

Record of Proceedings

Minutes of West Lafayette Village Council Regular Meeting

West Lafayette Village Council met in regular session on August 10, 2015 at 7:00 p.m. in the municipal building with Mayor Jack L. Patterson presiding.

Pledge of Allegiance

Prayer

Roll Call: Christie Maurer, ^{Ron Lusk} Tim Cheney, Roger Warne, Rich Wheeler, Craig Bordenkircher, and Tim Cheney were present.

- Also attending were Sara Warne- Fiscal Officer, David Kadri-Village Administrator and Bill Casteel-Newcomerstown News.
- A motion was made by Craig Bordenkircher and seconded by Rich Wheeler to approve as written, the minutes of the July 27, 2015 council meeting. Roll Call 6 yes.

Mayor's Correspondence:

Mayor Jack Patterson reviewed the Dave Yost-Auditor of State Pre Audit Agenda. The initial list of required documents was emailed to the Fiscal Officer. The auditors will begin the field work August 13, 2015. The audit can last until October 30, 2015. The cost of the audit will be determined after it is complete. Mayor Jack Patterson recommended renewing the village's Mayor Association of Ohio Membership. The cost of renewal is forty dollars for the year. The Mayor explained the association and its benefits.

- A motion was made by Ron Lusk and seconded by Roger Warne to renew the village's Mayor Association of Ohio Membership for the cost of forty dollars. Roll Call 6 yes.

Mayor Jack Patterson received a letter from FEMA requesting assistance with their upcoming Risk Mapping, Assessment and Planning Discovery effort. Two Discovery Meetings on the Tuscarawas River Watershed are scheduled in September. The Mayor requested that Village Administrator David Kadri attend the meeting either on September 16, 2015 or September 17, 2015. Mayor Jack Patterson read the reminder council received from Shannon Hains regarding the Mike DeWine Salt Refund Deadline being extended to August 21, 2015. Village Administrator David Kadri took care of filing the village's claim by the initial deadline.

Citizens' comments:

Steve Bordenkircher had nothing to report. Darren Green introduced himself to council as the owner of the Old Brown Property. The VA let Mr. Green know that his property was to be discussed at the Building and Property meeting scheduled August 5, 2015 but the meeting was cancelled due to a medical emergency. The VA let Mr. Green know that he was on the agenda but the meeting needs to be rescheduled.

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Department Reports:

Fire: No representatives were in attendance to report.

Fiscal Officer: Fiscal Officer Sara Warne had nothing to report.

Police: No representatives were in attendance to report.

Solicitor: The representative was not in attendance to report.

Village Administrator: Village Administrator David Kadri reported the Mike DeWine Salt Claim was filed. The VA contacted the county regarding the paving project from Orchard Street to Stewart Avenue and County Road 16. There is no update available at this time regarding scheduling.

Committee Reports:

Building and Property: Chairman Tim Cheney notified council that the meeting had to be cancelled due to a medical emergency. The meeting will be rescheduled.

Community Relations: Chairwoman Christie Maurer reported the Yellow Flag Sales will be September 4, 2015 and September 5, 2015. The Village Halloween Party is scheduled for October 24, 2015 from 2 p.m. to 4 p.m. at the Eat Stand. Christmas in the Village is scheduled for December 5, 2015. The 65th Commemorative Troop Train Anniversary at the memorial will be held September 13, 2015 at 2 p.m. Rotary will be holding their Health Fair on September 12, 2015 from 7 a.m. to 9 a.m.

Finance: Chairman Roger Warne reported health insurance and the outcome of the budget meeting was discussed in today's meeting. The letter from Bill Owens was reviewed and tabled. The need for a cell phone for the Fiscal Officer was also discussed.

- A motion was made by Roger Warne and seconded by Ron Lusk to provide the Fiscal Officer a village cell phone. Roll Call 5 yes 1 no (Bordenkircher).

Fire Dependency Board: Mayor Jack Patterson: Nothing to report.

Ordinance: Chairman Craig Bordenkircher reported the committee met August 5, 2015 to review and revise the 2015 Pay Schedule. There is nothing further to report on the weed and grass ordinance. It is nearing the end of the season.

Park Board: Chairman Ron Lusk: Nothing to report.

Planning Commission: Chairman Ron Lusk reported there was nothing regional to report.

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Public Safety: Mayor Jack Patterson had nothing to report for the Police Department. Ron Lusk reported that the Fire Department would like an update on the street schedule.

