

Village of Arcanum Council Meeting
Tuesday, February 9, 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 Eric Van Hoose, Jerry Boolman, Julie Willis, Vanessa Delk, and Monte Clark 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. Van Hoose, Boolman, Delk, and Clark 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, and Arcanum Fire Chief Kurt Troutwine.

Council Minutes: Mayor Foureman asked for approval of the minutes of January 26, 2016. A motion was made by Delk to approve the minutes of the January 26, 2016 Council meeting. Willis seconded. Van Hoose, Boolman, Willis, Delk, and Clark voted yea. Motion passed.

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

Amendments to the Agenda: Mayor Foureman would like to scratch the Executive Session for Personnel and Wages and add Ordinance No. 2016-05 under New Business.

Comments from the Public:

Mike Bruns from Mote & Associates reported on the following: A cost analysis was passed out to Council comparing the cost of a 1 million gallon lagoon versus the cost of a 1 or 2 million gallon steel tank. The numbers in the analysis are based on quotes with actual installation. Boolman asked when bid packages for the Wastewater Treatment Plant would be firmed up and ready to go out, and if Council would have the opportunity to review the bid packages before they go out. Bruns said bid packages should be ready to go by June or July 2016, and Council will see the packages before they go out. Bruns also commented that there would be a need for some additional Utility Committee and Council meetings in the coming months to go through the packages to make sure the Village is comfortable with everything. Mayor Foureman stated she would call a special work meeting for Council when it gets to that point. Clark asked if steel tanks sit on concrete. Bruns replied that tanks sit on a concrete pad and footer. Mayor Foureman commented on the high cost difference for steel tanks versus an earthen lagoon. Mayor Foureman also asked how the steel tanks would be used. Bruns stated they are for additional storage due to infiltration. The new lagoon will be located in front of the old lagoon. Once everything from the old lagoons is pumped back through the plant and treated, sludge will be removed, and the banks will be pushed back in to create a flat surface again.

Fire Chief Kurt Troutwine reported the following for 2015 Year-End: The year-end report for 2015 was passed out. The first 3 pages broke down the number of runs in each fire zone the department covers. There were 128 total runs. Pages four to six broke down incidents by hour and day of the week. 8PM to 9PM had the most incidents with 12, and Monday had the most runs with 27. Page 7 showed average response time per zone.

The department has 26 total firefighters, 2 of which are female. The fire department is also part of a cadet program through MVCTC, which allows junior and seniors to take fire and EMS training while still in high school, so when they turn 18, they are already trained and ready to come on board. Arcanum currently has 5 individuals involved in this cadet program.

Chief Troutwine mentioned that he had spoken to the Finance committee last fall during the budget process about purchasing a new fire engine. The newest pumper truck is a 1997, and the NFPA requires at least one pumper to be 20 years old or newer. Our other pumper is a 1988. It takes about one year to build a new truck, and the Fire Department will start this process late February 2016. The '97 pumper has a decent trade-in value, and the department will go through the Ohio Bid Process to receive an even better deal on pricing. Mayor Foureman asked for clarification on NFPA requirements for age of pumper engines. Troutwine explained why the Village would trade-in the '97 versus sell it, which is because the '97 could still be used in another fire department as a reserve pumper increasing its trade-in value. There are no age requirements on the tanker, which is a '93 or the rescue truck, which is an '88.

Chief Troutwine reported that mid-summer 2015 the department received an ISO (Insurance Services Office) grading. The ISO comes in and inspects records, the department, the water system, etc to come up with a fire classification that sets the rates for how much insurance businesses and homeowners pay for property insurance. A change in classification can make a noticeable difference in rates on commercial properties. The Fire Department has been a Class 5 for about twenty years, but this last rating came in as a Class 4, which is the same class as City of Greenville. This is a great accomplishment. The ISO will be back in about 5 years to grade us again.

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Committee Reports:

Service & Leisure Committee: Meeting was held on February 2, 2016. Committee members present were Eric Van Hoose, Jerry Boolman, and Vanessa Delk. Other attendees were Mayor Judy Foureman, Village Administrator Bill Sinnes, and Street Department worker Mark Poston. Van Hoose reported on the following items:

