

Village of Arcanum Council Meeting
Tuesday, April 26, 2016
6:30 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, Bonnie Millard, Jerry Boolman, Julie Willis, and Vanessa Delk answered roll call. Mayor Foureman asked for a motion to excuse Eric Van Hoose. A motion was made by Boolman to excuse Eric Van Hoose. Clark seconded. All present voted yea. Motion passed. Van Hoose then arrived at 6:33 PM. Also present were Bill Sinnes, Darcy Woodall, Mike Bruns from Mote & Associates, and Krista Fourman, Director of the Darke County Solid Waste District

Council Minutes: Mayor Foureman asked for approval of the minutes of April 12, 2016. A motion was made by Millard to approve the minutes of the April 12, 2016 Council meeting. Boolman seconded. All present voted yea. Motion passed.

Expenditures: Mayor Foureman asked to move the approval of expenditures to later in the agenda.

Amendments to the Agenda: None

Comments from the Public: None

Krista Fourman from Darke County Solid Waste District: Mayor Foureman asked Krista to attend the Council meeting to discuss the services that are available to Arcanum residents through the Darke County Solid Waste District and also to discuss the \$2/ton increase in generation charge that is now reflected on the Village's monthly Rumpke bill.

- The first thing that Krista wanted to let Council know is that the District is not funded by taxpayer dollars. The District is funded by trash pickup dollars. The \$2/ton increase is the first increase in ten years. The last increase was in 2006. She went on to explain that the Village was notified about the increase in the Spring of 2015, and that the Village's clerk at the time was also notified. Also at that time, the Village Council voted on and passed legislation confirming agreement with the increase. At the time that Rumpke negotiated contracts with the Village of Arcanum and others in the fall of 2015, the parties from Rumpke negotiating those contracts were not made aware of the increase, therefore it was not included in the new contracts.
 - ❖ Millard asked what would have happened last spring if the Village would not have ratified the District's new plan with the increase. Krista explained that the Commissioners' have to do a resolution, the City of Greenville has to say yes, and she also has to have 60% of the rest of Darke County's population on board. The Village of Arcanum accounts for 4% of that population, so mathematically, even if the Village had voted no, the Village would have been paying the \$2/ton increase regardless. Either way, the District wants EVERYONE to be on board and use the services they are offering, and she also pointed out that Rumpke doesn't have to be the trash provider in order to use the District's services. As long as someone is a Darke County resident, they can participate in the District's events. They don't even have to have trash pickup.
- Krista made Council aware that there are only two employees at the Darke County Solid Waste District, herself and one other person, that put together all the events, advertising, marketing, online presence etc.
- Krista informed Council of the many events that the Darke County Solid Waste District offers throughout the year: Christmas tree recycling, appliance recycling, DEA drug day (in conjunction with the Sheriff's Department where people can bring in old prescription drugs, etc.), Trash Bash (1,182 volunteers helped clean up Darke County), electronics recycling (anything with a cord except items with freon), shred day (in conjunction with Mercer Savings Bank-they are paying for half of the event), tire day (usually costs about \$35K, has applied for a \$20K grant), household hazardous waste day (costs about \$25K), recycle CFL lightbulbs (buckets at Lowes), recycle household batteries (locally have buckets at ORME Hardware and Sutton's), 2 large green recycling dumpsters at Sutton's for people who live out in the country, recycle Christmas lights, and during Fire Safety Week, she works with Fire Chief Troutwine during Trick-or-Treat to do a 9V battery exchange for smoke alarms.
- She is working on a "Keep Darke County Beautiful" program pending grants through larger companies like Coca Cola and Glad that will provide the funds needed to such a program.
- Krista also does presentations. For example, she has one coming up called "Don't Waste Your Garden" where she will discuss ways to regrow things in your garden rather than throwing them out.
- All services are free except for tires. They do ask \$10/tractor tire (Rumpke asks \$30), and they ask \$5/semi tire (Rumpke asks \$10).
- Mayor Foureman asked Krista if she knew if there was any further interest in a consortium on looking outside Rumpke for trash. Krista stated that there were only two other cities/villages interested. Krista also mentioned that the no compete for Best Way out of Indiana is up, so the Village can look at them late summer/early fall 2016 before we renew with Rumpke again.

