

Village of Arcanum Council Meeting
Tuesday, April 10, 2018
7:00 PM

Council President Vanessa Delk opened the meeting by asking everyone to join her in the Pledge to the Flag.

Council members Jerry Boolman, Bonnie Millard, Vanessa Delk, Blaine Vencill, and Greg Baumle answered roll call. A motion was made by Boolman to excuse Eric Van Hoose. Delk seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler, Fiscal Officer Darcy Woodall, Solicitor Nicole Pohlman, Tony Baker from the Daily Advocate, Arcanum High School Cheerleading Advisor Lauren Brandenburg, teach Cindy Dickman, and resident Wayne Stutz.

Council Minutes: Council President Delk asked for approval of the minutes of March 27, 2018. A motion was made by Boolman to approve the minutes of the March 27, 2018 Council meeting. Baumle seconded. Boolman, Millard, Delk, and Baumle voted yea. Vencill abstained. Motion passed.

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

Amendments to the Agenda:

Comments from the Public:

Arcanum High School Cheerleading Advisor Lauren Brandenburg: Lauren introduced herself as the new cheerleading advisor for Arcanum High School. She was present at the meeting to ask permission for the cheerleaders to sponsor a 5K race in the Village on May 26, 2018 as a fundraiser for the squad. This is a race that the cheerleaders had sponsored for several years in the past but had not done in recent years. Lauren passed out a map of the race course, and she explained she had already been in contact with VA Kessler about the race as well as the Police Chief. She would need the police department to put up no parking signs along certain areas of the race route. Registration will begin at 7AM, the race begins at 9AM and will be over by 10:30AM. A motion was made by Millard authorizing the Arcanum High School Cheerleaders to sponsor a 5K Race in the Village of Arcanum on Saturday, May 26, 2018.. Vencill seconded. All present voted yea. Motion passed.

Administrative Reports:

Mayor: Absent.

Solicitor: Nicole provided an update on the personnel manual. She has two days blocked off her calendar next week to work on the manual. She hopes this will take care of it.

Village Administrator: Kessler reported on the following:

- **Old Building** – spoke with Township Trustee Jerry Snyder yesterday – a brick fell off the front of the old building where the benches are – Bill instructed the street department to go up there and check to see that more bricks are not about to fall off – Wayne Stutz, another township trustee who was present at the council meeting, clarified that it was only a half of one brick that fell from the building
- **ORD 1996-27** – ordinance as written prevents large trucks from parking in gravel driveway by ballpark – in an effort to keep large trucks off the streets and from tearing them up, Bill has been giving permission for these large trucks to park in this gravel area for short periods of time (usually just overnight) – Bill needs the ordinance language to be modified in order to allow the trucks to be parked in the gravel lot without violating the current ordinance – Millard and Pohlman examined the ordinance and questioned some language in it stating the Village “leased” the property – Kessler stated the Village now owns that property – Millard said that would have to be updated as well – Woodall asked what proof is there the Village owns it – Kessler said according to the County, the property is ours – Pohlman said there should be a recorded deed – Millard suggested Kessler make notations on the current ordinance of changes he wants made and bring it back to council
- **Brehm’s Field** – water storage issue – city drain in that field - tile drains slow – have been working to get it unclogged with no success so far – Bill is having Dale from Bruns Vacuum and Jet come out to take a look – Bill believes he will have to hire someone to camera the area to see what the issue is – Bill doesn’t know if the utility department camera is large enough to find the issue – Keir recommends having Bruns come out to look at the problem and give a price to fix it if the problem is something the utility department cannot fix – problem is most likely a collapsed tile or shifted tile – can’t jet it or auger it – Keir is going to look at the problem first before Bruns comes out

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- **New Building** – state is requiring an archaeological study of the land for the new building – state provided Bill a list – one has gotten back with him – cost is \$3K – application for new building cannot be submitted to USDA without this study – needs council permission to proceed – A motion was made by Millard authorizing the Village Administrator to proceed with having an archaeological study performed at the site of the new municipal building. Delk seconded. All present voted yea. Motion passed.
- **LMI Study Update** – Bill asked if anyone is having any issues with their walk throughs – have to have two passes in order to be valid

Fiscal Officer: Woodall reported the state auditors are on site performing the federal audits for the WWTP project as well as the regular audit for 2016-2017.

Committee Reports:

Service & Leisure Committee: Meeting was on Wednesday, April 4, 2018 at 5PM at 1 Pop Rite Drive. Committee members present were Eric Van Hoose, Bonnie Millard, and Jerry Boolman. Also present was Village Administrator Bill Kessler. Millard reported on the following:

- **LMI Survey (Low to Moderate Income)** – the committee and Bill will be hand delivering surveys to get the number of surveys up to at least 125, which is what is needed to meet the requirements
- **North Main and East South Streets** – violation letters for trees and sidewalks will be mailed out to the residents by the end of April – residents will have until the end of September to fix the violations
- **Status of Reapplying for Grant on West North Street** – Susan from Mote & Associates suggested the Village may need to put more money in for our portion to increase the chances of being approved
- **Pavement on Pop Rite** – Miller Piping will fix the area that was dug up when it gets warmer
- **Pool Policy Brochure** – changing the brochure from a 4-page book to a 1-page front and back

Next meeting is Monday, April 16, 2018 at 6PM at 1 Pop Rite Drive.