- The street sweeper needs to be repaired at a cost of \$2424.68.
 - Repairs include the brushes, which a PO has been turned in for
- Tree trimming bids are due by February 18th.
- Mark Poston gave a list of catch basins that need to be repaired or replaced.
 - Specifically, the catch basin in Brehm's field has tree roots in it that will need to be repaired as well.
- The playground equipment is delivered. Looking into what it will take to get installed.
 - Mayor Foureman commented that there are blueprints in the boxes, and a meeting will be set up to go over a game plan.
 - Willis mentioned that she had been told that there may be a company that donates the rubber chips to fill in around the equipment. She is going to check into that further and report back.
- Looking into tennis courts at the ballpark getting repaired. Repair large cracks and new paint.
 - A resident asked about the possibility of repairing the tennis courts so they could be practiced on
- Looking at grants for ball diamonds for sidewalks
 - Mayor Foureman stated that Sinnes will be attending a meeting for CDBG grant, specifically to look into putting in sidewalks near the ballpark restrooms so that they are handicap accessible
- Looking at streets in need of repairs
 - Sawmill Streets – bid (CDBG grant)
 - East First Street
 - High Street
 - North Street
- Vanessa is meeting with the swim team on February 10th about the 2016 contract.

Safety Committee: Discuss School Resource Officer. Mayor Foureman tabled this discussion until after all committee reports were complete.

Utility Committee: Meeting was held on February 3, 2016. Committee members present were Jerry Boolman, Julie Willis, and Monte Clark. Other attendees were Mayor Judy Foureman, Village Administrator Bill Sinnes, Utility Superintendent Keir Smith, Plant Operator Shawn Smith, and representatives from Mote Engineering. Boolman reported on the following items:

- **Report from Shawn Smith:**
 - Cost for removing sludge from lagoon this year will run approximately #3650 vs. \$5010 last year
 - Aqualine contract is \$2778 for this year to do leak surveys in town. This is the 2nd year for this
 - Moody's will start well rehab when weather gets better - \$16000
 - Committee recommended that we move forward and get on the schedule to get the old water tower repaired, waxed and painted for \$28350 and paint on bottom of new water tower for \$2750 – this was budgeted for in the Water Fund
 - Legislation will be prepared for authorizing the increase in the level billing to allow some relief with the sewer increase and trash increase – Committee recommends a vote of yes
 - The sewer pump rebuild was completed in December
 - Discussed water rate increase and any expenditure needed for water department and no increase is needed at this time
- **New Hire Update:** there has not been any interest in applicants for the water plant job opening. The Personnel Committee will meet to see if another step can be created for this position to create some interest.
 - Discussed the delay in getting Lake County information to come in and search for where water surges are coming from during hard rains. Mote has not provided the maps needed to them, and they indicated it would happen this week to get the project moving.
- **Salt Purchase Contract:**
 - Discussed the contract has some language in it that is not favorable to the Village and Bill is to talk to Artesian to see if some verbiage can be changed to eliminate penalty clauses and liability issues. Sinnes will be getting in touch with Artesian to discuss the issues. If that is resolved then committee recommends moving forward with the agreement
- **Harvest Fields Update:**
 - All water lines have been replaced and all electric is dug. Construction continues on the 3 houses under roof

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- **Sewer Plant Update:**
 - Application for well for the sewer plant building being submitted to the Health Department
 - Shawn and Doug to attend the WETT show in Indianapolis for training
 - The current lagoons will have to be filled in and a new water storage area built due to timing on the completion of the plant and taking them out of service
 - Issue was brought up about the million-gallon capacity of the storage lagoon with the current issue of rainwater filtration. Maybe a larger lagoon needs built.
- **Report from Keir Smith:**
 - Village will be hiring Vaughn Industries to help with electric projects of pulling wire to Sitebound business and replace two vertical dead end poles. This is for labor only and we would have to rent equipment to perform the work
 - Keir indicated that another electrical person needs to be hired to get the staff where it needs to be before his retirement. He is to work with the Personnel Committee to try and accelerate current workers and any new hire
- Mayor Foureman informed Council that she, Bill, Keir, and Shawn had met with the representative from Lake County just that morning. She remarked that the meeting was very informative and through questions of Utility staff, they are already able to start narrowing down where the issue might be and where to start. The representative is going to take that information back to Lake County and use it to put together a proposal of what needs to be done to correct the problem, manpower needed, and cost.
- Mayor Foureman also reported that Sinnes had spoken with Artesian concerning the problems with the salt contract. The bottom line is that Artesian is buying a large quantity of salt so that they can have a set price, but the only way they can do that is by locking people into a long-term agreement. Artesian is not willing to waive those requirements for purchasing salt. Willis recommends that the Village stay with Cargill for salt purchases for now but monitor pricing on salt for 6 months to a year before we sign a contract with anyone to see how stable their pricing is. Boolman agreed and stated that it doesn't seem wise to lock ourselves into a contract where the Village can be penalized \$1000 if we are dissatisfied and want out, but if Artesian wants to walk away, they can at any time without a penalty. Willis is also concerned about how new Artesian is to salt purchasing and would rather wait and see how other places do with Artesian once they are signed up. The Village can then re-evaluate this possibility in a year.

