

Village of Arcanum Council Meeting
Tuesday, January 26, 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".

Swearing in of Councilwoman: Mayor Judith Foureman swore in Councilwoman Vanessa Delk for the new term commencing on January 1, 2016.

Council members Monte Clark, Eric Van Hoose, Jerry Boolman, Julie Willis, and Vanessa Delk answered roll call. Bonnie Millard was absent. 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, Boolman, and Delk voted yea. Willis voted no. Motion passed. Also present were Bill Sinnes, Darcy Woodall, Mark Heggie, Mike Bruns from Mote & Associates, Rachel Lloyd from the Daily Advocate, Matthew Bolin from nCourt, Nola Ditmars, and Angie Carine.

Council Minutes: Mayor Foureman asked for approval of the minutes of January 12, 2016. A motion was made by Clark to approve the minutes of the January 12, 2016 Council meeting. Boolman seconded. Clark, Van Hoose, Boolman, and Willis voted yea. Delk abstained. Motion passed.

Expenditures: Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. Clark asked what services we have with Century Link and also Verizon. Woodall explained that Century Link is the provider of the Village's landline phone service, fax lines, and internet, and Verizon Wireless is the Village's cell phone service provider. Boolman asked for further clarification on public education material for the Police Department. Woodall explained that it consists of materials (i.e. safety stickers, literature, etc) that the policemen pass out at Village functions such as car shows and festivals. Boolman asked if these types of items are allotted for in the police budget, and Woodall said yes. Sinnes pointed out that the expenditures could not be approved until the legislation appropriating more money to the Sewer Fund to pay the \$60,000 Mote & Associates bill was passed. Mayor Foureman tabled the approval of expenditures until after legislation.

Amendments to the Agenda: None

Comments from the Public: Mayor Foureman stated that Mike Bruns from Mote & Associates and Matthew Bolin from nCourt would be presenting to the Council momentarily, but before that, she wanted to confirm that the Council Committees had been assigned by Clark and asked if there were any comments.

Committee Reports:

Willis expressed disappointment with the committees to which she was appointed. She stated that she has not been placed on any committee she asked to be on for two years in a row. She also stated that she specifically asked to continue to chair the Safety Committee because she had been working closely with the superintendent of Arcanum Schools to establish a School Resource Officer position for the school. Not only is she not the chairperson of the committee, she isn't even on the committee. Mayor Foureman asked if any other Council member had comments or didn't get on the desired committees. There were no other comments. The Mayor asked Clark if he had any response to Willis. Clark did not. Willis expressed that not being placed on any committees she requested is personal.

Service & Leisure Committee: Nothing at this time. The next meeting will be Tuesday, February 2, 2016 at 5:00PM in the Council room.

Safety Committee: Nothing at this time.

Utility Committee: Nothing at this time. The next meeting will be Wednesday, February 3, 2016 at 4:30PM at the VA office.

Planning Committee: Nothing at this time.

Personnel Committee: Delk reported that she had spoken with Wendy from Clemons and Nelson about the possible joint venture with other local government offices to put together an updated personnel manual. Wendy informed Delk that Clemons and Nelson has not heard back from the other interested parties. Wendy also told Delk to pass the information about a group collaboration on to any other interested parties as the more entities that participate in the group, the lower the cost for all. Mayor Foureman stated she would be attending a Mayor's Conference on January 28th and would make an announcement at the conference.

Finance & Audit Committee: Nothing at this time. The next meeting will be Monday, February 8, 2016 at 4:30PM in the Council room.

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Administrative Reports:

Mayor: Mayor Foureman reported the following:

- Mike Bruns from Mote & Associates was in attendance to discuss signing the contract to move forward with the CDBG grant and repair of the sawmill streets. He also brought information pertaining to estimates for the soil borings that need done in connection with the Lagoon project.
 - Mike Bruns explained that the sawmill streets are a project involving a CDBG grant for \$45,000 that the Village received to help cover the costs of a full depth reclamation of Washington, Walnut, Franklin, and Locust streets, which would result in 10 inches full depth reclamation, 3 inches asphalt, and 1.5 inches intermediate surface. Full depth refers to grinding up the existing surface, adding lime, getting the base back down, and an overlay. This project is similar to what was previously done on George Street. There is nothing involved with gutters or utilities. The project is simply resurfacing the pavement in that area. Mike is asking for approval to move forward with the engineering agreement so that Mote & Associates can get started on the design and get it out for bid in the spring with plans to get the work started this summer.
 - Mayor Foureman asked for a motion to enter into the contract with Mote & Associates and authorizing the Village Administrator to sign said contract. A motion was made by Willis to enter into an Engineering Agreement for Pavement Resurfacing with Subgrade Stabilization with Mote & Associates and authorizing the Village Administrator to sign said agreement. Delk seconded. All present voted yea. Motion passed.
 - Mike Bruns also discussed the soil borings that will need to be done for the new wastewater treatment plant. The borings are necessary to verify the soil type, bearing capacity of the soil, and the water table. Mote & Associates obtained three quotes from three different geotechnical firms: Alt & Witzig Engineering (\$5,500), CTL Engineering (\$9,815), and Bowser Morning (\$8,550). Mote & Associates recommendation is Alt & Witzig Engineering.
 - Mayor Foureman asked for a motion to enter into a contract with Alt & Witzig Engineering to perform the necessary soil borings for the new wastewater treatment plant. A motion was made by Willis to enter into a contract with Alt & Witzig Engineering to perform the necessary soil borings for the new wastewater treatment plant. Delk seconded. All present voted yea. Motion passed.

