

# ***Record of Proceedings***

## **Minutes of West Lafayette Village Council Regular Meeting**

West Lafayette Village Council met in regular session on April 11, 2016 at 7:00 p.m. in the municipal building with Mayor Stephen R. Bordenkircher presiding.

Pledge of Allegiance

Prayer

**Roll Call:** Christie Maurer, Ron Lusk, Rich Wheeler, Craig Bordenkircher and Bo Fortune were present.

- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to excuse Councilman Tim Cheney. Roll Call 5 yes.
- Also attending were Sara Warne-Fiscal Officer and David Kadri-Village Administrator.
- A motion was made by Ron Lusk and seconded by Bo Fortune to approve as written, the minutes of the March 28, 2016 council meeting. Roll Call 5 yes.
- A motion was made by Christie Maurer and seconded by Rich Wheeler to approve the amended Roll Call 5 yes versus 6 yes reported in the March 14, 2016 council meeting minutes in error. Roll Call 5 yes.

### **Mayor's Correspondence:**

Mayor Stephen Bordenkircher completed the BWC survey he received and requested the fiscal officer to mail. The fiscal officer was given the OWDA 5116 loan information the mayor received to file. A letter from the United Way Board regarding Unite Coshocton County (UCC) was reviewed. A meeting will be held May 10, 2016 at 5:15 p.m. in the Grand Central Station Meeting Room at CCMH. RSVP is required and the mayor will attempt to attend. A letter was received from Murphy Tractor and Equipment introducing new Sales Representative Danny Cottrell and the information was given to the village administrator. A letter was received from E.L. Robinson Engineering announcing the opening of a Southeast Ohio office and the information was given to the village administrator.

### **Citizens' comments:**

### **Department Reports:**

**Fire:** Assistant Chief Damon Gould and Chad Hains were present. Assistant Chief Damon Gould distributed and reviewed the March 2016 Fire Report. In the month of March, the department had a total of 10 runs, 4 fires, 5 rescue and emergency medical incidents, and 1 natural gas leak. Two of the calls were in the Village of West Lafayette, 3 calls were in Lafayette Township, 3 calls were in Linton Township, 1 call was in Oxford Township and one call was a Mutual Aid call. 75 firefighters responded



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to 10 runs last month for a payroll of \$750. A total of 83 hours were volunteered in the month of March. Total hours for the month were 154.56. There was not a fire loss for the month of March. The year to date fire loss is \$23,500 compared to the 2015 year to date total of \$175,000. Last year the department was at 51 runs and this year the department is at 40 runs. Mayor Bordenkircher noted Central Dispatch testing the Code Red telephone notification last week and inquired on the village's preparedness for the storm season. Issues with the tornado siren were taken care of countywide. Village Administrator David Kadri noted his savings of \$63 on his homeowners insurance, which is about a 5% savings due to the department's reclassification.

**Fiscal Officer:** Fiscal Officer Sara Warne reported that the month of March has been closed stating the Cash Summary has been reviewed and Councilwoman Maurer will be requesting a motion for approval. Quotes have been requested for a new copier/ printer for the administration building. State Purchasing Pricing as well as quotes from ComDoc and Toshiba were reviewed. Toshiba's pricing for their 207L was the best option. Cost, options and the service agreement were discussed. The Finance Committee recommended that the village enter into a 63 month lease with Toshiba for the 207L.

- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to enter into a 63 month lease with Toshiba for the 207L printer/ copier for a cost of \$118.70 monthly. Roll Call 5 yes.
- A motion was made by Craig Bordenkircher and seconded by Ron Lusk to recognize councilman Cheney's arrival at 7:10 p.m. Roll Call 6 yes.

Mayor Stephen Bordenkircher noted the need to go into an executive session after the rest of the business was conducted this evening.

**Police:** Councilman Ron Lusk reviewed the March 2016 report. There were 2 accident reports, 175 call/ complaints, 4 criminal arrests, 6 domestics, 1 felony case, 39 follow ups, 7 traffic arrests, 36 traffic stops, 32 warnings, 1,776 miles driven and 249.14 gallons of gas used.

