

**Village of Arcanum Council Meeting**  
**Tuesday, February 14, 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 Julie Willis, Vanessa Delk, Monte Clark, Eric Van Hoose, and Jerry Boolman answered roll call. The Mayor asked for a motion to excuse Millard. Boolman made a motion to excuse Bonnie Millard, Van Hoose seconded. Delk, Clark, Van Hoose, and Boolman voted yea. Willis voted no. Motion passed. Also present were Fiscal Officer Darcy Woodall, Jerry Beatty from Second National Bank, Erik Martin from The Daily Advocate, and Mike Bruns from Mote & Associates.

**Council Minutes:** Mayor Foureman asked for approval of the minutes of January 31, 2017. A motion was made by Delk to approve the minutes of the January 31, 2017 Council meeting. Willis seconded. All present voted yea. Motion passed. Mayor Foureman asked for approval of the Special Council Meeting minutes of February 7, 2017. A motion was made by Delk to approve the minutes of the February 7, 2017 Special Council meeting. Willis seconded. Willis, Delk, Clark, and Van Hoose voted yea. Boolman 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:** Solicitor, Nicole Pohlman requested to add an Executive Session after New Business for Personnel.

**Comments from the Public:**

**Mike Bruns from Mote & Associates:**

- **Summary of WWTP re-bid and revised bidding schedule** – meeting was held with Keir and Shawn earlier in the day – the contract will be re-bid based on the following:
  - Contract A – Treatment plant with sludge press/building as Alternate #1 – Engineer's Estimate - \$7.4M (will be dry sludge vs. liquid sludge which will create a lot less quantity)
  - Contract B – 6.0M Gallon Equalization Basin – this is more of a USDA request if the numbers change – Engineer's Estimate – approximately \$700K
  - Contract C – Remove sludge from North Lagoon and alter pipe to use as equalization basin – Engineer's Estimate - \$300K
  - Handout also provided the revised funding scenario provided at the previous meeting as well as the revised bidding schedule
- **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 – repayment of \$5.25M loan will be \$190,800 annual payment over 40 years – debt reserve will be 10% of annual payment (\$19,080/year for the first 10 years only) – total annual payment = \$209,880 (first 10 years), then \$190,880 (remaining 30 years)
- **Sewer fees to pay loan payment + O&M = \$20.90/month/cust\*\***
  - **First \$5/month increase**           **\$60K/year**
  - **Second \$5/month increase**   **Operations & Maintenance**
  - **Future \$10.90/month increase** **\$130,800/year**
  - Total: **\$190,800/year + \$60,000 O&M**
  - **Future \$1.60/month for 10-yr Debt Reserve (reserved for 40<sup>th</sup> year payment)**   **\$19,080/year**
- **\*\*Based on 1000 customers\*\***
- Mike pointed out that discussion will need to happen soon on when the sewer rates will need to be adjusted to accommodate this increase because USDA will close the loan as soon as the bid is awarded and the first loan payment will be due one year from that date
- The final page of the handout broke down each contract – Contract A is the base bid for the Mechanical WWT Facility and will contain the only alternate (sludge press with building to replace digester tank) – Contract B is something USDA wanted to keep in and will only be included if other numbers come in low enough – Contract C is to pump sludge from the North Lagoon to the South Lagoon, fill in existing transfer structures, and install new effluent piping – Mike then explained that all the other alternates were gone through and discussed to find ways to include them in the bid or determine if they could be eliminated – five of the original alternates were removed from the project mostly due to cost – however, three of them are structures that will still have foundations and can be added later – the other two alternates that were removed are pieces of equipment that can be added down the road – the seven other original alternates were included in the new base bid of Contract A
- Mayor Foureman asked for a motion to approve the revised bidding schedule for the Wastewater Treatment Plant Project. A motion was made by Delk to approve the revised bidding schedule for the Wastewater Treatment Plant Project. Clark seconded. All present voted yea. Motion passed.

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**Committee Reports:**

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

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

**Utility Committee:** Meeting scheduled for Monday, February 13<sup>th</sup> was cancelled due to lack of attendance. The meeting was rescheduled for Wednesday, March 1, 2017 at 4:30PM at the VA office.

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

**Personnel Committee:** Delk passed out a summary of 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 – Delk feels that one or two more committee meetings are needed, and then some Council work sessions can be scheduled

Next meeting is Monday, February 20, 2017 at 4:00PM in Council Chambers.

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

**Administrative Reports:**

**Mayor:** Mayor Foureman reported that each year she is to report to council the overall finances of the Village – she passed out the YTD Fund Report end December 31, 2016 for Council to review – Mayor Foureman reported the Village seems to be sound financially and would take any questions at this time

