

**Village of Arcanum Council Meeting
December 10, 2019
7:00 p.m.**

Call to Order:

Mayor Greg Baumle opened the meeting with the Pledge of Allegiance along with all present members of council.

Roll Call:

Council Members present include Jerry Boolman, Bonnie Millard, Tim Philpot, Rick Genovesi, Blaine Vencill and Eric VanHoose. Also present were Nicole Pohlman, Bill Kessler, Toni Stanley, Marcus Ballinger, Mary Stephens, Jacob Banks, Mike Bruns, Missie Shilt and Gretchen Baumle.

Minutes – Corrections and Approvals:

A motion was made by B. Millard to approve the minutes from November 26, 2019. J. Boolman seconded. All present voted yea. Motion passed.

Mayor Baumle moved the approval of properly appropriated and funded expenditures to after legislature.

Swearing-In of Newly Elected Officials

Solicitor N. Pohlman swore-in Gregory T. Baumle for a new term as Mayor of Arcanum effective January 1, 2020. Mayor Baumle swore-in Jacob Banks as a new council member commencing January 1, 2020. Mayor Baumle swore in Rick Genovesi as a council member commencing January 1, 2020.

Amendments to Agenda:

There were no amendments to the agenda.

Comments from the Public:

Mike Bruns – North Street pavement is done except for the top layer which will be done in the spring. Sidewalk and drive approaches are being prepped. Waste Water Plant – punch list items being worked on. Per B. Kessler, gravel work was not done on all of the driveways, but it would help if gravel was put down for those residents. Per M. Bruns, weather is affecting when and what they can pour and work on.

Administrative Reports:

Mayor G. Baumle: Organizational meeting will be January 14, 2020 at 6:45pm before normal council meeting. Tony Roberts resigned from the Zoning Board. Looking for replacements. Tangie's Café ribbon cutting will be December 17, 2019 at 5:30pm. VA B. Kessler and Mayor Baumle will be attending a Darke County Parks meeting on December 12, 2019 to let them know what they would like to do and see if funding is available.

Mayor Baumle addressed holidays and employee hours. It was noted that flex time is allowed on holidays so that employees may leave 30 minutes early. B. Kessler will keep the window open for normal operating hours so as to not disrupt the services offered by the village.

Village Solicitor: There was nothing to report.

Village Administrator: B. Kessler noted that Carson Clark resigned from his position. He chose to pursue a different option. He had positive things to say about the village, but this job was not for him. Kaleb Shilt has applied for the open position.

Rick Snyder would like to extend his vacation time by another 60 days to be able to use his vacation days. He is putting in a lot of overtime and is having trouble using his days. B. Millard motioned to extend time by 60 days so that he can use his 40 hours of vacation. R. Genovesi seconded. All present voted yea. Motion passed.

North Street – working on a couple of issues, but working through them.

WWTP – working on a few warranty issues that are breaking. EPA came through and did a walk-through of the facility. Only major issue is the drainage in the middle of the facility that pumps into a creek. Drainage must go back into the plant.

EPA acknowledged that there is an issue with the time clock system. Our records are correct, but info cannot be entered in the same way to reflect accuracy to the EPA. Report will be written in response to the EPA. Overall, EPA was happy with the facility.

Lagoon situation – not as big of an issue.

Kaleb Shilt – A motion was made by B. Millard to hire Kaleb Shilt pending a successful background check as a step 1 apprentice operator with a start date of December 30, 2019. R. Genovesi seconded. All present voted yea. Motion passed.

Fiscal Officer: T. Stanley reported that they were unable to find better insurance rates for employees for 2020. However, we will start looking in August 2020 for alternative plans. A motion needs to be made to change the percentage from 65% to 70% for employee share. The budget already reflects the 70/30 split. T. Philpot motioned to adopt the change of employer percentage split of health insurance from 65% to 70%. B. Vencill seconded. All present voted yea. Motion passed.

Beginning 2019 wrap-up. T. Stanley will meet with Utility Supervisors this week to discuss POs and improvement processes. Received USDA funds to pay off OPWC loan of \$500,000, but legislation is needed. Received two North Street Project payouts today, but they are not on the voucher list. We will need to include those on the approval sheet.

Committee Reports:

Safety Committee: Chief Ballinger successfully passed his Police Chief Training course. The next safety committee meeting is scheduled for December 18, 2019 at 5:00pm. Body cam policy will be reviewed at this meeting.

The police department is prepared for the horse parade. Chief Ballinger is working with B. Kessler to make sure extra safety enforcement is in place for the parade itself.

Chief Ballinger is starting evaluations for the end of this year. An email was received last week regarding statistics for the grant. Report validations should be complete by the end of this week to be submitted. 40 man hours have been committed to validating reports from 2015.

An application was received for a potential new employee, pending the background check.

Utility Committee: Chairperson E. VanHoose noted that there is nothing to report at this time.

Finance Committee: Chairperson B. Millard noted that there is nothing to report at this time.

