

Village of Arcanum Council Meeting
Tuesday, August 30, 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, and Fire Chief Kurt Troutwine.

Council Minutes: Mayor Foureman asked for approval of the minutes of August 9, 2016. Millard asked for clarification on the RV issue with Desiree East and what had been resolved at the previous meeting because it was not in the minutes. She stated that Mayor Foureman had not gotten a clear resolution. Mayor Foureman said that Ms. East was given until August 30th for the grandmother to move out, and the RV had to be put in Ms. East's name or could not continue to be stored on the property. Millard again stated that was not in the minutes. Woodall explained that when listening to the recording the part about having the RV put into Ms. East's name was not on the recording. Therefore, it was not in the minutes. Millard decided it was trivial, and she would let it pass. A motion was made by Delk to approve the minutes of the August 9, 2016 Council meeting. Willis seconded. All present voted yea. Motion passed.

Expenditures: Mayor Foureman asked for the approval of properly appropriated and funded expenditures to be moved to after New Business.

Amendments to the Agenda: None.

Comments from the Public:

Fire Chief Kurt Troutwine: 2nd Quarter Fire Report


- The Fire Department had a total of 36 runs in the 2nd quarter of 2016 – seeing more and more EMS assistance calls because of the influx of overdose calls
- Currently at 28 total members – average 4 on during the day and 6-10 at night to cover calls
- Updated fire contracts are out for signatures and should be back for Council approval soon
- Demonstration on 9-15 at 7:30PM at Brumbaugh Fruit Farm for the Lion's Club to show new extrication equipment purchased with the Lion's Club donation
- Will be having the annual Open House at the firehouse on October 1st
- Chassis for the new fire truck will hopefully be complete in December – have already reached out to 2 different dealerships about selling the old truck and there is interest there

Mike Bruns from Mote & Associates:

- 2015 CDBG Paving Project
 - Work to be completed around September 15, 2016
 - ✓ The paving is done – reclamite is next
- Wastewater Treatment Plant Project
 - Plans submitted to Ohio EPA
 - ✓ Plans in the Council room for review by Village officials
- Rural Development Documents
 - Discuss Rural Development funding through the Water & Wastewater Disposal Grant & Loan Program to include the following:
 - ✓ The Village is seeking funding for the replacement of their wastewater treatment facility.
 - ✓ The Village has submitted an application to Rural Development for a grant/loan combination.
 - ✓ A \$500,000 grant and \$1,500,000 0% loan have been received from the Ohio Public Works Commission.
 - ✓ Anticipate bidding of the project to occur in November 2016 to January 2017
 - ✓ Construction period is estimated to be +/- 20 months
 - Engagement letter with bond counsel – passing in legislation later
 - Loan Resolution - \$3,000,000 – passing in legislation later
 - Grant Agreement - \$1,700,000 – passing in legislation later
- Project Rate Projections
 - No additional rate increases appear to be necessary based on the \$10 already implemented. The annual property tax assessment for repayment of the Rural Development loan is estimated to be \$114. The final assessment should be filed in September 2017 for collection in 2018. The first debt payment is anticipated to occur in November 2019. The Wastewater Funding Scenario is attached below. There is still some discussion to be had about how to deal with charging outside users and if the Village is going to assess every lot or just every user.

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- Additional Grant Funding – Residential Public Infrastructure Grant
 - A CDBG grant of \$500,000 is available, but the PTI must be issued before the Letter of Intent and Application can be submitted. This is a direct grant issued to the Village with administration completed by Mote & Associates. Council should make a motion to apply for this grant and execute the necessary documents. A motion was made by Millard for Mote & Associates to move forward with a CDBG application for a grant of \$500,000 that is available for the Wastewater Treatment Plant Project. Van Hoose seconded. All present voted yea. Motion passed. If awarded, the grant could reduce one of the Village's loans, either OPWC or Rural Development.

