

Arcadia Village Special Council Meeting Minutes August 22nd, 2025

Arcadia Village Council met for a special session on August 22nd, 2025, at the Town Hall located at 104 South Gibson Street Arcadia, Ohio at 5:00 P.M. Council President, Aadam Duckett called the meeting to order. All present recited the Pledge of Allegiance to the Flag.

Roll Call Attendance: President of Council, Aadam Duckett. Voting Council Members: Angela Kimble, Rhonda Dingelstedt, Jennifer Bowman, Stephanie Balderson and Chester Balderson. Fiscal Officer; Amie Clouse, Village Administrator; Mark Bowman and Solicitor; John Filkins was available by phone. Mayor Brian Fink was absent.

Residents in Attendance: Carol McDonald, Teresa Margraf, David J Roberts Sr., Carol Berning, Michelle Hengsteler, Simone Jacomet, Shelley Hill, Seth Jacomet and Michelle Santa Cruz.

Guests in Attendance: No guests were in attendance.

The President of Council asked for a motion to go into executive session to discuss protective measures to protect village property. He included all of the council, the administrator and the fiscal officer. It was determined that this was not a reason to go into executive session.

Stephanie Balderson spoke to a School Resource Officer and different police officers. Mrs. Balderson explained some of their recommendations. First, she informed the council they should decide if cameras should have recording stored off site or on site and if the village would use hard wired or local cameras. The other questions to determine were when the cameras would be on, including all day, part of the day and if audio should be recorded or just video.

Resident, David Roberts, Sr asked the council why they wanted cameras, who insinuated it. Mrs. Balderson explained that they are making these decisions and that the cameras are already installed. Mr. Roberts was concerned that the public had not been notified of the cameras in the office. Mr. Bowman explained that the cameras are part of first amendment rights and that cameras are everywhere, he also explained a notice has been posted on the front of the town hall and that is not a law either. Mr. Roberts has not noticed the sign although it has been posted for months. Mr. Bowman called point of order. He asked the Council President to bring the meeting to order. Jennifer Bowman explained that there is a lot of money in the office. Mr. Margraf laughed and Mr. Bowman asked if she thought it was funny. She explained that she worked for the town hall for 31 years. Mr. Bowman explained that times have changed and someone could break in and steal the cash. Mr. Duckett asked to get back on topic.

Mr. Duckett asked Mr. Bowman for more information about the cameras that we currently have. Mr. Bowman explained that there are 6 Blink cameras located around the town hall. 3 in the office and 2 outside and one in the shop. There are not any cameras on the north side of the building. The cameras are currently on a trial plan. This allows for recording to have this service available after the trial the cost will be \$115 per year. Mrs. Clouse asked if cameras were placed at the cold storage building would the village need another subscription to the device. Mr. Bowman explained it would be connected to a different module and would require a different subscription. Resident, Seth Jacomet informed the council that he has some experience with cameras and recommended using Unifi cameras. He explained some advantages including not having a yearly subscription and storage is on a flash drive on the cameras. Mrs. Clouse explained that Wyzee cameras worked similarly. Mr. Jacomet explained that he has 1 terabyte of storage and he records 4 cameras for 60 days. He also explained that this system is more expensive but comes with everything you need without a yearly fee. Council thanked him for his help. Shelley Hill asked if the current Blink cameras required batteries, she was concerned about changing batteries in the current system. Mr. Bowman explained that he has not changed the batteries. Mr. Duckett recommended looking into other types of cameras and table the topic until the next council meeting. Mr. Duckett also asked to have a camera

moved to cover the north entrance to the town hall, this will give visibility to all sides of the building. Mr. Duckett asked if the cameras all had audio. Mr. Bowman replied yes. Mrs. Balderson asked if there were any cameras at the cold storage building. Mr. Bowman replied no and informed council that Amplex put in a new fiber line as the previous one was damaged while preparing the community garden by the water tower. Solicitor, John Filkins inquired about the video and audio cameras on the inside and outside of the office. Mr. Filkins expressed concerns with having audio inside of the town hall. He gave examples of confidential or private information that would be recorded in the office. Mr. Bowman asked Mr. Filkins to check into this further as he believes that having cameras with audio inside the office is part of free speech and being recorded is something you should expect in a public place. Mrs. Clouse was concerned about private conversation in the office being recorded. Mr. Bowman stated that there should not be private conversations in the office. Mr. Bowman gave an example that as a resident he is allowed to come into a public building like a post office and record. Mr. Filkins again explained for example if there is a camera in council chambers and it is recorded during the executive session. Mrs. Balderson also explained that a resident could come into the office to try to get help with a bill or have some issue that they want to keep private. She asked to have no audio during the day. Mrs. Clouse explained that some would need to remember to turn the audio off and on each day. She also explained that if someone breaks into the office you could see them without audio. Mr. Balderson also stated that only video should be inside of the office, and audio can be outside. Mr. Bowman explained that audio was not necessary outside either. Mr. Balderson asked if a safe recommendation would be to have video and not audio for all of the cameras. Mr. Filkins said this would be a good minimum and that he asked the question about audio and because he did not see a need for audio. Mrs. Balderson explained that she deals with students and parents at the school she works at and understands that residents require more privacy. Jennifer Bowman asked who would have access to the camera. Mr. Jacomet gave some more recommendations on this topic. He explained anyone can access the cameras but he recommended that it is locally stored and that no one has access to it. He explained that if there is an incident it can be reviewed locally on a computer, that way no one has the information on their phones. Mr. Duckett asked if there was a way to back it up to a cloud in case someone came into the office and took the device the video is stored on. Mr. Jacomet explained that yes you could back up to a cloud device. Mr. Balderson made a recommendation to move the camera in the council room to the north door to the town hall and to only record video and not audio. Mr. Duckett asked if the council needed to make a motion. Mr. Clouse asked if everyone agreed, the council agreed to this action and a final decision will be discussed at the next council meeting.