Service & Leisure Committee: T. Philpot noted that with the change to Rumpke, trash pickup will

be on Thursdays for the entire town. Mayor Baumle noted that the new dates are in the Newsletter. The first pickup will be a day later due to the holidays.

Personnel Committee: There was nothing to report.

Planning Committee: There was nothing to report.

Old Business:

Unfinished Business:

Ordinance 2019-52 – An Ordinance Providing For Wages For The Village Of Arcanum Employees Calendar Year 2020. This is the second reading. Exhibit A. A motion was made by B. Millard to waive the three reading rule for Ordinance 2019-52. B. Vencill seconded. All present voted yea. Motion passed. A motion was made by B. Millard to adopt Ordinance 2019-52. B. Vencill seconded. All present voted yea. Motion passed.

Mayor Baumle asked for an update from Mary Stephens regarding records retention. Stephens stated that nearly all of the records have been inventoried. A records commission has been formed and will meet on January 8, 2020. At that time, the committee will review documents and approve the disposal within the guidelines of the records retention policy. RC-3 forms do not need to be submitted to the Ohio History Connection for records newer than 50 years, but the committee will document what is disposed of internally. For the first phase, the commission will focus on catching up from 2012 (the last disposal), and then go through the older documents. If there are forms that our local historical society would like to keep, the village can transfer those documents. There are grant opportunities for storage of documents which Stephens will look into. Mayor Baumle would like all of our possessions under one roof. A discussion was held about the proper storage and cleaning of the old books. Mayor Baumle also stated that Stephens has taken on an HR role with the village and is helping with new hires, application packets and forms. Stephens stated that she would like to update the village's retention schedule to account for the documents on the S drive.

New Business:

Ordinance 2019-57 – An Ordinance For Appropriations For Current Expenses And Other Expenditures Of The Village Of Arcanum, Darke County Ohio, During Fiscal Year Ending December 31, 2020 And Declaring An Emergency. A motion was made by B. Millard to waive the three-reading rule for Ordinance 2019-57. J. Boolman seconded. All present voted yea. Motion passed. A motion was made by B. Millard to adopt Ordinance 2019-57. J. Boolman seconded. All present voted yea. Motion passed. A motion was made by B. Millard to declare an emergency on Ordinance 2019-57. J. Boolman seconded. All present voted yea. Motion passed.

Ordinance 2019-58 – An Ordinance Authorizing The Transfer Of Funds To Various Funds As Provided In The 2020 Annual Appropriations Ordinance, And Declaring An Emergency. A motion was made by B. Millard to waive the three-reading rule for Ordinance 2019-58. E. Van Hoose seconded. All present voted yea. Motion passed. A motion was made by B. Millard to adopt Ordinance 2019-58. E. VanHoose seconded. All present voted yea. Motion passed. A motion was made by B. Millard to declare an emergency for Ordinance 2019-58. E. VanHoose seconded. All present voted yea. Motion

passed.

Ordinance 2019-59 – An Ordinance Providing For An Amendment To The 2019 Appropriations For Current Expenses And Other Expenditures Of The Village Of Arcanum, Darke County Ohio And Declaring An Emergency (Fire Fund, Water Fund, Sewer Fund And Electric Fund). A motion was made by E. VanHoose to waive the three-reading rule for Ordinance 2019-59. B. Vencill seconded. All present voted yea. Motion passed. A motion was made by E. VanHoose to adopt Ordinance 2019-59. B. Vencill seconded. All present voted yea. Motion passed. A motion was made by E VanHoose to declare an emergency for Ordinance 2019-59. B. Vencill seconded. All present voted yea, Motion passed.

Resolution 2019-32 – A Resolution Providing For The 2020 Organizational Meeting And Regular Meetings Of Council For The Village Of Arcanum, Darke County Ohio. A motion was made by B. Millard to waive the three-reading rule for Resolution 2019-32. E. VanHoose seconded. All present voted yea. Motion passed. A motion was made by B. Millard to adopt Resolution 2019-32. E. VanHoose seconded. All present voted yea. Motion passed.

Resolution 2019-33 – A Resolution Authorizing The Village Administrator To Seek Bids For The 2020 Farm Ground Lease And Declaring An Emergency. A motion was made by E. VanHoose to waive the three-reading rule for Resolution 2019-33. B. Vencill seconded. All present voted yea. Motion passed. A motion was made by E. VanHoose to adopt Resolution 2019-33. B. Vencill seconded. All present voted yea. Motion passed. A motion was made by E VanHoose to declare an emergency for Resolution 2019-33. B. Vencill seconded. All present voted yea. Motion passed.

A motion was made by B. Millard to approve the voucher register dated December 10, 2019. J. Boolman seconded. All present voted yea. Motion passed.

Announcements: Mayor Baumle expressed his appreciation to council member E. VanHoose and his years of service to the Village of Arcanum. Mayor Baumle also asked if he would like to join the board of zoning and appeals.

Adjournment: J. Boolman made a motion to adjourn. T. Philpot seconded. Meeting adjourned.