

Village of Arcanum Council Meeting
Tuesday, August 7, 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 Delk to excuse Blaine Vencill. Baumle seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler and Fiscal Officer Darcy Woodall.

Council Minutes: Mayor Foureman asked for approval of the minutes of July 10, 2018. A motion was made by Boolman to approve the minutes of the July 10, 2018 Council meeting. Delk seconded. All present voted yea. Motion passed. Mayor Foureman asked for approval of the minutes of July 23, 2018. A motion was made by Van Hoose to approve the minutes of the July 23, 2018 Special Council meeting. Boolman seconded. Millard, Baumle, Van Hoose, and Boolman voted yea. Delk abstained. 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. Boolman seconded. All present voted yea. Motion passed.

Amendments to the Agenda:

Comments from the Public:

Administrative Reports:

Mayor: Nothing at this time.

Solicitor: Absent.

Village Administrator: Kessler reported on the following:

- **Code Red** – the map doesn't include all of our electric customers – Bill is working to resolve
- **Utility Bill Adjustment** – customer had a water leak – sewer adjustment on bill of \$189 needs council approval – Millard made a motion authorizing the utility clerk to make an adjustment of \$189 to the sewer portion of the utility bill at 3 Sierra Lane due to a water leak. Delk seconded. All present voted yea. Motion passed.
- **Renewable Energy Credits (REC's)** – council needs to make a decision whether to sell or keep (this will be the decision for the next 5 years – this is through AMP) – Millard made a motion authorizing the Village Administrator to have AMP Ohio sell the REC's back from 2018 to 2022. Van Hoose seconded. All present voted yea. Motion passed.
- **Mote & Associates** – still working on evaluation of old building
- **Albright Street Waterline Bids** – Choice One already did due diligence on all 5 bids – their recommendation is low bid from Durst Brothers Excavating – Millard made a motion to accept the bid of \$58,080 from Durst Brothers Excavating for the 12" water line on Albright Street. Delk seconded. All present voted yea. Motion passed.
- **Water Tower** - still nothing
- **PAR for New Building** – Baumle made a motion approving the PAR for the new administration/police building. Boolman seconded. All present voted yea. Motion passed.

Fiscal Officer: Woodall announced she would be on vacation next week and would not be at the next council meeting on August 14th. Mayor Foureman then stated that she had looked at legislation for the next meeting and didn't see anything pressing that needed to be passed just a week from now. The Mayor asked if Council would approve not having the August 14th meeting and just have the August 28th meeting. All council members present agreed to cancel the August 14th meeting and only hold the August 28th meeting.

Committee Reports:

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

- **North Street** – need to talk to Nicole about a couple of issues – talked about needing curbs for drainage at the end near Harvest Fields
- **West South Street** – crack seal quote received from J & A Construction - \$6756 – includes crack seal and sealing the curb
- **Park Grant Work** – resident asked if the Village would supply the paint for the basketball backboards and poles – he will paint them (basketball team is going to help) – also got quote to seal and stripe the court (\$250 to seal, \$300 to stripe)
- **East South/North Main Street Violations** – Bill has heard from most of the residents – deadline is August 31st – Wagner paving has agreed to give pricing on about 90% of them

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- **Pool** – had a second health inspection and everything went well
- **Streets** – Mark is doing some asphalt patchwork

Safety Committee: Nothing at this time.

Utility Committee: Meetings held July 23, 2018 and August 6, 2018 at 1 Pop Rite Drive. Committee members present were Bonnie Millard and Eric Van Hoose. Also present was Mayor Judith Foureman (August 6th only), Village Administrator Bill Kessler, and Utility Clerk Angie Lear. Millard reported on the following:

July 23rd:

