

**Village of Arcanum Council Meeting**  
**Tuesday, June 13, 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 Bonnie Millard, Vanessa Delk, Monte Clark, Greg Baumle, and Eric Van Hoose answered roll call. Mayor Foureman asked for a motion to excuse Boolman. Delk made a motion to excuse Jerry Boolman, Van Hoose seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler, Fiscal Officer Darcy Woodall, Solicitor Nicole Pohlman, Fire Chief Kurt Troutwine, Mike Bruns from Mote & Associates, resident Michael Scott, and another resident from the Village.

**Council Minutes:** Mayor Foureman asked for approval of the minutes of May 30, 2017. Millard stated that on page 4, Resolution 2017-17 needed to be amended to read Mayor Foureman read by title only instead of Council President Millard read by title only. A motion was made by Clark to approve the minutes of the May 30, 2017 Council meeting as amended. Baumle seconded. All present voted yea. Motion passed.

**Expenditures:** Mayor Foureman asked to move the approval of the properly appropriated and funded expenditures after New Business.

**Amendments to the Agenda:** add Resolution No. 2017-21 and repeal Resolution No. 2017-18. Per the Solicitor, legislation was not prepared to repeal Resolution 2017-18, so Resolution 2017-21 cannot be passed at tonight's meeting. This will be discussed during new business.

**Comments from the Public:** Fire Chief Kurt Troutwine reported on the following:

- New fire engine is scheduled to be complete tomorrow, June 14<sup>th</sup> – date has been scheduled to go out and do final inspection – Chief Troutwine and two others will be traveling to South Dakota June 21-23 for the final inspection – if truck passes inspection, it will be delivered to the dealer in Ohio shortly thereafter – once in Ohio, the truck will be gone through again at the dealership – the truck will then be delivered to the Village by the dealership – estimated delivery is around July 1<sup>st</sup> – dealer has asked if new engine can be used at the Ohio Fire Chief's Conference for display, which is held July 12-16 – the new engine will be on display for the Ohio Fire Chief's Conference at Easton Mall, then will be brought back to the Village and put into service around July 20<sup>th</sup>
- Some minor changes and adjustments had to be made during the building process, which resulted in additional costs totaling \$4066 – the Chief discussed this dollar amount with the Fiscal Officer and between the remaining loan proceeds and cash amounts in the Fire Equipment Levy Fund and Fire Fund, there is no issue in covering the final payment to Rosenbauer even with the additional costs
- Four fire departments are very interested in the old fire truck that the Village is selling once the new truck is in service
- Kurt informed Council that the Fire Department was awarded a \$10K grant from the State Fire Marshal's office to purchase safety equipment – he intends to purchase additional uniforms with this money – he will be able to purchase 5 pair of pants and 5 coats with this money – his goal is to have 2 sets of fire gear for all of the firemen as recent studies have shown increased risks of cancer linked to those re-wearing fire gear that has not been washed
- New MARCS radio system is still on track to be into service in April 2018 – all of the new radios are on order, but Darke County has not approved the channels that will be used, so that is holding up receiving the new equipment

**Administrative Reports:**

**Mayor:** Nothing at this time.

**Solicitor:** Nothing at this time.

**Village Administrator:** Bill Kessler reported on the following:

- **Park Grants** – park district received double the usual amount of requests for money this year – all of the Village's project requests have been looked at but nothing has been awarded yet
- **Safety** – working through committees on AED's and also working on building safety – have established a meeting time of the last Friday of each month for the main building to meet and discuss safety issues pertaining to this building
- **Capital Assets** – update on vehicles
- **AMP** – Bill is working with AMP to potentially get the Village involved in AMP's Efficiency Smart Program in an effort to curb or better control electric costs – highest costs right now are due to base cost and transport fees – there are immediate rising cost concerns – Bill is also researching and looking into some long term solutions (i.e. an energy broker)
- **Sewer Project** – Update on Don Roberts agreement – Nicole is working on
- **Dead Tree Project** – safety issues – letters to be issued

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- **CIC** – Bill has spoken with someone who is potentially interested in purchasing the laundry mat and re-opening it – Bill has been in contact with Jerry Hinshaw, the owner of the carwash – Jerry has plans to remodel the carwash at costs of approximately \$80K, and he also has plans to invest about \$300K in putting in an automated bay