Solicitor: Nothing at this time. Woodall asked if the Solicitor had heard anything back from CDA's attorney concerning the money left in the Phase III account. Mark indicated that he was still waiting on a copy of the contract to go through. Woodall said she would get him the contract.

Village Administrator: Sinnes reported on the following:

- Fence damage between Utility Department shop and the VFW.
- Annual SARA report on hazardous chemicals is due March 1, 2016.
- LAGOON PROJECT – Briefed this morning. Need to advance money to the Sewer Fund to get started with soil borings. Mote is recommending we go with a one million gallon overflow pond and we purchase at least two flow meters to try to locate some of the infiltration sources.
- ELECTRIC DEPARTMENT – Keir is working on running three phase power to SITEBOUND on State Route 49.
- TREE TRIMMING – Sent out bid packets to nine potential tree trimming companies.
- HARVEST FIELDS DEVELOPMENT – Working on jetting sewer lines. Currently about half of the lines have been jetted. All water lines have been replaced.
- HARVEST FIELDS SIDEWALKS – Keir suggests an eight foot green space to put all utilities between sidewalk and curbs. Benanzer would like this in writing, so Sinnes will take care of putting in writing.
- WEBSITE – Sinnes does not like NEW calendar. Has found three other FREE options that he is investigating. Sinnes has been updating Utility and Tax information and adding new information on Arcanum Civic Groups and upcoming projects (i.e. Lagoon project and summary from Mote & Associates on the CDBG grant to repair the sawmill streets).
- WATER DEPARTMENT – Consumption indicates the Village has a leak somewhere. Need to talk about a 2-year price quote from Aqualine and also the salt contract with Artesian.
- Need to order water meters and ERTs. Sinnes sent warranty ERTs back last week. Mueller/Hershey salesman is processing an RGA (return of goods agreement) for 13 water meters.

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Fiscal Officer: Woodall reported on the following:

- The month end for December and year-end for 2015 are complete. Woodall also updated the Estimated Resources spreadsheet for 2015 and started the one for 2016 and provided copies for council members and the Mayor and the VA. The Certificate of all Resources Available was completed and will be filed at the county auditor's office by the end of the week. All required reporting that is due by January 31, 2016 has been completed, except for a filing to BWC of a summary of illness and injuries in 2015. That filing will be complete by February 1, 2016.
- Woodall reported that she should have corrected W-2's by week's end. The corrections were necessary as a result of a box being unchecked in the Paycor system, which caused withholding of the Arcanum municipal tax to stop for any employee that has wages come out of the Water Department. This box was unchecked in April 2015 prior to Woodall starting with the Village. The box was not unchecked by Paycor. Paycor has to go through and calculate the withholdings and then impound that amount from the payroll account so that payment can be made to the Village.
- Woodall has spoken with CMI concerning converting back to CMI's payroll system. The Village's sales representative is working on quotes to go back to PayX, which is the previous software that was used by the Village. The Village is currently paying Paycor approximately \$7,200 per year for their services. Converting back to CMI would end up costing the Village about half that. CMI does interface with a couple of time clock software companies, which is one of the reasons we went with Paycor in 2015. CMI can also provide direct deposit and tax filings.
 - Willis expressed concern about going back to CMI's payroll system and wanted to clarify that the issues that caused the Village to go to Paycor in the first place had been resolved. Her concerns centered around the time clock software that was previously not available through CMI, which was a main reason that the Village went to Paycor. Woodall confirmed that the CMI salesman stated that CMI does offer a timeclock interface with at least two companies. Willis asked if there is a monthly fee for that interface, and Woodall explained that she is waiting on a quote from CMI with all the numbers and final figures. Willis questioned the availability of direct deposit, and Woodall also confirmed with CMI that direct deposit is available. Woodall went on to explain that there have been some recent updates with Paycor that have made it increasingly difficult to process payroll. It doesn't seem like Paycor's services are really designed to meet the needs of the Village. Once the quote is received from CMI, this can be discussed further.
- Woodall spoke to Council regarding the 2016 Volunteer Firefighters' Dependents Fund Certification and Annual Election of Board Members. In the past, the Safety Committee members have served on the board as well as the fire chief, Kurt Troutwine, and another member of the fire department chosen by Chief Troutwine. Woodall asked Council to approve the 2016 Board Members as follows: Kurt Troutwine, Mark Gibson, and the members of the Safety Committee, Monte Clark, Bonnie Millard, and Eric Van Hoose. Delk made a motion to approve the 2016 Board Members of the Volunteer Firefighters' Dependents Fund. Clark seconded. All present voted yea. Motion passed. Woodall will forward the appropriate paperwork to the State Fire Marshall.