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- Mayor Foureman asked how the Village can keep residents informed of upcoming events. Krista said she would add Darcy to her email list of upcoming events and the Mayor can put them in her newsletter, or the events could possibly be put on the monthly utility bills.
- Mayor Foureman asked when the next monthly meeting was. It is May 11th at 3PM at the Darke County Solid Waste District's office located at 684 Wagner Avenue, Greenville, Ohio.
- Mayor Foureman thanked Krista for coming speak to the Council.

Expenditures: Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. Willis asked about the reimbursement of \$250 to McFarland for attending a training class about pool chemicals. Woodall explained that most of it was mileage as the training was in Indianapolis. Woodall went on to say that McFarland had actually saved the Village the expense of a lodging by staying in a family cabin near the training. Clark questioned the expense to Custom Creations of \$519.60 to paint and repair the Crown Vic police vehicle. He and Millard both expressed they were under the impression that no more money was going to be spent repairing that particular vehicle. Woodall was unsure of the exact nature of what caused the damage to the vehicle. Chief Ashbaugh had discussed the incident with her, but it was not explained on the PO, and she could not remember if it was an actual accident or something else. Millard made a motion to remove it from the voucher list until further clarification could be made. Delk seconded.

- ✓ A motion was made by Delk to pay the properly appropriated and funded expenditures. Willis seconded. All present voted yea. Motion passed.

Committee Reports:

Service & Leisure Committee: Nothing at this time. Next meeting is Wednesday, May 4, 2016 at 5PM in Council Chambers to discuss a Master Street Plan.

Safety Committee: Nothing at this time. Next meeting is Tuesday, May 3, 2016 at 5PM in Council Chambers. Chairman Clark requested that Chief Ashbaugh be present at the meeting.

Utility Committee: Nothing at this time.

- Mayor Foureman did inform Council that Dave Mathews from Mote & Associates had let them know at their Tuesday morning staff meeting that he wanted to schedule another tour of the Minster wastewater plant for May 3rd or 4th or the following week for any council members or anyone else interested in going. The Mayor, Village Administrator, and Plant Supervisor (Shawn Smith) will all be going. Mayor Foureman also let Council know that Mr. Mathews will be at the May 31st Council meeting to do a presentation, and the Council meeting will start at 6:30PM.

Planning Committee: Mayor Foureman asked that all other committee reports be given before Planning Committee as an executive session for planning committee will be requested for land acquisition. Next meeting is April 18, 2016 at 4:30 PM in Council Chambers.

Personnel Committee: Delk reported on the following:

- Delk stated that she had spoken with Woodall about the agreement that Clemans & Nelson had sent to be signed. Woodall pointed out that the specific retainer amount was not mentioned, only the hourly rate to be charged over and above the retainer amount. Delk asked Council to go forward with approving the legislation prepared for tonight's meeting, and she will contact Wendy at Clemans & Nelson about a revised contract containing the language about the retainer fee. Mayor Foureman and Fiscal Officer, Darcy Woodall will not sign any agreement until this issue is cleared.

Finance & Audit Committee: Meeting was held on April 19, 2016. Committee members present were Bonnie Millard and Jerry Boolman. Other attendees were Fiscal Officer Darcy Woodall and Village Administrator Bill Sinnes. Millard reported on the following:

- **Phase III Money** – has been held up due to not being able to produce a contract which Mark Heggie requested several months ago. All records and information regarding CDA will be turned over to Nicole Pohlman for her review on how to proceed with clearing up this issue.
 - ❖ Darcy will forward emails from the County Auditor concerning her thoughts on the handling of these funds.
- **SRO** – lengthy discussion centered around a 75/25 split vs. a 50/50 split. Topics of absenteeism, LOA's, training, vacation pay, vehicle, yearly agreement with school, handling of billing, negotiating raises, etc. were discussed. Bottom line is to pass this information to John Stephens and see if there still exists an interest with the 75/25 option. The committee recommends the 75/25 split a more workable and satisfactory plan since the Village only has the benefit of this individual for 12 weeks, and if it were not for the school's request, the Village would not be adding a full time position to the Police Department. The committee still needs to review finances to make a determination if it is fiscally possible, or if a levy will be required.

