

**A RESOLUTION APPOINTING JAMES SKELTON AS A NON-PAID ASSISTANT
AUTHORIZED TO PROSECUTE, LITIGATE, NEGOTIATE, ADVISE, AND RESOLVE
CRIMINAL CASES FILED UNDER VILLAGE ORDINANCES**

WHEREAS, the Village Council of West Lafayette, Ohio ("Village Council") has determined that it is in the best interest of the Village to appoint a non-paid assistant to handle the prosecution, litigation, negotiation, and resolution of criminal cases filed under the Village's ordinances; and

WHEREAS, the Village Council has identified James Skelton as an individual with the necessary qualifications and experience to serve in such a capacity; and

WHEREAS, the Village Council desires to formally appoint James Skelton as a non-paid assistant authorized to prosecute, litigate, negotiate, advise, and resolve all criminal cases filed under the Village's ordinances; and

WHEREAS, pursuant to Ohio Revised Code Section 733.48 and Section 1.3 of the Village of West Lafayette Charter, the Village Council is authorized to appoint legal counsel to represent the Village in specific matters.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF WEST LAFAYETTE, OHIO:

Section 1. Appointment of James Skelton as Non-Paid Assistant.

James Skelton is hereby appointed as a non-paid assistant to the Village of West Lafayette, Ohio, authorized to prosecute, litigate, negotiate, advise, and resolve all criminal cases filed under the Village's ordinances.

Section 2. Scope of Authority.

In his capacity as a non-paid assistant, James Skelton shall have the authority to:

- a. Prosecute all criminal cases filed under the Village's ordinances, including the filing of charges, conducting investigations, and representing the Village in criminal proceedings;
- b. Litigate such criminal cases on behalf of the Village, including the filing of pleadings, conducting discovery, and appearing in court;
- c. Negotiate plea agreements, diversion programs, and other resolutions of criminal cases with defendants and their counsel;
- d. Advise the Village Council and Village administration on matters related to the prosecution and resolution of criminal cases; and

- e. Take all other actions necessary and appropriate to effectively handle the criminal cases filed under the Village's ordinances.

Section 3. Qualifications and Training.

James Skelton shall possess the following qualifications and training:

- a. Be a licensed attorney in good standing with the Ohio Supreme Court;
- b. Have a minimum of five (5) years of experience in the prosecution of criminal cases, either as a prosecutor or in private practice;
- c. Undergo any additional training or certification required by the Village Council or Village administration to ensure compliance with applicable laws and regulations.

Section 4. Oversight and Reporting.

- a. James Skelton shall report directly to the Village Solicitor and shall be subject to the oversight and direction of the Village Council.
- b. He shall provide monthly written reports to the Village Solicitor detailing:
 - 1. The status of all pending criminal cases;
 - 2. Any significant developments or resolutions in criminal matters;
 - 3. Any issues or concerns requiring Village Council attention; and
 - 4. Recommendations for improvements to Village ordinances or enforcement procedures.
- c. The Village Solicitor shall review these reports and present a summary to the Village Council at its regular monthly meetings.
- d. James Skelton shall appear before the Village Council on a quarterly basis to provide an in-person update on criminal case activities and to address any questions or concerns from Council members.

- e. The Village Council reserves the right to request additional reports or appearances as deemed necessary.

Section 5. Conflicts of Interest.

- a. James Skelton shall disclose in writing to the Village Solicitor and Village Council any actual or potential conflicts of interest that may arise in connection with his duties as a non-paid assistant, including but not limited to:
 - 1. Any personal or professional relationship with defendants, witnesses, or other parties involved in criminal cases under Village ordinances;
 - 2. Any financial interest that could be substantially affected by the outcome of criminal cases;
 - 3. Any other professional engagements or affiliations that could compromise his ability to represent the Village's interests effectively and impartially.
- b. Upon disclosure of an actual or potential conflict of interest, the Village Solicitor shall determine whether:
 - 1. The conflict can be waived with appropriate safeguards;
 - 2. The matter should be reassigned to another legal representative; or
 - 3. Other measures should be implemented to protect the interests of the Village and ensure the fair administration of justice.
- c. James Skelton shall maintain records of all conflict disclosures and the resolution thereof, which shall be available for review by the Village Council upon request.

Section 6. Liability and Indemnification.

The Village of West Lafayette, Ohio shall indemnify and hold harmless James Skelton from any and all claims, damages, or liabilities arising from his actions as the non-paid assistant authorized to prosecute, litigate, negotiate, advise, and resolve criminal cases filed under the Village's ordinances, provided that such actions are taken in good faith and within the scope of his authority as set forth in this Resolution.

Section 7. Term and Termination.

- a. James Skelton's appointment shall commence on the effective date of this Resolution and shall continue for a term of two (2) years, unless earlier terminated as provided herein.
- b. The Village Council may, by majority vote, renew this appointment for additional two-year terms upon expiration.
- c. The Village Council may terminate this appointment at any time, with or without cause, by majority vote.
- d. James Skelton may resign from this appointment by providing thirty (30) days' written notice to the Village Council.
- e. In the event of termination or resignation, James Skelton shall:
 1. Promptly return all Village property, documents, and records;
 2. Provide a comprehensive status report on all pending criminal cases;
 3. Cooperate in the transition of responsibilities to any successor appointed by the Village Council; and
 4. Take all reasonable steps to ensure that the Village's interests in pending criminal matters are protected during the transition period.

Section 8. Compliance with Laws and Regulations.

- a. James Skelton shall comply with all applicable federal, state, and local laws, regulations, and ethical standards in the performance of his duties, including but not limited to:
 1. The Ohio Rules of Professional Conduct;
 2. The Ohio Revised Code provisions governing the prosecution of criminal cases;
 3. The Village of West Lafayette Charter and Ordinances; and
 4. Any other applicable legal or ethical requirements.

b. James Skelton shall maintain all necessary licenses, certifications, and continuing education requirements throughout the term of his appointment.

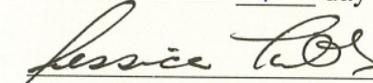
Section 9. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 10. Effective Date.

This Resolution shall become effective immediately upon its adoption by the Village Council.

ADOPTED this 9th day of February, 2026



Jessica Tubbs, Mayor

ATTEST:



Amy Bourne, Fiscal Officer

APPROVED AS TO FORM:



Village Solicitor

CERTIFICATION

I, Amy Bourne, Fiscal Officer of the Village of West Lafayette, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. **2026-05** which was duly adopted by the Village Council of West Lafayette, Ohio, at a meeting held on the 9th day of February, 2026 with the following vote:

AYES: 4

NAYS: 2

ABSTENTIONS: -

ABSENT: -



Amy Bourne, Fiscal Officer