**Solicitor:** Representative was not in attendance to report.

**Village Administrator:** Village Administrator David Kadri reviewed the 2016 paving projects per Mayor Stephen Bordenkircher's request. Starting with OPWC Issue II, which has already been approved by resolution and the county-The village will be paving Oak Street from 6<sup>th</sup> Street to the dead end. That includes repairing the intersection to 7<sup>th</sup> Street. That is a 50/50 match with county grant money. The village's cost is around \$11,000. They will be paving Fairview Avenue from the trailer park all the way to the corporation limit. That is a 50/50 match. The village's cost is estimated at \$19,000. Railroad Street will be paved from the private property to Orchard Street. The village's cost at a 50/50 match is around \$7,000. They are going to ask for the county to bid on the village's behalf to get some economy of scale, which has been



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talked about in the Public Works Committee to include Indian Circle, 7<sup>th</sup> Street from end to end, also adding a little bit of North George Street from Fairview to Stewart. Those will be bid as alternates. Funding can be checked in the 203 fund. If bids come in council can decide whether to approve or proceed with those projects but at least council will have hard numbers. Typically, the Issue II money does not become available until around the first of July which would mean a August or September paving schedule. That is the proposed schedule for the 2016 paving projects and the list of projects keyed up by the village. As soon as it dries out there are some potholes that will be addressed. Mayor Stephen Bordenkircher requested that the press try to communicate the schedule explaining the number of questions and a few complaints he has received. A complaint was received regarding the intersection of 7<sup>th</sup> and Oak Street on both sides of Oak Street. The mayor has some pictures if anyone wishes to see them. The village administrator was asked to address the issue. Mayor Stephen Bordenkircher also requested that the village administrator look at North George and Fairview due to the poor condition requesting a temporary fix. Village Administrator David Kadri noted 7<sup>th</sup> Street would be cold mix due to that location being a part of what is being fixed through the county as a full gut and repair. The work has been approved already. Intersections are typically worse due to that being the place where the village throws salt down in the wintertime. Mayor Stephen Bordenkircher showed videos to demonstrate a few areas of the village that need addressed. They may constitute as dilapidated structure areas as well as trash. The mayor spoke with the acting police chief earlier today who was given copies of the videos to address the ones with trash issues. The issues on one block of Railroad Street were noted. The mayor instructed the police department to issue the ten day letter for the trash and requested the village administrator to take the same tour noting the fiscal officer has a copy of the videos if anyone wishes to see a copy. The mayor also noted issues on Stewart Street stating the issues have been present for approximately 6 months. The village administrator was asked to take action if it is within the ordinance to do so. A garage with busted out windows down the alley by Bates' was also noted by the mayor. The east end of 7<sup>th</sup> Street and structures being in a questionable state of repair, getting beyond the township garage making a left on King Street and coming down the alley, were noted by the mayor. The safety was questioned. Mayor Stephen Bordenkircher asked the village administrator whether limbs and trash in one of the yards falls under the weeds and trash or dilapidation. Village Administrator David Kadri suggested it fell under dilapidated. Mayor Stephen Bordenkircher asked the village administrator to address the issues in the next couple of days noting that the police department will be sending out necessary letters tomorrow. The intersection of 7<sup>th</sup> and Oak as well as the intersection of Fairview and North George are also included on the disk to demonstrate how bad they are. It was requested that the areas were rectified as soon as the weather permits. The mayor has received a number of complaints regarding the area in front of Chase Bank where there was a waterline break a couple of months ago. People are complaining about the area not being fixed. The mayor requested the village administrator to make that area a priority getting it fixed as soon as possible. The village administrator verified that hot mix could be obtained in Holmesville since they fire up their asphalt a little early and a purchase order was given to the fiscal officer.