New Business:

Ordinance No. 2016-01 - Mayor Foureman read by title only an Ordinance providing for an amendment to the 2016 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Sewer Fund) A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-01. Clark seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-01. Clark seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2016-01. Clark seconded. All present voted yea. Legislation passed.

Resolution No. 2016-01 - Mayor Foureman read by title only a Resolution awarding Farm Ground Lease for the Village of Arcanum, Darke County, Ohio, and declaring an emergency. A motion was made by Clark to waive the three reading rule on Resolution No. 2016-01. Delk seconded. All present voted yea. Clark made a motion to adopt Resolution No. 2016-01. Delk seconded. All present voted yea. Clark made a motion to declare an emergency on Resolution 2016-01. Delk seconded. All present voted yea. Legislation passed.

Resolution No. 2016-02 - Mayor Foureman read by title only a Resolution appointing Tyra Clark and Beverly Zimmer to the Local Board of Tax Review of the Village of Arcanum, Darke County, Ohio in accordance with Ohio Revised Code §718.11 and Section 18 of the Arcanum Tax Code, and declaring an emergency. A motion was made by Van Hoose to waive the three reading rule on Resolution No. 2016-02. Delk seconded. All present voted yea. Van Hoose made a motion to adopt Resolution No. 2016-02. Delk seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Resolution No. 2016-02. Delk seconded. All present voted yea. Legislation passed.

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Resolution No. 2016-03 - Mayor Foureman read by title only a Resolution authorizing a bulk salt service agreement and declaring an emergency. The resolution was Tabled pending further discussion of the contract at the upcoming Utility Committee Meeting.

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

Old Business:

Water Rate Increase: Mayor Foureman passed out a sheet detailing carryover balances in the General Fund, Electric Fund, Sewer Fund, and Water Fund back to 2011. The sheet also detailed the beginning balance, estimated revenue, actual revenue, and actual expense in the Water Fund dating back to 2011. Mayor Foureman wanted Council to have this information in order to make an informed decision about increasing water rates. She indicated that with the recent increase in trash rates and the sewer debt reduction charge, unless the Village was in dire straits, she didn't feel it was necessary to put any more financial burden on the residents of the Village by increasing water rates as well. Mayor Foureman indicated that a decision wouldn't be made at the Council meeting but would like Council to review the figures.

Purchase of Water Meters and ERTs: Mayor Foureman brought up the previous discussion about borrowing money from the General Fund to purchase enough water meters and ERTs to complete the Village and have some to spare. The money advanced from the General Fund will be paid back over four years. She asked Council if they had given her request thought since the last meeting. Clark stated that he feels purchasing all the meters and ERTs at the same time will save the Village money in the long run. Willis agreed and added that the Utility Department employees need the proper equipment to do their job and keep the Village running efficiently. Delk asked for clarification of the terms of repayment to the General Fund. Mayor Foureman explained that the advance would be paid back out of the Water Meter Surcharge Fund at \$8,000 per year for four years. The four year period of repayment is necessary in order to insure that the fund is not drained if any other issues should arise. Willis also asked Woodall if she was comfortable with the advance and explaining it to the auditor if asked. Woodall confirmed that she is comfortable. Boolman made a motion to prepare legislation to advance \$32,000 from the General Fund to the Water Meter Surcharge Fund to purchase water meters and ERTs. Willis seconded. All present voted yea. Motion passed. Woodall will make sure legislation is prepared for the February 9th council meeting.

Employee Pay Increases: Mayor Foureman asked that Council start thinking about a pay increase for all full time employees. She passed out a sheet with each employee's current pay rate broken down by department as well as what it would equate to in dollars for each department if given a \$0.50 increase. Mayor Foureman asked if the Finance Committee would like to set a meeting to discuss the pay increase.

Announcements:

Mayor Foureman asked for an Executive Session to discuss Council personnel. A motion was made by Delk to move to executive session. Willis seconded. All present voted yea. Council went into executive session at 8:30 PM.

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

A motion was made by Boolman to return from executive session. Willis seconded. Council returned at 8:58 PM.

Mayor Foureman asked for a motion to extend Jason Daugherty's medical leave to February 21, 2016. A motion was made by Boolman to extend Jason Daugherty's medical leave to February 21, 2016. Delk seconded. All present voted yea. Motion passed.

Mayor Foureman requested that the Council Members bring the packet of information pertaining to the School Resource Officer that was received in November when John Stephens presented to Council.

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 9:00 PM.