 Mote & Associates Engineering, Land Surveying	214 West Fourth Street Greenville, OH 45331 Phone: (937) 548-7511 Fax: (937) 548-7484 Email: info@moteassociates.com Website: www.moteassociates.com																																				
VILLAGE OF ARCANUM WASTEWATER TREATMENT PROJECT Project Rate Projections																																					
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">WASTEWATER FUNDING SCENARIO</div> <div style="flex-grow: 1;"> <p>1) <i>Funding Secured to Date:</i></p> <ul style="list-style-type: none"> Ohio Public Works Commission (OPWC) Small Government (\$500,000 Grant/\$1,500,000 0% Loan-30 year term) USDA Rural Development (RD) Water & Waste Disposal (\$1,700,000 Grant/\$3,000,000 2.25%-40 year term) <p>2) <i>Rate Projections Based on:</i> (August, 2016)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">OPWC Grant:</td> <td style="width: 20%; text-align: right;">\$ 500,000</td> <td style="width: 40%;"></td> </tr> <tr> <td>OPWC Loan:</td> <td style="text-align: right;">\$1,500,000</td> <td style="text-align: right;">(\$50,000 annual repayment)</td> </tr> <tr> <td>RD Grant:</td> <td style="text-align: right;">\$1,700,000</td> <td></td> </tr> <tr> <td>RD Loan:</td> <td style="text-align: right;"><u>\$3,000,000</u></td> <td style="text-align: right;">(\$113,811.24 annual repayment)</td> </tr> <tr> <td>Total Funds Secured:</td> <td style="text-align: right;">\$6,700,000</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3">Monthly User Cost**</td> </tr> <tr> <td>OPWC Debt Service</td> <td style="text-align: right;">\$ 4.17</td> <td style="text-align: right;">(Covered by first \$5.00 increase)</td> </tr> <tr> <td>RD Debt Service</td> <td style="text-align: right;"><u>\$ 9.50</u></td> <td style="text-align: right;">(\$114 assessed to property taxes per year)*</td> </tr> <tr> <td style="text-align: right;">Increase</td> <td style="text-align: right;"><u>\$ 13.67</u></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Operation & Maintenance</td> <td style="text-align: right;">\$ 5.00</td> <td style="text-align: right;">(Covered by second \$5.00 increase)</td> </tr> </table> <p style="font-size: 0.8em; margin-top: 10px;"> *To lessen loan funds, use \$500,000 from Sewer Fund towards engineering costs. *To lessen loan funds, apply for \$500,000 grant from CDBG RPIG Fund. *\$1,000,000 savings from \$3,000,000 RD loan would decrease annual assessment to \$76.20 per household. **All Monthly User Costs based on 1,000 customers. </p> <p style="text-align: right; font-size: 0.8em; margin-top: 10px;">August, 2016</p> </div> </div>		OPWC Grant:	\$ 500,000		OPWC Loan:	\$1,500,000	(\$50,000 annual repayment)	RD Grant:	\$1,700,000		RD Loan:	<u>\$3,000,000</u>	(\$113,811.24 annual repayment)	Total Funds Secured:	\$6,700,000		 			Monthly User Cost**			OPWC Debt Service	\$ 4.17	(Covered by first \$5.00 increase)	RD Debt Service	<u>\$ 9.50</u>	(\$114 assessed to property taxes per year)*	Increase	<u>\$ 13.67</u>		 			Operation & Maintenance	\$ 5.00	(Covered by second \$5.00 increase)
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Committee Reports:

Service & Leisure Committee: Nothing at this time. Next meeting is Monday, September 12, 2016 at 4:30PM in Council Chambers.

Safety Committee: Meeting was held on Tuesday, August 23, 2016 at 3:30PM in Council Chambers. Committee members present were Monte Clark and Bonnie Millard. Also present were Mayor Judith Foureman, Village Administrator Bill Sinnes, Police Chief Ashbaugh, and Fiscal Officer Darcy Woodall. Clark reported on the following:

- Meeting was held to further discuss some expenses associated with the School Resource Officer
- Health Insurance
 - Village cost for September - \$250
 - Renewal is in October – cost will be dependent on the option that the Village goes with
- Vehicle Expenses (gas, repairs, etc)
 - No major repairs on car without approval
 - Insurance on vehicle is \$29.17/month
- Hourly Accountability (method of sign in and out, before/after school, extra-curricular activities, etc)
 - Officer will clock in and out at the Village office

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- Ordinance Required (for job description)
 - Mayor Foureman will renegotiate contract later (i.e. contract can be re-opened to negotiate increased cost of health insurance for example)
- Budget for 2017
 - Will need to move money in fund from line item to line item for 2016
 - Will begin new budget for 2017 at end of September or first of October

Utility Committee: Nothing at this time.

Planning Committee: Willis reported on the following:

- Willis spoke with the Solicitor about being a part of future planning meetings concerning changes to the zoning code, and the Solicitor agreed that would be a good idea. Nicole added that she had spoken to Willis and the Mayor prior to the last Council meeting and filled them in on the process of how changes can be made to the zoning code. There has to be a meeting before the Zoning and Appeals Board, it has to be in front of them for at least 30 days for consideration, then they bring a recommendation before Council as to whether they think the change should be approved, then Council has to have a public hearing, and then the ordinance can be passed. Because the process for changes is lengthy, Nicole's suggestion is to present several changes at a time, rather than one by one.
- The committee also discussed finding the top five sidewalks in town that need fixed and getting them taken care of. The ordinance is in place and is not being fulfilled. Mayor Foureman asked if the committee would select those and then pass that information to the Service and Leisure Committee. Willis said yes.

