

**Village of Arcanum Council Meeting**  
**Tuesday, January 31, 2017**  
**7:00 PM**

Mayor Judith 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 Eric Van Hoose, Jerry Boolman, Julie Willis, Vanessa Delk, and Monte Clark answered roll call. The Mayor asked for a motion to excuse Millard. Van Hoose made a motion to excuse Bonnie Millard, Boolman seconded. Van Hoose, Boolman, Delk, and Clark voted yea. Willis voted no. Motion passed. Also present were Fiscal Officer Darcy Woodall and Mike Bruns from Mote & Associates.

**Council Minutes:** Mayor Foureman asked for approval of the minutes of January 10, 2017. A motion was made by Willis to approve the minutes of the January 10, 2017 Council meeting. Boolman seconded. All present voted yea. Motion passed.

**Expenditures:** Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. Clark asked about the Anthem and United Healthcare line items. Woodall explained that Anthem is the medical insurance policy employer paid portion, and United Healthcare is the employer paid life insurance policy that the Village provides to all full time employees. It is \$5.60/month per employee. The total bill is \$89.60/month. Boolman asked if the bill is monthly, annual, quarterly. Woodall said it is monthly. Clark stated that this was his first time noticing this bill on the expenditures. Woodall stated that the United Healthcare life policy is something that the Village has provided for quite some time, even before she started with the Village. A motion was made by Clark to pay the properly appropriated and funded expenditures. Delk seconded. All present voted yea. Motion passed.

**Amendments to the Agenda:** Mayor Foureman added an Executive Session after New Business for Personnel concerning the Village Administrator position.

**Comments from the Public:**

**Mike Bruns from Mote & Associates:**

- **Summary of WWTP bid opening** – There were three bids – all bids were over the 10% limit so they are not awardable bids – Mike, Keir, Shawn, and the Mayor had a lengthy discussion following the bid opening to discuss next steps – the consensus was that the Village didn't want to cut anything from the bid or the project in order to not cheapen the quality of product provided to the residents – as a result of that discussion, they came up with three different ways to rebid the project to come up with the extra funds needed – USDA was also present at bid opening and part of the discussion – they were in agreement that they don't want to see the project cut short so USDA has a request in for an additional \$750,000 grant and an additional \$750,000 in loan funds – with these additional funds plus the funds already secured, this would allow the Village to keep all of contract A with all the alternates as well as the addition of contract C – Boolman asked how many people bid – Mike stated there were three bids and that two others had pulled out because they couldn't get under the 10% - Boolman also asked why the engineering estimate was off so far – Mike gave two reasons: 1) Some of the same suppliers that Mote talked to gave the contractors' different numbers on equipment 2) Concern with Arcanum's high water table – the handout also outlined a new bid schedule – Woodall asked for clarification on the revised funding scenario – Mike explained that the Village would no longer get \$1.5 million in loan funds from OPWC – that amount of loan would now be added to the loan amount coming from USDA – the Village will still receive the \$500K in grant money from OPWC – Willis asked how far out this pushes the project end date – Mike said only a couple more months
- **USDA/Rural Development funding changes** – Rural Development decided to change the Village's funding source for repayment from partial sewer fee/partial assessments to all sewer fees – the assessment to property taxes (\$3000 total over 40 years) has completely gone away and in lieu of the assessment, the sewer bills will be increased
  - **Sewer fees to pay loan payment and debt reserve = \$22.50/month/cust\*\***
  - **First \$5/month increase \$60K/year**
  - **Second \$5/month increase Operations & Maintenance**
  - **Future \$12.50/month increase \$150,000/year**

**Total: \$210,000/year + \$60,000 O&M**

**\*\*Based on 1000 customers**

Boolman pointed out the disadvantage to this is that only those hooked up to the system will be charged, whereas with the assessment, empty lots, etc. would have also been charged – this also allows the \$500K CDBG grant money to all be used for the project instead of first having to use it to pay assessments of those that qualify as low to moderate income

**Committee Reports:**

**Service & Leisure Committee:** Nothing at this time.

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**Safety Committee:** Meeting was held on Monday, January 23, 2017 at 4:30PM in Council Chambers. Committee members present were Monte Clark and Vanessa Delk. Also present were Mayor Judith Foureman and Police Chief Ashbaugh. Clark reported on the following:

- Chief Ashbaugh informed the committee that there are two new regulations that must have an ordinance and be adopted – it was clarified that a Hiring Policy and Use of Force Policy were to be added to the Police Personnel Manual – legislation is on the agenda tonight
- Police Department has moved upstairs for more room – would like to build two new offices – will need studs, drywall, doors, and locksets – heat and air is there (may need a bigger air conditioner) and may need some insulation - total cost of project will be approximately \$1500 – the police received a donation of \$500 from Kreitzer Funeral Home, and the remainder will come from the General Fund-Town Hall Maintenance – Boolman asked about the need for inspections – no inspections are required
- Chief Ashbaugh will be going to New Madison to look at some used equipment (i.e. radios, vehicles, etc.) – New Madison Council requested that Chief Ashbaugh come to their council meeting next Monday, February 6<sup>th</sup>.
- Fire Chief, Kurt Troutwine, informed Clark that he is going to Second National Bank to get the loan to pay for the new fire truck cab and chassis – the Village will save close to \$8000 if we pay for the chassis in full now – the new truck should be complete in April or May

