

Village of Arcanum Council Meeting
Tuesday, July 25, 2017
7:00 PM

Mayor Judith 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 Greg Baumle, Eric Van Hoose, Jerry Boolman, and Bonnie Millard answered roll call. Mayor Foureman asked for a motion to excuse Clark. Boolman made a motion to excuse Monte Clark, Millard seconded. All present voted yea. Motion passed. Mayor Foureman asked for a motion to excuse Delk. Boolman made a motion to excuse Vanessa Delk, Millard seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler, Fiscal Officer Darcy Woodall, and Erik Martin from the Daily Advocate.

Council Minutes: Mayor Foureman asked for approval of the minutes of July 11, 2017. Millard referred to page two of the minutes at the end of the Mayor's report. She asked that more be added to the exchange between her and the Mayor concerning contacting the Chairman of the Zoning and Appeals Board. After "Millard said she would contact the Chairman, Tom Staley", Millard asked that the following be added – "Millard asked the Mayor if she would like Millard to contact Staley, and the Mayor replied that no, she would". A motion was made by Millard to approve the minutes of the July 11, 2017 Council meeting as amended. Boolman seconded. All present voted yea. Motion passed.

Expenditures: Mayor Foureman asked for a motion to approve the properly appropriated and funded expenditures. Baumle inquired about the new gas monitor and kit for the fire department for \$2500. He asked if it was for the new fire truck, and if the Village now has two. Woodall explained this was an item that was planned for in the 2017 appropriations because the fire chief had let the finance committee know at budget time that the current one would need to be replaced. A motion was made by Van Hoose to pay the properly appropriated and funded expenditures. Millard seconded. All present voted yea. Motion passed.

Amendments to the Agenda:

Comments from the Public:

Administrative Reports:

Mayor: Mayor Foureman reported on the following:

- The Mayor reported that bids for the fire truck was opened earlier in the day, and there were no bids received. The Fire Chief would like to know how council wants to move forward from here. Does the Village want to re-advertise with no minimum bid, or can the Fire Chief reach out to other governmental agencies to see if there is interest. Reason being that if the Village sells the truck to another government agency, the Village does not have to advertise. Council consensus was to have the Fire Chief reach out to other municipalities. If he does not find one that wants to purchase the truck, then the Village will re-advertise for bids.

Solicitor: Absent.

Village Administrator: Bill Kessler reported on the following:

- **Capital Assets** – Equipment sales – bids received and opened yesterday – received one bid of \$500 for the Chevy Diesel Truck – received two bids on the Crown Victoria (one in person, one in the mail) – highest bid was \$501 – received three bids on the dump truck – highest bid was \$3650 – two other items for sale received no bids – if Council is okay with the bids, Bill would like permission to award the bids – Millard made a motion to accept the bids for the Chevy Truck, Crown Victoria, and Ford Dump Truck. Baumle seconded. All present voted yea. Motion passed.
- **Safety** – AED's – the Wayne Foundation will be giving the Village 4 now and 3 more by the end of 2017 (through the Arcanum CIC) – even though the AED's are a donation from the Wayne Foundation to the Arcanum CIC, there is still a cost of \$400/unit – Arcanum CIC will receive the invoice from the Wayne Foundations, and the Village will pay Arcanum CIC for the AED's at \$400/unit – Bill also reported that the Fire Chief will be assigning someone to go around once a week and check all the first aid kits in the Village for compliance
- **Sewer Project** – Don Roberts agreement – meeting went well – Roberts will want rent for Village to have access to the WWTP during construction – our Solicitor and Roberts's attorney are working on a formula for the amount of rent to be paid
- **Nuisance** – continuing to work on plans for trees, trash, and construction materials that are laying around town – Bill will report violations directly to the Mayor, and then she can act on the violations from there – the Mayor added that she put information in her newsletter about nuisance violations – residents in violation are being given until the 15th of August to get these items cleaned up on their own – after August 15th, if the cleanup has not been done, citations will be issued

