

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

Council Minutes: Mayor Foureman asked for approval of the minutes of September 13, 2016. A motion was made by Millard to approve the minutes of the September 13, 2016 Council meeting. Clark seconded. All present voted yea. Motion passed.

Expenditures: Mayor Foureman asked for the approval of properly appropriated and funded expenditures. Delk asked for clarification as to why 13 Harvest Drive was submitted by two different contractors for payment of sidewalks in Harvest Fields. Woodall explained that when she was preparing the voucher list, she realized that Benazer and another contractor had billed the Village for the same sidewalk. In response, Woodall had removed the one billed by Benazer as the other contractor had purchased the lot at 13 Harvest Drive. The Village Solicitor stated that whoever did the work should be reimbursed for the sidewalk. Millard asked Sinnes if the contractor was given a break on the lot for doing the sidewalk or if the price of the sidewalk was built in and Benazer should be reimbursed. The Village Solicitor suggested that Sinnes talk with Benazer and the other contractor to determine exactly who should be reimbursed. Until Sinnes can have the conversation with both, it was decided to remove both invoices for 13 Harvest Drive from the voucher list. Sinnes then also suggested to pull 4 Harvest Drive sidewalk reimbursement from the list as well. He was unsure that the figure on the spreadsheet he compiled was accurate. Millard questioned the charge for education materials in the police department for the SRO. She wondered if 100% should be invoiced to the school for reimbursement rather than just 50%. It was discussed and determined that these materials could be handed out to children during different events in the community, not just at school. Millard also asked about a bill from Mote & Associates for grant work pertaining to tennis courts. Woodall explained that the actual invoice had a date of March 7, 2016, so it must have been an old invoice that Mote had overlooked and forgotten to bill the Village for. A motion was made by Delk to pay the properly appropriated and funded expenditures as amended. Van Hoose seconded. All present voted yea. Motion passed.

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

Comments from the Public:

Committee Reports:

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

Safety Committee: Mayor Foureman requested that Clark set a meeting with Chief Ashbaugh and Solicitor Pohlman present regarding prosecuting zoning/ordinance violations and also regarding speed limits. Next meeting is Monday, October 3, 2016 at 5PM in Council Chambers.

Utility Committee: Nothing at this time. Next meeting is Monday, October 17, 2016 at 4:30PM at the VA Office.

Planning Committee: Willis reported on the following:

- Nicole was present at the meeting, and the committee discussed council's wishes to move forward with certain zoning and nuisance changes. Nicole will have something drafted for the committee's next meeting.

Next meeting is Thursday, October 13, 2016 at 4PM in Council Chambers.

Personnel Committee: Delk reported that the committee has reviewed Chapters 1-5 of the new manual. There is still some work to do on Chapters 1-5, and Chapter 6 will be discussed at the next meeting.

Next meeting is Wednesday, September 28, 2016 at 4PM in Council Chambers.

Finance & Audit Committee: Meeting was held on Tuesday, September 20, 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:

- **BUDGET 2017** – Starting with Police and Fire funds along with General Fund miscellaneous – this year we are going to forecast revenue along with expenses in each fund
- The borrowed money from the General Fund for the Pool and Water Meter Surcharge Funds are now available in those funds to make reimbursement back to the General Fund. Recommendation was made by Boolman and seconded by Clark for legislation to be prepared for next council meeting