**Fiscal Officer:** Woodall reported on the following:

- Woodall informed Council that she will have legislation at the next council meeting for additional appropriations needed to make the final payment on the new fire truck – the Village will need to kick in another \$22K on top of the remaining loan proceeds of \$158,384 – there will also be legislation increasing revenue and expenses in the Fire Fund for the \$10K received in grant money for the safety equipment that is being purchased
- Woodall reported that upon closing the month of May, the bank reconciliation did not work out as she had hoped, so it's back to the drawing board – she intends to contact Carletta Harbut at the State Auditor's Office to go through this issue again and see if she can't help her get the reconciliation on track
- Woodall has still not heard back from Kathy Ording in Versailles about the PO policy that they have in place – Woodall will follow up with her again before the next council meeting
- Woodall will have the legislation for the preliminary budget prepared for the next council meeting
- Woodall acknowledged that an updated Voucher Register with additional bills for payment was at each council seat – she understands that is not considered ideal by some council members who would rather any bills that come after the voucher list is already in the packets be delayed until the next council meeting – however, Woodall pointed out that many times, the bills that come between Friday and Tuesday are due before the next council meeting and cannot be paid late as the Village could be subject to finance charges and late fees, not to mention, it is not a good form not to pay bills on time – Woodall used the Village's own no tolerance policy on utility bills as an example, stating that since the Village maintains a no tolerance policy with the residents on the utility bills, the Village can't very well expect our own vendors and service providers to overlook late payments from the Village – no one had any additional comments to add

**Committee Reports:**

**Service & Leisure Committee:** Meeting was held on Tuesday, June 6, 2017 at 5:00PM in Council Chambers. Committee members present were Eric Van Hoose, Bonnie Millard, and Monte Clark. Also present was Village Administrator Bill Kessler, and Mike Bruns and Susan Laux from Mote & Associates. Van Hoose reported on the following:

- **Sidewalks** – Bill is going to get an estimate on curbs and sidewalks and then set up a public meeting with the homeowners to see how they would like to proceed
- **North Street** – Eric passed out an additional sheet prepared by Mote & Associates that outlined all three options that were discussed for the North Street Reconstruction - deadline for applications is July 15<sup>th</sup> – looking at Option 3 – small government grant/loan with assessments and Village match (36%) – Mote will submit at the district level first – if that does not go, then there is still a second at small government level – Mayor Foureman asked Mike from Mote & Associates to briefly go through the three options on the handout and then explain why Mote feels Option 3 is the best option for the Village for this project

Next meeting is Thursday, June 15, 2017 at 5:00PM in Council Chambers.

**Safety Committee:** Nothing at this time. Meeting was scheduled for Tuesday, June 20, 2017 at 9AM in Council Chambers.

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

**Planning Committee:** Nothing at this time. Meeting was scheduled for Monday, June 19, 2017 at 5PM in Council Chambers.

**Personnel Committee:** Delk contacted Wendy at Clemans & Nelson for an update on the re-work of the personnel manual draft. Wendy is out of the office, but Delk let her staff know that she would like contact back from Wendy on where things stand with the updated draft.

**Finance & Audit Committee:** Meeting was held on Tuesday, June 6, 2017 at 6:00PM in Council Chambers. Committee members present were Bonnie Millard and Eric Van Hoose. Also present was Fiscal Officer Darcy Woodall and Village Administrator Bill Kessler. Millard reported on the following:

- **Mid-year Budget** – reviewed 2018 preliminary budget – consistent with 2017 numbers – account set up for WWTP but no monies received yet – Darcy to check with Carol Ginn regarding the debt reduction money that is being recorded as revenue in the sewer fund and if payments on the loans can be made from that fund since there is a WWTP fund set up – will have legislation prepared for last meeting in June

