

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

RECORD OF PROCEEDINGS

16TH REGULAR COUNCIL MEETING

AUGUST 26TH, 2025

The 16th Regular Council Meeting was called to order by Mayor Mason J. Boldizar after the Pledge of Allegiance & Lord’s Prayer were said.

All Council Members present.

Guests: Don & Jen Paynter, Aaron Stoller, Darin Hayduk, Bentley Hayduk, Kaitlin Possage, Mikayla Swartz, Camie Clayton, Joe Robb, Michael Clunen & Chief Gardner.

Patrolman Nicholas Hayduk was sworn in as the newest fulltime officer.

Don Paynter announced paperwork will be signed next week for the Tippy Teller.

Motion to approve the Minutes of the 15th Regular Council Meeting held August 12, 2025 was made by Councilman Harris seconded by Councilman Meadows. All voted yea.

Motion to approve the Minutes of the Special Meeting held August 21, 2025 was made by Councilwoman Coe seconded by Councilwoman Jordan. All voted yea.

Administrator: Mr. Mytinger presented his monthly report for July & August. Economic Development & Planning. Downtown Revitalization Program: Marketing materials, applications, and website ready for rollout. The village has received two applications. TIF & CRA Opportunities: Reviewed Tax Increment Financing and Community Reinvestment Act options for potential development projects. Community Tour: Completed a full tour of Minerva, including local businesses, neighborhoods, and development properties. Housing Initiative Website: Launched in partnership with Consumers Bank to promote homeownership opportunities. Financial Planning: 2026 County Tax Budget: Completed with assistance from the Finance Director; will guide development of next year’s budget. 5-Year Plan: Created with input from department heads to support long-term budgeting and planning. Infrastructure & Projects: McDaniel Waterline Replacement: Bids opened August 22; recommendation to council in September. Minerva Downtown Wayfinding Signs: Installation scheduled for August 29. Traffic Signal Modernization: Applied for CMAQ funding to upgrade the traffic signal system; construction anticipated in 2031 if awarded. Administration & Communication: Village Website Updates: Staff actively updating content; new pages launching soon. Fall/Winter Newsletter: Content currently being gathered for the next issue. Cleaning Staff Position: Interviews ongoing; expected to fill the position in September. Councilwoman Coe asked if the housing initiative website did launch. Mr. Mytinger stated a couple more items have to be finalized with CNB and it will open. Councilwoman Coe asked, is that where somebody would go to, they wouldn’t start at Consumers, they would start? Mr. Mytinger stated the website would make them aware of the program. This will announce the opportunity.

Service Director (Streets, Parks, Water, WWT):

Street Dept.: Cut and paved road opening on Walnut Alley. Paved around new sidewalk Grant St. and Murray Ave. Repair berm E. Lincoln Way, filled pot holes. Located footers in cemetery for concrete work. Cut new patterns for road striping. Painted Alameda. Repaired catch basin on Allen. Replaced damaged speed sign on Scranton. Marked out remaining water cuts and saw cut.

Water Dept.: Completed OEPA source water protection survey. Installed new telemetry equipment for communication plant/tower communication.

Wastewater Dept.: Received Minerva Dairy reporting for July 2025, under review. Working on replacing damaged electrical equipment. Received Liberty Tire reporting, under review.

Park Dept.: Set up and tear down family fun. Set up and clean up 2nd Friday. Assisted street department with asphalt repairs. Cleaned out meter room. Rototilled Rotary Park infield. Assisted wastewater with removing equipment and press repair. Trimmed all parks.



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

Zoning: Nuisance: See activity and summary report. Permits: See permit report. 66 YTD.

Mayor Boldizar asked if the he received any information back from the OEPA on the spill that happened. We received the emergency response report; their case is closed they did not notice any. They sampled the water, and also completed a follow up sample, and they closed their case. Jt. Stated since ongoing enforcement is continuing, they may attend to that.

Finance Director: Patti announced the finance committee met and greed to renew a \$500,000 CD the village has at CNB. We will take an additional \$500,000 from the checking and add to that. And move another \$500,000 from the checking to the Money Market at CNB. Um.... So that was at 3.78% rate for 12 months. Just to let you guys know we have moved some stuff around.

Law Director: No report

Police Chief: During the month of July, the Minerva Police Department received 387 calls for service. On 07/09/2025, officers conducted a narcotics investigation. During the investigation, Ptl. Ruggeri conducted a traffic stop on a vehicle for a window tint violation. During the stop, the passenger was found to have 2 felony warrants out of the Stark County Sheriff's Office. Once placed into custody, the suspect admitted to having narcotics in her bookbag. Ptl. Ruggeri and Sgt. Clunen conducted a search of the property and located approximately 29 grams of crystal methamphetamine, an unweighted amount of fentanyl, digital scale, several hypodermic needles in which one was found to be loaded with suspected methamphetamine. Officers interviewed the suspect and she admitted to coming to Minerva to sell the ounce of crystal methamphetamine. The female suspect was charged with Agg Poss of Drugs(F2), Agg Traff in Drugs(F2), Agg Poss of Fentanyl(F5), Poss Drug Paraphernalia(M4) and Poss Drug Abuse Instruments(M1).

