

Village of Arcanum Council Meeting
Tuesday, September 13, 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 Julie Willis, Vanessa Delk, Monte Clark, Bonnie Millard, Eric Van Hoose, and Jerry Boolman answered roll call. Also present were Bill Sinnes, Darcy Woodall, and Mike Bruns from Mote & Associates.

Council Minutes: Mayor Foureman asked for approval of the minutes of August 30, 2016. Woodall spoke up and stated that under her report, she forgot to type that Van Hoose seconded the motion to enter into a 5-year lease with Loudy's for a color copier/scanner/fax and file a claim with the Village's insurance company to buyout the lease of the current copier due to a lightning strike. A motion was made by Millard to approve the minutes of the August 30, 2016 Council meeting as amended. Van Hoose seconded. All present voted yea. Motion passed.

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

Amendments to the Agenda: Mayor Foureman added an Executive Session after New Business for Personnel and possible litigation.

Comments from the Public:

Mike Bruns from Mote & Associates:

- 2015 CDBG Paving Project
 - Paving is complete – they were around today notifying residents that the reclamite will be put down tomorrow and then Hensley will be in Thursday to do the berms
- Wastewater Treatment Plant Project
 - Received comments back from the EPA – meeting scheduled for Monday, September 19th at 10AM in Council Chambers with the EPA Compliance Group

Committee Reports:

Service & Leisure Committee: Meeting was held on Monday, September 12, 2016 at 4:30PM in Council Chambers. Committee members present were Eric Van Hoose, Jerry Boolman, and Vanessa Delk. Also present were Mayor Judith Foureman and Village Administrator Bill Sinnes. Van Hoose reported on the following:

- **Ivester Park** – grind tree stumps – 29 stumps between 12" to 3' high - \$1500 for all (quote from Jason North) – additional \$1000 estimated to cleanup but thoughts from committee is to have street department clean up to help save funds
- **Baseball Parking Lot** – Mike Pollard estimate to pave lot is \$8000 – Mike is willing to donate \$3000 as a donation to help with cost - \$2929 Nature Works Grant awarded leaving balance of \$2071 for paving – **Mayor asked that an additional \$500 be added for concrete to be put down for dumpsters to be put on so Rumpke doesn't tear up the new pavement**
- **Crack Sealing Streets – Estimates from J & A Construction, Inc. – TOTAL ESTIMATE: APPROXIMATELY \$9500** (Sinnes highlighted areas of a map in need of crack sealing and sent to three different contractors – this contractor came back with the best estimate – everything he had highlighted on the map actually came to a total of \$22000-\$23000 so the committee broke it down to the areas that made the most sense)
 - North Main St. from Medical Center to Holl-Samp Rd. – Approximately \$2100
 - Maple Ln. (Park to North end) – Approximately \$4080 (possibly have the street crew cut out and patch the large bad area on Maple – still to be done this year – there are also about five other areas that they will be patching yet this year as well)
 - Albright St.-George to Water St. (minus bad area on Water St.) – Approximately \$1150
 - Sierra Ln.-Woodside to Seminole Ln. – Approximately \$2160
- **Harvest Fields** – 17 areas 2'-4' wide where asphalt is needed to be installed on roads for repairs – Mike Pollard estimate is \$6000 – decision made to hold off on project until next year due to current construction – Clark questioned holding off repairs in Harvest Fields – His concern is if the gravel settles more and then when those streets are plowed in the winter, the plow could catch the pavement and peel it up more – Van Hoose explained that Sinnes was going to keep an eye on that and if the gravel started sinking, more gravel could be brought in – Clark commented it would be hard to get the gravel to pack – Millard stated that the Village has money in the ¼% for streets to cover these repairs and not much has been used from the ¼% except for the sawmill streets resurfacing – Boolman explained that the committee didn't even recommend going forward with the full crack sealing quote of \$23000 and had scaled it back to \$9500 and the most crucial areas – After some discussion about future use and upcoming projects that would use the ¼% funds, Millard stated that she was planning to call a finance meeting anyway, so the possibility of \$6000 for Harvest Fields repairs will be discussed further at the upcoming Finance Committee meeting

