

Village of Arcanum Council Meeting
Tuesday, May 9, 2017
7:00 PM

Council President Bonnie Millard opened the meeting by asking everyone to join her in the Pledge to the Flag.

Council members Eric Van Hoose, Jerry Boolman, Monte Clark, and Bonnie Millard answered roll call. Millard asked for a motion to excuse Delk. Boolman made a motion to excuse Vanessa Delk, Clark seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler, Fiscal Officer Darcy Woodall, Solicitor Nicole Pohlman, and Mike Bruns from Mote & Associates.

Council Minutes: Millard asked for approval of the minutes of April 25, 2017. A motion was made by Boolman to approve the minutes of the April 25, 2017 Council meeting. Van Hoose seconded. All present voted yea. Motion passed.

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

Amendments to the Agenda: Clark added an executive session for personnel after New Business.

Comments from the Public:

Administrative Reports:

Council President: Millard reported that two letters of interest and resumes had been received pertaining to the open council seat – Millard asked to move forward with scheduling interviews for the seat in a special council meeting due to time constraints – the special meeting was set for Tuesday, May 16, 2017 at 6PM – Millard asked Woodall to contact the applicants to see if this time and date was workable – if not, the meeting would need to be rescheduled

Solicitor: Nothing at this time.

Village Administrator: Bill Kessler reported on the following:

- **Grants – Park Grant** – have been delivered – heard back on the mosquito grant – no one in Darke County got any money from the mosquito grant this year – the data from the mosquito traps will still be gathered and monitored, but if the Village determines that it needs to spray, it will be at the full expense of the Village
- **Safety** – safety meetings for office personnel are set for last Friday of each month – every room in the downstairs of this building now has an exit plan posted – the upstairs is not covered yet, but Bill is working on it
- **Capital Assets** – have estimates for things to sell and letters to be published – Millard reminded Bill that legislation would need to be passed approving the sale of the items before the letters can be published – Nicole asked Bill to send her the information for the items to be sold so that she could prepare the legislation
- **AMP** – meeting in Piqua on Wednesday, May 10th
- **Old Fashioned Days** – the street department has times for road closures – trash dumpsters and port-a-johns have been ordered
- **Police Department cell phones** – there are three additional phones that are going to need to be purchased for the full time police officers – they can no longer carry just their personal phone while on duty – currently, the police chief, the sergeant, and the SRO do not have Village phones – Chief Ashbaugh has indicated to Bill that the phones that are available for free through Verizon are not sufficient for what he needs them to do, so he has found phones that are available to purchase for \$100 each – the fiscal officer has indicated the problem with this is that the Village has to pay for the phones (not the officer) because they are government phones – if the officer pays for the phone now, the Village would have to reimburse them if they separated from employment due to the fact that the phone would contain government information and cannot be taken by the employee – Bill reiterated that the phones for the police will be REQUIRED, not an option – Millard stated that this issue needs to be discussed further in a personnel meeting because cell phones of all employees needs to be addressed – Nicole added that the main issue going forward as more employees have “company” phones, the employees will need to understand that everything they do on the phone is public record and can be accessed by the Village even without their permission – there is no expectation of privacy
- **Utilities** – issues with residents bringing letters from their doctor stating their electric cannot be shutoff for health reasons (i.e. they have a CPAP machine or a nebulizer) – Bill checked the ORC and consulted with Nicole – the Village is an unregulated public utility and does not have to follow ORC – therefore, those letters are invalid – those residents can still be shutoff – there are currently two residents who avoided shutoff this month due to such letters – they will be contacted and told their letter is not valid and will be shutoff within the next day or two

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Fiscal Officer: Woodall reported on the following:

- Woodall informed Council that she has not completed the month-end closeout for April yet due to some obstacles – she needs to follow up with the utility clerk on a couple of her deposits and also with Greenville National Bank and a deposit error that they made on the Village account
- Woodall also let Council know that there are several items for follow up from her LGOC conference pertaining to records retention and public records as well as several additional subjects – she will continue working through those items and report back to council

Committee Reports:

Service & Leisure Committee: Meeting was held on Thursday, April 27, 2017 at 4:30PM in Council Chambers. Committee members present were Eric Van Hoose, Bonnie Millard, and Monte Clark. Also present was Village Administrator Bill Kessler. Van Hoose reported on the following:

- **Sidewalks** – reviewed letters to be sent to homeowners in violation – a few changes will be made to it – plan to get in mail by May 1st – next set of letters will go out to East South Street homeowners for sidewalk non-compliance
- **Long term plan for future grants** – Bill has Mote Engineering looking at curbs and drainage along N Main St in anticipation of street repaving in 2019 – also where the Village is at with North St reconstruction
- **Park Grant is due May 15th** – should know by end of May what projects can be funded this year
- **Playground equipment grant payment** – the \$20K has not been received as of yet – Bill informed the committee the required signs were placed in the wrong areas – Bill and Monte to correct tomorrow, 4-28 – Woodall added that the actual reason that the Village had not been reimbursed had to do with something that had not been signed – she received the proper paperwork from Susan at Mote & Associates and mailed it off to ODNR – the Village should receive the money now
- **Ballpark** – street employees are working on painting the parking lanes – almost complete
- **Street Repair** – reviewed the balance of streets from the 2010 master plan along with additions that Service & Leisure provided from last year – Monte and Bill have set May 5th to walk streets and notate findings and bring back to committee

Next meeting is Wednesday, May 10, 2017 at 6:00PM in Council Chambers

Safety Committee: Nothing at this time.