Planning Committee: Mayor Foureman asked Chairman Willis to start working on what it would take to truly repair the current city building or make it livable. What would it cost to tear this down and build at another location? The Village sold the building downtown about four years ago, and the intent was to start putting money back for repair of this building. However, that has not happened. Next meeting is February 16, 2016 @ 6:00 PM in Council Chambers

Personnel Committee: Delk reported on the following:

- Delk is recommending a small change to the Street Laborer job description. Instead of requiring the CDL at hiring, the CDL would need to be obtained by the end of the employee's six-month probation period. Delk asked for Council's approval to change the requirement.

Next meeting is February 11, 2016 at 4:00 PM in Council Chambers. The Utility Department supervisors will be present to discuss job descriptions. Delk addressed Van Hoose and let him know that she will report back to him about what happens at this meeting as he is unable to attend the meeting since it is before 5:00 PM.

Finance & Audit Committee: Meeting was held on February 8, 2016. Committee members present were Monte Clark and Jerry Boolman. Chairman Bonnie Millard was absent; therefore, Clark served as Chairman for this meeting. Other attendees were Mayor Judy Foureman, Village administrator Bill Sinnes, and Fiscal Officer Darcy Woodall. Clark reported on the following items:

- **Water & Wastewater Operator**
 - Starting Pay - \$14/hour; 6 month probation - could increase to between \$14.50-\$15.50/hour; Operator 2 - \$16.50/hour - must be an apprentice for one year and be working toward a water license; Operator 1 - \$18/hour (top out)
 - Operator 1 and 2 working holidays and weekends will receive an additional \$1/hour differential pay
- **Medical Insurance – Section 125 Plan**
 - Woodall reported that currently AFLAC, Vision, and Dental insurance are pre-tax, but at the time the Section 125 Plan was implemented in 2013, major medical insurance was included in the Plan but not implemented through payroll. Woodall confirmed with our insurance company and an AFLAC employee that having the medical insurance come out pre-tax is advantageous to the employee and also the Village. It will save the Village money over the course of the year as the amount of the tax liability the Village has will be less as well. Motion to approve adding medical insurance as pre-tax will come later in the meeting.

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- Million dollar freeze on the General Fund will not be done through a motion this year, but the Finance Committee would like to keep it there if possible
- All FULL TIME hourly employees who are not in a probationary period will receive an increase of \$0.50/hour; Keir Smith will receive a 3% increase to his salary, Chief Ashbaugh will receive a \$1.15/hour increase, Darcy Woodall will increase to \$42,000/year, and Bill Sinnes will increase to \$21850/year.
 - Increases for Woodall and Sinnes will be effective upon passing of their appointment ordinances
 - All other increases will be effective the 2nd pay period of March 2016

Mayor Foureman asked for a motion for the Village to add group major medical insurance as a pre-tax deduction that is part of the Village's Section 125 Plan. A motion was made by Boolman to add group major medical insurance as a pre-tax deduction that is part of the Village's Section 125 Plan, Willis seconded. All present voted yea. Motion passed.

Administrative Reports:

Mayor: Mayor Foureman reported the following:

- Mayor Foureman explained that the School Resource Officer discussion has been in the works for about a year to year and a half. The school is working on their budget at this time, and the Village needs to decide where they stand on partnering with Arcanum Schools in implementing a School Resource Officer. The Mayor asked for a roll call to determine where each council member stands on moving forward with the School Resource Officer position. A "1" means not interested in considering this. A "3" means let's pursue this further. A "5" means for the plan.
 - Van Hoose, Willis, and Delk voted "5". Boolman voted "3". Clark voted "1"
- Mayor Foureman stated that she and the Safety Committee will start working on the agreement and putting together facts and numbers to really visualize.

Solicitor: Mark reviewed the bulk salt contract more closely and agrees with Clark's criticism of the contract concerning the section about Artesian insulating themselves from liability completely. Mark's recommendation if the Village ever decides to move forward with the contract is that section be stricken.