Next meeting is Thursday, September 8, 2016 at 4PM in Council Chambers.

Personnel Committee: Delk reported that she received rough draft copies of an updated personnel manual from Clemans and Nelson last week. She will make more copies to accommodate the rest of Council in the next few days. A meeting is being scheduled to start going through the draft.

Next meeting is Wednesday, September 7, 2016 at 4PM in Council Chambers.

Finance & Audit Committee: Meeting was held on Monday, August 15, 2016 at 4:30PM in Council Chambers. Committee members present were Bonnie Millard, Jerry Boolman, and Monte Clark. Also present were Village Administrator Bill Sinnes and Fiscal Officer Darcy Woodall. Millard reported on the following:

- Reviewed and discussed fund reports for current issues and also items needing cleaned up prior to start of budgeting for 2017
 - Recommendation made to move dollars to cover part time mower wages
 - Open invoice for Merritt's needs resent with a past due notice
- SRO – informed medical insurance was not included through previous discussions – review after one year for overall costs and benefits of the program - **update** has since been discovered that the cost was included but with old cost figures from 2014
- Pool costs – reviewed revenue and payback to the general fund (now enough to pay back the \$18000)
 - Requested Bill to review all costs associated with operating pool during fair week and staying open through Labor Day for evaluation for next year
- Darcy to check with Nicole on Harvest Fields Ordinance 2015-34 for date change for assessment on sewer project and Ordinance 2007-06 for the authority to charge \$1/month electric meter inspection service fee

Next meeting is Tuesday, August 23, 2016 at 4:30PM in Council Chambers.

Meeting was held on Tuesday, August 23, 2016 at 4:30PM in Council Chambers. Committee members present were Bonnie Millard, Jerry Boolman, and Monte Clark. Also present were Mayor Judith Foureman, Village Administrator Bill Sinnes and Fiscal Officer Darcy Woodall. Millard reported on the following:

- Clark spoke with Wayne Douglas, and he is going to get the utility building roof repaired THIS year.
- Invoice for Merritt's needs itemized by Mote & Associates before Merritt's will pay.
- Bill reported that ODNR grant of \$2929 for ballpark parking lot is still good. Work must be performed by November 1, 2017.
- Reviewed medical insurance renewal options – effective October 1, 2106, rates on current plan will increase 16.5% - asked Darcy to have a meeting with employees and inform them of their options:
 - Option 5 – PPO option – offers co-pays but with higher deductibles and only pays 80% after deductible is met
 - Stay with current plan – no co-pays but lower deductibles and pays 100% after deductible is met

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- New legislation on the Harvest Fields ordinance and the electric meter inspection service fee ordinance as well as a new job description for the Utilities Superintendent specific duties for inspecting same.
- Legislation required to move dollars into operating expenses in different funds to cover the Clemans & Nelson bill for the personnel manual.

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- The Mayor informed Council that she has been going around town and making note of vehicles that have been parked in the same spot and not moved for a long period of time (i.e. have grass growing up around and underneath). She and the police chief are meeting the first of next week to review, and then letters will be sent. There are also a couple of places where the grass will need to cut. Outside of that, the Mayor has not found anything crucial that needs addressed.

Solicitor: Nicole Pohlman reported on the following:

- Update on the CDA Retention account – Nicole spoke with Matt Clum at the Auditor's office. His opinion is the safest and best way to clear up this money is to apply to the courts to be granted permission to do so. Nicole will do this if that is how the Village wishes to proceed. There will be cost involved. The Mayor asked what the dollar figure in the account is. Woodall stated the dollar amount is \$3972.76. Millard asked what kind of costs might be involved. Nicole estimated less than \$1000. Boolman stated he felt it was worth it to get it cleaned up and off the books. A motion was made by Boolman to authorize Nicole to move forward with motions and paperwork through the courts to clear up the CDA retention account money. Willis seconded. All present voted yea. Motion passed.