Mrs. Margraf had a question about security. Mrs. Margraf asked what the protocol is for giving out the code to the key pad locks on village property? She informed the council that she had seen people that are not employed by the village enter a village building and they knew the code to open the door. Mr. Clouse was curious who was entering village property that was not an employee. Mrs. Margraf explained that she was at the community garden helping build container boxes and needed a tool to complete the project. Mrs. Margraf explained that one of the people helping explained they knew the code to the storage building where the garden is and they could check there instead of leaving. Mr. Margraf explained that she did not want to go into the building or know the code, she went home to get the tools needed. Mrs. Clouse asked if the person Mrs. Margraf saw going into village property was someone that was helping with the community garden. She said that they were still not employed by the village. Mrs. Clouse stated she was just trying to clarify who entered the village property. Mrs. Margraf explained that yes, this person was helping with the garden. Mrs. Margraf felt this was a security breach. Council explained that they did not have the code to the key pads and that the code should be changed.

Mr. Duckett then asked the council about restricting who has access to the town hall after normal business hours and who has keys to the building. Mr. Balderson stated that Mark Bowman, Amie Clouse, Ruthie Tong, Brett O'Connor, Jason Mattox and Mayor Brian Fink. Mrs. Clouse explained that if someone needed access after-hours someone would be able to let them

in. This is a rare occurrence but Mr. Bowman or Jason Mattox would be able to help with this. Mr. Duckett asked if the mayor needed access afterhours. Mr. Balderson explained that he did, he has an office per say. Mr. Duckett did not believe the mayor had a need to be in the office after hours. Mrs. Balderson asked what his working hours were. Mrs. Clouse explained that he is off of work at 2:00 p.m. right now but when school starts his hours may change. Mr. Balderson explained that he could access the office before or after his hours, but that he is the mayor and should have access. Mrs. Margraf asked Mr. and Mrs. Balderson, as they have been the mayor in the past, if the mayor needs to have meetings after hours. Mr. Balderson agreed but explained that arrangements could be made to give access to the office after hours. Mr. Duckett explained he would like to start with the smallest number of people as possible to start. Mr. Balderson explained these 6 people are the people he thought should have access. Mrs. Clouse explained that is who has access now. Mr. Balderson also wanted to state that the cameras were installed to protect the village. He explained that a past employee removed a lot of information and deleted passwords. He asked Mrs. Margraf if she recalled it? Mrs. Margraf stated that she did occasionally have a computer person come after hours to help her upgrade software. She further explained that this can be done remotely now. Mr. Balderson explained that he thought if someone was at the townhall helping with official business they should not be there alone. There should be an employee with them. Mr. Balderson then recommended that the 6 people he listed should have access. Change the key pads back to keys and rekey all of the locks. Also place the extra camera on the north entrances of the town hall. Mr. Bowman explained that we do have door knobs available. Mr. Duckett was concerned about who had keys at this point. Mr. Bowman mentioned that the pad locks could be rekeyed as well. Mr. Duckett then asked when the cameras were on and off. Mr. Bowman turns them on manually in the evening then turns them off in the morning. Mr. Balderson asked to have the sound turned off. Council all agreed to these measures. Mr. Balderson stated that he would like to see a cost to rekey the locks. Mr. Bowman explained the locks were done when Mayor Fink took office.

Adjourn: President of Council Aadam Duckett asked for a motion to adjourn. Stephanie Balderson made the motion to adjourn the meeting. Jennifer Bowman seconded the motion. Roll call 5-0. All in favor, the meeting was adjourned at 5:41 p.m.

Fiscal Officer, Amie Clouse

Mayor Brian Fink