

Village of Arcanum Council Meeting
Tuesday, March 8, 2016
7:00 PM

Mayor Judy Foureman opened the meeting by asking everyone to join her in the Pledge to the Flag, with the Mayor concluding "In God We Trust".

Council members Jerry Boolman, Julie Willis, Monte Clark, and Bonnie Millard answered roll call. Vanessa Delk and Eric Van Hoose were absent. Mayor Foureman asked for a motion to excuse Vanessa Delk and Eric Van Hoose. A motion was made by Boolman to excuse Vanessa Delk and Eric Van Hoose. Willis seconded. Boolman, Willis, Clark, and Millard voted yea. Motion passed. Van Hoose arrived at 7:08PM. Also present were Bill Sinnes, Darcy Woodall, and visitors Jon and Anne Bradfield.

Council Minutes: Mayor Foureman asked for approval of the minutes of February 23, 2016. A motion was made by Willis to approve the minutes of the February 23, 2016 Council meeting. Clark seconded. Boolman, Willis, and Clark voted yea. Millard abstained. Motion passed.

Expenditures: Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. A motion was made by Clark to pay the properly appropriated and funded expenditures. Boolman seconded. All present voted yea. Motion passed.

- Boolman asked about expenditures for Sitebound project. Woodall explained that Sitebound had paid the Village \$15,000 in February up front, and when the project is complete, Sitebound will pay the balance for any other materials used. Woodall explained that currently all of the expenses for Sitebound and Harvest Fields have been coming out of the original 2016 appropriations, so once those appropriations are depleted, additional appropriations will need to be made to the electric operating account. Those additional appropriations will come from the \$15,000 payment received from Sitebound and \$20,000 payment received from Benazer, which have both already been paid into revenue.
- Boolman asked about the \$12,000 for the street lights for Harvest Fields. Woodall explained that it was for all seven street lights, and that it was a carryover PO from 2015.

Amendments to the Agenda:

Comments from the Public: Jon and Anne Bradfield stated that they were just here to observe.

Committee Reports:

Service & Leisure Committee: Mayor Foureman explained that she and Delk had met with Charity Wright from the Arcanum Swim Team again, and the Swim Team decided they wanted to enter into the one-year agreement again. Willis also stated that the Swim also wanted the guarantee of a \$65 refund per day that the pool did not open on time again this year. It was explained to the Mrs. Wright that those things are beyond the Village's control. The Swim Team also wanted the specific dates of their season listed in the contract. Mayor Foureman stated that in lieu of those requests, the Village would look at not charging the Swim Team for their end of season pool party based on the number of those types of incidents. Should have the contract for the Swim Team by the next meeting.

Safety Committee: Nothing at this time.

Utility Committee: Meeting was held on March 7, 2016. Committee members present were Jerry Boolman, Julie Willis, and Monte Clark. Other attendees were Mayor Judy Foureman, Village Administrator Bill Sinnes, Utility Superintendent Keir Smith, and Plant Operator Shawn Smith. Boolman reported on the following items:

- **Utility Write-Offs**
 - Committee recommends moving forward with the write-offs for different utilities from timeframe of 2006-2013. Many are small balances and these should have been done before now as collection would not be worth the cost to track down.
 - Move forward with the amounts of water and sewer from 2nd half of 2015 for property tax assessment for delinquent outstanding balances.
 - ❖ Mayor Foureman stated that if there wasn't any objection that there would be legislation at the next council meeting for the 2006-2013 write-offs, the 2nd half of 2015 write-offs, and the water and sewer assessments to be certified to the County Auditor. Millard asked for clarification that it had already been discussed that this would be done quarterly, and Mayor Foureman confirmed that it would be.
- **Electric Updates**
 - Sitebound work will be complete within a week or two. There is about a month's worth of work connecting residents to the electric lines.
 - The work with Vaughn Company working on dead end lines and etc. is scheduled to start in April.