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- The \$20,000 grant from Land & Conservation for playground equipment has not yet been paid. Bill is working on this for submission for grant to be paid. Darcy informed the committee that there needs to be a line item in the General Fund for intergovernmental grants, same as in the Fire Fund.
- Bill was asked to check into estimated costs for 2017 budgeting for walkway at the ballpark from concession to restrooms. Need estimate and legislation before a grant can be submitted (sometime late spring for Darke County Parks). If grant is not received, some levy funds for ballpark could be made available.
- **MEDICAL INSURANCE COVERAGE** – As was instructed by council, Darcy held individual meetings with employees and provided them with insurance information and a paper to sign indicating their preference. It was reported that (4) four employees opted for the renewal of no co-pays and lower deductibles and pays 100% after deductible is met, while (7) seven employees opted for option 5 which offers co-pays but with higher deductibles and only pays 80% after deductible is met. With the 65% Village – 35% employee, it amounts to an increase to the Village of approximately \$1000/year. Committee is recommending to Council that the Village goes with Option 5 as requested by majority of employees. Legislation to be prepared.
- **OTHER ISSUES BROUGHT UP** – Merritt past due bill was discussed. Mayor is checking with Nicole for further action if not paid.
 - Mayor Foureman explained she has not had an opportunity to discuss with Nicole. Sinnes stated that he did not believe there is any type of contract with Merritt concerning the charges. Nicole stated she remembers legislation being passed and a contract in place where Merritt agreed to pay costs involved with engineering. The Mayor will follow up with Nicole on this issue.
- Reviewed ¼% dollars and after discussion, it was recommended to proceed with patching Harvest Fields at a cost of \$6000.
- After clarification of the Mayor's pool report distributed at the last council meeting, Millard will report back at the next finance meeting the costs involved for Fair week through Labor Day. It was also noted by the Mayor that part of the wages to the pool manager were not to be paid. However, it failed to get communicated to the Fiscal Officer prior to the pay period ending and was already paid in full.
- Electrical damages from the storm – Darcy informed the committee that after the deductible of \$2500 was applied, the Village will be receiving a check for \$7738.02.
- County Auditor forwarded our estimated local government receipts for 2017 to be \$60756.42. 2016 was estimated at \$57842.
- Darcy determined that the Police Pension Fund carryover in the 801 fund of \$22000 is overstated due to nothing being paid out of the fund in 2006 and possibly one or two other years. Instead it all came out of the General Fund. Darcy contacted the County Auditor. She referred Darcy the State Auditors for direction. Darcy received confirmation that more than \$350 per pay period can be disbursed out of this fund toward the police pension until the fund is further depleted to a more normal level. This will save money from having to be disbursed out of the General Fund for roughly a year.
- Darcy reported a possible finding that will be forthcoming from the audit for 2014 with a discrepancy in the sewer fund receipts (approximately \$60000). Angie and Darcy are working with CMI to get the error corrected. There seems to have been some posting errors or a miscommunication in the utility and finance systems in 2014. Millard asked Darcy if this issue had been resolved since our finance meeting. Darcy explained that she had been in contact with CMI that day, and that the issue is now corrected. Millard asked for an explanation. Darcy explained that this issue was similar to what happened with the Utilities Deposits Funds a couple of months ago when \$0.00 batches were being completely cleared out of the finance interface in 2014 and part of 2015. When this was taking place, revenue was not being properly posted to the right funds. Darcy confirmed with CMI that they had now checked everything up through the current date, and CMI did not find any more instances of \$0.00 batches being cleared out after May 2015.
- Darcy reported that her bond insurance was required to be raised due to the USDA loan on the wastewater treatment plant.
- Committee recommended paying the \$60/month for 100GB of cloud data backup and any overage at \$0.60/GB per month, instead of bumping up to 500GB at \$190/month. The extra GB's are not necessary. However, it can always be increased to the 500GB level later. Committee also recommends having Doss come in 6 times per year to do "health check" on computers (viruses, etc) at our normal hourly cost of \$90/hour. Committee also recommends increasing server memory from 8GB to 16GB per CMI's recommendation. Doss quoted \$210 for this additional memory.
- Time for farm ground lease to be put out for bid – questions to go with 1 year or 3 year contracts – after discussion, Darcy to provide committee the last 5 years of income per year before a decision can be made

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Mayor Foureman asked for a motion to contract with Doss Business Systems for 6 times per year "health checks" on Village computers, to move forward with quote of \$210 to increase server memory from 8GB to 16GB, and to move forward with instituting a cloud data backup system for \$60/month for 100GB of data backup. A motion was made by Millard to approve contracting with Doss Business Systems for 6 times per year "health checks" on Village computers, to move forward with quote of \$210 to increase server memory from 8GB to 16GB, and to move forward with instituting a cloud data backup system for \$60/month for 100GB of data backup. Clark seconded. All present voted yea. Motion passed.