- Resident Jim Piel concern on rates. This was discussed at last council meeting and everyone agreed that his charges should continue as is. Further information for council: his electric charge is at a commercial rate and already is slightly cheaper than residential and with the 5/8" water line (same as residential), he is obligated to pay minimum charges
- **Utility Agreement** – after first reading it was noted that areas needed edited – Angie has prepared a packet with noted changes and will review with Nicole for handling
- **Sawvel** – after Bill and Bonnie's discussion with Don, it was determined the need to proceed with Exhibit 2 (Power Supply Plan Assistance) and Exhibit 3 (Distribution System Plan) at \$25K each – the understanding was the resolution passed was to hire Sawvel and Associates with authorization to proceed with the Power Cost Adjustment at \$5K – Bill has signed that contract but not the other two – checking with Nicole if further approval is necessary – Millard made a motion approving to proceed with Exhibits 2, 3, and 4 of the agreement with Sawvel & Associates. Boolman seconded. All present voted yea. Motion passed.
- **Infrastructure Coding for policy (ORD 2018-37)** – committee recommends charging the \$100 payment to water/sewer revenue funds as follows: 1/3 water revenue, 2/3 sewer revenue – after council approval, Angie will work with CMI for proper coding
- **LED Lights** – install ongoing – skid of 45 was delivered and installing on West South and East South Streets

Next meeting is Monday, August 6, 2018 at 4PM at 1 Pop Rite Drive.

August 6th:

- **Underground Electric** – Bill working on getting costs from Ritter for underground on Park/Ivester and Northmoor/Meadowlawn
- **Infrastructure Ordinance** – final reading tonight will not be effective until October billing – Angie has forwarded the information for proper coding to CMI for handling
- **Damaged Line** – a truck damaged a line that captures AMP electric charges to Village – has been temporarily repaired using fiber line and Bill would like it replaced with fiber – Garber has fiber at a cost of \$1295 that AMP can use and Village would have access to for the new building – committee agreed to proceed with this
- **Bucket Truck** – committee discussing whether to increase yearly reserve amount for new bucket truck – will discuss further during 2019 budget talks for utility
- **Itron** – provided information to Bill that hand-helds will be no longer be supported by end of 2021 – will be evaluated as this is ample time to come up with a backup plan
- **AMP REC's** – AMP has asked if Village wants to sell any Blue Ridge Wind Farm REC's (recoverable energy credits) – committee recommends selling off same as last year – needs council approval tonight
- **Albright Road Temp Access** – temporary access has begun off Albright Road with the intent it would be removed once construction is complete – Don Roberts gave his attorney, Phil Garbig verbal ok – however, Bill is waiting on documents – discussed no need for another access at \$12K once WWTP is completed – annexation was discussed – however, Village is landlocked and cannot annex – What is the \$12K purchase to buy land for access versus cost of applying credit to employee for the 20 hours that will be required
- **Neal Fasick** – requested an extended arm (a Village street light) affixed to electric pole – doesn't want normal guard light – he is not in Village limits and nothing in Utility Manual provides for this – he can install his own and wire to meter box if he so desires – discussed with Utility Supervisor and VA and along with committee not allowing this as precedent setting
- **Staffing** – committee reviewing staffing requirements for WWTP

Next meeting is Monday, August 27, 2018 at 5PM at 1 Pop Rite Drive.

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Planning Committee: Meeting was Monday, July 23, 2018 at 1 Pop Rite Drive. Committee members present were Jerry Boolman and Greg Baumle. Also present was Village Administrator Bill Kessler. Boolman reported on the following:

- **PAR for new building** – reviewed some material samples that Garmann/Miller recommended – discussed some changes that had been made to the PAR
- **Activity on old building** – committee recommended that VA work with Mote Engineering to get the evaluation done as quickly as possible – would like to see the operating cost estimates of the new versus old – evaluate the total cost to the Village to be able to move back into old building and the existing maintenance costs that were issues before the bat issue – discussed having a town hall meeting with Village residents at the school to review all costs associated with the old building and costs associated a new facility – stop all activity on new building until a decision has been reached on old facility – need information within next 3 months

Personnel Committee: Meeting was Monday, August 6, 2018 at 1 Pop Rite Drive. Delk reported on the following:

