

Held _____

20 _____

RECORD OF PROCEEDINGS

22nd REGULAR COUNCIL MEETING

NOVEMBER 26, 2024

The 22nd Regular Council Meeting was called to order by Mayor Mason Boldizar after the Lord's Prayer & Pledge of Allegiance were said.

Guests: Denise Freeland and Aaron Stoller

All Council Members present. Law Director Battista absent due to illness.

Motion to approve the Minutes of the 21st Regular Council Meeting held November 12, 2024 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Motion to excuse Law Director Battista from the meeting due to illness was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Chamber of Commerce Director, Denise Freeland, reported that there are 26 businesses participating in this Saturday's Small Business Saturday. They are having a drawing for a prize if someone visits more than 6 businesses by December 7. The Chamber is also preparing for Downtown Wonderland and the parade. There will be lots of activities at Downtown Wonderland this year, including free photos with Santa and the tree lighting ceremony. Director Freeland reported that the Stark County Travel Guide is almost complete. She then presented data from the car show and the Roxy Theatre based on online ticket sales that shows that only about 50% of participants are local. The rest are coming in from out of town. The projector at the Roxy is no longer working, presumably due to a power outage. They are having it repaired before the school classes come to the Theatre.

Administrator: No report

Service Director: Report as below

Street Dept.:

- Mike attended Governing Board CUE-COG meeting 11/13 (Agenda & Financial Report attached).
- Leaf pick-up in progress. 42 loads 1st round.
- Grant St. bridge project. Stage 2 plans are due to be submitted by 11/29/2024.
- Installed Christmas Decorations.

Water Dept.:

- Working on pool winterization.
- Completed updating service line inventory and resubmitted to OEPA 11/14/2024. Update reduced notifications needed to be sent from 1304 to 15 Galvanized Requiring Replacement and 28 Unknown. Notification letters were sent out 11/15/2024. Certifications due January 1st.
- 2023 Metrics reported to OEPA 11/14/2024 (attached).
- Water main break 2" on N. West St. 11/15/2024.
- OEPA ambient groundwater monitoring 12/07/2024, PFAS analysis will be included.

Wastewater Dept.:

- Minerva Dairy July 2024 surcharge \$2499.01 for 6 days with TSS above 250 mg/l and 13 days with CBOD above 250 mg/l.
- Minerva Dairy August 2024 surcharge \$2480.92 for 9 days with TSS above 250 mg/l and 7 days with CBOD above 250 mg/l.
- No September 2024 surcharge as Minerva Dairy discharge had no high strength characteristics.
- Received Minerva Dairy reporting for October 2024, under review.
- Conducted two interviews for open operator position.
- Issued Liberty Tire letter of IDP approval, IDP application currently under review by OEPA.

Park Dept.:

- Removed uptown flower boxes for repairs.
- Continued removal of leaves from parks and pickleball court.
- Assisted waste water with press.
- Assisted Water Department with leak.
- New doors installed at community building.
- Cleaned community building for several rentals.

Zoning:

Nuisance: See activity and summary report.

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held

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Permits: See Permit Report

- 126 YTD

Board of Zoning Appeals meeting scheduled for 12/16/2024 at 5:00 PM.

Law Director: Absent

Mayor: No report

Old/New Business

Ordinance No. 59-24 an Ordinance amending Ordinance 77-23 (annual appropriation ordinance) in order to make appropriations for expenditures of the Village of Minerva, Ohio during the current fiscal year ending December 31, 2024, and Declaring it an Emergency.

Motion to hear first reading of Ordinance No. 59-24 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Village Administrator Gunderson explained that these were for needed appropriation changes for wage shortages, legal fees shortages, and we received more money for the Muni Road Fund so we needed to spend that.

Motion to approve first reading of Ordinance No. 59-24 was made by Councilwoman Jordan seconded by Councilwoman Coe. All voted yea.

