

**Village of Arcanum Council Meeting**  
**Tuesday, January 12, 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 Monte Clark, Eric Van Hoose, Jerry Boolman, and Julie Willis answered roll call. Bonnie Millard and Vanessa Delk were absent. Mayor Foureman asked for a motion to excuse Vanessa Delk. A motion was made by Boolman to excuse Vanessa Delk, Willis seconded. All present voted yea. Motion passed. Mayor Foureman asked for a motion to excuse Bonnie Millard. A motion was made by Boolman to excuse Bonnie Millard, Van Hoose seconded. Clark, Van Hoose, and Boolman voted yea. Willis voted no. Motion passed. Also present were Bill Sinnes, Darcy Woodall, Mark Heggie, and Rachel Lloyd from the Daily Advocate.

**Council Minutes:** Mayor Foureman asked for approval of the minutes of December 29, 2015. A motion was made by Willis to approve the minutes of the December 29, 2015 Council meeting. Boolman seconded. Van Hoose, Boolman, and Willis voted yea. Clark abstained. Motion passed. Mayor Foureman asked for approval of the minutes of the Organizational meeting of January 5, 2016. A motion was made by Clark to approve the minutes of the January 5, 2016 Organizational meeting. Van Hoose seconded. All present voted yea. Motion passed. Mayor Foureman asked for approval of the minutes of January 5, 2016. A motion was made by Clark to approve the minutes of the January 5, 2016 Council meeting. Van Hoose seconded. All present voted yea. Motion passed.

**Expenditures:** Clark asked about the Artesian payment for filters. Woodall explained that this is payment 8 of 10 and that there are two payments remaining. Boolman asked what all the gravel was for from Morrow Gravel. Woodall explained that the Utility Department has been using a lot of gravel in Harvest Fields and various other projects, so there was a need to get stocked back up with gravel. Mayor Foureman asked for a motion to approve the expenditures. A motion was made by Clark to pay the properly appropriated and funded expenditures. Boolman seconded. All present voted yea. Motion passed.

**Amendments to the Agenda:** Executive Session immediately following announcements to discuss applicants for open Council Seat and then Personnel.

**Comments from the Public:** None

**Committee Reports:**

Mayor Foureman asked Clark if he had the 2016 committees assigned. Clark said he was working on it and should have them completed by January 13<sup>th</sup>.

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

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

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

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

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

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

**Administrative Reports:**

**Mayor:** Mayor Foureman reported the following:

- The Mayor was contacted by a family who recently lost a family member that was a resident of Arcanum and would like the Mayor to ask if Council would be willing to delay turning off the electric at the residence until the family can get a checking account set up for the estate. Once the account is set up, the family will come in and bring the account current and keep it current going forward. The Mayor told the family she would bring this issue to the Council and find out the Council's wishes. Clark and Boolman stated they were okay with delaying electric shutoff, understanding that probate can take a while to get everything set up. Van Hoose and Willis were also in agreement. The Mayor asked Woodall to let the Utility Clerk know to delay billing on Woodside residence until the estate account is established.

**Village of Arcanum Council Meeting  
Tuesday, January 12, 2016**

- Devin Fourman is approaching his one-year anniversary with the Village. His hire date is 01-20-15. He was hired at \$13.50/hour and was to receive a \$0.50/hour increase upon successful completion of his 6-month probationary period and the possibility of being increased to \$16/hour after two years based on an evaluation. The \$0.50/hour increase was not given. The Mayor asked for a motion to authorize a \$0.50/hour increase for Devin Fourman taking him from \$13.50/hour to \$14.00/hour retroactive back to end of his 6-month probationary period. A motion was made by Willis to increase Devin Fourman's pay by \$0.50/hour. Clark seconded. All present voted yea. Motion passed.
- The Mayor received a Bulk Salt Service Agreement from Shawn Smith, Plant Supervisor, for review. The contract is for a 5-year period and would provide 15 loads of brine salt for the tanks per year. The contract also stipulates labor and materials for routine maintenance and cleaning of brine storage facilities with a limit of one cleaning per tank per five-year period. Anything that is found to be in need of repair would be brought to the Village's attention and need to be repaired at the Village's cost. Clark asked if the contract locks in the price or just the company. The Mayor responded the contract only locks in the company, not the price. There are specific stipulations in the agreement pertaining to price. The Mayor said if Council is interested in the contract, there will be legislation prepared for the next Council meeting. Clark asked if the contract is with the same company the Village is doing business with now. The Mayor confirmed that it is, which is Artesian of Pioneer. Boolman asked if Shawn approves of the contract. The Mayor states that he does and Shawn feels it is a good deal with competitive pricing and an additional perk with the cleaning and maintenance included as part of the proposed agreement. Council decided that they would like to have legislation for the next meeting on January 26, 2016.
- The Village needs 187 water meters and ERTs to complete the Village. Water meters come 8/case, so 24 cases would need to be ordered totaling 192. ERTs come 24/case, so 8 cases would need to be ordered totaling 192. The price for 24 cases of water meters and 8 cases of ERTs comes to approximately \$32000. The Mayor would like Council to consider advancing this amount from the General Fund and have the Water Meter Surcharge Fund reimburse the General Fund at \$8000 per year over the next four years. The figure of 187 meters does not factor into what would be needed to complete the Harvest Fields subdivision. Clark asked how many extra meters this would leave. Ordering 192 would leave 5 extra meters, plus Bill has 13 out for warranty and expecting to get at least 11 back, which would leave approximately 16 extra meters. The Mayor would like Council to think this over and discuss again at the next Council meeting on January 26, 2016.