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

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- Integrity Electric was here today and walked the building with Keir. Overall, the building was found to be in good shape. There were some areas found where some minor things need repaired or equipment ordered. Integrity is putting together a full report. The Mayor will be meeting with him this Friday and will have the report for the next council meeting.
- The Mayor attended the Mayor's Meeting last week. Pittsburg, Palestine, and Hollansburg were there, and the upcoming trash contract was discussed. Hollansburg and Palestine are very interested in working with the Village. Pittsburg is not interested. As reported before, New Madison is still interested. Bill and the Mayor are going to get in contact with Krista from the Darke County Solid Waste District to move forward on this. The Mayor said that council could also think about having Rumpke bill the residents direct.
- The Mayor asked if Delk and Millard could help cover in the office on October 4th while Nola and Angie are out all day at the CMI User Conference in Columbus. Delk agreed to cover the morning, and Millard agreed to cover the afternoon.
- The Mayor reported that the auditors are complete with their time in our offices. They do not know when the Village will receive the final audit report as they are behind right now on several audits. The auditor did report to the Mayor that there were no major things to report, mostly just "housekeeping" type items. The cash reconciliations are the one thing that really needs to be cleared up. They were balanced at the end of 2013 but seemed to get off track again in 2014. It seems a check was received and deposited into our bank account but never posted into the system. That appears to be where the problem really started.

Solicitor: Nicole stated that all of her items would be need to be discussed in executive session. Millard asked Nicole where things stand with the CDA retention account. Nicole stated she has been researching this, and there is a statute that she found that she would like to meet with Darcy about concerning different types of funds.

Clark then stated he would like to recommend that Nicole attend all council meetings at least until the end of the year since there is a lot going on right now with various things. Nicole said she had no problem with that as long as everyone else was on board.

Village Administrator: Sinnes reported on the following:

- ODOT – Established point-of-contact (Samuel Sines), who seems to be working on the Village's behalf
 - Plan to repair damaged corner with change order on 49 bridge project
 - 2017 – another bridge to be sealed on State Route 49
 - 2018 – overlay of 49 from blinking light to blinking light – overlay of Alternate 49 within Arcanum
 - 2019 – both bridges to be sealed within Arcanum
- AMP CONFERENCE – this week – will get the Village's Solar Phase II contract submitted – is the Village interested in a solar field in Arcanum?
- VILLAGE – took lightning strikes at city building – electrical system/wiring inspected today – report to follow
- ARCON – all but one lot on Sierra Lane is sold – new footer for duplex poured on Chippewa Court will have an interesting driveway
- HARVEST FIELDS – working on duplicate claims for same piece of sidewalk
- NATURE GRANT – paperwork sent to Columbus – waiting to see if they need anything else
- STREET DEPARTMENT – repaired Water Street – patched street holes on Water and South High Street – leaf pickup schedule being developed
- UTILITY DEPARTMENT – valve exercising – hydrant flushing is October 12th and 13th
- ZONING BOARD – need to appoint or reappoint members – several committee appointments required for first of year

Fiscal Officer: Woodall reported on the following:

- Woodall reported that the BWC auditor will be here October 12th for about a half of a day.

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- Woodall received a breakdown from the insurance company on the claim from the lightning. The check for the claim will come separately.
- Loudy Office Machines called. The new copier/printer/scanner/fax is in. They will be here tomorrow to get the new machine up and running and train office staff on use.

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 third reading. Millard made a motion to adopt Ordinance No. 2016-36. Delk seconded. All present voted yea. Legislation passed.

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 third reading. Delk made a motion to adopt Ordinance No. 2016-37. Clark 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 second 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 second 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 second reading.

Ordinance No. 2016-46 - 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. (General Fund & Community Pool Fund) A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-46. Clark seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-46. Clark seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-46. Clark seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-47 - 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. (General Fund & Water Meter Surcharge Fund) A motion was made by Millard to waive the three reading rule on Ordinance No. 2016-47. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Ordinance No. 2016-47. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Ordinance No. 2016-47. Van Hoose seconded. All present voted yea. Legislation passed.

Ordinance No. 2016-48 - 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. (General Fund & Street Fund) A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2016-48. Boolman seconded. All present voted yea. Van Hoose made a motion to adopt Ordinance No. 2016-48. Boolman seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Ordinance No. 2016-48. Boolman seconded. All present voted yea. Legislation passed.