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## **Committee Reports:**

**Building and Property:** Councilman Tim Cheney had nothing to report since the meeting on the 17<sup>th</sup> of last month. Ron Lusk gave the report last council meeting in Councilman Cheney's absence. The committee had an estimate for carpet in council chambers. The committee picked out the carpet and approved it. Council's approval is being requested. The best estimate was for \$2,069.53 for 26 ounce commercial grade carpet. The loose tile will be fixed patching where there are pieces missing. The carpet will be put down over the tile, which is all included in the estimate. Fisher's provided the best quote. Mayor Bordenkircher brought the issue up initially due to a safety concern. The tile was tested to see if it contains asbestos, which it does not so the carpet can be glued down on top of the tile. The village administrator obtained an estimate from Wilson's and Fisher's.

- A motion was made by Ron Lusk and seconded by Tim Cheney to approve the Building and Property Committee's recommendation to proceed with the quote from Fisher's for carpeting Council Chambers. Roll Call 6 yes.

**Community & Business Development:** Chairman Bo Fortune reported that the committee met last Monday night to discuss small business incentives; tax breaks, and breaks on water and sewer rates for a period of time in order to attract small businesses. Identifying available properties and empty lots as well as meeting with the property owners to discuss their future plans and possible assistance was also discussed. Mayor Stephen Bordenkircher requested an update on the American Legion. Village Administrator David Kadri noted that the village solicitor stated that he was taking something to the court. The village administrator will follow up.

**Community Relations:** Chairwoman Christie Maurer reported that the Chamber of Commerce's next meeting would be April 26<sup>th</sup> in Council Chambers. The Chamber of Commerce's Yellow Flag Sales will be May 6<sup>th</sup> and 7<sup>th</sup>. Those interested in participating can sign up at Brothers Hardware.

**Finance:** Chairwoman Christie Maurer reported that the committee met prior to the council meeting this evening. A motion is needed to approve the Cash Summary that everyone has reviewed.

- A motion was made by Craig Bordenkircher and seconded by Tim Cheney to approve the March Cash Summary. Roll Call 6 yes.

Chairwoman Christie Maurer noted that a CD is maturing today. Permission was given to the fiscal officer from the Finance Committee to move the money into the village's Money Market Savings Account. Home Loan Savings Bank agreed to increase the village's interest rate.

**Fire Dependency Board:** Nothing further to report.



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**Ordinance:** Chairman Craig Bordenkircher noted the committee met last Monday to discuss the two ordinances on the agenda for emergency passage this evening. A typo on the Payroll Ordinance has been corrected and the Benefit Ordinance was updated with the new positions that were created. The Weeds & Grass Ordinance is still a work in progress and looks to be codified by the next council meeting.

**Park Board:** Chairman Ron Lusk noted that the committee met and discussed the purchase of some picnic tables. The committee has agreed that they want to purchase some picnic tables. Three estimates were obtained and the committee chose to go with Creekside Vinyl who was the cheapest. Permission was requested to purchase 16 tables. The decision is pending until the next council meeting when paperwork can be reviewed. The old tables will be donated to a nonprofit organization.

**Planning Commission:** Chairman Ron Lusk noted the Regional Planning Commission met tonight and there was nothing to report.

**Public Safety:** Councilman Ron Lusk noted the need to meet with the new police chief. Public Safety Fire will meet Wednesday at 7 p.m. Mayor Stephen Bordenkircher noted his speaking with the new police chief regarding finding a place in the village. He has secured a lease in Newcomerstown with the intent to move into the Village of West Lafayette. The residency requirement does not have to be waived due to his having six months from his start date to get relocated. The mayor requested that he stay within Newcomerstown and Coshocton during his search. Availability is limited. Mayor Stephen Bordenkircher stated due to the police chief's start date his health insurance would not be effective until June 1<sup>st</sup>. The mayor requested a motion to pay the approximate \$700 less than \$800 charge for health insurance for the month of May.

- A motion was made by Ron Lusk and seconded by Christie Maurer to pay for Police Chief Stephen Klopfenstein's health insurance premium for the month of May costing the village less than \$800. Roll Call 6 yes.

**Public Works:** Chairman Rich Wheeler reported the committee met April 2, 2016 to discuss and approve the job description for the Class III Operator position.