Public Works: Chairman Rich Wheeler reported the committee met August 5, 2015 to discuss current paving projects, the priority of staffing one or two street employees and the paving repair letter that they received. Mayor Jack Patterson requested to know the outcome of the two part time employee discussion. The Village Administrator was to provide the committee with job descriptions to review. Village Administrator David Kadri stated the draft was almost complete but he has two questions that need answered by councilman Craig Bordenkircher.

Records Retention: Mayor Jack Patterson: Nothing to report.

Introduction to ordinances and resolutions:

2015-12: AN ORDINANCE ESTABLISHING 2015 PAY SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

First Reading

Committee Meetings:

Finance- Monday, August 24, 2015 at 6 p.m.

Public Works- Wednesday, August 19, 2015 at 10 a.m.

Ordinance- Pending

Park- Pending

Public Safety/ Fire- Public Safety: Thursday, August 13, 2015 at 11 a.m. Fire: Wednesday, August 12, 2015 at 6 p.m.

Building & Property- Wednesday, August 19, 2015 at 5 p.m.

Other Business:

Councilman Roger Warne inquired about getting the preparations started for the upcoming changes Tax Administrator Shannon Hains and Village Solicitor Bill Owens informed council of. Mayor Jack Patterson stated he had checked with the Tax Administrator and nothing had been received from the Village Solicitor. The Mayor will request the Tax Administrator to contact the Village Solicitor. Newcomerstown Fiscal Officer Lisa Stiteler has been informing Tax Administrator Shannon Hains of the RITA updates that she receives. Councilman Roger Warne stated that per the July 27, 2015 minutes some decisions need to be made and he wants to keep those decisions moving by coming up with ideas for recruitment for the Income Tax Board of Appeals. The Mayor stated the Village Solicitor first needed to tweak the ordinance that was being provided by the Ohio Municipal League. A hiring committee can then be appointed. Appointment will be based on the wording of the ordinance.

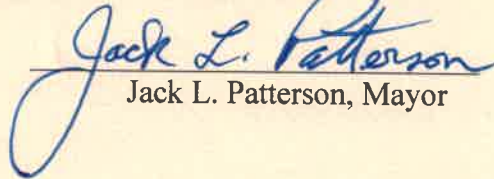
Mayor Jack Patterson made council aware of a pre audit meeting being held Wednesday, August 12, 2015 at noon. Mayor Jack Patterson informed council that he planned to attend.

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Councilman Roger Warne also planned to attend the meeting. Mayor Jack Patterson requested to know if any other council members planned to attend due to the possible need to notify the news media. No other council members were able to attend.

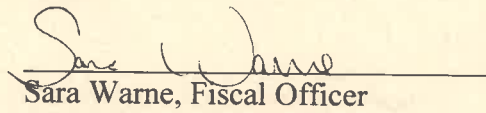
A motion was made by Craig Bordenkircher and seconded by Roger Warne to pay the bills as presented. Roll Call 6 yes.

A motion was made by Craig Bordenkircher and seconded by Rich Wheeler to adjourn until the next meeting on Monday, August 24, 2015 at 7:00 p.m. Roll Call 6 yes.



Jack L. Patterson, Mayor

Attest:



Sara Warne, Fiscal Officer



Dave Yost • Auditor of State

Village of West Lafayette Pre-Audit Agenda

Engagement Team

Dave Shoemaker, CPA, Chief Auditor
Shane Statler, Assistant Auditor
Amy Wilson, CPA, Senior Audit Manager
Heather Neiger, Audit Manager
Doug Allen, Staff Auditor

List of Records

A list of records requested was emailed to the Fiscal Officer, Sara Warne, prior to the start of the audit.

Estimated Date for Beginning of Fieldwork

August 13, 2015

Estimated Completion Date

We estimate that fieldwork should be completed by September 25, 2015 and a preliminary estimate of October 30, 2015 was given for the completion of the audit report.

New pronouncements

There are no new accounting standards or pronouncements that will affect the 2014-2013 audit.

Unusual transactions or activity, fraud or fraud risks within audit period

Areas of concern

Estimated Cost

Cost will be determined after planning is completed.

Other



Mayors Association of Ohio

**175 S. Third Street, Suite 510
Columbus, Ohio 43215**

July, 2015

Dear Fellow Mayor:

As President, let me give you a personal invitation to join the Mayors Association of Ohio. The dues schedule is \$40.00 for villages and \$80.00 for cities. There is no increase over last year's prices. Officers are selected from the ranks of the Executive Committee on an annual basis. City and village mayors alternate as officers to the extent possible. Executive Committee members serve 2 year terms and there are an equal number of city and village mayors represented. This plan assures that neither large nor small municipalities dominate the organization.