Village of Arcanum Council Meeting
Tuesday, September 13, 2016

- **Sidewalks** – Looking at repairing sidewalks in sections – removal of trees that are causing the sidewalk damage – members of the Planning Committee went around and looked at some of the worst ones in town and took pictures as well – Millard clarified that the Village would not cover the cost of removing the trees and that is the responsibility of the resident – Mayor Foureman also suggested that by doing it by blocks or sections, it could be possible to recommend a couple different contractors, which could help with cost for the residents and maybe be able to get a better rate that way.
- **Speed Limit** – reducing from 35mph to 25mph on South Main and West South – due to increased traffic and children in the area

Mayor Foureman asked for a motion to move forward with having Jason North grind the tree stumps in Ivester Park for \$1500. A motion was made by Van Hoose to move forward with having Jason North grind the tree stumps in Ivester Park for \$1500. Willis seconded. All present voted yea. Motion passed.

Mayor Foureman asked for a motion to approve additional appropriations of \$1500 to General Fund-Ivester Park to pay for tree stump grinding. A motion was made by Clark to approve additional appropriations of \$1500 to General Fund-Ivester Park to pay for tree stump grinding. Delk seconded. All present voted yea. Motion passed.

Mayor Foureman asked for a motion to have Mike Pollard of Seamless Asphalt pave the baseball field parking lot and have the Fiscal Officer compile exact numbers for additional appropriations needed. A motion was made by Delk to have Mike Pollard of Seamless Asphalt pave the baseball field parking lot and have the Fiscal Officer compile exact numbers for additional appropriations needed. Van Hoose seconded. All present voted yea. Motion passed.

- Willis requested that Sinnes make sure that standard size parking space lines be painted once the parking lot is re-paved.

Mayor Foureman asked for a motion to move forward with the crack sealing repairs of \$9500 with additional appropriations to come from the ¼% for streets. A motion was made by Boolman to move forward with the crack sealing repairs of \$9500 with additional appropriations to come from the ¼% for streets. Delk seconded. All present voted yea. Motion passed.

Mayor Foureman asked for a motion to reduce the speed limit on South Main and West South Streets from 35mph to 25mph. A motion was made by Boolman to reduce the speed limit on South Main and West South Streets from 35mph to 25mph. Van Hoose seconded. All present voted yea. Motion passed.

Safety Committee: Nothing at this time.

Utility Committee: Nothing at this time.

Planning Committee: Meeting was held on Wednesday, September 7, 2016 at 4PM in Council Chambers. Committee members present Julie Willis, Vanessa Delk, and Bonnie Millard. Also present were Mayor Judith Foureman, Village Administrator Bill Sinnes, and Village Solicitor Nicole Pohlman. Willis reported on the following:

- Nicole discussed the process of changing zoning topics. She would like to see bigger portions addressed before sending anything to the Zoning Committee.
- Discussed sidewalks that need addressed in town. List has been passed on to Service and Leisure – Mayor Foureman commented that it was discussed in Service and Leisure if sidewalks were never present at a property, could it be enforced that a resident put in sidewalks – the Mayor discussed this with Nicole, and Nicole informed the Mayor that this is not enforceable
- Homework for the committee
 - Address the Enforcement Section and General Provisions Section 11-33 and 11-67
 - Look at other village's ordinances (Versailles, West Milton, Greenville)

Next meeting is Thursday, September 22, 2016 at 4PM in Council Chambers.

Personnel Committee: Delk reported that the committee met on September 8th and reviewed Chapters 1-4 of the new manual. Delk asked that any council members not on the committee review Chapters 1-4 and forward any thoughts or suggestions to her so that those could be addressed at the beginning of the next committee meeting. Chapters 4-6 will be addressed at the next meeting, and once the committee has completed going through the entire manual, council work sessions will be set up.

Next meeting is Thursday, September 15, 2016 at 4PM in Council Chambers.

Finance & Audit Committee: Nothing at this time. Next meeting is Tuesday, September 20, 2016 at 4:30PM in Council Chambers.