**Utility Committee:** Meeting was held on Wednesday, January 18, 2017 at 4:30PM at the VA. Committee members present were Jerry Boolman and Julie Willis. Also present were Mayor Judith Foureman, Utilities Superintendent Keir Smith, and Councilman Eric Van Hoose. Boolman reported on the following:

- Working with Brownstown Electric to get many parts bar coded, which will help with accuracy and ordering correct items – this is a cost free activity for being their customer
- Working on getting spouting installed on the old street building – spouting is rusted away and needs replaced – underground tile was installed and new spouting will discharge into that
- American Darling, the Village hydrant supplier, has issued a recall on the nozzle on many of our hydrants – they will take care of replacing the faulty nozzle
- After using the valve exerciser, there are several valves that need replaced as they are leaking
- The Dodge pickup was going to get a utility body installed as the bed is very rusty – however, the way the frame is designed, that is not an option – plan now is to fix the rust on the cab and look to get another truck that can have a utility bed or buy one with the utility bed already installed – then the Dodge could be used in another department
- There is a new company that can provide substation items from Dayton instead of having to go to Kentucky or northern Ohio – they can provide glove inspections, trucks, heavy electric item, etc.
- There are several lights along West George out and they are the new style – however, the direction is to continue replacing lights that go out with LED lights to be energy efficient – also, any rented night lights will be replaced with LED instead of mercury vapor
- Keir wants to develop a Village/customer agreement for new or replacement electrical work – this would itemize the items needed for the electric service work so there is agreement with the customer on what is required before the work begins – the agreement can be filed away and will always follow the property – also, this would help with alignment with the county inspector on electrical work
- Continuing work on replacing the large water meters – there is still \$8000 in cost needed to purchase the remaining large meters
- The EPA is going to require testing on the amount of lead/copper within the Village water supply – this will start later this year
- Went into executive session to discuss personnel
- Mayor Foureman added that she had presented to the Utility Committee that requests have come from the supervisors that two employees be promoted – Devin Fourman has been with the Village for two years – Keir Smith completed Devin's annual review – Devin also has a certificate of completion for Transformer Maintenance Service – Keir recommends that Devin be promoted to the Lineman Apprentice position paying \$17/hour – Austen Frech has been with the Village beyond his 6-month probationary period – Austen obtained his CDL and is enrolled in Wastewater Licensing classes – Austen has also signed an agreement with the Village to work for the Village for at least two years once his classes are completed or he will have to reimburse the Village for the cost of the classes – Shawn recommends that Austen be promoted to the Operator II position paying \$17/hour – there is also a request to advertise for both positions that Devin and Austen are vacating (Utility Craftsman and Operator Apprentice, respectively)

Next meeting is Monday, February 13, 2017 at 4:30PM at the VA.

**Planning Committee:** Nothing at this time.

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**Personnel Committee:** Delk reported that a couple of meetings had been held – she passed out a summary of what has been discussed so far about each of the sections of the policy and procedure manual – the committee has made it through chapter 7 – Delk requested the rest of Council to look at the summary in their free time and let her know if anyone has any thoughts or ideas

Next meeting is Thursday, February 2, 2017 at 4:00PM in Council Chambers.

**Finance & Audit Committee:** Nothing at this time.

**Administrative Reports:**

**Mayor:** Nothing at this time.

**Solicitor:** Nothing at this time.

**Acting Village Administrator:** Nothing at this time.

**Fiscal Officer:** Nothing at this time.

**New Business:**

**Ordinance No. 2017-03** - Mayor Foureman read by title only an Ordinance establishing a wage scale for the Village of Arcanum Utility Department. This is a first reading. A motion was made by Delk to waive the three reading rule on Ordinance No. 2017-03. Willis seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2017-03. Willis seconded. All present voted yea. Legislation passed. Ordinance will be effective March 2, 2017.

**Ordinance No. 2017-04** - Mayor Foureman read by title only an Ordinance approving, adopting and enacting American Legal Publishing's Ohio Basic Code, 2017 Edition, as the Code of Ordinances for the Municipality of the Village of Arcanum, Ohio, and declaring an emergency. A motion was made by Delk to waive the three reading rule on Ordinance No. 2017-04. Van Hoose seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2017-04. Van Hoose seconded. All present voted yea. Delk made a motion to declare an emergency on Ordinance No. 2017-04. Van Hoose seconded. All present voted yea. Legislation passed.

**Ordinance No. 2017-05** - Mayor Foureman read by title only an Ordinance amending the Police Procedures and Personnel Manual of the Village of Arcanum. This is a first reading.

**Resolution No. 2017-02** - Mayor Foureman read by title only a Resolution approving an agreement with William Kessler of Banmea, LLC for internet consulting services and declaring an emergency. A motion was made by Willis to waive the three reading rule on Resolution No. 2017-02. Delk seconded. All present voted yea. Willis made a motion to adopt Resolution No. 2017-02. Delk seconded. All present voted yea. Willis made a motion to declare an emergency on Resolution No. 2017-02. Delk seconded. All present voted yea. Legislation passed.

Mayor Foureman asked for a motion to go into an Executive Session to discuss Personnel. A motion was made by Delk to move to executive session. Willis seconded. All present voted yea. Council went into executive session at 7:50 PM.

\*\*\*\*\***Executive Session**\*\*\*\*\*

A motion was made by Boolman to return from executive session. Delk seconded. Council returned from executive session at 8:27 PM.

**Old Business:**

**Announcements:**

**Adjournment:** A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:30 PM.

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

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Mayor Judith F. Foureman