Utility Committee: Meeting was held on Monday, May 8, 2017 at 4:30PM in Council Chambers. Boolman reported on the following:

- Because the meeting was held just last night, he did not have time to type up his minutes
- Not a lot to report – the main purpose of the meeting was to discuss the carwash upgrade with owner, Jerry Hinshaw – however, Mr. Hinshaw did not show up for the meeting – another meeting will be scheduled for a time that Mr. Hinshaw can attend
- Bulk Water Ordinance 2012-45 – as was brought up at the last council meeting and discussed further in the utility meeting, this ordinance will need to be amended – the pricing in the ordinance is currently listed per gallon, but it should be listed per cubic foot – it also needs to say that it is \$25/load – Nicole asked Darcy to email her the current ordinance so that she could prepare the amended ordinance for the next council meeting

Planning Committee: Nothing at this time. Next meeting is Wednesday, May 10, 2017 at 4:30PM in Council Chambers.

Personnel Committee: Nothing at this time.

Finance & Audit Committee: Meeting was held on Wednesday, April 26, 2017 at 5:00PM in Council Chambers. Committee members present were Bonnie Millard, Jerry Boolman, and Eric Van Hoose. Also present were Fiscal Officer Darcy Woodall and Village Administrator Bill Kessler. Millard reported on the following:

- **SRO Recap** – issues were brought up at council meeting by Monte Clark, and finance was asked to meet with the police chief regarding SRO contract negotiations for vacation, OT (amount being spent exceeds quarterly amount appropriated for the year) – Bill to talk with John Stephens (Superintendent of Arcanum Schools) and provide info back to committee/council – Bill reported that a new contract is being worked on and some of the issues that Darcy pointed out with the vagueness of the current contract are being addressed – the lunch issue with the SRO is also being addressed and cleared up – Darcy also determined that the school does not owe the Village any back overtime – Millard would like the school to pay the same split of the SRO's earned vacation 75/25 (just like everything else), even though he will not take his vacation during the school year – she wants this in the new contract

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- **Information from Fiscal Officer Seminar** – Darcy explained to committee that records retention needs revisited for policy and record keeping – also personnel files were discussed as being in non-compliance – both will be discussed at next personnel meeting – Darcy felt the seminar was very informative and other online classes were shared for her required continuing education – Darcy can elaborate further
- **Discussion regarding smart network** – Bill explained the advantages of these changes – committee asked if the \$6765 quote from February 2017 was still good – he is going to check and get back to the committee – Doss will come in and requote - at this cost and with the savings the Village would realize on the telephone service (whoever we would contract with) of between \$300-\$600, Village payback would be 1 to 1 ½ years – if Bill has the updated quote from Doss at next council meeting, finance could at that time be recommending to council to move forward with this network update
- **Audit Recap** – reviewed suggestions and non-compliance issues from post audit meeting: 1. Super and regular blanket po's 2. Policy on utility non-cash adjustments 3. Monthly bank reconciliations with council – Darcy is planning on #3 with month-end April closeout

Old Business:

New Business:

Ordinance No. 2017-19 – Council President Millard read by title only an Ordinance providing for a one-time bonus payment for eligible full-time employees of the Village of Arcanum. This is the third reading. A motion was made by Boolman to adopt Ordinance No. 2017-19. Clark seconded. All present voted yea. Legislation passed. Legislation will be effective June 9, 2017.

Ordinance No. 2017-20 – Council President Millard read by title only an Ordinance providing for reimbursement of training and certification expenses for lifeguards of the Village of Arcanum, Ohio. This is the third reading. A motion was made by Van Hoose to adopt Ordinance No. 2017-20. Boolman seconded. All present voted yea. Legislation passed. Legislation will be effective June 9, 2017.

Ordinance No. 2017-24 – Council President Millard read by title only an Ordinance increasing the debt reduction charge for Village sanitary sewer users. This is the first reading.

Ordinance No. 2017-25 – Council President Millard read by title only an Ordinance establishing a monthly charge for maintenance, operation, improvements, and repairs to the Village sanitary sewer system. This is the first reading.

Ordinance No. 2017-26 – Council President Millard read by title only an Ordinance providing for on call compensation for lifeguards of the Village of Arcanum, Ohio. This is the first reading.

Ordinance No. 2017-27 – Council President Millard read by title only an Ordinance requiring extraterritorial customers to annex into the Village in order to receive Village services. This is the first reading.

Resolution No. 2017-15 – Council President Millard read by title only a Resolution approving an engineering services proposal for the renewal of the Village of Arcanum's Ohio EPA NPDES Wastewater Permit. This is the second reading.

Resolution No. 2017-16 – Council President Millard read by title only a Resolution declaring necessity for renewal of a tax levy and requesting certification from the Darke County Auditor of revenue from 1.0 Mills. (Park Levy) This is the first reading.

Resolution No. 2017-17 – Council President Millard read by title only a Resolution declaring necessity for renewal of a tax levy and requesting certification from the Darke County Auditor of revenue from 2.0 Mills. (Fire Levy) This is the first reading.

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Millard asked for a motion to go into an Executive Session to discuss Personnel. A motion was made by Boolman to move to executive session. Clark seconded. All present voted yea. Council went into executive session at 8:04 PM.

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

A motion was made by Boolman to return from executive session. Clark seconded. Council returned from executive session at 8:37 PM.

A motion was made by Boolman requesting that Police Chief Ashbaugh attend at least one council meeting per month to explain any administrative or budgetary concerns that Council may have, and approving payment of any overtime for his attendance at the meeting. Clark seconded. All present voted yea. Motion passed.

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Van Hoose seconded. Meeting ended at 8:39 PM.

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

Mayor Judith F. Foureman