Safety Committee: Meeting was on Tuesday, April 3, 2018 at 7PM at 1 Pop Rite Drive. Committee members present were Greg Baumle, Blaine Vencill, and Eric Van Hoose. Also present was Village Administrator Bill Kessler, Police Chief Ashbaugh, and Fire Chief Troutwine. Baumle asked if anyone had any questions on the minutes that were in the council packet. The minutes were as follows:

Old Business:

- **SRO Tahoe** – Police Chief and Mayor will be determining replacement plan
- **Tornado Sirens** – testing – Greenville City will be taking over testing sirens over VHF after MARCS switchover on 05/21/18 on-duty Arcanum PD Officer will be a backup for activating tornado sirens in case of system failure – Arcanum PD will maintain 1 VHF radio for this purpose
- **Fire Department Pagers** – purchased and are currently being programmed
- **800 MARCS Radios** – have we received our full complement and ready for switchover? – fire and police have not received mobile radios from the County – police department has not received their 800mhz portable radios from the County – fire department has their 800mhz portables from the grant they received

New Business:

- **Code Red** – per VA Kessler, training with PD and FD will be conducted after setup is complete – Baumle recommends the Mayor put the information for citizen signup for Code Red in next monthly newsletter – the sooner resident information is entered in the database, the sooner the system can be used
- **SRO Contract Review** – per Mayor's request, committee approved proposed SRO contract – NOTE – raises will need to be approved by Council at least 60 days in advance of them taking effect – school will need to be notified at that time (Section 2 of contract) – pay step increases were not included in the proposed contract because personnel committee has not determined the future on if a restructuring is needed
- **PD Overtime Budget Review** – per Mayor's request – PD lost multiple part-time personnel over the past few months and are in the process of hiring replacements – current OT budget stands at approximately \$8,100 left remaining – indicates PD has only used 19% of PD OT budget thus far this year through a little more than a quarter of the year – no issues found
- **5-year Capital Improvement Plan for Safety Police Department** – only major capital item is cruiser replacement – Chief Ashbaugh advised to research and try to find grants for next cruiser replacement – if a grant or donation can be secured for the next cruiser, the budget will then be sustainable for future year's vehicle replacement(s) and allow capital money to grow

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Fire Department

- **Heavy Rescue Truck Replacement** – current heavy rescue is approximately 30 years old and starting to show its age – Chief Troutwine presented a heavy rescue vehicle for planning purposes only that was a 2005 with 10,210 miles for \$140K – Woodall pointed out that the new fire truck payment will be coming out of the levy fund for the next 8 years, leaving very little money in the levy fund for anything else so Baumle clarified that this was a 5-year plan, not a plan to go out and purchase a new heavy rescue truck
- **Fire Station** – potential growth/addition – Chief Troutwine forecasts the need for possible expansion of the firehouse in the long-term future to accommodate bunk rooms for full or part-time personnel – possible location would include purchasing the home to the west of the firehouse if it would become available – Baumle added the potential for merging with Arcanum EMS to support such a possibility may need to be discussed

Utility Committee: Meeting was Wednesday, April 4, 2018 at 6PM at 1 Pop Rite Drive. Committee members present were Bonnie Millard and Eric Van Hoose. Also present was Village Administrator Bill Kessler and Utility Clerk Angie Lear. Millard reported on the following:

WATER/SEWER:

- **Water tower update** – received a verbal quote from Consolidated Tank at \$19K compared to estimate from Pitt Tank & Tower of \$64,350 – still holding for one more quote from an outfit in Indiana before any decision is made
- **Large meter replacement** – proceeding with purchasing two replacement meters for Sutton's at a total for meter and parts of \$2,700 – will determine replacement on the remaining 9 after reviewing costs
- **Water line to new office building** – estimate received at \$81K – this was provided to WDC group to distribute to all affected parties to be put in the PAR – estimate covers engineering, a 12-inch water line and a 2-inch water line to the new building, street repair, curb, and fire hydrant – inclusion of the fire hydrant may prove beneficial in getting it included in the PAR – waiting on feedback
- **SCADA update** – ProTech quoted \$12,700 to update current equipment and will work with coordinating with the new WWTP – holding on additional quote from B.L. Anderson for competitive pricing
- **Fire Hydrants** – all have been changed except for the one at West First/South High

ELECTRIC:

