

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-5338 FORM NO. 10148

Held

20

## RECORD OF PROCEEDINGS

### 21<sup>ST</sup> REGULAR COUNCIL METING

NOVEMBER 14, 2023

The 21<sup>st</sup> Regular Council Meeting was called to order by Mayor Timothy N. Tarbet after the Pledge of Allegiance & The Lord's Prayer were said.

All Council Members present with the exception of Councilman Boldizar.

Motion to excuse Councilman Boldizar from the meeting was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to approve the Minutes of the 20<sup>th</sup> Regular Council Meeting held October 24, 2023 was made by Councilman Meadows seconded by Councilwoman Jordan. All voted yea.

Motion to approve the financial statement for the month of October was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Motion to approve bills totaling \$327,774.21 for the month of October was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion is in order to enter executive session @ 7:38 to discuss the compensation of public employees or officials and the appointment or employment of a public employee inviting legal counsel was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to reconvene to Regular Session @8:32 with no action being taken was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Administrator: No report

Service Director: Street Dept.: Underground storage tank inspection 10/24/2023. Repaired water cut on Bonnieview from service tap. Sent request for geotechnical services proposal to 6 firms recommended by ODOT for Grant St. bridge replacement project. Due 11/16. Leaf pick-up has begun. Paving invoice received and reviewed. \$55,600 under budget.

Water Dept.: Completed service tap for 150 Bonnieview. Repaired underwater lights seals to reduce leakage at pool. Working on winterizing pool. Attempting to locate leak in skimmer system at pool. Found 3 leaks in underground piping. Compiled and submitted metrics data as required to OEPA for 2022. 2022 expenses \$945,778.98, revenue \$934,310.81, 28.66 miles of piping, 26 main breaks, water produced 203.28 million gallons, metered consumption 149.08 million gallons, non-revenue water 54.2 million gallons. See attached report. Bids received for meter replacement project, Received bids from Neptune and Sensus, Neptune was low bid however bids are under review to confirm technical criteria has been met.

Wastewater Dept.: Minerva Dairy surcharge for August 2023 \$6292.40 for 14 TSS violations. Plant is still operating very well with dairy compliance. Received OEPA Inspection letter dated 10/26/2023. Finding of significant non-compliance (SNC), Recommendation #1 indicates that the SNC designation is due to influent received from a "problematic industrial user." There are several inaccuracies in the letter, see email with notes. Contacted CTI Engineers to begin preparing contract press improvements study.

Park Dept.: Mulching leaves at parks. Completed handicapped swing installation. Changed out uptown flowers and cleaned planters. Cameras installed and operational in parks. Mayor Waller's brick was installed at Mayor's Park.

Zoning: Nuisance:181 cases YTD. See Summary and Activity Reports.

Permits: 95 YTD. 150 Bonnieview Ave – Sign 406 Murray Ave. – Handicapped Ramp 913 S. GRANT ST – Fence Road Closure – Downtown Wonderland

Miscellaneous: Sent notification letters to adjoining property owners for alley vacate scheduled for council consideration December 12, 2023.

Law Director: No report

Mayor: No report

Old/New Business:

Ordinance No. 71-23 An Ordinance amending Section 2 of Ordinance No. 12-23 to establish compensation rates for full-time and part-time employees of the Village of Minerva. Third reading.

Motion to approve third and final reading of Ordinance No. 71-23 and for passage was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Ordinance No. 75-23 an Ordinance amending Section 2 of Ordinance No. 71-23 to establish compensation rates for full-time and part-time employees of the Village of Minerva. First reading

Motion to table Ordinance No. 75-23 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Ordinance No. 76-23 an Ordinance amending Chapter 183 of the Codified Ordinances to comply with H.B. changes to the Ohio Municipal Income Tax, and Declaring It an Emergency.

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Motion to hear first reading of Ordinance No. 76-23 was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to approve first reading of Ordinance No. 76-23 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Motion to suspend statutory rules and have second & third readings by title only of Ordinance No. 76-23 and for passage was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

A motion is in order to request a hearing on the transfer of a liquor permit from Classic 2 Drive Thru LLC DBA Classic Drive Thru 1025 E. Lincoln Way Minerva Oh 44657 to Fast Time Corp 1025 E. Lincoln Way Minerva Oh 44657 was made by Mayor Tarbet seconded by Councilman Kishman. All voted yea.

A Motion to set Tuesday, November 28<sup>th</sup>, 2023 @ 6:30 PM for the Village of Minerva's 2024 Appropriations Budget Hearing was made by Councilman Kishman seconded by Councilman Meadows. All voted yea.

Motion to allow Village Administrator, Benjamin W. Gunderson, to apply for Stark County Municipal Road Funds for the purpose of mitigating roadway costs associated with the North Market Waterline Project was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion to allow Village Administrator, Benjamin W. Gunderson to apply for Transportation Alternatives Program for the purpose of mitigating roadway costs associated with the Appalachia Community Grant Project was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion authorizing the Village Administrator, Benjamin W. Gunderson to enter into an agreement with Stark County Regional Planning Commission for Geographical Information Systems (GIS) Management Services not to exceed \$15,000 for each year of the contract was made by Councilwoman Jordan seconded by Councilman Kishman. This will map out sewer infrastructure. All voted yea.

Councilman Kishman reported a Park Board Meeting was held and two Scouts will be doing their Eagle Projects in the Park this coming Spring.

Councilman Meadows announced Planning Commission met. They will wait for the new year to discuss rezoning. The next meeting is December 14. The Twelve Days of Christmas raffle tickets are available. Small Business Saturday is November 25.

Mayor Tarbet thanked the Entre Nous Club for decorating the flower boxes.

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

The next Regular Council Meeting will be November 28, 2023.

The 2024 Appropriations Budget Hearing will be November 28<sup>th</sup> @ 6:30 PM.

Attest:

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Brenda Albaugh Clerk of Council

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Timothy N. Tarbet Mayor