

VILLAGE OF MINSTER, OHIO  
COUNCIL MEETING MINUTES  
Tuesday, January 6, 2025

**Council Meeting:** Council convened at 6:30 pm in Council Chambers with the following council members present: Josh Osterloh, Travis Wilges, Trey Steele, Curt Albers, Nicole Clune, and Craig Sherman. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn (Solicitor), and Jim Cain (Fiscal Officer).

**Attendance:** The Evening Leader, The Daily Standard

Mayor Oldiges called the meeting to order with the Pledge of Allegiance.

Re-elected Council members Wilges, Steele, Sherman and Albers were all sworn in and signed their Oath of Office.

**Approval of December 16, 2025, Minutes:** Sherman and Osterloh motioned to approve the minutes from the regular meeting on December 16, 2025. Motion passed unanimously.

**Visitors:** None

**ORDINANCE AND RESOLUTIONS:**

**Resolution 26-01-01: Discussion and first reading of a resolution authorizing the Village's participation in the Ohio Department of Administrative Services' Cooperative Purchasing Program for 2026.**

Enclosed is a copy of Resolution 26-01-01 authorizing the village's participation in the State of Ohio's Cooperative Purchasing Program, more commonly known as State Purchasing. The Department of Administrative Services requires local governments to annually pass a resolution or ordinance authorizing their participation in this program.

The primary benefit of this program is that it allows local governments to realize the benefits and cost savings of buying goods and services through state contracts. Local governments can buy limited quantities of equipment or materials at bulk rates through the program and can avoid incurring the additional costs that are associated with the formal bidding process.

Participation in the program does result in a significant cost savings for the village and I would encourage Council to pass this resolution.

A motion by Clune and Steele for the first reading of Resolution 26-01-01. Motion passed unanimously.

**Resolution 26-01-02: Discussion and first reading of a resolution authorizing the sale of excess personal property by internet auction.**

In your packet is a copy of a resolution expressing the Village's intent to sell excess personal property by internet auction. For the past several years, we have utilized a government internet auction site called

GovDeals.com to auction excess equipment and vehicles that we had accumulated. We would like to do the same this year as equipment and vehicles are replaced. However, to do this, according to the Ohio Revised Code, the legislative authority must adopt a resolution expressing its intent to sell excess and used property by internet auction each year.

Just to refresh your memory, GovDeals.com is an internet site for the sale of government surplus equipment only. Communities can list their excess equipment on the site, set a minimum bid limit, set terms and conditions of a sale and set an auction length. Bidders can easily register and bid on equipment of their choice. There are no fees to list the equipment. If a piece of equipment sells, there is no client fee, however the winning bidder pays a buyer's premium. Payment from a successful bidder is due within 5 business days and payments are made electronically through the GovDeals.com website and then transferred into the village's bank account.

Even though we would be selling items on the internet, the Ohio Revised Code does call for the notice of sale to be published once in a local paper and put on the village's website.

If this is acceptable to council, the resolution would need to be passed.

A motion by Albers and Steele to have the first reading of Resolution 26-01-02. Motion passed unanimously.

**Ordinance 26-01-01: Discussion and first reading of an ordinance to approve the execution of a schedule with American Municipal Power, Inc. for participation in the Community Energy Savings Smart Thermostat Program.**

Late last year, Erin Miller from AMP presented information on a program offered by AMP called the Smart Thermostat program. This program combats transmission and capacity charges by reducing members system peak demand through the management of Wi-Fi connected thermostats. The program, which was started in 2023 is a thermostat program that adjusts thermostat load during peak days but no more than 80 hours a year. There were 16 peaking events in 2025 where the thermostats were changed.

Residents who have a Wi-Fi connected thermostat can participate at no cost to them. During peak times, the thermostat's set point would be raised by no more than three degrees. This increase in temperature reduces equipment load at peak times by more than 1 kW per thermostat enrolled. A customer who signs up for the program receives a onetime incentive payment of \$55 and if they stay enrolled after each peaking season, they can win an additional \$250.00. A customer can also opt out of any event, where the thermostat set point is raised.

AMP has seen a participation rate of 1.5 to 2% of residential meters enroll in the program. Based upon the number of meters that the village has that would be around 25 meters. The Village would need to pay AMP \$80.00 per meter that is enrolled, however, the estimated annual savings per thermostat enrolled is \$138.00, a net savings of \$58.00 a meter for the village. Annual savings for the village based upon 20 to 25 meters enrolled would be about \$1,160.00 to \$1,508.00. If more meters enroll than the number will rise.

There is no other cost for the village to participate in the program. Members only need to help market the program to customers and provide AMP with a customer list for participant verification. AMP provides all the marketing materials

Even though the savings are small for the village, any efforts at reducing the capacity and transmission peaks for the village save all customers in the long run. This is especially true as capacity charges and transmission charges continue to rise. If council would want to participate in the program, they would need to pass an ordinance. The deadline for enrollment for 2026 is February 27<sup>th</sup>, so council could give the ordinance the full three readings

A motion by Osterloh and Wilges to have the first reading of Ordinance 26-01-01. Motion passed unanimously.

#### **COMMITTEE REPORTS:**

**STREETS:** None

**SAFETY:** Clune reported on the Minster Area Life Squad run totals for 2025. There were 227 total runs. 73 of them were non-transport. There were 182 calls in the Village, 19 for McClean Twp, 29 to Jackson Twp, and 4 for Van Buren Twp.