Before going forward with Ordinance 2016-49, Mayor Foureman felt there should be discussion concerning this legislation. This recommendation came from the Finance Committee when it was originally decided by the Service and Leisure Committee to wait on these street repairs in Harvest Fields. Delk stated that she thought the Service and Leisure Committee had made the recommendation to wait on these repairs and she still feels the same about the recommendation. Millard added that the comment was made at the last council meeting and further discussed in Finance that because there are only three or four houses currently built in the new subdivision and as more construction continues, the streets will continue to be torn up so there is no point in repairing them now. However, Millard pointed out that under normal circumstances, it is standard practice for streets to be put in before any houses are built. In this scenario, the difference is that the Village is responsible for tearing up the street to repair the water lines, so the Village should repair it before it gets any worse. The cost of the repairs to Harvest Fields is only \$6000, and there is currently close to \$250K in the ¼%. Even with looking ahead to the Village match for reconstruction of North Street in 2020 or 2021, Finance did not feel that spending the \$6000 would hinder any future projects. Sinnes then pointed out that there are actually three houses completed in Harvest Fields and five more under construction. He also stated that in talking with other Village Administrator's and ODOT personnel that the possibility of water getting under the open trenches could increase the damage to the street if not repaired. Willis stated that she feels the final decision needs to go back to the Service and Leisure Committee. It was not brought to council by Finance originally, so it is not Finance's final say. Willis feels that it should go back to Service and Leisure to further discuss the original

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concerns (i.e. only three houses in the subdivision, winter is coming, other streets in town in greater need of repair) even though Finance determined that the funds are there and available. Delk asked Sinnes if he felt if it were to sit over the winter, would the damage be that much greater. The general consensus from the majority was that if there was a mild winter, the damage would not increase, but if it was a severe winter, it could greatly increase the damage. At this point, Mayor Foureman called for a recess so that the Service and Leisure committee could meet in her office to discuss further and come to a final recommendation as a committee. The committee came back from recess, and Chairman of the committee Van Hoose stated that the recommendation was to go forward with the repairs to Harvest Fields.

Ordinance No. 2016-49 - 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. (General Fund & Street Fund) A motion was made by Clark to waive the three reading rule on Ordinance No. 2016-49. Boolman seconded. Delk, Clark, Millard, Van Hoose, and Boolman voted yea. Willis voted no. Clark made a motion to adopt Ordinance No. 2016-49. Boolman seconded. Delk, Clark, Millard, Van Hoose, and Boolman voted yea. Willis voted no. Clark made a motion to declare an emergency on Ordinance No. 2016-49. Boolman seconded. Delk, Clark, Millard, Van Hoose, and Boolman voted yea. Willis voted no. Legislation passed.

Ordinance No. 2016-50 - 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. (Parks, Pool, & Recreation Levy Fund) A motion was made by Clark to waive the three reading rule on Ordinance No. 2016-50. Millard seconded. All present voted yea. Clark made a motion to adopt Ordinance No. 2016-50. Millard seconded. All present voted yea. Clark made a motion to declare an emergency on Ordinance No. 2016-50. Millard seconded. All present voted yea. Legislation passed.

Resolution No. 2016-30 - Mayor Foureman read by title only a Resolution authorizing an amendment to the health insurance contract for Village employees and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-30. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-30. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-30. Van Hoose seconded. All present voted yea. Legislation passed.

Resolution No. 2016-31 - Mayor Foureman read by title only a Resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolution No. 2016-31. Van Hoose seconded. All present voted yea. Millard made a motion to adopt Resolution No. 2016-31. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2016-31. Van Hoose seconded. All present voted yea. Legislation passed.

A motion was made by Millard to accept 4.50 share for local government funds for 2017. Van Hoose seconded. All present voted yea. Motion passed.

Mayor Foureman asked for a motion to go into an Executive Session to discuss Personnel. A motion was made by Delk to move to executive session. Van Hoose seconded. All present voted yea. Council went into executive session at 8:12 PM.

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

A motion was made by Willis to return from executive session. Boolman seconded. Council returned from executive session at 9:37 PM.

Old Business:

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 9:38 PM.