

Village of Arcanum Council Meeting
Tuesday, December 4, 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 Vanessa Delk, Blaine Vencill, Eric Van Hoose, Jerry Boolman, and Bonnie Millard answered roll call. Mayor Foureman asked for a motion to excuse Baumle. A motion was made by Boolman to excuse Greg Baumle. Delk seconded. All present voted yea. Motion passed. Also present were Village Administrator Bill Kessler, Fiscal Officer Darcy Woodall, Solicitor Nicole Pohlman, Mike Bruns from Mote & Associates, and Business Association member Jason Blackburn.

Council Minutes: Mayor Foureman asked for approval of the minutes of October 30, 2018. A motion was made by Boolman to approve the minutes of the October 30, 2018 Council meeting. Van Hoose seconded. All present voted yea. Motion passed. Mayor Foureman asked for approval of the minutes of November 13, 2018. A motion was made by Boolman to approve the minutes of the November 13, 2018 Council meeting. Van Hoose 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 Boolman to pay the properly appropriated and funded expenditures. Delk seconded. All present voted yea. Motion passed.

Amendments to the Agenda: Mayor Foureman added an Executive Session for Personnel after New Business.

Comments from the Public:

Jason Blackburn: Jason stopped by to let Council know what was going on with Christmas in Arcanum and the Horse Parade coming up this Saturday, December 8th. So far, there are about 20,000 Christmas lights up in the park and 46 entries for the parade (bigger than last year). Channel 45 news will be in town this Thursday from 6AM to 9AM to interview various people in town and many that will be involved in Saturday's festivities. Jason was also in attendance to ask Council if it was in the budget to pay for the extra police that would be needed for traffic control before and after the parade as well as along the parade route. He knows in the past that this part of the budget has paid for police during Old Fashioned Days and other community events. Mayor Foureman added that Council approval would be needed to pay this as all the money in the community events line has been used for the year. She stated the cost for the extra police would be approximately \$648. A motion was made by Delk to approve the additional expense of \$650 to pay the police for the horse parade. Millard seconded. All present voted yea. Motion passed.

Mike Bruns from Mote & Associates:

- **WWTP** – 75% complete – evaluating prices of add-ons from payout standpoint - \$1M left in contingency (\$400K is for short-lived asset fund)
- **North Street** – has moved from district to state level – now soil borings need to be done – have quote from CTL of \$6975 to complete soil borings – CTL's quote included every 300 feet - A motion was made by Millard authorizing CTL to proceed with the soil borings for North Street not to exceed \$7000. Van Hoose seconded. All present voted yea. Motion passed.

Administrative Reports:

Mayor: Nothing at this time.

Solicitor: Nothing at this time.

Village Administrator: Kessler reported on the following:

- **New Admin/Police Building** – received approval from USDA for new building on November 28th – have meeting with Ashley Kelly January 22nd to go over closing instructions/letter of conditions – tentative plan is as follows: March 12 (out for bid) – April 4 (bid opening) – April 9 (bid approval) – May 27 (start construction) – December 2019/January 2020 (substantial completion) – it was decided that a town hall/public meeting was no longer necessary – legislation will be needed at the first meeting of January stating Council's approval to move forward with the project
- **Utility Clerk** – getting acclimated
- **Leaf Pickup** – ongoing
- **Keir** – going to be out indefinitely – Randy has stepped up and is filling in for him as superintendent

Fiscal Officer: Woodall made the official announcement that tomorrow, December 5th is her last official day with the Village. Woodall told Council that she would come in after hours and on weekends to help keep things up in finance until her replacement is hired. Members of Council congratulated Woodall and thanked her for her time with the Village.

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Committee Reports:

Service & Leisure Committee: Van Hoose reported on the following:

- **Street Department Wage Scale** – discussion was had to establish a wage scale in the street department – the starting pay seems to be firm at \$14/hour – committee would like to top out at \$16.50/hour – however with the latest wage increase, one employee in the department would be beyond this top out pay – therefore, this will not work – top out pay will have to be increased beyond what the current employee is making or the wage scale is already null and void – Bill's recommendation was a scale of \$14-\$18 – after the increases, the highest paid person in the department will be at \$16.58 – knowing this, the recommendation from committee is a top out pay of \$17/hour – Van Hoose made a motion recommending legislation to establish a wage scale for the Street Department with a starting pay of \$14/hour and a top out pay of \$17/hour. Millard seconded. All present voted yea. Motion passed.
- **Assessments to Property Taxes** – Bill will need to get numbers to the Fiscal Officer for legislation to be prepared to assess 10 and 108 North Main for tree removal

Safety Committee: Meeting was held Monday, December 3rd at 6:30PM at 1 Pop Rite Drive. In Baumle's absence, there was some general discussion of what was discussed at the meeting. Bill touched on zoning issues pertaining to trailers, etc. that he felt he already had a good working relationship with the police on, but Baumle brought up at the safety meeting and maybe implied the police could be doing more in the area of driving around looking for those types of violations and reporting them back to Bill rather than Bill having to drive around and find them since the police are already out driving around. Van Hoose added the Police Chief is in the process of applying for some grants, specifically one for body armor. The Fire Chief has also applied for and received at least one grant and will apply for more. Bill passed on that Baumle stated that for the Police Department to be eligible for the better grants, they need to be able to track certain issues and provide detailed statistics. However, the police department does not have access to the same free tracking software the fire department does, which makes this more challenging. There is also a plan but no set date to have safety meeting at the firehouse after the first of the year so the Fire Chief can show the committee some various maintenance issues with the building.