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- **Smart Network** – Doss held their quote at \$6765 for system update – as reported to Council in May, committee was waiting on this feedback – motion and seconded by committee to recommend moving forward with this update – this will realize a \$300-\$600 monthly savings depending on who the Village contracts with for phone service – payback realized in a year to year and a half
- **Hard Drive Space** – Darcy talked about shortage of hard drive space at last council meeting at a cost of \$683 – she would like a motion for her to contact Deanna with Doss to proceed with this increased storage at costs of \$683
  - Mayor Foureman asked for a motion to authorizing the Fiscal Officer to move forward with Doss Business systems quotes of \$6765 for a Smart Network and \$683 for additional hard drive space. A motion was made by Van Hoose to authorize the Fiscal Officer to move forward with Doss Business Systems quotes of \$6765 for a Smart Network and \$683 for additional hard drive space. Millard seconded. All present voted yea. Motion passed.
- **2017 Budget** – playground equipment grant reimbursement of \$20K finally received - \$18K PO written for a transformer upgrade for the new sewage plant – need funds allocated to handle increased phone line costs in general administration and police funds for the rest of the year – also, general administration operating line for cost to Clemans & Nelson of \$3800 additional for their investigation – Darcy to prepare legislation
- Requested that Darcy provide committee with estimated savings if the Village were to make double payments on the Phase II loan (which is at 4.84% interest) in lieu of using excess sewer funds toward the new sewage plant where the interest is only 2.5 % on the 5.25M loan
- **Audit Issues:** a) the monthly bank reconciliation was reported to Council and signed off on for April close – however, as reported earlier by the Fiscal Officer, she is back to the drawing board on the reconciliation – she will be reaching out to the State Auditor for further guidance b) Bill was informed that a policy and form for signature on utility non-cash adjustments must be written and approved by Council in regards to the VA as the person held responsible for approving the dropping of reconnect fees, late fees, and promises to pay c) Darcy needs to contact Kathy at Versailles and check if they have a policy on super and regular blanket po's – then write up a policy on such for the Village
- **AED's** – Bill discussed costs at April 25<sup>th</sup> council meeting – he requested to purchase four at a cost of \$6981 – committee reviewed how these costs would be spread over the different departments – the fire department agrees to check them on a monthly basis – committee recommends moving forward with this request unless the Safety Committee desires to discuss further – Baumle asked if anyone had checked into any available grants for AED's – he mentioned that Fire House Subs has a grant program for AED's – he will check into that further and report back at the upcoming Safety Committee meeting

**Old Business:**

**New Business:**

**Ordinance No. 2017-24** – Mayor Foureman read by title only an Ordinance increasing the debt reduction charge for Village sanitary sewer users. This is the third reading. A motion was made by Millard to adopt Ordinance No. 2017-24. Delk seconded. All present voted yea. Legislation passed. Ordinance No. 2017-24 will be effective July 13, 2017.

**Ordinance No. 2017-25** – Mayor Foureman read by title only an Ordinance establishing a monthly charge for maintenance, operation, improvements, and repairs to the Village sanitary sewer system. This is the third reading. A motion was made by Millard to adopt Ordinance No. 2017-25. Delk seconded. All present voted yea. Legislation passed. Ordinance No. 2017-25 will be effective July 13, 2017.

**Ordinance No. 2017-27** – Mayor Foureman read by title only an Ordinance requiring extraterritorial customers to annex into the Village in order to receive Village services. This is the third reading. A motion was made by Van Hoose to adopt Ordinance No. 2017-27. Baumle seconded. All present voted yea. Legislation passed. Ordinance No. 2017-27 will be effective July 13, 2017.

**Ordinance No. 2017-31** – 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-Police & General Admin) Clark asked why every full time police officer needs a cell phone in addition to the radio in the car and the radio they carry. It was determined this could be further discussed at the Safety Committee Meeting on June 20<sup>th</sup>. The legislation was amended to remove the add'l appropriations for phone in police and general administration. A motion was made by Millard to amend Ordinance No. 2017-31 by removing the additional appropriations for phone in police and general administration. Baumle seconded. Millard, Clark, Baumle, and Van Hoose voted yea. Delk voted no. Motion passed. Millard made a motion to waive the three reading rule on Ordinance No. 2017-31 as amended. Clark seconded. Millard, Clark, Baumle, and Van Hoose voted yea. Delk voted no. Motion did not pass. Therefore this Ordinance becomes a first reading.

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**Resolution No. 2017-19** – Mayor Foureman read by title only a Resolution authorizing the Fire Chief to seek bids for certain personal property owned by the Village and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolution No. 2017-19. Clark seconded. All present voted yea. Motion passed. Millard made a motion to adopt Resolution No. 2017-19. Clark seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Resolution No. 2017-19. Clark seconded. All present voted yea. Legislation passed.

**Resolution No. 2017-20** – Mayor Foureman read by title only a Resolution authorizing the Mayor to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement program(s) and to execute contracts as required and declaring an emergency. A motion was made by Van Hoose to waive the three reading rule on Resolution No. 2017-20. Clark seconded. All present voted yea. Motion passed. Van Hoose made a motion to adopt Resolution No. 2017-20. Clark seconded. All present voted yea. Motion passed. Van Hoose made a motion to declare an emergency on Resolution No. 2017-20. Clark seconded. All present voted yea. Legislation passed.

**Resolution No. 2017-21** – Tabled

**Expenditures:** Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. The Clemans & Nelson bill was removed due to Ordinance No. 2017-31 for additional appropriations not passing. A motion was made by Clark to pay the properly appropriated and funded expenditures as amended. Baumle seconded. All present voted yea. Motion passed.

**Announcements:**

**Adjournment:** A motion was made by Millard to adjourn. Delk seconded. Meeting ended at 8:11 PM.

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

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Mayor Judith F. Foureman