**Records Retention:** Mayor Stephen Bordenkircher had nothing to report.

**Rules:** Mayor Stephen Bordenkircher had nothing to report.

## **Introduction to ordinances and resolutions:**

**Ordinance 2016-12: AN ORDINANCE RELATING TO THE TRIMMING OF WEEDS AND GRASS** Second Reading



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**Ordinance 2016-13: AN ORDINANCE AMENDING ORDINANCE 77-94, 85-11, 2001-09, 2006-08 & 2007-07 TO PROVIDE FOR MAINTENANCE OF ANY DILAPIDATED STRUCTURE OR ANY UNSANITARY PREMISES OR NOXIOUS REAL ESTATE, PROVIDING FOR ERADICATION OF NUISANCES, PROVIDING DEFINITIONS, PENALTIES, AND PROVIDING FOR ABATEMENT** Second Reading

Mayor Stephen Bordenkircher explained that they are repealing the sections of the original ordinance that dealt with weeds and grass making it its own ordinance.

**2016-14 AN ORDINANCE ESTABLISHING THE BENEFIT SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.** First Reading/ Emergency

Mayor Stephen Bordenkircher explained the ordinance was revised to include the new positions created in the Payroll Ordinance.

- A motion was made by Ron Lusk and seconded by Rich Wheeler to suspend the rules per the emergency clause added to Resolution 2016-14. Roll Call 6 yes.
- A motion was made by Ron Lusk and seconded by Tim Cheney to adopt Resolution 2016-14. Roll Call 6 yes.

**2016-15 AN ORDINANCE ESTABLISHING 2016 PAY SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH** First Reading/ Emergency

Mayor Stephen Bordenkircher explained the typo of non-exempt versus exempt being corrected.

- A motion was made by Ron Lusk and seconded by Bo Fortune to suspend the rules per the emergency clause added to Resolution 2016-15. Roll Call 6 yes.
- A motion was made by Craig Bordenkircher and seconded by Tim Cheney to adopt Resolution 2016-15. Roll Call 6 yes.

### **Committee Meetings:**

**Building & Property-**

**Finance-**

**Community & Business-**

**Ordinance-** Thursday, April 21, 2016 at 6 p.m.

**Park Board-**

**Public Safety/ Fire-** Wednesday, April 13, 2016 at 7 p.m.

**Public Works-** Thursday, April 21, 2016 at 5 p.m.



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## **Other Business:**

Councilman Craig Bordenkircher noted the mix up in information received regarding the Class II Laborer and a current employee taking a pay cut due to the new ordinance. Councilman Craig Bordenkircher requested that the current employee be grandfathered in at his previous rate of \$13.18 an hour until he reaches his next tier in July.

- A motion was made by Craig Bordenkircher and seconded by Ron Lusk to grandfather in the current Class II Laborer at \$13.18 an hour. Roll Call 6 yes.

Mayor Stephen Bordenkircher noted his and the fiscal officer's attendance at the Legislative Luncheon today at COTC noting the presence of Congressman Gibbs, our State Senator, our State Representative, a representative from Sherrod Brown's office as well as a representative from the Governor of Appalachia's office. Attendees were there to address legislative concerns for the county. Interested topics were discussed including money available for dilapidated structures which has pretty much went away at the state and federal level. They spoke of developing a land bank today and the mayor will be looking into it further. A land bank is a way to obtain funds for dilapidated structures. The mayor stated that he found out it was easier to obtain money for dilapidated structures if it is requested to renovate property in lieu of tearing property down. The almost five page agenda of legislative concerns and the number of attendees was noted. Local Government Funds not declining and the lack of technical skills in the current workforce was discussed.