Utility Committee: Meetings held Tuesday, November 27th and Tuesday, December 4th at 1 Pop Rite Drive. Committee members present were Bonnie Millard and Eric Van Hoose. Also present was Mayor Judith Foureman and Village Administrator Bill Kessler. Millard reported on the following:

- Candidate for water/wastewater has been hired – possible start date is January
- With Keir's long term absence, Randy Baker is filling in as superintendent – the Mayor and VA added with this being long term, per the personnel manual, Randy's pay will be increased to \$32.44/hour beginning December 10th
- Wage scale discussed for water/wastewater employees with and without licenses – also recommending some minor changes in the qualifications on the job descriptions for the apprentice position and water/wastewater II position – Millard passed out copies of the wage scale to review with council – the Electric Department wage scale will be looked at as well
- Millard made a motion recommending legislation be drafted amending the water/wastewater wage scale previously established in Ordinance 2016-14 also to include the \$1 shift differential on holidays and weekends for Operator I and Operator II. Delk seconded. All present voted yea. Motion passed.
- Millard made a motion recommending legislation be drafted amending the water/wastewater apprentice and water/wastewater operator II job descriptions. Boolman seconded. All present voted yea. Motion passed.

Planning Committee: Nothing at this time.

Personnel Committee: Nicole is in the process of revisions. Delk asked for the following to be in the minutes:

- **Security of Personnel Records** – the Mayor and Fiscal Officer are both to have access to personnel records, but the records must be kept in a locked file cabinet that no one else can access by getting into the office
- **File Organization** – going forward, the Fiscal Officer will be responsible for cleaning out and maintaining the personnel files – for example, the files should be divided into sections (medical, application, personal info, miscellaneous, discipline, etc)
- **SRO** – the current situation has been squared away, but going forward, the committee wanted to recommend that if another SRO needed to be hired, the Village would work in conjunction with the school Superintendent to select the SRO candidate and not just allow the SRO to be selected by the police department – Mayor Foureman let Council know that was done yesterday – the Mayor, the Police Chief, and the Superintendent all met at the school and conducted interviews for the new SRO

Finance & Audit Committee: Meeting scheduled for Wednesday, December 12, 2018 at 6PM at 1 Pop Rite Dr. Darcy did pass out budget spreadsheets for council to review and asked them to have questions to them before the finance meeting.

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Old Business:

New Business:

Ordinance No. 2018-62 – Mayor Foureman read by title only an Ordinance providing for wage increases for certain Village of Arcanum Employees and declaring an emergency. A motion was made by Delk to waive the three reading rule on Ordinance No. 2018-62. Vencill seconded. All present voted yea. Motion passed. Delk made a motion to adopt Ordinance No. 2018-62. Vencill seconded. All present voted yea. Motion passed. Delk made a motion to declare an emergency on Ordinance No. 2018-62. Vencill seconded. All present voted yea. Legislation passed.

Ordinance No. 2018-63 – Mayor Foureman read by title only an Ordinance regarding the hiring of the Village Solicitor and declaring an emergency. A motion was made by Millard to waive the three reading rule on Ordinance No. 2018-63. Boolman seconded. All present voted yea. Motion passed. Millard made a motion to adopt Ordinance No. 2018-63. Boolman seconded. All present voted yea. Motion passed. Millard made a motion to declare an emergency on Ordinance No. 2018-63. Boolman seconded. All present voted yea. Legislation passed.

Ordinance No. 2018-64 – Mayor Foureman read by title only an Ordinance providing for the appointment of a Village Administrator and declaring an emergency. A motion was made by Van Hoose to waive the three reading rule on Ordinance No. 2018-64. Delk seconded. All present voted yea. Motion passed. Van Hoose made a motion to adopt Ordinance No. 2018-64. Delk seconded. All present voted yea. Motion passed. Van Hoose made a motion to declare an emergency on Ordinance No. 2018-64. Delk seconded. All present voted yea. Legislation passed.

Ordinance No. 2018-65 – Mayor Foureman read by title only an Ordinance establishing 2019 Wage and Benefits for certain Village of Arcanum employees and declaring an emergency. A motion was made by Delk to waive the three reading rule on Ordinance No. 2018-65. Van Hoose seconded. All present voted yea. Motion passed. Delk made a motion to adopt Ordinance No. 2018-65. Van Hoose seconded. All present voted yea. Motion passed. Delk made a motion to declare an emergency on Ordinance No. 2018-65. Van Hoose seconded. All present voted yea. Legislation passed.

The Village Administrator had a few sewer adjustments exceeding \$100 that needed council approval that he forgot to present during his report. A motion was made by Delk approving the sewer adjustments exceeding \$100 and authorizing the Utility Clerk to make the adjustments to those utility accounts. Van Hoose seconded. All present voted yea. Motion passed.

A motion was made by Boolman to move to executive session for Personnel. Delk seconded. All present voted yea. Council went into executive session at 8:01 PM.

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

A motion was made by Delk to return from executive session. Boolman seconded. Council returned from executive session at 8:05 PM.

A motion was made by Delk to pay Darcy Woodall as a contract employee at \$40/hour not to exceed 20 hours per week until a replacement is hired. Boolman seconded. All present voted yea. Motion passed.

Announcements:

Adjournment: A motion was made by Boolman to adjourn. Delk seconded. Meeting ended at 8:06 PM.

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

Mayor Judith F. Foureman