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- **1/4% Balance** – Fiscal Officer passed out a report as to total money collected as of year-end 2015 (\$573,545.60) and what was transferred into S. Main St. Fund (\$373,266.20) and all bills have been satisfied – leaving a remaining balance of \$200,279.49.
- **Rumpke's generation fee** – a motion was made and approved to leave the amount of \$15,000 in the Garbage Fund at the September 9, 2014 meeting. The committee recommends absorbing this additional \$500/month or \$6000/year and looking at increasing residential and commercial rates for 2017 to accommodate this generation fee since rates were just recently adjusted.
- **Additional \$1300 is required for balance of trees in park** – committee recommends moving this money from the 2016 levy money to Ivester Park. Legislation prepared for tonight's meeting.
- **CMI for payroll in lieu of Paycor** – Initial change back would be approximately \$10,000 and then a yearly cost of \$2000. Currently with Paycor, the Village paid approximately \$8000 in 2015. If the switch is made beginning 3rd quarter 2016, an overall savings of \$3000 this year (\$4000 not paid to Paycor and only \$1000 in user fee paid to CMI). Darcy to firm up quote going with Kronos as recommended for timeclock interface. Payback to be realized in 2017. Committee recommends moving forward with this as it will provide a check and balance that is currently not available with Paycor.
- **Utilities Deposit Fund** – Continues to increase. To review how deposits are refunded and how system is handling these refunds. Since utility bill payment policy has been tightened up, discussion if deposits should be reduced, refunds given, etc. Utility committee to review.
- **Legislation in the packet** – Not in the minutes, but something that I came in and talked to Darcy about after the meeting pertaining to transfers out of the general fund that were appropriated at budget time. (\$40K to the Water Fund, \$20K to the Street Fund, \$15K to the Fire Fund). All of those transfers will be done and transferred to their respective funds so that a truer balance can be seen in the general fund. The ¼% funds will be left in the General Fund, but we know what is left of that through the end of 2015 now.

Mike Bruns from Mote & Associates:

- 2015 CDBG Paving Project
 - ❖ Project Schedule:
 - First Advertisement – May 2, 2016
 - Second Advertisement – May 9, 2016
 - Bids Accepted by Commissioners – May 23, 2016
 - Arcanum Council Recommendation – May 31, 2016
 - Commissioners Award Project – June 1, 2016
 - ❖ Miscellaneous
 - Contractor will use between 30,000 to 60,000 gallons of water (provided by the Village). We will need to install a backflow preventer on a fire hydrant in the vicinity of the project.
- Wastewater Treatment Plant Project
 - ❖ Village Council work session on May 31, 2016 at 6:30PM
 - Discuss proposed plans
 - Discuss the project schedule
 - ❖ Working with Nicole Pohlman regarding the right-of-way certification required by Rural Development
 - ❖ Tour to Minster WWTP on May 3rd or 4th

Mayor Foureman asked for an Executive Session for Planning Committee to discuss land acquisition. A motion was made by Millard to move to executive session. Van Hoose seconded. All present voted yea. Council went into executive session at 7:53 PM.

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

A motion was made by Delk to return from executive session. Willis seconded. Council returned at 8:13 PM.

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- Mayor Foureman had a grant application for the Village to apply for that would supply the Village with two automated external defibrillators (AEDs) at no cost. The Village currently has AEDs at the fire station, ballpark, and school. These two would be utilized at the pool and the Village building. The Mayor would like permission from Council to apply for the grant. Millard asked if someone has to know how to use it or be trained. Sinnes and a couple other council members explained that the AED talks and explains what to do and does not work unless all conditions are met. A motion was made by Delk to apply for two debrillators through AEDGrant.com and authorize the Mayor to sign. Willis seconded. All present voted yea. Motion passed.

