**Village of Arcanum Council Meeting**

**January 14, 2025**

**7:00 p.m. Regular Session**

**Call to Order –** President Pro-Tem Jerry Boolman opened the meeting with the Pledge of Allegiance along with all present members of Council.

**Roll Call** – The following council members were present: Eric VanHoose, David Hartley, Jerry Boolman, Rick Genovesi, and Tammy Bruner. Also in attendance were VA/Police Chief Marcus Ballinger, Fiscal Officer Karen Deao, Solicitor Nicole Pohlman, Fire Chief Mark Gibson, and Kevin Shawler.

Council Member Hartley moved to excuse Councilman Burns. Council Member Boolman seconded. All other present council members voted yea. Motion passed.

**Meeting Minutes – Corrections and Approvals** – Council Member Hartley moved to approve the Meeting Minutes dated 12/10/2024. Council Member Bruner seconded. Council Member VanHoose abstained. All other present council members voted yea. Motion passed.

Council Member Hartley moved to approve the Organizational & Special Council Meeting Minutes dated 1/7/2025. Council Member VanHoose seconded. All present council members voted yea. Motion passed.

**Amendments to Agenda** – None.

**Comments from the Public** – None.

**Administrative Reports –**

**Mayor:**  None.

**Solicitor:** Old Town Hall – Township Solicitor had changed some of the verbiage within the document to “lease”, which could create issues, as any lease with the Village, would have to be advertised. Solicitor Pohlman is working through this issue with the Township Solicitor.

**Village Administrator/ Police Chief:** VA Report was provided in Council Packets.

* RITA – VA presented Council with a timeline from RITA for them to take over the Village Tax Department. Solicitor will need to review the legal documents sent by RITA.
* Tax Department employees – Alychia Wright is willing to come in after hours to help with the 2025 tax season as a contracted employee. She is requesting to be compensated at $30.00 per hour with a maximum of $4,500, working 15 hours per week for a set number of weeks. Because Alychia will only be working during non-operational hours, during operational hours Julie & Karen will have to facilitate the needs of the tax department outside their normal duties. VA requested that Karen & Julie be compensated an additional 5% of their hourly rate per the Personnel Manual on working out of class in the tax department from now until July 7th. Councilman Boolman asked what Julie would be doing in the tax department, and which Karen gave details on the type of tasks she would be doing. Councilman Boolman asked if Julie was currently busy at this time with other duties. Karen stated that this is a little slower time for her, and is why she is comfortable with Alychia not starting until the first of March, when things really pick up. Councilman Boolman stated that if it is a slower time, then Julie could assume whatever was needed. VA stated that it would take both of them, as they would be sharing the job that one person was doing. VA stated that the 5% would be consumed by the tax wages that were already set in place. This would be an incentive for both Karen & Julie to know that Council is supporting them in their additional tasks on a daily basis. Even when Alychia starts helping out, Karen and Julie will still have to be doing things regularly in the tax department. Councilman Hartley asked if Alychia would be just a contract person with no benefits, which the VA stated that there would be no benefits, just a cash agreement. Councilman Boolman stated his only concern is that Julie is hourly, and adding 5% to hers isn’t bad, but Karen is a salary position. Councilman Boolman asked what that estimated cost would be. VA stated that he didn’t have those exact numbers, however, it would be well under the budgeted amount for tax wages for the year. Councilman Bruner stated that the Village would be saving money by not hiring someone from the outside. Karen stated that the closer the Village gets to April, the tax office will become more chaotic. Councilman Boolman stated that he understood that, but he was thinking of January and February. Councilman Boolman asked if something was going to be sent to the public about the tax department basically closing down for this tax season. Karen advised that in the February newsletter residents would be notified that the Village will no longer be preparing taxes for residents any longer and the tax department would only be taking payments. Then in the May newsletter, it would announce that the Village will be out sourcing taxes completely to RITA beginning in July. Council Member Hartley moved to enter into a contract with Alychia Wright for professional services during the 2025 tax season at a rate of $30.00 per hour not to exceed $4,500, and to increase Karen Deao and Julie Miller’s hourly rate by 5% from the current pay period until the pay period of July 7th. Council Member Boolman seconded. All present council members voted yea. Motion passed.

**Fiscal Officer:** Check Registers, November Income Tax Receipts & November Reconciliation were provided in the Council Packet.

* Authorized Expenditures 12/11/24 – 1/14/25

**Fire Chief:** Provided Council with the 2024 End of Year Report.

* Grants – Marc’s Radio Grant has been awarded in the amount of $13K. This will purchase three radio’s and three pagers.
* VFDB – Will be updating the members on the Board.

**Safety:** Nothing to report. Next meeting is scheduled for 1/17/2025 at 4pm.

**Utility Committee:** Nothing to report.

**Finance, Audit, & Personnel:** Nothing to report.

**Street & Service Committee:** Nothing to report.

**Leisure:** Nothingto report. Next meeting is scheduled for 1/21/25 at 6:00pm.

**Planning:** Nothing to report.

**Old Business – None.**

**New Business –**

1. **Ordinance 2025-01** - An Ordinance Amending The Planning And Zoning Code Of The Village Of Arcanum, Ohio. (1st Reading).
2. **Ordinance 2025**-**02 -** An Ordinance Providing For Adoption Of New Village Personnel Policies. (1st Reading).
3. **Resolution 2025**-**01 -** A Resolution Authorizing The Village Of Arcanum To Enter Into A One Year Agreement With The Local Government Services Section (LGS) Of The Office Of The Auditor Of State And Declaring An Emergency. Council Member VanHoose moved to waive the three-reading rule for Resolution 2025-01. Council Member Hartley seconded. All present council members voted yea. Motion passed. Council Member VanHoose moved to adopt Resolution 2025-01. Council Member Hartley seconded. All present council members voted yea. Motion passed. Council Member VanHoose moved to declare Resolution 2025-01 an emergency. Council Member Hartley seconded. All present council members voted yea. Motion passed

**Announcements –** None.

**Adjournment** – Council Member Hartley moved to adjourn. Council Member VanHoose seconded. All present council members voted yea. Meeting adjourned at 7:23pm.

**ATTEST:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bonnie L. Millard, Mayor  Karen L. Deao, Fiscal Officer

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Jerry L. Boolman, President Pro-Tem