**Village of Arcanum Council Meeting
Tuesday, September 13, 2016**

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- The Mayor spoke about the meeting with the Darke County Solid Waste District and the possibility of group pricing on a trash contract with Rumpke. One other village representative attended, and that was New Madison. They are very interested. Krista is going to attend the council meetings of Castine, Ithaca, Gordon, Pitsburg, Palestine, and Hollansburg to let them know what is going on. The more villages that get on board, the better the bid we will get. Because of some rule changes in the Solid Waste District, there are four possibilities for bidders now. Once Krista attends all those meetings, she will get back with the Mayor and Bill, and then they will get with Nicole about preparing bid packages and advertising. Boolman asked if the Village is going to actively seek other bids even if other villages are not interested in a joint venture, and the Mayor said yes.

Solicitor: Not present

Village Administrator: Sinnes reported on the following:

- ODOT – Samuel Sines from ODOT returned Sinnes's call about two hours prior to council meeting. Sinnes arranged to send Sines an email with questions about ODOT responsibilities for Alternate Route 49, if anyone in Arcanum was notified before detour traffic started, and that we need to discuss the repairs that will be needed at the corner of N. Main and E. South. Sinnes has an ODOT meeting in Sidney on September 22nd to preview ODOT plans for the next two years. (The Village has an Ordinance passed in 2013 pertaining to Alternate 49 stating that ODOT is responsible for maintaining Alternate 49 North and East at their expense– there is no signed copy or original but it was approved in the minutes)(The Mayor was also instructed by Nicole to contact the County Auditor and find out where the funds in the State Highway Fund come from and what they can be used for)
- BENANZER – has another house under roof – they have sold the first three
- INTERNET SERVICE – we have been having problems for the past couple of weeks – causing havoc for office staff, payroll and timekeeping – Sinnes is going to talk with Bill Kessler from Hometown Cable about what they have to offer in the way of internet service – Darcy confirmed with Century Link that the Village is not under any type of contract for services with them – consensus is that now is a good time to check with Time Warner and others to see what is out there
- CDBG/SAWMILL PROJECT – reclamite to be sprayed tomorrow – Ray Hensley has been called to finish the berms, alley entrances, and driveways
- UTILITY DEPARTMENT – needs to order more poles – finishing numerous projects for Farmer, Shelley, Wilson, Trick, and others – has a few areas where trees need to be trimmed in rural areas – at this time Mayor Foureman informed Council that Keir turned in a PO for \$13000 for a load of utility poles – she brought it to Council because Darcy brought it to her because there has been question recently about what has to be brought before Council and for what amount – Clark said they have to have poles to do their work
- WATER DEPARTMENT – still keeping a close eye on Scada System, which the weather damaged in the past two weeks – Woodall asked if there was anything damaged at the Plant that needed to be included on the insurance claim that was started as a result of the lightning strike at the Village Building. Sinnes told Woodall to confer with Shawn Smith to find out what, if anything, was damaged as a result of the storm on August 27th.
- STREET DEPARTMENT – Service and Leisure Committee
- TRASH CONTRACT – Darke County Solid Waste is going to attend several council meetings in other villages to present idea of grouping together and arranging a group price but individual contracts – Sinnes sees the Village extending our contract with Rumpke for another year
- POOL REPORT – Mayor Foureman compiled a report breaking down each day the pool was open (how many walkins, lessons, passes sold, etc). She also reported on the number of pool parties held during the season and the number signed up for the senior water aerobics (created an additional (\$1080 in revenue). There were no reimbursements given for pool parties not held. Willis stated that in lieu of a reimbursement, two parties were scheduled with dates for next year. She specifically reported on wages and chemicals during fair week and the first week of school through Labor Day per request. The Mayor told Council that they could review the report and if they had any questions, could ask them at the next meeting.

Fiscal Officer: Woodall reported on the following:

- Woodall reported to Council that she has been unsuccessful in scheduling a group meeting with employees and their spouses to discuss the two options available for health insurance due to everyone's varying schedules. Woodall asked if Council would be okay with her meeting with each employee individually to go over the information. At the Mayor's suggestion, Woodall will prepare a letter/packet with the information explaining the two different options. Boolman just asked that there still be documentation of employee feedback of which option the employees prefer. Woodall stated that she could have all information by the September 20th finance meeting.