**Solicitor:** Nicole Pohlman reported on the following:

- A tax case was filed that she has a conflict with because her firm has represented this individual in the past – Nicole discussed the matter with Mayor Foureman because a trial date was set the previous week pressing the Village for time to find someone to represent the Village – Nicole reached out to the Village of Versailles solicitor, Tom Guillozet, asking him to represent the Village in this matter – he agreed to represent the Village at Nicole's rate in this case – Nicole stated that there would need to be a motion from Council to approve the outside counsel representation
- Mayor Foureman asked for a motion to approve outside counsel for a tax case. A motion was made by Boolman to approve outside counsel for a tax case. Van Hoose seconded. All present voted yea. Motion passed.
- Mayor Foureman and Nicole had a conversation regarding the legislation for the Village Administrator position from the Special Council Meeting held on February 7<sup>th</sup> – Council only made a motion to approve the contract – the legislation was actually never read – it is therefore on the agenda again for tonight's meeting – she also made Council aware that in order to waive the 3-reading rule and pass the legislation as an emergency, all 5 council members present would have to vote yes – otherwise, the legislation will have to go the three readings
- Promotions for two utility employees were recommended at the previous council meeting – however, no motions were made approving the pay increases with an effective date for those specific employees – even though there is legislation to cover the pay rates for those positions, Nicole stated that there needed to be motions made and officially recorded in the Council minutes specifically stating the two employees and authorizing the Fiscal Officer to pay them that rate with an effective date
- Mayor Foureman asked for a motion to promote Austen Frech from Operator Apprentice to Operator II paying \$17/hour effective January 30, 2017. A motion was made by Delk to promote Austen Frech from Operator Apprentice to Operator II paying \$17/hour effective January 30, 2017. Willis seconded. All present voted yea. Motion passed.
- Mayor Foureman asked for a motion to promote Devin Fourman from Utility Craftsman to Lineman Apprentice paying \$17/hour effective March 2, 2017 but pay retroactive to January 20, 2017. A motion was made by Van Hoose to promote Devin Fourman from Utility Craftsman to Lineman Apprentice paying \$17/hour effective March 2, 2017 but pay retroactive to January 20, 2017. Delk seconded. All present voted yea. Motion passed.

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

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

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**New Business:**

**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 second reading.

**Ordinance No. 2017-06** - Mayor Foureman read by title only an Ordinance providing for the appointment of a Village Administrator and declaring an emergency. A motion was made by Delk to waive the three reading rule on Ordinance No. 2017-06. Willis seconded. Willis, Delk, Van Hoose, and Boolman voted yea. Clark voted no. Motion did not pass. Because all five members did not vote yes to waive the three reading rule, the legislation could not be adopted or declared an emergency. Therefore, the legislation became a first reading.

**Ordinance No. 2017-07** - Mayor Foureman read by title only an Ordinance providing for an amendment to the 2017 appropriations of the Village of Arcanum, Darke County, Ohio, and declaring an emergency. (Fire and Fire Equipment Levy Fund) A motion was made by Boolman to waive the three reading rule on Ordinance No. 2017-07. Willis seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2017-07. Willis seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2017-07. Willis seconded. All present voted yea. Legislation passed.

**Ordinance No. 2017-08** - Mayor Foureman read by title only an Ordinance providing for an amendment to the 2017 appropriations of the Village of Arcanum, Darke County, Ohio, and declaring an emergency. (General Fund-Town Hall, Maintenance) A motion was made by Delk to waive the three reading rule on Ordinance No. 2017-08. Boolman seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2017-08. Boolman seconded. All present voted yea. Delk made a motion to declare an emergency on Ordinance No. 2017-08. Boolman seconded. All present voted yea. Legislation passed.

**Ordinance No. 2017-09** - Mayor Foureman read by title only an Ordinance the issuance of \$221,989 of bonds for the purpose of acquiring a fire truck and declaring an emergency. Mayor Foureman introduced Mr. Beatty from Second National Bank, who was the loan officer that put the loan together that allowed the Village to purchase the new fire truck. The loan will be 9 annual payments of \$29,326.09 with the first payment not due until April 30, 2018. A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2017-09. Clark seconded. All present voted yea. Van Hoose made a motion to adopt Ordinance No. 2017-09. Clark seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Ordinance No. 2017-09. Clark seconded. All present voted yea. Legislation passed.

**Resolution No. 2017-03** - Mayor Foureman read by title only a Resolution providing for various appropriation transfers among individual funds of the Village of Arcanum, Darke County, Ohio, and declaring an emergency. A motion was made by Boolman to waive the three reading rule on Resolution No. 2017-03. Clark seconded. All present voted yea. Boolman made a motion to adopt Resolution No. 2017-03. Clark seconded. All present voted yea. Boolman made a motion to declare an emergency on Resolution No. 2017-03. Clark seconded. All present voted yea. Legislation 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. Delk seconded. All present voted yea. Motion 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 7:32 PM.

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

A motion was made by Delk to return from executive session. Boolman seconded. Council returned from executive session at 7:45 PM.

Boolman asked if there were going to be work sessions with the whole council before the Personnel Manual was finalized with all changes highlighted versus what changes are being made – Delk explained that there will be a revised one that they will go over – Boolman also wanted to make sure this would all be done before the new manual is passed – Delk stated there would be at least a couple of work sessions prior to a new manual being passed

Boolman also asked about the information handed out concerning the consulting work that Bill Kessler had done up to this point for the Village – he wanted to know where things stand – Woodall explained that Bill had provided this as informational – some of the items have been completed – the Village has been changed to Hometown Cable as their internet provider, which has increased the speed of the internet – this has in turn allowed the Village to be able to return to cloud backup on our servers – Doss had previously installed the equipment necessary to change to cloud backup, but due to our slow internet connection, the Village had to return to tape backup – at that time, Doss simply inactivated cloud backup – none of the previously installed hardware was removed – as of last Friday, the Village returned to cloud backup, and the tape backup system is no longer needed – further research and cost will be involved to switch to a

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voice over ip phone system – more discussion will need to be had – managed switches would need to be installed to change to this type of system – there was also information about the One Call Now system for use in the Utility Department and a Document Storage system

**Old Business:**

**Announcements:**

Mayor Foureman announced that due to health reasons she would be taking a leave of absence from the Village to be effective February 20, 2017 through May 15, 2017.

**Adjournment:** A motion was made by Delk to adjourn. Willis seconded. Meeting ended at 7:50 PM.

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

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Mayor Judith F. Foureman