- Definitions – Personnel Officer is defined as the Mayor. Should this be changed to Mayor or designee?
- Jury Duty – The Village is not obligated by law to pay an employee selected for jury duty. Chapter 6, section & addresses the current policy. The committee discussed the possibility of paying a full time employee at the regular rate of pay for up to one week of absence for jury duty. The language should state this is not to exceed more than one work week. Any required time off for jury duty after that time would follow the current procedure in 6.7 (employee may exhaust vacation time, etc.).
- Chapter 3 – Position Vacancy and Announcement – 3.1(D) should be changed back to the original language. The Village may from time to time, accept applications after the close of the posting period. This allows us to have a larger pool of qualified applicants. The Solicitor recommended that we re-advertise if a significant amount of time has passed since the end of the posting period.
- 3.1(G) should be removed completely. Applications can be taken whether or not a position exists and will be kept on file for a limited amount of time.
- Chapter 3.2 – Evaluation of Applicants – J(!) should be revised to read: “Before any offer of employment is extended by the Village, the Personnel Officer **shall** conduct a reference check on the final candidate(s).”
- Chapter 4.2 – Trial/Probationary Period – There was discussion on whether the probationary period for the police department was one year or six months. 4.2(B) is correct in stating that the probationary period is six months per ORC 737.16 and 737.17. Mayor plans on following up with PD manual to make sure this is correctly stated.
- August 7, 2018 Meeting – Begin reviewing Chapter 5 as time allows.
- Solicitor stated she will be responsible for making the changes to the manual as we through it.

Next meeting is Tuesday, August 14, 2018 at 4PM at 1 Pop Rite Drive.

Finance & Audit Committee: Nothing at this time.

Old Business:

New Business:

Ordinance No. 2018-37 – Mayor Foureman read by title only an Ordinance establishing certain water and sewer charges for the Village of Arcanum, Ohio. This is the third reading. A motion was made by Millard to adopt Ordinance No. 2018-37. Delk seconded. All present voted yea. Legislation passed. Ordinance No. 2018-37 will become effective September 7, 2018.

Ordinance No. 2018-45 – Mayor Foureman read by title only an Ordinance adopting rates, terms, and conditions for electric service provided by the Village of Arcanum, Ohio. This is the second reading. A motion was made by Millard to amend certain changes in Exhibit A of Ordinance No. 2018-45. Van Hoose seconded. All present voted yea. Motion passed.

Ordinance No. 2018-47 – 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. (General Fund-General Administration) A motion was made by Millard to waive the three reading rule on Ordinance No. 2018-47. Delk seconded. All present voted yea. Motion passed. Millard made a motion to adopt Ordinance No. 2018-47. Delk seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Ordinance No. 2018-47. Delk seconded. All present voted yea. Legislation passed.

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Resolution No. 2018-31 – 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. A motion was made by Baumle to waive the three reading rule on Resolution No. 2018-31. Delk seconded. All present voted yea. Motion passed. Baumle made a motion to adopt Resolution No. 2018-31. Delk seconded. All present voted yea. Baumle made a motion to declare an emergency on Resolution No. 2018-31. Delk seconded. All present voted yea. Legislation passed.

Resolution No. 2018-32 – Mayor Foureman read by title only a Resolution authorizing the Mayor to apply for, accept, and enter into a cooperative agreement for the Albright Street Waterline Project between the Village of Arcanum, Ohio and The Ohio Water Development Authority and declaring an emergency. A motion was made by Millard to waive the three reading rule on Resolution No. 2018-32. Van Hoose seconded. All present voted yea. Motion passed. Millard made a motion to adopt Resolution No. 2018-32. Van Hoose seconded. All present voted yea. Millard made a motion to declare an emergency on Resolution No. 2018-32. Van Hoose seconded. All present voted yea. Legislation passed.

Resolution No. 2018-33 – Mayor Foureman read by title only a Resolution authorizing the purchase of a digger truck from the Village of Minster, Ohio and declaring an emergency. A motion was made by Baumle to waive the three reading rule on Resolution No. 2018-33. Delk seconded. All present voted yea. Motion passed. Baumle made a motion to adopt Resolution No. 2018-33. Delk seconded. All present voted yea. Baumle made a motion to declare an emergency on Resolution No. 2018-33. Delk seconded. All present voted yea. Legislation passed.

Announcements:

Adjournment: A motion was made by Baumle to adjourn. Delk seconded. Meeting ended at 7:46 PM.

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

Mayor Judith F. Foureman