**Solicitor:** Nothing at this time.

**Village Administrator:** Sinnes reported on the following:

- Fence damage between Utility Dept. shop and VFW. Contacted three fence companies. Only quote is \$1326 from Hess Fence Companies of Versailles who I told to come fix the fence.
- AMERICAN MUNICIPAL POWER – AMP is in the process of refinancing the loan that is part of the JV-5 cooperative. Refinancing the loan will save the AMP community \$2.5 million per year. There is paperwork that needs to be signed and returned by January 15<sup>th</sup>.
- ELECTRIC DEPT – Keir working on running three phase power to Sitebound on State Route 49. DP & L cannot accommodate this request but Arcanum Water & Light can. Have some cost questions.
- TREE TRIMMING – I will start contacting contractors this week.
- HARVEST FIELDS DEVELOPMENT – Keir working on getting contractor to jet sewer lines and suggested we look at storm lines also. All but two short water lines have been replaced.
- HARVEST FIELDS SIDEWALKS – Keir suggests eight-foot green space to put all utilities between sidewalk and curbs. Benanzer would like Arcanum Village decision on this subject in writing.
- STREET DEPT – Plowing streets, everything going good at this time.
- WEBSITE – Have NEW calendar and am populating. Located under “About Arcanum” as “Community Calendar”. Will talk to Scott Laughead about putting on “home” page under Arcanum Weather.
- WATER DEPT – Consumption indicates we have a leak somewhere? Need to talk about 2-year price quote from Aqualine and Artesian salt contract.

**Village of Arcanum Council Meeting  
Tuesday, January 12, 2016**

- MISCELLANEOUS – Marc Poston must take two vacation days by January 28, 2016. Need new hire in water department. Need to order water meters and ERTs.
  - Some discussion was had about the open position in the Water Department. Boolman asked if there were any applicants for the water department position. Sinnes explained that they still have the applicants from the most recent round. However, the primary concern of the head of the department is that the Village will continue to receive the same type of applicants at the current rate of pay that is being advertised. Mayor Foureman stated that the Utility Committee will need to meet on this issue. She also explained that during the last hiring process, there was a very qualified candidate for the position. However, the Village was unable to provide the candidate with a clear cut path of advancement, so he was unwilling to take the position. Sinnes and Mayor Foureman also expressed that the weekend work schedule required of the position may need to be re-vamped. There was also some discussion surrounding the current timeframe required for that person to obtain their water license, mainly concerning whether it is necessary for the water license to be obtained right away or can it wait until the employee has settled into the position.

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

- The month end for December and year-end for 2015 are not completed. There were some unforeseen problems with the Utility interface in the Finance system that caused balancing issues. Woodall had to spend a considerable amount of time on the phone with CMI correcting the problem. Woodall stated that both the month and year will be closed out within the next couple of days.
- Woodall passed out the 4<sup>th</sup> Quarter Overtime report so that Council could see the overall wages spent on overtime in 2015. She also explained that in 2016, there is a separate expense line specifically for overtime hours. When she processes payroll, those hours and wages are expensed from the wages-overtime line in each department. She stated that this should eliminate the need for the quarterly overtime report that has been prepared in previous years. However if Council wants to see overtime worked by each employee, she is happy to continue producing the quarterly report.
- Woodall reported that the office staff was looking into a company called nCourt that would allow the Village to start taking credit cards online and at the window for payment of utility bills and taxes. She passed out a packet of information from nCourt for review and reiterated that there is absolutely no cost to the Village for this service. A convenience fee is billed directly to the customer. A representative from nCourt is willing to come to a meeting to demonstrate the service.

**New Business:**

**Old Business:** None

**Announcements:**

Mayor Foureman asked for an Executive Session to discuss Council applicants and personnel. A motion was made by Boolman to move to executive session. Willis seconded. All present voted yea. Council went into executive session at 7:38 PM.

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

A motion was made by Boolman to return from executive session. Willis seconded. Council returned at 8:14 PM.

Nominations for the open council seat were opened. Van Hoose nominated Howard McLain to fill the open seat for the four-year term (term expires 2019). Willis nominated Vanessa Delk to fill the open seat for the four-year term (term expires 2019). Boolman made a motion to close nominations. Willis seconded. Van Hoose voted to appoint Howard McLain to the open seat. Clark, Boolman, and Willis voted to appoint Vanessa Delk to the open seat. Vanessa Delk will fill the open seat on Council for the four-year term expiring December 31, 2019.

Boolman asked who was going to reach out to the other candidates to inform them of Council's decision. Clark said he would contact the two candidates not chosen. Boolman also expressed that Clark should let the candidates know that Council was impressed with each of them and hoped they would consider running for an open seat in the future.

**Adjournment:** A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:20 PM.