

**Village of Arcanum Council Meeting**  
**Tuesday, May 15, 2018**  
**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 Bonnie Millard, Vanessa Delk, Greg Baumle, Eric Van Hoose, and Jerry Boolman answered roll call. A motion was made by Boolman to excuse Blaine Vencill. Baumle 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.

**Amendments to the Agenda:** Mayor Foureman announced that New Business would be done first because a council member needed to leave early due to a death in the family.

**New Business:**

**Ordinance No. 2018-25** – Mayor Foureman read by title only an Ordinance providing for an amendment to Ordinance 2009-44, establishing rules for the conduct of business of the Village Council. This is the first reading.

**Ordinance No. 2018-26** – Mayor Foureman read by title only an Ordinance providing for public parking on certain real estate owned by the Village of Arcanum, Ohio and establishing the regulation thereof. This is the first reading.

**Ordinance No. 2018-27** – Mayor Foureman read by title only an Ordinance authorizing entry into a contract to provide police services for the Arcanum-Butler Local School District. This is the first reading.

**Ordinance No. 2018-28** – Mayor Foureman 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. (Water Fund) A motion was made by Boolman to waive the three reading rule on Ordinance No. 2018-28. Millard seconded. All present voted yea. Motion passed. Boolman made a motion to adopt Ordinance No. 2018-28. Millard seconded. All present voted yea. Motion passed. Boolman made a motion to declare an emergency on Ordinance No. 2018-28. Millard seconded. All present voted yea. Legislation passed.

**Ordinance No. 2018-29** – Mayor Foureman 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. (State Highway Fund) A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2018-29. Baumle seconded. All present voted yea. Motion passed. Van Hoose made a motion to adopt Ordinance No. 2018-29. Baumle seconded. All present voted yea. Motion passed. Van Hoose made a motion to declare an emergency on Ordinance No. 2018-29. Baumle seconded. All present voted yea. Legislation passed.

**Ordinance No. 2018-30** – Mayor Foureman 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. (WWTP Debt Repayment Fund) A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2018-30. Millard seconded. All present voted yea. Motion passed. Van Hoose made a motion to adopt Ordinance No. 2018-30. Millard seconded. All present voted yea. Motion passed. Van Hoose made a motion to declare an emergency on Ordinance No. 2018-30. Millard seconded. All present voted yea. Legislation passed.

**Ordinance No. 2018-31** – Mayor Foureman read by title only an Ordinance amending Ordinance 2015-13 authorizing American Municipal Power-Ohio, Inc. to enter into a settlement agreement with Dayton Power & Light, Inc. on behalf of the Village and declaring an emergency. A motion was made by Millard to waive the three reading rule on Ordinance No. 2018-31. Delk seconded. All present voted yea. Motion passed. Millard made a motion to adopt Ordinance No. 2018-31. Delk seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Ordinance No. 2018-31. Delk seconded. All present voted yea. Legislation passed.

**Ordinance No. 2018-23** – Mayor Foureman read by title only an Ordinance repealing Ordinance 2018-14 and adopting a new Income Tax Code of the Village of Arcanum, Ohio effective January 1, 2018, and declaring an emergency. A motion was made by Millard to amend Section Five of Ordinance No. 2018-23 to read as follows "That this Ordinance is hereby determined to be an emergency measure necessary for the continuing collection of income taxes by the Village of Arcanum so as to meet its financial obligations and shall take effect as of January 1, 2018". Van Hoose seconded. All present voted yea. Motion passed. Millard made a motion to waive the three reading rule on Ordinance No. 2018-23 as amended. Van Hoose seconded. All present voted yea. Motion passed. Millard made a motion to adopt Ordinance No. 2018-23 as amended. Van Hoose seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Ordinance No. 2018-23 as amended. Van Hoose seconded. All present voted yea. Legislation passed.

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**Resolution No. 2018-13** – Mayor Foureman read by title only a Resolution declaring necessity for renewal of a tax levy in excess of the Ten-Mill limitation for the current operating expenses of the Village and requesting certification from the Darke County Auditor of revenue from 0.5 Mills. This is the first reading. A motion was made by Delk to waive the three reading rule on Resolution No. 2018-13. Boolman seconded. All present voted yea. Motion passed. Delk made a motion to adopt Resolution No. 2018-13. Boolman seconded. All present voted yea. Legislation passed. Resolution No. 2018-13 will be effective June 15, 2018.

**Resolution No. 2018-14** – Mayor Foureman read by title only a Resolution declaring necessity for renewal of a tax levy in excess of the Ten-Mill limitation for the current operating expenses of the Village and requesting certification from the Darke County Auditor of revenue from 1.6 Mills. This is the first reading. A motion was made by Millard to waive the three reading rule on Resolution No. 2018-14. Boolman seconded. All present voted yea. Motion passed. Millard made a motion to adopt Resolution No. 2018-14. Boolman seconded. All present voted yea. Legislation passed. Resolution No. 2018-14 will be effective June 15, 2018.