Mayor Stephen Bordenkircher noted the Mayor's Conference is June 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>, not May 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>. The BWC Safety Audit that was scheduled May 17<sup>th</sup> was moved to May 18<sup>th</sup> due to a scheduling conflict with BWC. Mayor Stephen Bordenkircher attended the Coshocton County Health Board District Advisory Council on March 30<sup>th</sup>. They did not have a full forum and Mayor Stephen Bordenkircher was appointed to the executive board as secretary. Future concerns were discussed. A lock for the council laptop came in today. The cart holding the laptop will be located in the back room secured by a cable lock. The village credit cards from Home Loan have arrived and the cards through Chase will be cancelled. A few resumes have been received for the current positions being advertised. A committee will be formed in the near future. Mayor Stephen Bordenkircher will have a telephone meeting with the village officers tomorrow to set up an implementation schedule for the employee handbook, which should be done prior to the next council meeting. A concern was brought to the mayor by the village administrator. Mayor Stephen Bordenkircher has done a fair amount of research. When Shawn Moore was hired all of the minutes stated that he was hired as a Labor Pool Employee. Nothing in the minutes justifies anything other than Labor Pool. The village administrator made Shawn Moore an offer to put him in as Labor I part time and argued that he was entitled to a raise based on the new Payroll Ordinance. The mayor's argument stands that no matter what the appointment letter states the authority was granted to only hire a Labor Pool employee. The Labor Pool rate is the same as what he was hired in as. The village administrator asked several times in the Ordinance Committee meetings why he was not being given a raise and it was explained that he was a Labor Pool employee. There was no further discussion. A letter signed by the village administrator and former Mayor Jack Patterson calling the position Labor I part time was brought up but the minutes do not



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authorize anything other than Labor Pool. The mayor's position is that the employee stays at the Labor Pool rate regardless of what the appointment letter states. The authority granted by council was to be hired as a Labor Pool person. Mayor Stephen Bordenkircher requested a motion to override his decision if council felt that he was wrong. Councilman Craig Bordenkircher stated there were several discussions pertaining to the Labor Pool over the course of approximately 18 months and whether there was a need to hire permanent part time help. All those discussions came back that there was no need to hire permanent part time help. There was a need for Labor Pool workers only. Councilman Craig Bordenkircher requested that the Public Works Committee look at staffing again to decide whether the position needs to be a permanent part time position. Councilman Rich Wheeler noted their attempt to hire for permanent part time. They were told that it was not necessary due to the ability to cover the need with the Labor Pool.

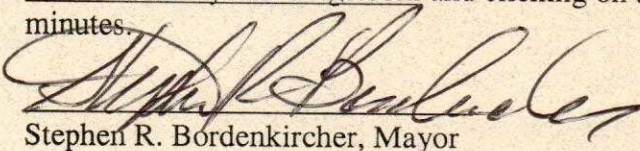
Councilman Ron Lusk requested information on the class action suit and municipal derivatives. Fiscal Officer Sara Warne noted that it did not pertain to the village.

- A motion was made by Ron Lusk and seconded by Bo Fortune to pay the bills as presented. Roll Call 6 yes.
- A motion was made by Craig Bordenkircher and seconded by Bo Fortune to go into executive session per the village administrator's request to discuss personnel matters pertinent to the village administrator at 8 p.m. Roll Call 6 yes.

Executive session ended at 8:30 p.m. and was back in open session at 8:31 p.m. Mayor Stephen Bordenkircher noted that no action would be taken as a result of the executive session. Mayor Stephen Bordenkircher requested Village Administrator Kadri's position on the extended offer of the Operator III Water/ Wastewater Position. Village Administrator David Kadri declined the offer noting that his last day would be May 1<sup>st</sup> when the full time village administrator's position is abolished.

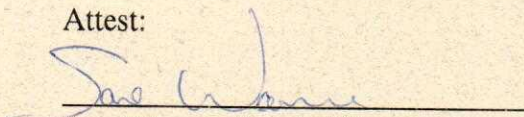
- A motion was made by Ron Lusk and seconded by Tim Cheney to adjourn until the next meeting on Monday, April 25, 2016 at 7:00 p.m. Roll Call 6 yes.

\*A full recording of this evening's minutes can be heard by visiting [www.westlafayettevillage.com](http://www.westlafayettevillage.com) and clicking on the council tab then selecting recorded minutes.



Stephen R. Bordenkircher, Mayor

Attest:



Sara Warne, Fiscal Officer