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- Mote hired to do some survey work on 503 for a new cow barn needing electric and at Hollansburg-Sampson by the end of Maple Street to move a pole for future right-of-way.
 - ❖ Millard asked who requested the right-of-way on Maple Street. Boolman stated that Keir, the Utilities Superintendent requested the right-of-way. Boolman said that the Village is trying to be proactive in case in the future that land may be annexed, etc.
- **Water Updates**
 - Moodys is done on the inspections and refurbishing of the wells, and installation of the new pumps will begin next week.
 - The company doing the water towers contacted, and we are going to be included on their schedule and contacted with a date.
 - Soil borings being done by the lagoons for the new sewer plant.
 - Beginning in April, the chemicals will be added to start bringing the sludge level down on the lagoons.
 - Utility department is working with Mote on grants that might be available to secure water plants. This will be adding fencing to the current plant to increase security for the Village water equipment.
 - The quote from Lake County for detecting infiltration in our sewer system was received, and the committee recommends moving forward with the work. Recommendation is to issue a PO for \$20,000 to cover the work. One week's worth of inspections will cost about \$12,000, so it could be less than the PO amount. This is being done to eliminate the need for a second storage tank for the infiltration of water during hard rains and not having to treat rain water.
 - ❖ Millard asked if this will have to be done during a hard rain and if flow meters will be used. Mayor Foureman responded that flow meters and cameras will be used, but a hard rain is not necessary for the work to be completed.

Planning Committee: Nothing at this time.

Personnel Committee: Nothing at this time.

Finance & Audit Committee: Nothing at this time. The next meeting will be March 9, 2016 at 4:30PM in Council Chambers.

Administrative Reports:

Mayor: Mayor Foureman asked Willis to report on the status of the park equipment.

- Willis explained that information about the new playground equipment is now out on the Village website. Willis was contacted by Superintendent John Stephens and Arcanum High School Principal Jason Stephan about the upcoming Serve Arcanum Day. It is the 4th year for the event, and both administrators are very enthusiastic about the possibility of the students being part of the community build of our new playground equipment. On Thursday, May 5th, representatives from Playworld will come to prep the site, and on Friday, May 6th, students and teachers from the high school will be in the park to put the equipment together. The equipment will be up by the end of the day on the 6th. Supervisors from Playworld will be on site to insure that all equipment is put together and installed properly. Willis also re-iterated that even though Serve Arcanum typically ends at 11:30AM, the Arcanum Administration assured her that students and teachers will be available until the project is complete. The only thing that will be left to complete will be laying down the rubber mulch the next day. Van Hoose asked about the cost of the rubber mulch. Willis indicated that Mark Poston, a Village Street Department employee, is still working on quotes. One quote he intends to present does cost more, but it is the type where the color does not rub off onto hands and clothes. Additional volunteers will be needed to lay down the rubber mulch.
- **nCourt:** Mayor Foureman stated that all the issues with the nCourt agreement had been addressed and was ready to be approved. Willis asked how soon the Village could start accepting credit card payments online once the agreement was signed. Woodall explained that the nCourt representative indicated that it takes about 30-45 days to get up and running. Mayor Foureman asked for a motion to enter into an agreement with nCourt for online payment services for utility and tax payments and authorize the Mayor to sign said agreement. A motion was made by Willis to enter into an agreement with nCourt for online payment services and authorize the Mayor to sign said agreement. Boolman seconded. All present voted yea. Motion passed.

Solicitor: Nothing at this time. Solicitor was absent.