**Resolution No. 2018-15** – Mayor Foureman read by title only a Resolution authorizing the hiring of a pool manager and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolutuion No. 2018-15. Baumle seconded. All present voted yea. Motion passed. Millard made a motion to adopt Resolution No. 2018-15. Baumle seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2018-15. Baumle seconded. All present voted yea. Legislation passed.

**Resolution No. 2018-16** – Mayor Foureman read by title only a Resolution authorizing the Village of Arcanum to enter into a memorandum of agreement with the City of Greenville, Ohio for the operation of the Village outdoor warning siren and declaring an emergency. A motion was made by Van Hoose to waive the three reading rule on Resolutuion No. 2018-16. Baumle seconded. All present voted yea. Motion passed. Van Hoose made a motion to adopt Resolution No. 2018-16. Baumle seconded. All present voted yea. Van Hoose made a motion to declare an emergency on Resolution No. 2018-16. Baumle seconded. All present voted yea. Legislation passed.

**Resolution No. 2018-17** – Mayor Foureman read by title only a Resolution authorizing the Village Administrator to prepare and submit a grant application to the Darke County Park District an emergency. A motion was made by Baumle to waive the three reading rule on Resolutuion No. 2018-17. Delk seconded. All present voted yea. Motion passed. Baumle made a motion to adopt Resolution No. 2018-17. Delk seconded. All present voted yea. Baumle made a motion to declare an emergency on Resolution No. 2018-17. Delk seconded. All present voted yea. Legislation passed.

**Resolution No. 2018-18** – Mayor Foureman read by title only a Resolution authorizing the December 6, 2017 to May 1, 2018 utility write-off accounts and declaring an emergency. A motion was made by Boolman to waive the three reading rule on Resolutuion No. 2018-18. Van Hoose seconded. All present voted yea. Motion passed. Boolman made a motion to adopt Resolution No. 2018-18. Van Hoose seconded. All present voted yea. Boolman made a motion to declare an emergency on Resolution No. 2018-18. Van Hoose seconded. All present voted yea. Legislation passed.

**Resolution No. 2018-19** – Mayor Foureman read by title only a Resolution authorizing certification to the County Auditor for the collection of delinquent utility bills and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolutuion No. 2018-19. Boolman seconded. All present voted yea. Motion passed. Millard made a motion to adopt Resolution No. 2018-19. Boolman seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2018-19. Boolman seconded. All present voted yea. Legislation passed.

**Council Minutes:** Mayor Foureman asked for approval of the minutes of April 24, 2018. A motion was made by Baumle to approve the minutes of the April 24, 2018 Council meeting. Boolman seconded. All present voted yea. Motion passed.

**Expenditures:** Mayor Foureman 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. Van Hoose seconded. All present voted yea. Motion passed.

**Comments from the Public:**

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**Administrative Reports:**

**Mayor:** Mayor Foureman reported on the following:

- The Mayor thanked Boolman for attended the Planning Committee meeting with Garmann-Miller. She added that his input was very valuable.
- The Mayor received a request from a resident to put a four-way stop at Albright and East Second Streets. The request stems from small children riding their bikes out into the street and complaints of cars driving down the street at speeds of up to 50 mph. Council and the Mayor expressed it is not feasible or economically possible as stop signs would have to be placed at every such intersection all over town, as well as crosswalks. The most that can be done is put up a "Children At Play" sign as has been done in other areas of town.

**Solicitor:** Absent.

**Village Administrator:** Kessler reported on the following:

- **Water Tower** – Consolidated wants a deposit to buy paint and sealant – Darcy can cut check now funds are appropriated
- **Traffic Lights** – funds now appropriated – Bill presented at last fire/rescue meeting – they are pleased – Bill will contact Capital Electric and new lights can be ordered and installed
- **Barnes** – sealing of old building is complete – single pass doors have been installed and bats are vacating – Barnes is preparing before and after pictures and will forward to Bill
- **New Building** – tornado shelter does not have to be on the police side – can be in another part of the building
- **Grass/Trailers/Other Nuisances** – Bill has started notifying grass clippings/height – council members also inquired about a couple trailers in town – Bill has been in touch with those individuals - Bill is also working on the Bonner property again
- **Girl Scout Garden** – Bill and the Mayor have addressed council concerns with troop leader about size and scope of garden – still quite a bit of sod that needs to be removed from the area as well
- **Farst Field** – working on taking down the fence row and cleaning out walkway
- **Scout Monument** – flag pole is up – walkway complete – this project will be very low maintenance
- **Water/Wastewater Employee** – already quit after two half days – back to square one

**Fiscal Officer:** Woodall reported on the following:

- The auditors are wrapping up. Woodall received a draft of the audit report today, and she will be following up with the auditors to schedule a formal exit conference.