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- Mayor Foureman revisited the pay scale for a Water/Wastewater Operator that was discussed by the Finance Committee in January and part of the January 26th Council Meeting minutes but was never moved on. The proposed wage scale would break the position into three levels: Operator Apprentice, Operator 2, and Operator 1. Apprentice start pay, \$14.50/hour; at 6 month increase to \$15-\$16/hour pending a review; Operator 2, \$17.00/hour; Operator 1, \$18.50/hour. Any across the board increases for full time employees not in a probationary period would be in addition to the above. An Operator 1 or 2 working holidays and weekends will receive an additional \$1 differential pay. The Village is at the point of being ready to advertise for the open position in the department, so the Mayor needs to confirm that this is the pay scale in place before interviews begin. Mayor Foureman asked that Nicole prepare legislation for the next Council meeting. It cannot be an emergency because it is wages, but the three reading rule could be waived and the legislation could go into effect in 30 days.
- Mayor Foureman read an email that she had received from Superintendent John Stephens pertaining to an online survey that he sent out to staff and school district residents asking for their feedback on the need for a School Resource Officer at Arcanum Schools. With half of staff having voted at the time, 96% believe one is needed, and 89% of the community believe one is needed. Mr. Stephens plan is to add language to the board meeting on May 12th asking the board for approval to negotiate a contract with the Village of Arcanum for a School Resource Officer giving him the go ahead on his end. Mr. Stephens had his secretary draft a contract similar to the one Greenville City Schools and the City of Greenville have in place. In it, the school pays the officer for the 182 days that they will use his services, and the Village would pay him for 78 days. It is not the 50% split that originally discussed, but Mr. Stephens believes that it is fair for the school to pay their share. The school would also pay for the SRO specific training. Mr. Stephens went on to say in his email that if this was agreeable that having an estimate from the Village would be helpful to him. He is willing to meet with the finance committee if they choose, but he feels the only reason that would be necessary would be to finalize a contract.
 - ❖ Mayor Foureman had a sheet breaking down the cost of the SRO between the school and the Village. With a divide of 182 days to the school and 78 days to the Village, salary, benefits, training, uniform, and equipment, the cost to the school came to \$32,944.46/year, and the cost to the Village came to \$15,094.37/year for a total of \$42,978.72.
 - ❖ Mayor Foureman stated that the next Council meeting is May 10th and the school board meeting is May 12th, so the Council can absorb all this information and make a decision on May 10th about what they would like Mr. Stephens to negotiate.
 - ❖ Millard questioned the 182/78 day split versus her calculation of 200/60 day split. Willis stated that Mr. Stephens has said from day one that the SRO would be needed at the school 182 days. Millard also questioned paid holidays. It was explained to her that the holidays that fall in the school year will be paid by the school, and the holidays that fall in the summer months will be paid by the Village.
 - ❖ Clark brought up that the SRO would be paid \$16.00/hour, whereas the part time officers in the Village are paid \$9.50/hour. His stance is that the part time officers will not be willing to work their shifts because the SRO is making more per hour. Delk and Willis both pointed out the SRO is a full time officer being paid full time wages, not a part time officer. They also pointed out that our part time officers all have other full time jobs. Most of them work here part time just to keep their certification.
 - ❖ Much more discussion was had surrounding the discrepancy between the 60 days versus 78 days. Delk finally suggested that maybe it was a simple miscalculation. Mayor Foureman said she would contact Mr. Stephens and discuss it.

Solicitor: Nicole Pohlman reported on the following:

- Phil Garbig has a meeting with Don Roberts next week, and the easement situation should be taken care of.
- Nicole asked if the Village only needed her to attend the second meeting of the month. Mayor Foureman told her that was fine unless the Village contacted her to indicate otherwise.
- Nicole asked the Mayor if she had made any headway with getting the Village's files from Goubeaux & Brand. Mayor Foureman stated that she had emailed Eric, but she still had not received a response. The Mayor said that she would call him and make arrangements to go pick them up. Nicole said that if she needed to go pick them up, she would. She would just need the Mayor to let someone at Goubeaux & Brand know that she has permission to do so.