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- **WWTP** – Bid has been awarded and accepted by Building Crafts out of Kentucky – preconstruction meeting is set for Wednesday, August 9 at 10:30AM – Building Crafts has provided their bid bonds and insurance information
- **Traffic Light** – has been repaired – Bill confirmed that the traffic light is the Village's responsibility, not ODOT's
- **AMP** – intermittent power issues are due to a combination of storms and an "unknown" cause – Bill has received numerous complaints, particularly from one business in town – business owner claims that the recent power fluctuations have caused serious damage to equipment at his gym – Bill has requested SCADA information and technical assistance from AMP – AMP has provided the SCADA information and also contacted Bill giving him some ideas of things to look at and try – Bill also contacted DP&L, who admitted that they recently did have an insulator problem, but that was fixed immediately – power has still fluctuated a few times since that fix by DP&L – all three phases are dropping, not just one phase – our utility department believes the problem is upstream with DP&L, while DP&L believes the problem is downstream directly with the Village – Bill is going to request continuous flow of data from AMP for the SCADA system rather than the current 5 minute intervals – Bill will continue to provide updates as he receives them – Millard asked what business is upset – Bill responded it is Shield of Faith Fitness – Bill has spoken with the owner numerous times – owner is VERY upset with the Village about the equipment that he says he has lost due to the power fluctuations – owner made it clear to Bill that he expects the Village to pay for this damage – Bill told the owner that he would have to come to a council meeting and address council with his concerns – Millard would like this confirmed, but she does not believe the Village is liable for the damage to his equipment
- Boolman asked Bill what has been done with the plans that Jerry Hinshaw gave to Bill concerning the addition and improvements to the current car wash in town – Mr. Hinshaw would like to set up a meeting – Bill said that he needs to discuss with Mr. Hinshaw expanding with a little less land than he is currently asking for and leaving a clean easement behind the car wash for the Village – Mayor Foureman reminded council that if the Village does choose to sell Mr. Hinshaw part of the land, the Village would have to advertise the land for sale to anyone – however, if the Village turns it over to Arcanum CIC, they can sell the land directly to Mr. Hinshaw and not have to advertise

Fiscal Officer: Woodall reported on the following:

- **WWTP Fund** – after speaking with the State Auditor and Susan from Mote & Associates, two more funds will need to be established for the WWTP debt reduction money and the WWTP reserve money – because legislation will have to be passed to establish the new funds, the August utility payments will have \$5 go to an operation and maintenance line in the Sewer Fund, and the other \$17 will go into the debt reduction line – once the new funds are established, \$15 will go to the new debt reduction fund and \$2 will go to the new reserve fund – this will make the Village audit compliant per the instructions in the bond ordinance for this project
- **Bank Reconciliations** – Darcy sent the State Auditor a copy of the most recent reconciliation for review to see if she is on the right track with the reconciliations per the audit recommendation

Committee Reports:

Service & Leisure Committee: Meeting was held on Wednesday, July 19, 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:

- **Planting Trees in the Green Space** – Ord. 2013-22 and tree permit – committee recommends amendment for no trees in the green space on South Main Street – Millard then reported that maybe instead of amending the current ordinance, there should be an ordinance specific to South Main about no trees in the green space because of the way the plumbing and the drainage system was constructed on South Main – Millard would like the wording in the ordinance to account for any future construction so that the Village doesn't have to make another new ordinance down the road
- **Ballpark Grant Work** – Mike Pollard is working with Mark on his schedule – should be done by the second week in September
- **Pool** – \$200-\$300 from breaking even (with the cost of the computer taken out) – new stereo system is installed
- **Street Project** – Wall's Brothers quote (they are on vacation) – Wagner Paving revised quote for North Main Street (they are working on) – Bill advised that he now has the revised quote – estimated cost of curb at the Hillis property is \$4800 (quote obtained from Denlinger)
- **Traffic Lights** – heavy rain ruined the relay in the box – Bill found out the repair of the traffic lights is the Village's responsibility – Bill repaired the lights

Next meeting is Wednesday, July 26, 2017 at 4:30PM in Council Chambers.