**Village of Arcanum Council Meeting
Tuesday, September 13, 2016**

- Woodall provided an update on the status of the insurance claim from the lightning strike damage. She has finished compiling a list of all the damaged items and has everything almost ready to submit to the claims adjuster. Deadline to submit is Friday. She just received the final invoice from Doss for all items replaced plus labor, which came to a total of just over \$3600. That invoice plus the buyout of the copier brings the total of the claim to roughly \$9500. The claim amount could go up once she talks to Shawn about any damage at the water plant or any other items at the Village offices are found to be damaged. Boolman asked if we have had Keir and his crew up here to the office to check out all the electrical. The Mayor stated that no, they have not been asked to come check the electrical. Woodall explained that as part of our insurance claim a meager test was initially going to be required (to test for hot spots or spikes), but once it was determined that the lightning strike came in through the phone lines, it was no longer required. However, Boolman felt this type of test still might be a good idea. Our utility workers are not state certified in this type of testing, but the Mayor said that Chuck Zell is. She will check with him on this.
- Woodall mentioned that the Utility Clerk and Tax Administrator would like to attend the CMI User Conference in October, which would leave Woodall in the office by herself on that Tuesday. Sinnes stated that Angie had also mentioned that to him and wondered if there was anyone willing to volunteer to come in and help Darcy that day as she would not be attending the conference. Delk offered to come in and help that day. The Mayor asked Woodall why it was more important for the Tax Administrator to attend than Woodall. Woodall explained that there were many changes to the tax law and House Bill 5, which in turn changes many things inside CMI's tax software as to how penalties and other items get posted. The Mayor stated that she was not informed of any of this and feels it is more important for Woodall to attend and that the tax law changes do not have anything to do with CMI.
- The BWC auditor will be here on October 12th. He will only be here for one day for two to three hours.
- The State Auditors are still here. They have been here three whole weeks, and are now in their fourth week and plan to be a fifth week and part of a sixth week. Millard asked if Woodall had been interrupted often, and Woodall explained that yes, the auditors had requested quite a bit of information from her at many different times that took up quite a bit of her time.

New Business:

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 second 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 second reading.

Ordinance No. 2016-40 - Mayor Foureman read by title only an Ordinance approving, adopting, and enacting American Legal Publishing's Ohio Basic Code, 2016 Edition, as the Code of Ordinances for the Municipality of the Village of Arcanum, Ohio and declaring an emergency. A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-40. Delk seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-40. Delk seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-40. Delk seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-41 - Mayor Foureman read by title only an Ordinance amending the deposit rate for trash collection services for the Village of Arcanum, Ohio. This is a first reading.

Ordinance No. 2016-42 - Mayor Foureman read by title only an Ordinance establishing a fee for returned checks for Village utility and income tax payments. This is a first reading.

Ordinance No. 2016-43 - Mayor Foureman read by title only an Ordinance amending the Utility Billing Policy for the Village of Arcanum, Ohio. This is a first reading.

Ordinance No. 2016-44 - Mayor Foureman read by title only an Ordinance providing for amendment to the 2016 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Sewer Fund) A motion was made by Boolman to waive the three reading rule on Ordinance No. 2016-44. Clark seconded. All present voted yea. Boolman made a motion to adopt Ordinance No. 2016-44. Clark seconded. All present voted yea. Boolman made a motion to declare an emergency on Ordinance No. 2016-44. Clark seconded. All present voted yea. Legislation passed.

**Village of Arcanum Council Meeting
Tuesday, September 13, 2016**

Ordinance No. 2016-45 - Mayor Foureman read by title only an Ordinance providing for amendment to the 2016 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Highland Subdivision Resurfacing Fund) A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2016-45. Clark seconded. All present voted yea. Van Hoose made a motion to adopt Ordinance No. 2016-45. Clark seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Ordinance No. 2016-45. Clark seconded. All present voted yea. Legislation passed.

Old Business:

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. Van Hoose seconded. All present voted yea. Motion passed.

Mayor Foureman asked for a motion to go into an Executive Session to discuss Personnel and possible litigation. A motion was made by Boolman to move to executive session. Clark seconded. All present voted yea. Council went into executive session at 8:24 PM.

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

A motion was made by Boolman to return from executive session. Delk seconded. Council returned at 8:55 PM.

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:57 PM.

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

Mayor Judith F. Foureman