

Village of Arcanum Council Meeting
Tuesday, June 14, 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 Jerry Boolman, Julie Willis, Vanessa Delk, Monte Clark, Bonnie Millard, and Eric Van Hoose answered roll call. Also present were Bill Sinnes, Darcy Woodall, Mike Bruns from Mote & Associates, Mitch Thobe from Choice One Engineering, and Josh Scarbrough from ComDoc.

Council Minutes: Mayor Foureman asked for approval of the minutes of May 31, 2016. A motion was made by Boolman to approve the minutes of the May 31, 2016 Council meeting. Delk seconded. Boolman, Delk, Clark, Millard, and Van Hoose voted yea. Willis abstained. 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

Josh Scarbrough from ComDoc: Josh presented information to Council on ComDoc does business by way of a 360Assessment that the company offers:

- ComDoc is a Xerox company. There is no charge for the 360 Assessment, and there is no obligation to contract services with ComDoc once they do the assessment. Josh said the first step in the assessment is to figure out how many copies are being made, documents being printed and to what printers, and if any print jobs are being outsourced. For example he asked if the utility bills and income tax declarations are printed in-house. Woodall confirmed that both are printed in-house, and that no major printing jobs are outsourced. Josh explained that the 360 begins with a measuring tool that is installed through a temporary computer application that allows ComDoc and the Village to track the quantity that is being printed, what device is being used for printing, and if a job is being outsourced. Then a mapping app is used where pictures are taken to show where the printers are used in the natural environment and how some could be combined and shared to save money. Josh also touched on the fact that ComDoc can act as an IT source as part of their solution and can remotely communicate with clients on printer/copier issues. The IT and toner/service maintenance is included at one price point.
- ComDoc also has a digital document storage solution, and Josh provided information about that product.
- Josh asked if the Village would like to proceed with the 360 Assessment, and Millard stated that the Council needed time to absorb all the information presented and handed out. Josh will follow up with Woodall after the next Council meeting and following the 4th of July holiday.

Mike Bruns from Mote & Associates:

- Mike informed Council that the pre-construction meeting for the pavement stabilization project on the sawmill area streets is scheduled for June 29th at 10AM. He believes the project will begin late July or early August, and he said the date will be confirmed at this meeting. All the contracts have been signed by Hensley.
- The 11-month final inspection on South Main Street will be tomorrow, June 15th. Mike will meet Keir, the Mayor, and Bill to go through that.
- Mike has spoken with Nicole concerning the right-of-way for the WWTP project. She confirmed that she has all the files from Goubeaux & Brand's office and is working on the final legal documents that are needed for USDA.

Committee Reports:

Service & Leisure Committee: Nothing at this time. Next meeting is Wednesday, June 15, 2016 at 5PM in Council Chambers.

Safety Committee: Nothing at this time.

Utility Committee: Nothing at this time. Next meeting is Thursday, June 23, 2016 at 4:30PM in Council Chambers.

Planning Committee: Nothing at this time.

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Personnel Committee: Delk reported on the following:

- Delk sent a follow-up email to Wendy at Clemans & Nelson to see where things stand with the rough draft as the deadline is approaching of when Wendy stated she would have a rough draft to the Village for review.

Next meeting is Monday, June 27, 2016 at 4:00PM in Council Chambers.

Finance & Audit Committee: Nothing at this time. Next meeting is Monday, June 20, 2016 at 4:30PM in Council Chambers. Mayor Foureman added Fire Chief Kurt Troutwine to the agenda for this meeting to present the financing needed for a new fire truck.

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- Mayor Foureman would like Council to readdress the issue of longevity/sick leave/vacation time that may be raised with new employees to the Village. There is currently nothing in the policy and procedure manual that addresses this. It was an issue that was brought up when Chester Banks was employed by the Village and was able to rollover close to 500 hours of sick leave from a previous employer. At that time, it was suggested by the Fiscal Officer and Solicitor that Council determine a policy for going forward, but this was not acted on. A few months later, Tim Zellers was hired as the new Sergeant for the police department, but his longevity was not permitted to be rolled over from his previous full time employment with another police department. The Mayor wants to make sure that while the new manual is being worked on that this particular issue is addressed and a policy implemented in the new manual so that there is no gray area. Mayor Foureman stated that if any Council members have any other concerns for the personnel manual to get them to Vanessa to be discussed at the Personnel meeting.
- Mayor Foureman reported that Sergeant Tim Zellers has been with the Village for one year, and Chief Ashbaugh has given him an employee evaluation. The Mayor explained that upon completion of one year of full time employment, the full time police officers receive a \$1.00/hour increase in pay. Mayor Foureman asked for a motion to increase Sergeant Tim Zellers pay \$1.00/hour effective June 20, 2016. A motion was made by Willis to increase Sergeant Tim Zellers pay \$1.00/hour effective June 20, 2016. Delk seconded. All present voted yea. Motion passed.

