

Village of Arcanum Council Meeting
Tuesday, November 29, 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 Julie Willis, Vanessa Delk, Monte Clark, Bonnie Millard, Eric Van Hoose, and Jerry Boolman answered roll call. Also present were Darcy Woodall and Arnold Riffle, who bid on the Village's farm ground.

Council Minutes: Mayor Foureman asked for approval of the minutes of November 8, 2016. Delk pointed out that she answered roll call at the meeting but was not listed in the minutes. Woodall added Delk as answering roll call at the November 8, 2016 council meeting. A motion was made by Boolman to approve the minutes of the November 8, 2016 Council meeting as amended. Willis seconded. Mayor Foureman asked for approval of the minutes of November 15, 2016. A motion was made by Delk to approve the minutes of the November 15, 2016 Council work session. Van Hoose seconded. Willis, Delk, Millard, Van Hoose, and Boolman voted yea. Clark abstained. Motion passed.

Expenditures: Mayor Foureman asked for the approval of properly appropriated and funded expenditures be moved after New Business.

Amendments to the Agenda: Mayor Foureman added an Executive Session before New Business for Personnel.

Comments from the Public:

Committee Reports:

Service & Leisure Committee: Van Hoose forgot his minutes. He stated that the committee did discuss a new truck for the street department and painting the street department building, and further discussion of both would be passed on to the Finance Committee to see where the requests fit into the budget. Mayor Foureman added that rates for the pool were also discussed and approved what had been recommended by the Finance Committee except for the addition of a separate price for a 6-person family. Millard questioned the separate price for a 6-person family. In her study, only one family was over 6 people last season. She also pointed out that making a separate price could be viewed as discrimination. The committee also discussed a seasonal worker and the new lawn mower requested by the street department. Boolman stated that had also been discussed in finance and was decided a new mower was not needed in 2017 because the mower in street only has about 1500 hours on it.

Safety Committee: Nothing at this time.

Utility Committee: Meeting was held on Monday, November 28, 2016 at 4:30PM in Council Chambers. Committee members present were Jerry Boolman, Monte Clark, and Julie Willis. Also present were Mayor Judith Foureman, Utilities Superintendent Keir Smith, Plant Operator Shawn Smith, Utility Clerk Angie Lear, and Paulette Mills from Poggemeyer Design Group. Boolman reported on the following:

- **Poggemeyer Design Group** – Paulette Huber-Mills was in to inform the committee that her company can help the Village with funding opportunities for future projects.
 - Poggemeyer is a design group based out of Bowling Green, Ohio looking to expand their area and would like to work with Arcanum on a project. She listed several funding sources that could be utilized that have not been presented to the Council: Critical Infrastructure Grants, Neighborhood Revitalization Grants, Capital Safety Grants (could be used for fire truck purchase – Paulette will reach out to Angie about this) – Nicole added that Poggemeyer is the engineering firm that did the sewer project in Pittsburg that was not done correctly and is still not resolved
- The concern with the committee is the distance of engineering support if needed for projects. Other members of council also expressed that if these other types of funding are available, then any engineering firm should be able to help the Village apply for them.
- **Utility Clerk Updates (Angie)** – After attending the CMI conference, Angie learned many things that can help in the office
 - Allow nCourt to send a file for daily payments that can be reviewed and then downloaded directly into CMI, eliminating the clerk having to keystroke them in.
 - nCourt has informed the Village that the service fee structure has changed, and everyone will be charged \$4.95 due to a change from VISA. This change will only impact a few customers, and the majority will see a reduction.
 - Angie is working with GNB to try and set up auto payments for customers to eliminate paper checks coming into the office. This would be a convenience for our customers to set up auto pays with their banks.
 - The Mayor commended Angie on finding ways to save time and make sure that things are correct and show what the current utility software is capable of doing.

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➤ **Utilities Department Updates**

- The new employees are reaching service anniversaries in January that will require them to be moved up to the next level in their progression. Keir and Shawn will recommend to council in January that they be moved up and personnel committee needs to work on the electrical progression as it is not clearly called out what the next steps are for electrician – Millard had notes from an old utility meeting where a wage scale for electric workers had been discussed – no legislation ever came of it but the Mayor asked Millard to make a copy for Delk so that personnel could look over it and go from there to establish a wage scale – Millard asked for clarification on when each wage applies – Boolman explained that once an employee starts the apprenticeship program, they make the wage established for apprentice and work up from there – the goal is to end up with two crews by the time the current utilities superintendent retires in 3-4 years – if our current utility craftsman is moved to an apprentice, the Village will have two lineman I, and an apprentice, and will hire another craftsman – by the time the superintendent retires, the goal would be to have the two lineman I, the apprentice moved up to lineman II, the craftsman moved up to an apprentice, and another craftsman hired – Boolman stated that bottom line, it's important to keep people in the pipeline or when Keir and Shawn both retire, the Village will be short and could end up costing the Village a lot of money
- Nothing else to report for both departments.