- **Sawvel & Associates** – first being the rate study power cost adjustment review at a cost of \$2,500 per review or \$5K annually – this would provide the Village with accurate generation charges – second study at \$15K would be for a Generation Economic Analysis only – Sawvel would coordinate and review cost estimates and proposals for refurbishing existing generators with emission controls (big bucks involved here) and then estimate the economic impact to the Village's power supply cost – committee would be requesting a work shop presentation at this point
- **Demand Meters** – Bill advised committee that the current meters have demand capability but Village system does not recognize for the collection system – cost needed for software add-ons, etc
- **Street lights** – before purchasing, holding for a competitive price from Phillips – currently have quote of \$29,230 from Brownstown – Bill is estimating a 1 ½ year payback
- **ORD 2011-28 (Rules and Regulations for Electric Service)** – committee set an action plan to complete this update – first 10 pages for review April 16, next 8 pages by April 30, and balance by May 14 – aggressive plan but feel it is doable
- **Underground plans** – committee discussed proceeding with burying lines – Ivester/Park Drive was initially worked on back in 2013 with feedback from legal on associated costs for easements – to be revisited
- **Tree trimming around electric lines** – needs approval to put out for bid – per the Solicitor, legislation is not required nor is advertising because the cost of the tree trimming will not exceed a certain dollar amount – the VA only needs authorization to proceed to seek bids by motion – he can then send out bid packets as has been done in the past
- Delk made a motion authorizing the Village Administrator to seek bids for tree trimming around high voltage lines. Millard seconded. All present voted yea. Motion passed.

Next meeting is Monday, April 16, 2018 at 5PM at 1 Pop Rite Drive.

Planning Committee: Meeting was on Tuesday, April 3, 2018 at 6PM at 1 Pop Rite Drive. Committee members present were Jerry Boolman, Greg Baumle, and Blaine Vencill. Also present was Village Administrator Bill Kessler, and resident Wayne Stutz. Boolman reported on the following:

Discussion on Current City Building:

- VA indicated there have been a few realtors that have expressed interest in showing the building – Solicitor asked if sale of building has been advertised – no it has not because realtors have just been calling asking to show it – Solicitor clarified that before anything official can happen, it does have to be advertised for sale for at least 5 weeks
- Continue to allow the realtors to spread the availability of the building versus advertising in the media

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- Pest removal is progressing along with no issues

New Building Discussions:

- New prints will need to be created due to the lot not having enough parking and having to move the building further back on the lot – Garmann/Miller indicated that placing the building as is will not qualify for the loan – this will increase cost of the build due to longer access to the street
- By creating new prints, the current PAR will become invalid as far as submitting for the loan
- New building site will need an archaeological survey done to insure there is no historical significance with the property
- Committee recommends that an Open House be held with the public (with the Mayor and the VA at a time to be determined) to discuss the future of the current city building and the preliminary designs of the new facility – the Planning Committee will support this Open House

Personnel Committee: Meeting scheduled for Thursday, April 19, 2018 at 9AM at 1 Pop Rite Drive.

Finance & Audit Committee: Nothing at this time.

New Business:

Ordinance No. 2018-19 – Council President Delk read by title only an Ordinance amending 2015-48 concerning water reconnection fees for the Village of Arcanum, Ohio. This is the second reading.

Ordinance No. 2018-20 – Council President Delk read by title only an Ordinance providing for an amendment to the 2018 appropriations of the Village of Arcanum, Darke County, Ohio and declaring an emergency. (Arcanum Community Ballpark Fund) A motion was made by Millard to waive the three reading rule on Ordinance No. 2018-20. Delk seconded. All present voted yea. Motion passed. Millard made a motion to adopt Ordinance No. 2018-20. Delk seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Ordinance No. 2018-20. Delk seconded. All present voted yea. Legislation passed.

Resolution No. 2018-09 – Council President Delk read by title only a Resolution authorizing the Fiscal Officer to enter into an agreement with Civica CMI. This is the second reading.

Resolution No. 2018-11 – Council President Delk read by title only a Resolution authorizing the Village of Arcanum to enter into a contract with the Arcanum Junior Baseball Association for the Year 2018 operation and management of the baseball facility and declaring an emergency. A motion was made by Boolman to waive the three reading rule on Resolutuion No. 2018-11. Baumle seconded. All present voted yea. Motion passed. Boolman made a motion to adopt Resolution No. 2018-11. Baumle seconded. All present voted yea. Boolman made a motion to declare an emergency on Resolution No. 2018-11. Baumle seconded. All present voted yea. Legislation passed.

Old Business:

Announcements: Millard announced that she is not selling insurance. Someone is using her number and her name and saying they are selling insurance. She just wanted everyone to know in case they received a call.

Adjournment: A motion was made by Boolman to adjourn. Baumle seconded. Meeting ended at 7:50 PM.

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

Mayor Judith F. Foureman