Motion to suspend statutory rules and to have second and third reading of Ordinance 59-24 by title only and for passage was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Ordinance No. 60-24 an Ordinance to make appropriations for current expenses and other expenditures of the Village of Minerva, State of Ohio, during the fiscal year ending December 31, 2025, and declaring it an emergency. First reading

Motion to hear first reading of Ordinance No. 60-24 was made by Councilwoman Jordan seconded by Councilwoman Coe. All voted yea.

Village Administrator Gunderson explained that this is our annual appropriations ordinance for our 2025 operating budget.

Motion to approve first reading of Ordinance No. 60-24 was made by Councilman Kishman seconded by Councilwoman Jordan. All voted yea

Motion to suspend statutory rules and have second and third reading of Ordinance 60-24 by title only and for passage was made by Councilman Meadows seconded by Councilwoman Coe. All voted yea.

Ordinance No. 61-24 an Ordinance amending Section 2 of Ordinance 34-24 to establish compensation rates for full-time and part-time employees of the village of Minerva and declaring it an emergency. First reading

Motion to hear first reading of Ordinance No. 61-24 was made by Councilwoman Jordan seconded by Mayor Boldizar. All voted yea.

Village Administrator Gunderson explained that this is the wage ordinance. Wage increases were given to almost all employees. The State's minimum wage rate is going up also.

Motion to approve first reading of Ordinance No. 61-24 was made by Councilman Kishman seconded by Councilwoman Jordan. All voted yea

Motion to suspend statutory rules and to have second and third reading of Ordinance 61-24 by title only and for passage was made by Councilwoman Jordan seconded by Councilwoman Coe. All voted yea.

Ordinance No. 62-24 an Ordinance amending the job descriptions of Administrative Assistant I and Administrative Assistant II in the Village of Minerva, Ohio. First reading

Motion to hear first reading of Ordinance No. 62-24 was made by Councilman Meadows seconded by Councilman Kishman. All voted yea.

Village Administrator Gunderson explained this is to revise the current job descriptions for the Administrative Assistant I & II positions. All financial related matters, such as payroll and utility collections will be under the supervision of the Finance Director.

Held _____

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Motion to approve first reading of Ordinance No. 62-24 was made by Councilwoman Jordan seconded by Councilman Kishman. All voted yea.

Motion to have second and third reading of Ordinance 62-24 by title only as a non-emergency was made by Councilman Meadows and seconded by Councilwoman Coe. All voted yea.

Motion to allow Finance Director, Patti Willoughby, to pay Frost Brown Todd for legal fees in the amount not to exceed \$40,000. was made by Councilman Meadows seconded by Councilwoman Jordan. All voted yea.

Motion to allow Finance Director, Patti Willoughby, to pay Workman Industrial Services in an amount not to exceed \$13,000. for the replacement of 2 wasting valves at the WWTP was made by Councilwoman Jordan seconded by Councilman Meadows. All voted yea.

Motion to accept the resignation of Village Councilman Matt Kishman due to him being elected as a State Representative was made by Councilman Meadows and seconded by Councilwoman Coe. Councilman Kishman abstained, the rest voted yea.

Councilman Kishman thanked everyone for allowing him to serve on Council for the past 5 years.

Councilwoman Jordan wished everyone a safe and Happy Thanksgiving, and wished good luck to Councilman Kishman in his new position.

Councilwoman Coe noted that the town looks really nice, with the holiday decorations up. She also wished everyone a Happy Thanksgiving and wished good luck to Councilman Kishman.

Councilman Kishman wished everyone a Happy Thanksgiving and asked that people support the businesses for Small Business Saturday.

Councilman Meadows wished everyone a safe and Happy Thanksgiving and congratulated Councilman Kishman on his newly elected position.

Mayor Boldizar wished everyone a Happy Thanksgiving. He noted that the downtown looks amazing and that Small Business Saturday is really cool and impressive with 26 businesses participating. He stated that the Christmas Parade is December 7 at 3 pm and the tree lighting ceremony is at 5:30 pm in Mayor's Park.

Fire Chief Stoller mentioned that there will be extra traffic in town on Friday night due to a football game.

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

The next Regular Council Meeting will be December 10, 2024.

Attest

Patricia Willoughby, Acting Clerk of Council

Mason Boldizar, Mayor