Planning Committee: Willis went over the revised/proposed new zoning ordinance that was in the council packets pointing out that Nicole added a section pertaining to commercial equipment, etc. Nicole explained that all changes were highlighted in yellow and were mostly on the last two pages of the ordinance. Willis asked all council members to review the proposed ordinance and bring it back to the next council meeting to discuss.

Personnel Committee: Delk stated that with the impending electrical progressions coming in January, she would like to get a meeting scheduled before the end of the year. Delk also reported that she would have information for everyone about the progression of the new/revised policy and procedure manual. She stated that she had a few questions to get answered before she officially reported to the rest of council.

Next meeting is Monday, December 12, 2016 at 5PM in Council Chambers.

Finance & Audit Committee: Meeting was held on Monday, November 14, 2016 at 4:30PM in Council Chambers. Committee members present were Bonnie Millard and Jerry Boolman. Also present were Mayor Judith Foureman and Fiscal Officer Darcy Woodall. Millard reported on the following:

- Continued discussing 2017 budget in regards to capital dollars in utility and street departments – street department would like a newer truck for plowing snow with the plan to get rid of the Army truck – they would like the street department building to be painted – replacing mowers was scrapped for 2017 after looking at number of hours on mowers and the cost of the truck and paint, which would greatly reduce the fund balance in the street department – a new storage building for utility was also scrapped for 2017 – they will plan to cement and add a drain in the area in the VA building – these numbers will be plugged into the budget for review on November 22 workshop meeting
- Farm ground lease bids were received – only one bid on a 3-year lease starting at \$300 first year then \$305 for following two years – second bidder was \$302 for one year – at the costs of advertising for 5 weeks, it was recommended the Village take the 3-year lease after checking with Nicole for confirmation – legislation to be prepared for November 29th meeting
- Pool discussion on rates that finance recommended was taken to service and leisure committee for approval and recommendation – the service and leisure committee added a family rate for a family of 6 or more – plans to close at start of fair for the season unless at least 4 pool parties are booked to compensate for the expenses – no presales and all passes will be purchases from the city building – Van Hoose to report further on this – the Mayor clarified that pool passes will be purchased at the city building prior to the pool opening, but once the pool opens, passes will be purchased out at the pool for the remainder of the season
- Legislation for minimum wage increase and Fiscal Officer appointment will be prepared for November 29th meeting
- CDA money will be finalized for the November 29th meeting per Darcy – Millard asked Woodall if this was complete – Woodall stated it was not – she will have it completed and ready to go for the December 13th meeting
- SRO billing was detailed to the committee by Darcy, and she will have a spreadsheet prepared for future invoicing to the school
- Committee asked Darcy to prepare effect of potential raises for discussion at November 22nd work session – if approved, would take effect 8th pay period beginning March 27, 2017

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Nicole asked that the updated pool rates be sent to her so that she could prepare the legislation for the next council meeting based on the new rates

Millard reverted back to the discussion about a different price for a 6-person family pass. She asked if another Service and Leisure meeting was going to be held, or if the committee was just going to go with the original recommendation on rates and not do a different price for 6-person family. Millard also wanted to know because these rates needed to be finalized so the legislation could be prepared for the next meeting. The Mayor stated that nothing had been voted on, but Van Hoose, Boolman, and Delk (committee members) all seemed to be in agreement to drop the different price.

