

Village of Arcanum Council Meeting
Tuesday, May 10, 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 Bonnie Millard, Eric Van Hoose, Jerry Boolman, Julie Willis, Vanessa Delk, and Julie Willis answered roll call. Also present were Bill Sinnes, Darcy Woodall, Mike Bruns from Mote & Associates, and Arcanum Fire Chief Kurt Troutwine.

Council Minutes: Mayor Foureman asked for approval of the minutes of April 26, 2016. Willis stated that the Planning Committee meeting was typed as being on April 18, 2016 instead of May 9, 2016. Woodall amended. A motion was made by Millard to approve the minutes of the April 26, 2016 Council meeting as amended. Delk seconded. All present voted yea. Motion passed.

Expenditures: Mayor Foureman asked to move the approval of expenditures after New Business.

Amendments to the Agenda: None

Comments from the Public: None

Mike Bruns from Mote & Associates: Mike reported on the following:

- 2016 CDBG Paving Project
 - ❖ Project Schedule
 - ✓ May 2, 2016 – First Advertisement
 - ✓ May 9, 2016 – Second Advertisement
 - ✓ May 23, 2016 – Bids Accepted by County Commissioners
 - ✓ May 31, 2016 – Recommendation provided to Council
 - ✓ June 1, 2016 – County Commissioners Award Project
- Wastewater Treatment Plant
 - ❖ Tour to Minster WWTP – May 26, 2016
 - ✓ Plan to arrive at Minster Plant around 9AM
 - ❖ Village Council Work Session – May 31, 2016 at 6:30PM
 - ✓ Discuss proposed plans
 - ✓ Discuss proposed schedule
- Rural Development – Right-of-Way Certification
 - ❖ Working with Nicole Pohlman to receive Certifications and then forward to Rural Development

Committee Reports:

Service & Leisure Committee: Meeting was held on May 4, 2016 at 5PM in Council Chambers. Committee members present were Eric Van Hoose, Jerry Boolman, and Vanessa Delk. Other attendees were Mayor Judy Foureman and Village Administrator Bill Sinnes. Van Hoose reported on the following:

- We have a list of streets in the Village that are in need of repairs
 - ❖ Eric drove around and made a list, and Judy and Bill have a list as well. Eric is going to get a list typed up so that the committee can go over it to determine the streets that need overlay and the streets that need total reconstruction.
- We need to determine which streets just need overlay and which streets need total reconstruction
- Prioritize the list of streets in need of repair
 - ❖ The committee will need to look into getting updated estimates on the cost affiliated with the street repairs and compare that to what is available in the Street Fund and the remaining ¼% Income Tax for Streets.
- Talk about Alternate 49 (ODOT) project for 2016 (Bill) – Sinnes is attending a meeting on May 11th to get more details on this project that ODOT is doing.
- Pool – training for lifeguards in the next week or two
 - ❖ Van Hoose asked Willis about the status of the training for new lifeguards. Willis confirmed that all new lifeguards completed training/certification this past weekend.
- Looking at grants for sidewalks at the ball diamonds for access to the restrooms

Next meeting is Wednesday, May 25, 2016 at 5PM in Council Chambers.

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Safety Committee: Meeting was held on May 3, 2016 at 5PM in Council Chambers. Committee members present were Monte Clark, Bonnie Millard, and Eric Van Hoose. Other attendees were Mayor Judy Foureman, Village Administrator Bill Sinnes, and Police Chief Andrew Ashbaugh. Clark reported on the following:

- Police car – The car had to be repaired because a male had been arrested, put in handcuffs and started banging his head on the hood of the car. This person has been trouble for the police before. This is why the Crown Vic had to be taken to Custom Creations for repair.
- Open cases – Since Andrew has become chief, he reports between 6-10 cases of his own are open. The number before he became chief is unknown.
- SRO – Andrew is waiting for John Stephens, Superintendent of Arcanum Schools, to call and talk to him about the position.
 - ❖ Clark asked if the Mayor or the Chief had heard from Mr. Stephens. The Mayor stated that Mr. Stephens had been given the same handout that Council received at the last meeting. Mr. Stephens told the Mayor that he would use the information to present to the Board of Education and as a basis to start negotiations with the Village if the Board of Education approves of Mr. Stephens moving forward with negotiating a contract with the Village for a School Resource Officer. Mayor Foureman said that Mr. Stephens clarified that there are 178 student school days, and the school will pay for the SRO on any additional days that the school uses the officer over the 178 days.
- Chevrolet Police Car – The police car needs to have head gaskets replaced at a cost of around \$2000. Andrew will check with Troutwine's to see if the engine is under warranty.