**Committee Reports:**

**Service & Leisure Committee:** Meeting was on Wednesday, April 25, 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, Utilities Superintendent Keir Smith, and Susan Laux from Mote & Associates. Van Hoose reported on the following:

- **Pool** – need to purchase 13 gallons of paint for the pool fence to be painted during Serve Arcanum – the fence is now painted as well as the baby pool
- **North Street Reconstruction** – working with Susan from Mote on cost for total reconstruction from Walnut Street to Harvest Fields – looking at funding option #1 – Susan setting up a traffic count during Old Fashioned Days to help with scoring more points to increase chances of receiving CDBG money

**Safety Committee:** Code Red training meeting is scheduled for tomorrow, May 16<sup>th</sup> at 9:30AM. Millard also thanked Mayor Foureman for meeting with Superintendent Stephens about the SRO contract and getting the vacation language straightened out.

**Utility Committee:** Meeting was Thursday, May 3, 2018 at 5PM at 1 Pop Rite Drive. Committee members present were Bonnie Millard and Vanessa Delk. Also present was Village Administrator Bill Kessler and Utility Clerk Angie Lear. Millard reported on the following:

- **LED Street Lights** – Phillips quote was \$3K less than Brownstown – ordering one from each for comparison before placing complete order
- **Water Tower** – quote from Consolidated was \$6500 less than originally reported – Consolidated will power wash and only repaint where needed – paint should match since tower was just repainted two years ago by Consolidated – timing of project is possibly end of May to mid-June
- **Tree Trimming** – VA will send out bid packets for tree trimming around high voltage lines by month end
- **Meter Replacement** – after review of water meter surcharge fund, plan to place an order quarterly – should be able to complete replacement by end of year and still allow for \$8K payback to general fund

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- **Utility Agreement Update** – committee has 8 more pages to review – Angie will prepare a draft with the recommended changes for council's input/questions/concerns
- **Underground Electric Project** – quote received from Ritter of \$31K to complete rural areas – committee recommends moving forward with this – next quote from Ritter will be for Ivester/Park Drive project
- **Sawvel & Associates** – presentation to committee that was scheduled for May 15<sup>th</sup> was cancelled – Bill to follow up with Sawvel for reschedule
- **Infrastructure Charges** – researching ordinances to determine increase taken for the sewer separation phases for debt repayment – additional work required on the business area to determine status of meters before moving forward
- Millard made a motion to move forward with the purchase of LED street lights not to exceed \$29,300. Boolman seconded. All present voted yea. Motion passed.
- Millard made a motion authorizing the Village Administrator to move forward with a quote of \$31K from Ritter Plumbing for the underground electric line project to complete the rural areas. Van Hoose seconded. All present voted yea. Motion passed.

Next meeting is Wednesday, May 23, 2018 at 5PM at 1 Pop Rite Drive.

**Planning Committee:** Nothing at this time.

**Personnel Committee:** Meeting was Thursday, May 3, 2018 at 9AM at 1 Pop Rite Drive. Committee members present were Vanessa Delk, Greg Baumle, and Bonnie Millard. Also present was Fiscal Officer Darcy Woodall and Village Administrator Bill Kessler. Baumle reported on the following:

- Prior to the meeting I met with the Fiscal Officer to determine the exact start date of each employee, the rate at which they were hired, and the rate they are currently earning.
- The committee discussed wage scale structure options – the pros and cons of a structured step based system (with 4-6 steps over a number of years) versus wage increases determined by the employee's supervisor based on merit. Both options would involve a specific starting and top out rate for each Village job description. No agreement was reached. Further discussion is needed. Topic was tabled.
- It was determined that once an employee reached the set top out rate, only cost of living increases would be granted (which would depend on the state of finances in any given year). The wage scale would need to be adjusted accordingly if cost of living increases were granted.
- Each committee member was provided a copy of the Ohio Municipal League Village Salary Survey from 2017 for their review. This information will help guide us in determining appropriate pay rates for Village employees. Greg reviewed the survey and compiled a spreadsheet that provided wage information for villages that are similar to our own. Committee members are asked to review the spreadsheet and bring discussion to the next committee meeting.
- The Village Solicitor states that we do not need to repeal legislation that states top out rates for certain employees who have moved to a rate above the stated top out rate. This is due to the fact that the wage scale project is ongoing.
- The Solicitor also stated that we need to make the Plant Operator Specialist part of the Water/Wastewater department wage scale because this title was not included in the list originally.
- Personnel manual pending. More discussion at next meeting.

**Finance & Audit Committee:** Nothing at this time.

**Old Business:**

**Announcements:**

Baumle announced he would not be at the May 29<sup>th</sup> council meeting.

**Adjournment:** A motion was made by Boolman to adjourn. Van Hoose seconded. Meeting ended at 8:17 PM.

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

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Mayor Judith F. Foureman