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Village Administrator: Sinnes reported on the following:

- MECHANICAL SANITARY PLANT – Garbig still working on easement
- COMMUNITY ECONOMIC DEVELOPMENT – Boring samples completed; Garbig working on formal option with Don Roberts
- UTILITY DEPARTMENT – Power outage projects were completed for both WESTSIDE and NORTHEND; Connecting customers on State Route 49 to new lines
- HYDRANT FLUSHING – Completed April 21st and April 22nd
- SOUTH MAIN – Aqualine to be here May 9th to check entire Village; Mote will be here early June to check South Main and do final inspection, which needs to be completed by July 21st
- LAKE COUNTY SEWER COMPANY – Inspected entire sewer system for leaks and written report is here; no major leaks were found, just numerous small ones
- WATER DEPARTMENT – Soon to be advertising for apprentice employee; EPA water inspection is tomorrow, April 27th
- VECTREN – replacing service to 70 homes
- STREET DEPARTMENT – Hired Chad Grillmeier for mowing position
- NCOURT – Used by a number of residents to pay their utility bills
- MOTE – Engineering for (CDBG) sawmill area streets is complete and are ready to bid
- CHOICE ONE ENGINEERING – Submitted CDBG grant paperwork
- SERVE ARCANUM – May 6th; Park equipment will be installed; Playworld will be here on May 5th to pre-plan and layout.
- HARVEST FIELDS – Derrick Robinson contacted about reimbursement for sidewalks. Sinnes calculated per lot by foot what they would be entitled to, and he made several copies of what he came up with for the whole development.
- MERRITT PROJECT – Received noticed from Commissioners Office that bidding will be advertised. Bids will be accepted until May 9th. Project must be completed by October.

Fiscal Officer: Woodall reported on the following:

- Woodall will continue working with Alex and Randy at CMI to correct the Utility Deposit Fund and Garbage Deposit Fund discrepancy and the way the utility refunds were previously being processed through the utility to finance interface.
- Woodall is still waiting on a firm number from Mark at CMI on the timeclock interface for when the Village changes back to PayX for payroll.
- Woodall reviewed the Village's agreement with Paycor, and the Village only has to give them 30-day notice to terminate service with them.

New Business:

Ordinance No. 2016-11 - Mayor Foureman read by title only an Ordinance providing for the adoption of new job descriptions for certain Village Utility employees. This is the second reading.

Ordinance No. 2016-12 - 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. (Park, Pool, & Recreation Levy & S. Main Street Reconstruction Fund) A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-12. Van Hoose seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-12. Van Hoose seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2016-12. Van Hoose seconded. All present voted yea. Legislation passed.

Resolution No. 2016-10 - 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 Millard to waive the three reading rule on Resolution No. 2016-10. Boolman seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-10. Boolman seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-10. Boolman seconded. All present voted yea. Legislation passed.

Resolution No. 2016-11 - Mayor Foureman read by title only a Resolution authorizing the Village of Arcanum to enter into a management consultant retainer agreement with Clemans, Nelson, & Associates, Inc. and declaring an emergency. A motion was made by Delk to waive the three reading rule on Resolution No. 2016-11. Willis seconded. All present voted yea. Delk made a motion to adopt Resolution No. 2016-11. Willis seconded. All present voted yea. Delk made a motion to declare an emergency on Resolution No. 2016-11. Willis seconded. All present voted yea. Legislation passed.

Resolution No. 2016-12 - Mayor Foureman read by title only a Resolution authorizing certification to the County Auditor for the collection of delinquent utility bills and declaring an emergency. A motion was made by Boolman to waive the three reading rule on Resolution No. 2016-12. Willis seconded. All present voted yea. Boolman made a motion to adopt Resolution No. 2016-12. Willis seconded. All present voted yea. Boolman made a motion to declare an emergency on Resolution No. 2016-12. Willis seconded. All present voted yea. Legislation passed.

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Old Business:

Announcements: Volunteers needed on Saturday, May 7th in the park to spread the rubber mulch around the new playground equipment.

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 9:04 PM.

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

Mayor Judith F. Foureman