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Safety Committee: Meeting was held on Monday, July 17, 2017 at 12:00PM in Council Chambers. Committee members present were Monte Clark, Greg Baumle, and Vanessa Delk. Also present were Mayor Judith Foureman, Village Administrator Bill Kessler, Fire Chief Kurt Troutwine, and Police Chief Ashbaugh. Baumle reported on the following:

- Fire Chief Troutwine will be sending two or three recruits for fire training
- Police Chief Ashbaugh presented a list of equipment and essentials needed by full time police officers – the Chief will be in charge of making sure that his officers receive the proper equipment and clothing (a copy of the list of equipment was attached to the meeting minutes for each council member) – Millard asked about the total to outfit a new officer of \$3K versus what was allotted for the SRO last year, which was \$2K – the Mayor explained the difference was because the SRO already had some items – the \$3K is the cost to completely outfit and equip a brand new officer who has nothing – the current system of a \$500 allotment for each full time officer will be done away with and instead, the Police Chief will be responsible for issuing uniforms and/or equipment as these items wear out or need replaced
- Signs will be installed designating areas where many children may be found playing near the street – this was a request from public safety
- CIC committee will receive \$2800 from the Village for 7 AED's at a cost of \$400 each – the CIC will in return donate the AED's back to the Village, and the AED's will be placed in various locations throughout the Village – the fire department will maintain the units and first aid kits

Utility Committee: Meeting was held on Monday, July 17, 2017 at 4:30PM at the VA Office. Committee members present were Jerry Boolman and Monte Clark. Also present were Village Administrator Bill Kessler, Utilities Superintendent Keir Smith, and Plant Supervisor Shawn Smith. Boolman reported on the following:

- **Roof repair for city garage** – not going to be done by Wayne Douglas – hiring GMT Roofing to finish the work
- **Electrical Service Agreement** – Keir to work with Bill to get this finalized and ready to start using with the new installations
- **Improved Lots vs. Unimproved Lots** – Committee recommends that the owner should pay the minimum water and sewer rate monthly for any lot that has had water or sewer utilities tapped in during its existence (even if the meter has been pulled) – this will help with the sewer debt reduction and hopefully prompt the owners to improve the lot with housing – for those lots that have not been tapped in, the tap in fees will be raised for when they do tap in to help recover some of the debt reduction that those lots have not had to pay because they were not tapped in – nothing was discussed concerning residents with more than one lot – once the new amount for tap in fees is determined, legislation will need to be drafted and passed for the increase
- **Sewer Plant** – Bill having a meeting with Twin Township on 7/18 to finalize Albright Road access to the new site – electrical items for the project are starting to show up
- **Water Department** – 5-inch rain event had no impact on the sewer system – Lake County to start grouting tiles in September when they are in the area (cost is \$15K) – water and sewer are going to smoke the sewer system again this fall – house on Alternate 49 with sewage in the basement was caused by an old sewer line still connected to the storm drains (homeowner responsibility) – committee recommends a one-time \$50 credit to households that will participate in lead sampling – Darcy to contact Solicitor to have legislation prepared for the next council meeting – Moody's still trying different motors for the South well – current continues to trip breakers – water and electric departments would like to have the building painted that is next to the water building (cost is \$6K)
- **Electric Department** – digger truck still at service center waiting on parts – long lead time due to age of truck – two employees were sent to bucket rescue training – continuing work on replacing poles – Bill to reach out to cable and phone companies to try to get their lines moved off the old poles so the old poles can be taken down

Planning Committee: Baumle reported on the following:

- **Zoning 1167.22** – Nicole is working on the final draft of the updated ordinance for council review before it goes before the Zoning & Appeals Board
- Will probably schedule a meeting at the next council meeting for some time in August
- Millard asked for a status on the chickens located at a residence in town – Bill is still following up – Baumle added that there is a bill in the Ohio House right now called the Barnyard Bill, which is intended to set guidelines for Ohio as to what type of animals someone can have and how many based on acreage

Personnel Committee: Delk absent, so nothing to report.