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- **Village Administrator Position** – Mayor Foureman called some other villages and communities with full time village administrators. She stated that the final decision is up to council as to whether council wants to hire a full time or part time VA. Council can assign the duties of the position based on full or part time status. If the position is deemed full time, then the VA would be required to take on full duties. If the position is deemed part time, then some duties would be left out. The Mayor stressed that the position needs to be filled as soon as possible because the Village has a lot of projects coming up the first of the year that have to be done. The Mayor asked for a roll call vote of council to answer Part Time or Full Time to determine council's wish for the position. Willis asked for clarification of how many hours for part time, and the Mayor said that part time hours for the VA position would be 30 hours. Willis also wanted to know what would be added to the job description if the position were to be full time. Mayor Foureman stated that the Administrator is over the streets, utilities (including the utility clerk), grant work, work with American Municipal Power. Willis asked what of that was not being done by the previous administrator and what would be added to a new administrator's full time load. Mayor Foureman answered that a lot more supervision would be done by a new full time VA, specifically in the street department where there is no longer a street lead. The Mayor feels that the street department is lacking direction and needs to get back on track, which will take time. The Mayor also feels that the VA position needs to be filled by a man. Per a conversation with the utilities superintendent, the Mayor was told that one of the current employees in the street department did not seem to be on board with taking direction from the Mayor and following through with what she was telling him to do. Millard brought up that Keir, the Village utilities superintendent, used to be over the street department, and wondered if he would be willing to do it again. Boolman stated that Keir did not want that additional responsibility. Clark explained it was because he would have to constantly watch or "babysit" the employees to make sure the work was being done, which would not allow him to do any of his other work. Willis summed it up by stating that the person who is hired for the position needs to be a leader. Council will expect the new VA to attend all committee meetings and be prepared to answer council's questions about what is going on in the Village at all times. Discussion circled back around to the street department. There is equipment that is broken down, batteries are being taken out of one piece of equipment to be used in another, the garage is in total disarray, so the conclusion is that the street department needs some serious attention. Millard's opinion is that if the Village hires a true leader and real go-getter, the job can be accomplished part time. Boolman broke it down that as part time at 30 hours a week, can the job be done in 6 hours a day or even less if there are committee meetings to attend or council meetings so no overtime is paid. Willis added that in reality, the VA job is 24/7. For example, the Mayor said when the power goes out, the VA is supposed to come in and check in with utility. Willis had checked in with the Bradford VA, which is a full time position, but she pointed out that he does shop work, snow plowing, mows grass, leaf pickup, and essentially anything and everything that he is needed to do. He is not strictly suit and tie. The Mayor said a full time VA could be part of the Village's solution to hiring a seasonal worker. Clark did bring up that one of the Village's former full time VAs did plow snow and mow grass when needed. Delk added that she doesn't feel the Village should just be scraping by with a VA. The Village would be best served by someone in that position who is out advocating for the Village and actively seeking ways to help improve the Village. Several council members and the Mayor felt that if the Village is going to pay for 30 hours, why not pay for 40 hours. Boolman said it would be better not to "handcuff" the Village to a set number of hours. Pay the VA a salary, and then the Village doesn't have to worry about monitoring overtime. The Mayor again asked for a roll call vote of council to answer Part Time or Full Time to determine council's wish for the VA position. Willis, Delk, Van Hoose, and Boolman voted Full Time. Clark and Millard voted Part Time. Majority in favor of Full Time.
- The Mayor then asked what council wished to pay the new VA. The salary for the full time Village Administrator position was set at \$48,000. Mayor Foureman made a recommendation to council to hire Tracy Martin for the position of full time Village Administrator for the Village of Arcanum. Tracy was previously with Greenville City Parks. He has been a supervisor, he has experience with lagoons, and the Mayor feels he is a good candidate to satisfy the needs of the Village. The Mayor expressed that Mr.

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- Martin did not seem to hesitate that he was expected to live in Arcanum. Millard asked the Mayor if she had spoken with Mr. Martin. The Mayor responded that he had called to let her know he was still interested in the position, and she assured him that council was still discussing but hadn't made a final decision. A potential start date of December 19, 2016 was determined, which is the beginning of the first pay period of 2017. Mayor Foureman asked for roll call for recommendation to hire Tracy Martin for the position of full time Village Administrator of the Village of Arcanum. Willis, Delk, Clark, Millard, Van Hoose, and Boolman voted yea. Recommendation passed.

Solicitor: Nicole Pohlman reported on the following:

- Nicole spoke with Kelly Merritt. The first payment for engineering expenses she agreed to pay pertaining to her project will be in the drop box by December 1st. Ms. Merritt will be stopping into Nicole's office sometime next week to sign the agreement also.

Fiscal Officer: Woodall reported on the following;