Solicitor: Not present.

Village Administrator: Sinnes reported on the following:

- CDBG/SAWMILL PROJECT – Pre-construction meeting is June 29th at 10AM. Darke County Commissioners approved the necessary legislation to enter into a contract with Ray Hensley, Inc. for the Pavement Stabilization project. Projected completed date is October 31, 2016.
- SOUTH MAIN – Mote will be here tomorrow, June 15th, for the final inspection, which needs to be completed by July 21st.
- WATER DEPARTMENT – Both towers are being worked on, and the South Tower is currently being emptied.
- UTILITY DEPARTMENT – The remainder of the residential water meters have been installed. The crew is currently working on special problems that need to be fixed.
- POOL – So far so good; have some restroom plumbing problems; the roof needs some repair; \$1300 was deposited yesterday from walk-ins, pool passes, etc.
- STREET DEPARTMENT – working on catch basin by ball field parking lot
- AMP – Brandon Poddany will attend the Utility Meeting when scheduled.
- KELLY MERRITT PROJECT – project bid given to Erisman
- Millard asked Sinnes about the status of the Dale Fisher issue. She stated that it is now going on a year, and the problem is still not resolved. The Mayor interjected to explain that the issue is not forgotten. It has been discussed in the Tuesday staff meetings, and Keir informed the Mayor that it is on his agenda. However, there are other projects in the Village and issues that have come up that have taken precedence.
- Millard asked Sinnes the status of the grant money the Village was awarded for the ballpark parking lot. Mike Pollard of Seamless Asphalt was going to donate part of the cost and do the job, the Village would kick in some of the cost, and the remainder would be covered with the grant funds. Sinnes has spoken with someone in Columbus about the grant money, and there is no cut-off date for when the funds needs to be used. Pollard from Seamless Asphalt needs to see where things stand at the end of the summer before committing to donating his part of the project this year. Sinnes stated that as long as Pollard has a good summer with his business, the project could be scheduled for fall before the asphalt plants close for the winter.

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Fiscal Officer: Woodall reported on the following:

- Woodall reported that the switch back to CMI for payroll is moving along. She has been in contact with the programmer at CMI who is establishing the necessary piece for direct deposit, and the programmer has been in touch with Greenville National Bank's ACH department to make sure that all parameters are met between CMI and Greenville National as well. The programmer from CMI has also been in contact with Axiom concerning the timeclock piece, and they have discussed the file export format that is needed from Axiom to CMI for download of hours worked.
- All of the needed employee information and time policies have been provided to Axiom, and the timesheet profiles have been established. Training will be coming soon. Village employees will begin using the new timeclock system on July 4, 2016. The first pay date using CMI for payroll will be July 22, 2016.

New Business:

Ordinance No. 2016-17 - 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 Millard to waive the three reading rule on Ordinance No. 2016-17. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-17. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-17. Van Hoose seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-18 - 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. (Parks, Pool, and Recreation Levy Fund) Clark questioned the need for more money for the community pool as \$18,000 was just advanced to the pool to operate. The Mayor explained that this money is for Capital Equipment that is needed. Those equipment needs will be discussed at the Service and Leisure Committee meeting on June 15, 2016. Millard then asked if the ordinance could be tabled until after the Service and Leisure meeting and the Finance meeting on June 20, 2016. Clark asked what equipment is needed. Mayor Foureman stated that the lifeguard chairs are not adequate and bathroom equipment that is in dire need of replacement as well. Millard asked that Woodall prepare a breakdown of how the levy funds have been spent for the upcoming finance meeting. The Ordinance was tabled to be discussed further at the Service and Leisure Committee meeting and the Finance and Audit Committee Meeting.