Utility Committee: Nothing at this time.

- Mayor Foureman asked Boolman to hold off scheduling another meeting until the May 31st Council Meeting when Mote is here to discuss the WWTP project.

Planning Committee: Willis reported on the following:

- Willis is looking into costs associated with putting up a prefab building in the parking lot across the street from the current building.
- Willis has spoken with Mike from Mote & Associates asking for more specific costs to go with Option 3 of the plans that Mote drew up to alter the building for sale across High Street.

Next meeting is Monday, May 23, 2016 at 4PM in Council Chambers.

Personnel Committee: Delk reported on the following:

- Clemans & Nelson received the signed retainer agreement. Delk spoke with Wendy on Monday to get a timeline for this project. Wendy told Delk that once the firm begins looking through the current manual, it typically takes 4-6 weeks for the firm to get back to the Village with a revision. Once the revision is received, committee meetings and work sessions will be scheduled.
- Delk also brought to light two items related to legislation on the agenda for tonight's meeting. The first item is pertaining to ORD 2016-11 job descriptions for Water/Wastewater employees. Millard gave Delk committee minutes from a previous Finance Committee meeting with a handwritten note stating that an apprentice must be an apprentice for one year before becoming an Operator 1. The second item is pertaining to ORD 2016-14 relating to wages for water/wastewater employees. In section 1C, Delk believes the wage should read \$18.50/hour, not \$18.00/hour. During New Business, the Ordinances will be adopted as amended.

Finance & Audit Committee: Nothing at this time.

Arcanum Fire Chief Kurt Troutwine: Chief Troutwine reported the following for the first quarter of 2016:

- 36 runs in the first quarter – on track for average of 120 to 130 runs per year
- Membership continues to grow – getting a few new members from graduating classes at CTC – MVCTC has a program now for high students to take fire science and EMS classes while they are still in high school.
- Averaging about 10-12 firefighters per run
- Currently at 27 firefighters and 5 cadets (HS aged kids in training for after graduation)
- Filed for a FEMA grant that would replace all of the current air packs, which are coming due to be replaced within the next couple of years. This would be a significant cost savings to the Village.
- Filed for an equipment grant through the State Fire Marshal's Office, which the Fire Department has been awarded several times in the past. If awarded the grant, the Chief will be purchasing six new sets of fire gear.
- New engine purchase – committee is still meeting; no final numbers but do have it narrowed down to two manufacturers
- The Chief will be meeting with the Township Trustees in the next couple of months for contract negotiations.

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Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- Mayor Foureman explained that she neglected to ask for a motion to cancel the Village's contract with Goubeaux & Brand when Council decided that their Solicitor services would no longer be needed, and the Village decided to hire Nicole Pohlman from Garbig & Schmidt. A motion was made by Willis to cancel the Village's contract with Goubeaux & Brand as the Village's Solicitor. Delk seconded. All present voted yea. Motion passed.
- Mayor Foureman reported that Serve Arcanum Day was a big success. Many projects were completed around town, including painting at the ballpark, outside of restrooms painted in Ivester Park, gazebo in Ivester Park painted, playground equipment installed and rubber mulch spread, and all of the wood from the trees cut down in the park has been hauled away.

Solicitor: Not present.