- Woodall obtained a renewal quote from USI on the Village's property and liability insurance. Kurt Troutwine was unable to quote the Village because the Village has it's own electric service. The premium for 2017 increased \$432 from 2016. Woodall stated that if council was agreeable with the quote, legislation would be prepared for approval for the next council meeting. Boolman asked how many quotes were obtained during this process. Woodall explained that she did try to get another quote through Kurt Troutwine's agency, but no carriers his company writes through would quote the Village.
- Woodall reported that there are some complications with the change to cloud backup. The bottom line is the Village's internet is terrible. The band width is too small. The Village is currently with Century Link, and Century Link is unable to provide a faster connection because the Village is located too far from their central office. Boolman asked about Hometown Cable. Mayor Foureman stated that Bill Kessler is no longer with Hometown, but he is willing to come to the planning committee and council to explain what the Village needs. Woodall then let council know that she had contacted Paul from Doss to find out what is needed at a minimum. Woodall then contacted Time Warner Cable and was put in touch with a regional contact for government accounts. Woodall will have a quote by tomorrow. Woodall also asked for Time Warner to quote for phone service just to see what type of cost savings they might be able to provide the Village. At the very least, the internet service MUST be changed, or the Village cannot change to cloud back up. In the interim until the internet issue is resolved, the Village is back on tape backup.
- Mayor Foureman added that the utility plant is able to print to the copier here at the Village office due to being networked. This will save the plant a significant amount of money by not having to buy ink and toner.
- Millard asked Woodall to call Versailles to find out who their insurance provider is. Since the Village has two weeks until legislation will be passed for the renewal, the Village has time to possibly obtain another quote and save money by going with a different carrier.

New Business (Mayor Foureman decided to go through the resolution pertaining to the awarding of the farm ground so that Mr. Riffle did not have to stay through the remainder of the meeting)

Resolution No. 2016-39 - Mayor Foureman read by title only a Resolution accepting the bid for the lease of certain real estate. This is a first reading. The bid is to go to Mike Stephens for the price of \$300/acre for the calendar year 2017 and \$305/acre for calendar years 2018 and 2019. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-39. Clark seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-39. Clark seconded. All present voted yea. Legislation passed. Resolution will be effective December 29, 2016.

Mayor Foureman asked for a motion to go into an Executive Session to discuss Personnel. A motion was made by Boolman to move to executive session. Willis seconded. All present voted yea. Council went into executive session at 7:59 PM.

*******Executive Session*******

A motion was made by Boolman to return from executive session. Willis seconded. Council returned from executive session at 8:20 PM.

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New Business:

Ordinance No. 2016-62 - Mayor Foureman read by title only an Ordinance providing for amendment to the 2016 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Highland Subdivision Resurfacing Fund) Millard asked why. Woodall explained it was for the final walk through. Millard had it confused with the contingency that was already paid. Woodall explained that a previous bill on this project from March had not been paid and just received from Mote & Associates. Woodall said there would be legislation at the next meeting. Millard said council should just add it to this legislation and amend it to go ahead and get the bill paid, so \$1500 was added to the additional appropriations for legal engineering to cover the additional invoice bringing the additional appropriations total to \$2272.50. A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-62 as amended to read \$2272.50. Delk seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-62 as amended. Delk seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2016-62 as amended. Delk seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-63 - Mayor Foureman read by title only an Ordinance providing for amendment to the 2016 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Sewer Fund) Millard questioned the engineering costs. She referenced a figure she was given by Susan from Mote & Associates that said the Village would spend \$272,500 on engineering costs pertaining to the WWTP in 2016. These are just the costs for the "Final Design" portion of the project. There will be many more invoices to come for other phases of the project. A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-63. Clark seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-63. Clark seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-63. Clark seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-64 - Mayor Foureman read by title only an Ordinance establishing 2017 wage and benefits for certain Village of Arcanum employees. This is a first reading. A motion was made by Willis to waive the three reading rule on Ordinance No. 2016-64. Boolman seconded. All present voted yea. Willis made a motion to adopt Ordinance No. 2016-64. Boolman seconded. All present voted yea. Legislation passed. Ordinance will be effective December 29, 2016.

Ordinance No. 2016-65 - Mayor Foureman read by title only an Ordinance confirming the appointment of Village Fiscal Officer and declaring an emergency. Mayor Foureman informed Woodall that because of the recent hold placed on a new law increasing minimum salary requirements and changes to overtime laws, the legislation appointing the fiscal officer would be amended to change the salary in Section One from \$47,476.00 to \$42,723.20, and the effective date in Section Six would be changed from December 1, 2016 to January 1, 2017. A motion was made by Delk to waive the three reading rule on Ordinance No. 2016-65 as amended. Van Hoose seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2016-65 as amended. Van Hoose seconded. All present voted yea. Delk made a motion to declare an emergency on Ordinance No. 2016-65 as amended. Van Hoose seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-66 - Mayor Foureman read by title only an Ordinance regarding the hiring of the Village Solicitor. This is a first reading. A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-66. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-66. Van Hoose seconded. All present voted yea. Legislation passed. Ordinance will be effective December 29, 2016.