**PARKS:** None

**PERSONNEL:** None

**UTILITIES:** Met on 12/9 to discuss Delta Star transformer and the Community Energy Savings Smart Thermostat program.

**ECONOMIC DEVELOPMENT:** None

**COMMUNITY ENGAGEMENT AND DEVELOPMENT:** None

**FINANCE/AUDIT:** None

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

**Discussion and motion to appoint a council president.**

At the first meeting of the year, Council has always appointed a Council President. This person acts as the mayor when the mayor cannot perform his duties.

Steele and Sherman motioned to appoint Albers as Council President. Motion passed unanimously.

**Discussion and motion to appoint two councilors as the Council representatives to the Volunteer Fire Fighters' Dependent Fund.**

Each year Council appoints two members to serve as their representative on the Volunteer Fire Fighters' Dependents Fund Board. In the past it has always been the chairperson of the Safety Committee. If we follow the same protocol as in the past, Nicole would be the appointee to this Board. We also need to appoint another member of the Safety Committee to serve on the board.

To make the appointments, Council should pass a motion doing so.

Sherman and Albers motioned to appoint Clune and Osterloh as representatives to the Volunteer Fire Fighters Dependent Fund. Motion passed unanimously.

**Discussion and motion to employ Carter Elking as a park's laborer for the Parks and Recreation Department.**

Late last year, we advertised for candidates to fill a new position in the Park's Department. We received several applications for the position and conducted interviews. Based upon the resumés and the interviews, both Ryan and I would like to recommend that Council consider hiring Carter Elking for the Park's Laborer position in the Park's Department.

Carter is a graduate of New Bremen High School and has experience in lawn and diamond maintenance from having worked at the Village of New Bremen and Crown while in school. He is very personable and both Ryan and I believe that he will fit in well with Adam Olberding in the department. He also seems eager to learn and should be able to quickly pick up on how to complete projects.

Carter would be classified as Park's laborer I and would be on a six-month introductory period. We would like to start Carter out at \$22.51. He would be available to start work shortly, if Council agrees with the recommendation. As with all new employees, the mayor needs to recommend appointing Carter to the position and Council needs to confirm the appointment through the passage of a motion.

Clune and Steel motioned to hire Carter Elking as a park's laborer for the Parks and Recreation Department. Motion passed unanimously.

**Discussion and motion to approve invoices over \$3,000.00.**

In your packet is a list of invoices that are over \$3,000.00. The list below are purchases that were authorized by the Administrator by the Ordinance that council passed authorizing the Administrator to make purchases up to \$25,000.00. However, the State Auditors have told us that any purchase over \$3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

Mack Industries	\$5,152.00	Reissue for lost check
Brenneman Excavating	\$11,800.00	Manhole and Valve Adjustements
IRBY	\$32,420.00	Wire
McWane Poles	\$11,464.15	Poles for Electric Department
SAL Chemicals	\$7,902.20	Chemicals
Anixter Inc.	\$11,101.16	Specialty Tools
Buschur Electric	\$6,506.89	Switchgear and Conduit for Well Field Building
SecurCom	\$7,389.06	Cameras at Four Seasons Park
Winners Computers	\$7,463.85	New Computers at Police Department and Monthly Expenses
Minster Area Life Squad	\$24,125.00	4 <sup>th</sup> Quarter Pay

A motion to approve invoices over \$3,000 by Osterloh and Wilges. Motion passed unanimously.

**Discussion and appointment of a designee to attend the required public records training for Craig Sherman, Curt Albers, Travis Wilges and Trey Steele.**

Under a House Bill passed several years ago, each elected official needs to attend or appoint someone to attend a mandatory open meeting seminar sometime during their term in office. With Craig, Nicole, Travis and Trey being newly elected, they would need to attend or appoint someone to attend.

If each councilor wants to appoint me as the representative for these meetings, I will make sure that I get to the required training, prior to end of 2024.

All newly re-elected Councilmen appointed Don Harrod to be their representative for public records training.

**Discussion and motion to approve the December 2025 Income Tax Report as submitted by the City of St. Marys.**

The City of St. Mary's is reporting that we received \$\$406,694.21 in income tax dollars for the month of December 2025. For the year, we received \$5,245,320.48. This is approximately \$76,000 more than what we received last year to date and marks our second highest amount received. Council usually accepts the report from the City of St. Mary's by the passage of a motion.

Steele and Osterloh motioned to approve the December 2025 Income Tax Report submitted by the City of St. Marys. Motion passed unanimously.

**ADMINISTRATOR REPORT:**

- 1) Crews are almost finished on the transfer of the generator, well controls, and switch gear from the old well house to the new well house at Four Seasons Park. Once work is completed, we will need to re-pour part of the concrete walkway from the parking lot to the large diamond complex.
- 2) The Village is applying for a grant from the State Fire Marshal's office for the Fire Department. Grants will be awarded up to \$50,000.00 for equipment for small rural fire departments. The Fire Chief has requested funding for an extraction tool; hoses and confined space equipment. Deadline for submitting the grant is January 10<sup>th</sup>.
- 3) Brumbaugh Construction continues to work on the sidewalk installation on the east side of State Route 66 north of the Eagle Plaza. They have some work to finish on the southeast corner of Bensman Road and State Route 66 and should be able to wrap the project up this week or next depending on the weather.
- 4) Employees will begin the removal of the Christmas decorations from the streets and the park this week. Once again, we will leave the lights in the trees along Fourth Street until early spring.

A motion to approve invoices totaling \$184,044.97 by Wilges and Sherman. Motion passed unanimously.

A motion to accept the receipts of \$2,246,859.75 by Steele and Osterloh. Motion passed unanimously.

**Adjournment:** Motion to adjourn was made by Steele and Albers at 7:02pm. Motion passed unanimously.

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Craig Oldiges, Mayor

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James Cain, Fiscal Officer

Recorded & typed by James Cain