Village Administrator: Sinnes reported on the following:

- ZONING & APPEALS BOARD MEETING – Scheduled for May 23rd at 7pm to consider variance on West Street off West South Street for a business/garage. Building has been used for this purpose in the past
- STREET – Sinnes is meeting with ODOT tomorrow at 1pm in Greenville about overlay of parts of Alternate 49. The information that we have received does not tell us what areas are being done.
- PLAYWORLD – Equipment has been installed in Ivester Park. Sinnes will be rounding up the paperwork to get reimbursed with the grant money
- CDBG/SAWMILL PROJECT – Currently being advertised for bids. Bids close May 23rd and project must be completed by August 31st
- CDBG/S HIGH ST & BLANK ST – on the list to be submitted to the state for funding
- SOUTH MAIN – Aqualine was here yesterday, May 9th. The Village has a leak north of the post office. They will be checking the remainder of the Village tomorrow. Mote will be here early June for final inspection—needs to be completed by July 21st
- WATER DEPARTMENT – Fixing EPA water inspection discrepancies, most of which are minor issues or paperwork that needs to be updated
- VECTREN – replacing service to 70 homes
- MECHANICAL SANITARY PLANT – A number of Village representatives are revisiting the Minster facility on May 26th
- UTILITY DEPARTMENT – About half of the water meters to complete the Village have been installed
- TREES – We have had a number of people asking about planting trees in the park and other places in the Village

Fiscal Officer: Woodall reported on the following:

- Woodall passed out information pertaining to the change of payroll back to CMI and using a third party for timeclock that will interface with CMI. She explained that she misunderstood Mark from CMI when he gave the quote from CMI for the timeclock interface. Woodall believed that quote included all costs (even those associated with the third party). However upon further research, Woodall realized that the Village would be charged separately by the third party for providing timeclock capabilities and interfacing the information to CMI. Woodall contacted a company out of Indiana, Axiom, that is a partner company to Kronos that provided a quote for their timeclock services that would meet the Village's needs at a very reasonable cost.
- Woodall provided Council with a detailed cost breakdown for each service, and what it will cost each department up front and going forward on a monthly or annual basis. A motion was made by Millard to proceed with CMI for payroll and Axiom for timeclock services and authorizing the Mayor to sign the quoted prices for said services. Delk seconded. All present voted yea. Motion passed.
- Woodall updated Council on the Utility Deposit/Garbage Deposit Fund fix. CMI is still working to complete all the research. This issue will be resolved by the end of May and reflected on the month-end reports for May.

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 third reading. There is an amendment to the job description for the Water/Wastewater Apprentice. The phrase "must be an apprentice for one year before becoming an Operator 1" will be added. This stipulation was not included in the new job descriptions that were attached to the legislation presented at the previous readings. A motion was made by Delk to adopt Ordinance 2016-11 as amended to include "must be an apprentice for one year before becoming an Operator 1" in the job description for a Water/Wastewater Apprentice. Willis seconded. All present voted yea. Legislation passed.

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Ordinance No. 2016-13 - 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 Clark to waive the three reading rule on Ordinance No. 2016-13. Boolman seconded. All present voted yea. Clark made a motion to adopt Ordinance No. 2016-13. Boolman seconded. All present voted yea. Clark made a motion to declare an emergency on Ordinance No. 2016-13. Boolman seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-14 - Mayor Foureman read by title only an Ordinance providing for wage increases for Water and Wastewater employees of the Village of Arcanum. This is the first reading. There is an amendment to Section 1C. The wage is listed as \$18.00/hour, but the correct amount is actually \$18.50/hour. A motion was made by Delk to waive the three reading rule on Ordinance No. 2016-14 with Section 1C being amended to read \$18.50/hour. Van Hoose seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2016-14. Van Hoose seconded. All present voted yea. Legislation passed.

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

Old Business:

Announcements: Boolman was contacted by a concerned resident about a local landscaping company that is dumping grass in an alley between Locust and Washington at a resident's request. The grass is causing an odor and is a fire hazard. Boolman wants the resident to be contacted and given a short period of time to clean it up. Boolman asked if there is an ordinance pertaining to compost piles. Mayor Foureman stated there is not, and Boolman stated that there needs to be. Mayor Foureman said that this will need to be discussed with the Solicitor and something drawn up.

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:06 PM.

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

Mayor Judith F. Foureman