Motion to reconvene into Regular Session @9:06 PM with no action being taken was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Councilman Jordan attended the Carroll County Planning Commission Meeting. The next Alter Care Clinic will be September 26.

Councilman Meadows announced Planning Commission will meet Thursday @ 6 PM.

Mayor Tarbet announced the Cars are the Stars Car Show will be this weekend. Detour was discussed. The bridge is on schedule.

Motion to adjourn was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

The next Regular Council Meeting will be September 26, 2023.

Attest:

\_\_\_\_\_  
Brenda Albaugh Clerk of Council

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Timothy N. Tarbet Mayor