On 07/19/2025, Officers received information of a missing/runaway juvenile out of the Stark County Sherrif's Office. After the description was given out to officers, Ptl. May indicated that he had observed a juvenile matching the description given in the area of Murray Ave. and Jackson St. about an hour before officers were advised of the complaint. Ptl. May and Sgt. Clunen returned to the area and were able to locate and identify the juvenile as the missing/runaway. Officers took the juvenile to the Minerva Police Department where the Stark County Sheriff's Office took over the investigation.

On 07/26/2025, Ptl. May conducted a traffic stop on a vehicle for expired plates and the owner of the vehicle having a suspended license. During the stop, Ptl. May observed several behavioral indicators that led to officers asking do conduct a consent search of the vehicle. The suspects did give officers permission to search the vehicle at this time. During the search of the vehicle, Ptl. May located a Crown Royal bag located in the back of the SUV. Inside the bag, Ptl. May found a zip lock bag with approximately 44.2 grams of powder cocaine and drug paraphernalia. Those items were collected and sent to the Stark County Crime Lab for testing. Charges are currently pending. The police department received 387 calls for service. Officers completed 42 incident reports and 9 crash reports. Officers conducted 142 traffic stops resulting in 63 citations. Officers made 14 arrests. Interviewed to fill final full time officer position.

First Read

Ordinance No. 39-25 An Ordinance Accepting the Proposal of ServiScape for Village Hall Exterior Permanent Lighting and Color Changing RGBW Bistro Lighting on North Market Street Downtown.  
First read

Motion to hear first reading in full of Ordinance No. 39-25 and for approval was made by Councilman Meadows seconded by Councilman Harris. Discussion: Mr. Mytinger stated this ordinance would be approving the purchase of downtown lights. Bistro lights & color changing lights for village hall. We would have bistro lights running from the light post all the way down Market St. Multiple color options being able to control based off the holidays and special events and so forth. I would ask we have first read and suspend second & third read, that way we can enter into the contract and have the lights installed by the end of September. Councilman Meadows state this money is from a grant and not tax payer money. All voted yea.



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held \_\_\_\_\_ 20 \_\_\_\_\_

Motion to suspend Charter 4.05 rules for reading of Ordinance No. 39-25 as a non-emergency and to have second and third readings by title only and for passage of Ordinance No. 39-25 was made by Councilman meadows seconded by Councilwoman Jordan. All voted yea.

Ordinance No. 39-25 is so Ordained, to become effective thirty days from today.

Ordinance No. 39-25 An Ordinance Accepting the Proposal of ServiScape for Village Hall Exterior Permanent Lighting and Regular Warm White Bistro Lighting on North Market Street Downtown.  
First read

Motion to table first reading in full of Ordinance No. 39-25 and for approval was made by Councilman Harris seconded by Councilwoman Coe. All voted yea. (alternate version)

Third Read  
Ordinance No. 38-25 an Ordinance approving the Village of Minerva Downtown Revitalization Grant Program. Third read

Motion to hear third and final reading by title only and for passage of Ordinance No. 38-25 was made by Councilman Harris seconded by Councilman Meadows. All voted yea.

Ordinance No. 38-25 is so Ordained, to become effective thirty days from today.

Mayor's Report: No report I am happy to be here and working around great people! 😊

Council Members Comments:  
Councilwoman Jordan announced the marching band is participating at the Stark County Fair this evening. The next spay & neuter clinic is September 16<sup>th</sup>.  
Councilman Harris encourages people to download the Discover Minerva App. I have found it very useful with updated information what is going on.  
Councilman Meadows reported Heritage Tire & Auto Care opened last week. They are a Good Year Tire dealership. I am working with the High School & local manufacturing companies to schedule a date in October for a manufacturing tour for freshmen. Rehearsals for "Harvey" are taking place. Next second Friday is September 12<sup>th</sup>. Exotic Car Show date is September 13, noon to 5. Krackpots Comedy Club will be at the Roxy September 20<sup>th</sup>.

Announcements:  
Downtown Wonderland Meeting Sept. 3 @ 5:30 PM SSBC.  
Park Board will meet September 8 @ 6 PM at the Pool.  
The next Regular Council Meeting will be September 9 @ 7:30 in Council Chambers with Work Session @ 6:30 PM.

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

Attest:

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

\_\_\_\_\_  
Mason J. Boldizar Mayor