Ordinance No. 2016-19 - Mayor Foureman read by title only an Ordinance providing for the adoption of a new job description for the Water/Wastewater Operator Apprentice and amending Ordinance 2016-11. This is the 1st Reading. A motion was made by Delk to waive the three reading rule on Ordinance No. 2016-19. Clark seconded. All present voted yea. Delk made a motion to adopt Ordinance No. 2016-19. Clark seconded. All present voted yea. Legislation passed and will be effective in 30 days.

Ordinance No. 2016-20 - 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. (Fire Fund). Woodall explained that this was to increase revenue for grant money that was received for new fire gear that has now been ordered and needs to be paid for. Revenue was not increased in January when the funds were received. A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-20. Clark seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-20. Clark seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-20. Clark seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-21 - 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. (General Fund). Woodall explained this is to take care of why Resolution 2016-15 is necessary. A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-21. Van Hoose seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Millard made a motion to adopt Ordinance No. 2016-21. Van Hoose seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Millard made a motion to declare an emergency on Ordinance No. 2016-21. Van Hoose seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Legislation passed.

Resolution No. 2016-14 - Mayor Foureman read by title only a Resolution authorizing a contract for pool lead for the Arcanum Community Pool for the Year (2016) and declaring an emergency. A motion was made by Willis to waive the three reading rule on Resolution No. 2016-14. Delk seconded. All present voted yea. Willis made a motion to adopt Resolution No. 2016-14. Delk seconded. All present voted yea. Willis made a motion to declare an emergency on Resolution No. 2016-14. Delk seconded. All present voted yea. Legislation passed.

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Resolution No. 2016-15 - Mayor Foureman read by title only a Resolution authorizing the settlement of litigation concerning Chester F. Banks, Jr., Et Al v. Village of Arcanum, Ohio, Et Al. and declaring an emergency. A motion was made by Delk to waive the three reading rule on Resolution No. 2016-15. Willis seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Delk made a motion to adopt Resolution No. 2016-15. Willis seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Delk made a motion to declare an emergency on Resolution No. 2016-15. Willis seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Legislation passed.

Old Business:

Expenditures: Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. Clark questioned the \$2450 expenditure to Mote & Associates for plans that were drawn up to modify the building across the street as a possibility to be used for new Village offices. The Mayor stated that was part of the Planning Committee, and she authorized that. Clark stated that permission should have been asked for from Council before the plans were drawn up, and the Mayor told him that was his opinion. Clark proposed tabling the expenditure until the next meeting. Mayor Foureman informed Clark that the bill would be paid whether it was tabled or not. Clark stated that it would not be paid if Council did not approve it, and Mayor Foureman stated that Council does not have to approve it because when the money has been appropriated, it can be expended without the approval of Council. Clark questioned whether money had been appropriated for this expenditure and when. Mayor Foureman stated it was appropriated to Legal Engineering in the General Fund-Community Environment. Clark stated he would like the Solicitor's opinion on this matter. He stated that the six members of Council are responsible for how the money is spent. Mayor Foureman told him that the plans were necessary for something to be brought to Council to decide if it was something they wanted to move forward with. Millard asked if Mote & Associates had also drawn up plans when the Village was considering converting the Second National Bank Building, and he confirmed they did. Millard also stated that the committee should have come to Council first to state their intentions. Boolman also stated that as a common courtesy and awareness, that it would have been nice if this had been brought to Council first that there was an intent to have plans drawn up and that "X" dollar amount would not be exceeded. A motion was made by Boolman to pay the properly appropriated and funded expenditures. Delk seconded. Boolman, Willis, Delk, Millard, and Van Hoose voted yea. Clark voted no. Motion passed.

Announcements: Willis asked who takes care of permit requests. She stated that she has had people stop at her house to complain that some people have gotten permits like they are supposed to and others don't and then brag about it, causing discord among the residents who do follow the rules. The Mayor explained that she and Bill take care of the zoning applications. She also explained that they are unable to catch each person that did or did not get a permit. If someone comes in to complain, Bill or the Mayor will check into the complaint. If a permit was not properly obtained, then the resident is required to get a permit. Sinnes feels that maybe the Solicitor could provide some direction. Sinnes also pointed out that the zoning code has only been in place for 25 years, whereas some items that people feel are a violation may not have been a violation when they were done. They could be grandfathered.

Adjournment: A motion was made by Boolman to adjourn. Delk seconded. Meeting ended at 8:12 PM.

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

Mayor Judith F. Foureman