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Village Administrator: Sinnes reported on the following:

- TENNIS COURT REPAIR -- Do we want or not?
 - Sinnes has seen about two quotes – one for about \$8,900 and one for about \$14,700.
 - American Tennis Association does have a number of grants available in an attempt to improve the visibility of tennis across America. The Street Department employees have indicated that the first step is to speak directly to the ATA, who would in turn send a representative to the Village at no cost to survey the condition of our tennis courts. The ATA then makes a determination as to whether or not they will basically “invite” you to apply for a grant.
- UTILITY DEPT SECURITY FENCE -- Checking on grants. Susan from Mote & Associates informed Sinnes that there is an EPA grant for security fences for Utility Departments that the Village should be able to apply for. Shawn and Keir are going to draw an outline of where they believe that there should be fencing.
- JASON LETTER – Sinnes took Mark Poston, another Street Dept. employee, with him to deliver the letter, but no one was home or no one was answering the door. Sinnes will continue to attempt to deliver the letter.
- MECHANICAL SANITARY PLANT -- Possible easement problem. Easements for that area date back to 1964. Sometime before 2010, legislation was passed by previous Council members to release some of those easements. A few years ago, Phil Garbig, a local attorney, came to Council and informed that this information had never been recorded at which point, Council signed off. When the area was surveyed for the new mechanical plant, there is a rectangular area where the road T's that is not covered by an easement. Sinnes has talked more with Phil Garbig, and Mr. Garbig is further researching the problem. Chris from ProTech contacting Shawn Smith and Dave Mathews from Mote to discuss the cost of a monitor and control system for the new mechanical plant. The Village does not currently pay any kind of monthly or annual fee for the what we currently use with ProTech. The only amount the Village has ever paid is if there has been a need for repair.
- ANNUAL SARA REPORT (HAZARDOUS CHEMICAL) -- Submitted in February. Fire Chief Troutwine had a question about chlorine and acid stored at the pool.
- ANNUAL COMMUNITY REINVESTMENT AREA REPORT (CRA) -- Due March 31st. Submitted last week.
- SEWER INFILTRATION -- Affects the entire Lagoon Project. Working with Lake County Representative and have received a quote.
- ELECTRIC DEPT -- Keir working on running three-phase power to Sitebound on State Route 49
- TREE TRIMMING – Letters sent to bidders. The lowest bid for Ivester Park is Edwards' Tree Service at \$11,000 and for the electric wire clearance is Top Cut Tree Service at \$13,700.
- HARVEST FIELDS DEVELOPMENT -- Three houses under roof. Most of the electric lines and transformers are placed. The next step will be the streetlights.
- KELLY MERRITT SEWER CONNECTION – Working on information requested by the Commissioner's Officer.
- SWIM TEAM CONTRACT
- ARCANUM JUNIOR BASEBALL CONTRACT
- PLAYGROUND EQUIPMENT – PLAYWORLD help scheduled for April 28th through April 30th.
- 4TH ANNUAL SERVE ARCANUM DAY – Scheduled for Friday, May 6th.
- Mayor Foureman added that several months ago at a Service & Leisure Meeting someone brought up removing the large rock just outside the entrance to the park. An official vote was never done through Council. No one on Council has any objection to removing the rock. It will be removed at some point.

Fiscal Officer: Woodall reported on the following:

- Woodall reported that she had indicated at a previous council meeting that she would be able to submit the required regulatory cash financial statements on her own through the State Auditor's website for the fiscal year 2015. However once she dug into the actual reporting requirements and found that the Village had not reported under these requirements on their own since 2006 and 2007, she realized that it was a much bigger undertaking than she had first thought and she wasn't going to be able to meet the initial deadline. Woodall contacted BH&S, the consulting firm the Village has used the last several years to prepare these financial statements, to see if they were able to still aid her in preparing said statements. They are, and they also helped her file an extension with the Auditor's office. Woodall is meeting with a representative from BH&S on March 17th to get them the necessary paperwork and will have legislation and agreement to bring to the next council meeting.

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New Business:

Ordinance No. 2016-05 - Mayor Foureman read by title only an Ordinance establishing 2016 Wage and Benefits for certain Village of Arcanum employees. This is the third reading.

- This Ordinance died due to lack of a motion.

Old Business:

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 7:46 PM.

Fiscal Officer, Darcy Woodall
*Transcribed by Darcy Woodall (clerk to Council)

Mayor Judith F. Foureman