Village Administrator: Sinnes reported on the following:

- Fence repair between Utility Department and VFW will be done starting February 17th.
- Annual SARA report on hazardous chemicals is due March 1, 2016.
- LAGOON PROJECT – Sewer infiltration affects the entire lagoon project. Briefed this morning from Lake County representative and extensively discussed situation with the Utility Department and will send the Village a written cost estimate.
- ELECTRIC DEPARTMENT – Keir is working on running three phase power to SITEBOUND on State Route 49.
- TREE TRIMMING – Five companies represented. Numerous questions and answers. Street Department went to park and marked seven trees for removal and marked numerous others for trimming. All received a list of trees to be pruned and trimmed for power line clearance. Bids are due February 18th.
- HARVEST FIELDS DEVELOPMENT – Water lines, sewer lines, and electric lines completed. Need to talk about easements and running wire underground for installation of street lights.
- HARVEST FIELDS SIDEWALKS – Keir suggests an eight foot green space to put all utilities between sidewalk and curbs.
- WATER DEPARTMENT – Aqualine two-year contract/price and Artesian five-year salt contract.
- Need to order water meters and ERTs. Both warranty ERTs and Mueller/Hershey meters sent back to factory for repair/replacement
- Attending CDBG meeting February 10th to see about grants available for sidewalks at the ballpark.
- Mayor Foureman also informed Council that Benanzer has paid the first \$20,000 installment for the installation of electric in Harvest Fields, and Sitebound has paid the Village \$15,000 in "good faith" for materials already purchased and work done. Sitebound will pay the balance upon completion of the project.

Fiscal Officer: Woodall reported on the following:

- Woodall reported that she is still waiting on Mark from CMI to get her final numbers on changing back to CMI's PayX software for payroll. Once she receives quotes, she will bring them to Council for discussion. Woodall stated that she will abide by whatever Council decides, but she also mentioned that the biggest advantage that she sees is that by being with CMI for payroll and finance, all systems talk to each other.

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- Woodall reported that with Mayor Foureman's permission, nCourt was contacted and asked to draw up a new agreement for online payments, phone payments, and mobile payments with credit card that omits the section about card readers at the Village offices. Upon further investigation of the initial agreement, it was found that the Village would have no up-front cost for the readers but could potentially have costs down the road. Once the new agreement is received, it will be brought to Council for review.
- Woodall stated that she had received an email from the firm that has helped the Village prepare their financial reports about preparing our reports again. Woodall explained that she had recently spoken with the State Auditor and was told that what the firm is preparing for us is far and above what is required for a village of our size. The firm currently charges us around \$3000. The Auditor explained that Woodall can pull reports from the Village finance system and then plug that information into an online form that is sufficient for the Auditor for reporting purposes. Woodall asked what Council would like her to do concerning the reporting for fiscal year 2015. All present members were okay with Woodall doing the cash reporting on her own rather than paying an outside firm.

New Business:

Ordinance No. 2016-02 - 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. (Water Meter Surcharge Fund) A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2016-02. Delk seconded. All present voted yea. Van Hoose made a motion to adopt Ordinance No. 2016-02. Delk seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Ordinance No. 2016-02. Delk seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-03 - Mayor Foureman read by title only an Ordinance confirming the appointment of Village Fiscal Officer declaring an emergency. A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-03. Clark seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-03. Clark seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance 2016-03. Clark seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-04 - 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 Clark to waive the three reading rule on Ordinance No. 2016-04. Willis seconded. All present voted yea. Clark made a motion to adopt Ordinance No. 2016-04. Willis seconded. All present voted yea. Clark made a motion to declare an emergency on Ordinance No. 2016-04. Willis seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-05 - Mayor Foureman read by title only an Ordinance establishing 2016 Wage and Benefits for certain Village of Arcanum employees. This is the first reading. **Mayor Foureman passed out a spreadsheet for Council to review pertaining to the cost to each fund of the pay increases to certain employees of the Village** Mayor Foureman asked the Solicitor if the Ordinance can be approved on the 3rd reading, even with the effective date without having to wait the 30 days. Mark confirmed that should be okay.

Resolution No. 2016-03 - Mayor Foureman read by title only a Resolution authorizing a bulk salt service agreement with Artesian of Pioneer. This is the second reading. The Solicitor stated that this could be the second reading, and at the third reading, Council can just vote it down rather than having a motion to withdraw.

Old Business:

Announcements: Mayor Foureman announced that Mabel Hepner, a long-time resident of the Village of Arcanum, turns 100 on February 22, 2016. Her son stopped in the Village offices and asked if the Village would consider doing a card shower for Mabel. Delk volunteered to purchase a birthday card and bring into the office for employees to sign. Card will then be sent to Ms. Hepner.

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:27 PM.

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

Mayor Judith F. Foureman