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Finance & Audit Committee: Meeting was held on Thursday, July 20, 2017 at 4:30PM 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:

- **Reviewed Mid-Year Actual** – discussed police and pool actual expenses to revenue – due to missing money in the break area, committee is recommending that Bill get quotes on 4 cameras that only Bill will have control of – Bill/Darcy to inquire about renting uniforms for police, same as utility – Darcy will reach out to Millers Textile (who the Village is looking into changing to for utility and street uniform rental) – the person that she has been working with is on vacation – Baumle asked for further clarification about looking into renting police uniforms – he indicated that he had never heard of a police department renting their uniforms – Darcy explained that she was simply asked to check into if it is even possible, and if so, what the cost would be - inquired into vacation being taken according to manual procedures – Bill to follow up – Mayor Foureman asked for further explanation of the inquiry – Millard said the committee just wants to know if employees are getting all their vacation taken before their anniversary date
- **OWDA Sewer Loan** – Darcy checked into committee request regarding paying off OWDA sewer loan at 4.84% interest early – can't make extra payments – however starting last year in 2016, OWDA is picking up 0.84% of the interest rate making the effective rate for the Village 4%
- **Audit recommendations** – received copy of Versailles's policy on PO's – more discussion needed before requesting legislation – monthly bank reconciliations still being worked on – utility non-cash adjustments procedure is still being worked on by Bill – Darcy is to follow up with the State Auditor about getting a sample policy from another entity
- Committee is recommending to Council based on Nicole's recommendation regarding Officer Kiser's cell phone and watch – reimburse Kiser for amount he paid toward phone or portion thereof – phone is considered Village property – phone can only be used for Village purposes – Kiser must get his own personal phone (same as the other full time officers) – Apple watch is also Village property – Darcy to follow up with Solicitor about drafting the letter to Kiser – Mayor Foureman added that Kiser was permitted to pay the additional amount to upgrade the phone because of a precedent set by the previous police chief, who did the same thing – Mayor Foureman also apologized for all the confusion surround the iPhone and Apple Watch – she was thinking all along that the problem was just with the phone and didn't realize the phone and the watch were two different items – all members of council were also in agreement that any employee who uses a phone paid for and provided by the Village should be aware that their phone and its content are public record – therefore, at any time, their phone can be searched

Old Business:

New Business:

Ordinance No. 2017-36 – Mayor Foureman read by title only an Ordinance authorizing entry into a contract to provide police services for the Arcanum-Butler Local School District and declaring an emergency. This is the third reading. Woodall pointed out that she had attached the updated contract from the school stating the school would pay for Christmas Day and New Year's Day. A motion was made by Millard to adopt Ordinance No. 2017-36. Baumle seconded. All present voted yea. Legislation passed. Ordinance No. 2017-36 will be effective August 25, 2017.

Ordinance No. 2017-38 – Mayor Foureman read by title only an Ordinance authorizing the Village Administrator to place "No Through Truck" signs on East South Street and East George Street. This is the first reading. The ordinance title and Section One had to be amended to say "No Through Truck" signs on Albright Street between East South Street and East George Street. A motion was made by Millard to amend Ordinance No. 2017-37 to read "No Through Truck" signs on Albright Street between East South Street and East George Street in the title and in Section One. Van Hoose seconded. All present voted yea. Motion passed.

Ordinance No. 2017-39 – Mayor Foureman read by title only an Ordinance providing for an amendment to the 2017 appropriations of the Village of Arcanum, Darke County, Ohio, and declaring an emergency. (General Fund-Police & General Admin) There were not enough council members present to waive the three reading rule. Therefore this became a first reading.

Resolution No. 2017-29 – Mayor Foureman read by title only a Resolution authorizing the Village Administrator to seek bids for the resurfacing of certain streets within the Village and declaring an emergency. There were not enough council members present to waive the three reading rule. Therefore this became a first reading.

Resolution No. 2017-30 – Mayor Foureman read by title only a Resolution authorizing the Mayor to enter into an agreement with Arcanum-Butler Local School District to provide security personnel services and declaring an emergency. There were not enough council members present to waive the three reading rule. Therefore this became a first reading.

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Announcements:

Adjournment: A motion was made by Boolman to adjourn. Van Hoose seconded. Meeting ended at 8:14 PM.

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

Mayor Judith F. Foureman