Village Administrator: Sinnes reported on the following:

- VILLAGE – took lightning strike Saturday at City Building – blew out internet, phones, copy machine, police department radio power supply, some Doss equipment, etc.
- WATER DEPARTMENT – lost much of alarm system due to weekend weather and loss of communications system
- UTILITY DEPARTMENT – have been working on repairs caused by weekend storms - working on replacing poles on Grubbs Rex Road
- BENANZER – dug two new construction footers yesterday – three houses in Harvest Fields are sold
- ARCON – all but one lot on Sierra Lane is sold – new footer for duplex is ready to pour on Chippewa Court
- CDBG/SAWMILL PROJECT – base and asphalt streets basically complete – need to do edges yet
- STREET REPAIRS NEEDED:
 - HARVEST FIELDS – 16 trenches 2 to 4 feet wide plus 1 patch (3 water valves) 10 x 10 feet – Cooper quoted \$6000 to prepare and asphalt
 - BALL FIELD PARKING LOT – Seamless Asphalt quote is \$8000 – Seamless will write off \$3000, \$2929 will be covered by grant, and net cost to Village will be \$2071
 - CRACK SEALING – waiting for quote from Justin Hines
 - STREET DEPARTMENT – will repair areas needing patch work and do some straight line crack sealing
- TRASH CONTRACT – Darke County Solid Waste Office is meeting in this Council Chamber on Wednesday, August 31st at 7PM

Fiscal Officer: Woodall reported on the following:

- Woodall updated Council that the Auditor has been here just over a week. She will be on vacation next week. Another auditor will be next week, and they will both be here the following week.
- Woodall reported that she contacted the insurance company to start a claim for everything that was damaged or destroyed by the lightning strike. The major item that was not repairable was the main copier/scanner. Loudy's brought the Village a loaner machine. However because our machine is a lease, the Village has to buy out the current lease and lease a new machine. Dick Fisher from Loudy's quoted the Village on a color copier that will also fax. The new lease is 5-year at \$177/month. Our current lease is \$184/month for the black/white copier. With the new color copier/fax/scanner, we could eliminate our color printer and fax. The color printer we have costs us roughly \$0.15-\$0.20/page (new copier would be \$0.06/page), and our current fax costs about \$0.10/page (new fax on copier would be \$0.01/page). Lease buyout cost will be covered in insurance claim. Millard made a motion to enter into 5-year lease with Loudy's for a color copier/scanner/fax and file a claim with the Village insurance company to buyout the lease of current copier due to lightning strike. All present voted yea. Motion passed.

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New Business:

Ordinance No. 2016-34 - 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) A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-34. Boolman seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-34. Boolman seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-34. Boolman seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-35 - 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. (Garbage Deposit Fund and Utilities Deposit Fund) A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-35. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-35. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-35. Van Hoose seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-36 - Mayor Foureman read by title only an Ordinance providing for the continuation of the position of Electric Meter Inspector and providing a fee for the service and amending Ordinance 2007-06. This is a first reading.

Ordinance No. 2016-37 - Mayor Foureman read by title only an Ordinance providing for adoption of a new job description for the Village Utilities Superintendent. This is a first reading.

Ordinance No. 2016-38 - Mayor Foureman read by title only an Ordinance providing for retaining bond attorneys in connection with the issuance of securities in connection with certain sanitary sewer system improvements and declaring an emergency. A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-38. Millard seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-38. Millard seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2016-38. Millard seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-39 - Mayor Foureman read by title only an Ordinance amending the Income Tax Code of the Village of Arcanum, Ohio and declaring an emergency. Boolman asked for an explanation of this. Nicole explained there were changes to House Bill 5 pertaining to postmark and mailing dates for tax payments. A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2016-39. Clark seconded. All present voted yea. Van Hoose made a motion to adopt Ordinance No. 2016-39. Clark seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Ordinance No. 2016-38. Clark seconded. All present voted yea. Legislation passed.

Resolution No. 2016-23 - Mayor Foureman read by title only a Resolution to approve the form and authorize the execution of a power sales contract with American Municipal Power, Inc. and taking other actions in connection therewith regarding participation in the AMP Solar Project II. This is a third reading. A motion was made by Boolman to adopt Resolution No. 2016-23. Willis seconded. All present voted yea. Legislation passed and will be effective on 9-30-16.

Resolution No. 2016-28 - 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. (Various Funds) A motion was made by Millard to waive the three reading rule on Resolution No. 2016-28. Boolman seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-28. Boolman seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-28. Boolman seconded. All present voted yea. Legislation passed.

Resolution No. 2016-29 - Mayor Foureman read by title only a Resolution of the Village Council of the Village of Arcanum authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its facility to serve an area lawfully within its jurisdiction to serve and declaring an emergency. This is the loan agreement and grant agreement pertaining to the new Wastewater Treatment plant and the Village's loan with Rural Development. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-29. Clark seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-29. Clark seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-29. Clark 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 Clark to pay the properly appropriated and funded expenditures. Millard seconded. All present voted yea. Motion passed.

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Old Business:

Announcements:

Adjournment: A motion was made by Delk to adjourn. Willis seconded. Meeting ended at 8:39 PM.

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

Mayor Judith F. Foureman