Resolution No. 2016-37 - Mayor Foureman read by title only a Resolution authorizing the June 30, 2016 to November 16, 2016 utility write-off accounts and declaring an emergency. Council members discussed some of the amounts being written off, and the question was raised about whether the utility clerk still takes anyone to small claims court for electric and garbage that cannot be assessed to taxes. Woodall told council that the current utility clerk was not taking anyone to small claims court. She was simply assessing water and sewer to taxes, and electric and garbage were being written off. However, those accounts were left open for payment if someone was to move back into town, the outstanding balance would have to be paid in full before utilities could be turned on or put back in their name. Through discussion, council determined that any amount over \$300 should be taken to small claims court rather than just written off. Council asked that the Solicitor prepare legislation for the next meeting giving the utility clerk authorization to take individuals to small claims court for outstanding electric and garbage bills over \$300. There was one resident listed on the Exhibit A for write-off that was removed per this decision by council and will be taken to small claims court. The legislation was amended to remove Chris Bunch from Exhibit A. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-37 as amended to remove Chris Bunch. Delk seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-37 as amended. Delk seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-37 as amended. Delk seconded. All present voted yea. Legislation passed.

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Resolution No. 2016-38 - Mayor Foureman read by title only a Resolution authorizing certification to the County Auditor for the collection of delinquent utility bills and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-38. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-38. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-38. Van Hoose seconded. All present voted yea. Legislation passed.

Resolution No. 2016-40 - Mayor Foureman read by title only a Resolution authorizing a contract for the fire department to provide service to the Village of Ithaca, Darke County, Ohio. This is a first reading. A motion was made by Boolman to waive the three reading rule on Resolution No. 2016-40. Delk seconded. All present voted yea. Boolman made a motion to adopt Resolution No. 2016-40. Delk seconded. All present voted yea. Legislation passed. Resolution will be effective December 29, 2016.

Resolution No. 2016-41 - Mayor Foureman read by title only a Resolution authorizing a contract for the fire department to provide service to Twin Township, Darke County, Ohio. This is a first reading. A motion was made by Van Hoose to waive the three reading rule on Resolution No. 2016-41. Boolman seconded. All present voted yea. Van Hoose made a motion to adopt Resolution No. 2016-41. Boolman seconded. All present voted yea. Legislation passed. Resolution will be effective December 29, 2016.

Resolution No. 2016-42 - Mayor Foureman read by title only a Resolution authorizing a contract for the fire department to provide service to Van Buren Township, Darke County, Ohio. This is a first reading. A motion was made by Boolman to waive the three reading rule on Resolution No. 2016-42. Willis seconded. All present voted yea. Boolman made a motion to adopt Resolution No. 2016-42. Willis seconded. All present voted yea. Legislation passed. Resolution will be effective December 29, 2016.

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

Review Appropriations:

- Millard asked Woodall about the amounts calculated on the pay increase spreadsheet for police. Millard said her figures were not coming out the same. Woodall explained that the full time police are calculated at 85.5 hours per pay period instead of the standard 80, and she also added that the police are listed at 85.5 hours on the 80 hour breakdown sheet of full time employees.
- Millard noticed that the \$10K for painting the street building and \$35K for a new truck for the street department were not included in the appropriations. Woodall explained that she did not include them because she was not told if they were a go. Millard pointed out that if those two items were added in, the street fund would be taken down to about \$50K in carryover. Millard suggested that the Village earmark what is collected in municipal income tax over and above the estimated toward these two items, and have the new VA evaluate the equipment in the street department and what is actually needed and maybe evaluate alternative options for painting the building to where it does not need to be hired out to be painted.
- Willis expressed concern about all the organizations (PeeWee Football, Junior Baseball, The Garden Club, etc.) that store items in the street department building and do not pay anything to do so. Her point being that the departments are saying they need more storage space, but the storage space is being taken up by other organizations. Millard believes that if there is some reorganization and cleaning up in those buildings, additional storage will not be an issue.
- Millard went through a spreadsheet that compared total estimated revenue to expense for each fund side by side
- Additional amount had to be added to electric under building repair because the flat roof repair estimate came in a little higher than the \$5000 the committee estimated when budgeting
- Additional amount had to be added in under general fund economic development to cover any billing the Village may receive for work that was done in area of the Village proposed to potentially be a site for an industrial park
- Millard brought up the clarification needed on the definition of an improved lot versus an unimproved lot and the need to get this clarified and possible new legislation put in place before the assessments are put on for the WWTP project
- Willis added that Paulette Mills from Poggemeyer had also mentioned that there are grants available for new water towers as well
- Boolman asked if the budget is balanced. Millard responded that it is a pretty balanced budget.

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Old Business:

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 9:15 PM.

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

Mayor Judith F. Foureman