The Mayors Association of Ohio holds an annual conference each year. Membership will provide you with the distinct advantage of meeting fellow mayors in a friendly atmosphere where exchanges of ideas and solutions to problems are shared. The Mayors Association of Ohio is a cooperating association of the OML, website information may be found by going to www.omloho.org (Choose Affiliates on top bar, then choose Mayors Association of Ohio).

Please find the membership application enclosed. I look forward to having you join our association and I think you will find it an invaluable resource.

Sincerely,

Darrell Banks
Bellville



The Mayors Association of Ohio

2015~16 Membership Application

MEMBERSHIP FOR THE MAYORS ASSOCIATION OF OHIO
July 1st ~ June 30th

CITIES \$80.00 (pop. 5,000+)
VILLAGES \$40.00 (pop. 0-4,999)

DUES

Name _____

Municipality _____

City/Village Hall Address _____

_____ ZIP _____

City/Village Hall Phone # (____) _____ Fax # (____) _____

E-MAIL:

(Please note~ providing an email address is an act of permission to contact you)

PERSONAL INFORMATION - OPTIONAL

Year Elected Mayor: _____

“Contributions, gifts or dues payments to the Mayors Association of Ohio are not deductible as charitable contributions for federal income tax purposes. Consult your tax advisor if you have questions.”

Make Check Payable To and Return To:

**Mayors Association of Ohio
175 South Third Street,
Suite 510
Columbus, Ohio 43215-7100**

U.S. Department of
Homeland Security
FEMA Region V
536 South Clark Street,
6th Floor
Chicago, IL 60605



FEMA

July 30, 2015

The Honorable Jack L. Patterson
Mayor of West Lafayette
113 East Railroad Street
West Lafayette, Ohio 43845

Dear Mayor Patterson,

I am writing to request your assistance with the Federal Emergency Management Agency's (FEMA's) upcoming Risk Mapping, Assessment, and Planning (Risk MAP) Discovery effort, which includes your community. The Discovery process is the first step in determining whether a Risk MAP project is needed within your watershed. The information exchanged between FEMA and the communities within your watershed during Discovery will improve our understanding of your flood hazard mapping, flood risk, mitigation planning, and communication needs.

We are scheduling two Discovery Meetings on the Tuscarawas River Watershed on September 16 and 17, 2015. Please save these dates on your calendar, and we will follow up with specific meeting locations in a few weeks. At the meetings, we will review the flood risk data we have gathered to date and discuss your community's floodplains, mitigation plan and projects, flood risk concerns, and stormwater and floodplain management activities. We would like to request your help in inviting community leaders, emergency managers, GIS specialists, and local planners to attend one of the meetings.

In preparation for the meeting, we will be hosting Information Exchange webinars. These webinars will allow us to provide an overview of Risk MAP and Discovery, and to learn about your community's unique situation. The Information Exchange webinars will be held on Wednesday, August 12, at 10 a.m. and 2 p.m., and on Friday, August 14, at 10 a.m. and 2 p.m. eastern standard time. You may join us at any of the sessions, but it is important that you do participate so that we can be prepared to discuss your community's issues and concerns at the Discovery Meeting. In advance of the webinars, we will send you a questionnaire to fill out and return to us after the session. We will compile the questionnaire responses into a draft Discovery Report and Map, which will be used at the meeting to document all potential needs that may be addressed in a Risk MAP project.

Thank you for supporting and participating in this effort. Please look for an email from *Resilience Action Partners*, our consultant, with additional meeting details. If you have any questions, reach out to the FEMA Region V Planner, Tom Smith at Thomas.Smith6@fema.dhs.gov or by phone at (312) 408-5220, or FEMA Region V Engineer, Bill Heyse at William.Heyse@fema.dhs.gov or by phone at (312) 408-5323. You may also contact the *Resilience Action Partners* Project Manager, Lisa Zuurbier at Lisa.Zuurbier@ogilvy.com or by phone at (312) 397-6032. We look forward to partnering with you in building a safer community.

Sincerely,



Christine Stack,
Director, Mitigation Division
FEMA Region V

cc: (distributed electronically)
Steven Ferryman, State Hazard Mitigation Officer
Katherine M. Skalak Goepfner, State Cooperating Technical Partners Coordinator
Christopher M. Thoms, State National Flood Insurance Program Coordinator
Tom Smith, Mitigation Planner, FEMA Region V
Julie McCarthy, Flood Insurance Program Specialist, FEMA Region V
Megan Hart, Hazard Mitigation Assistance Specialist, FEMA Region V
Bill Heyse, Engineer, FEMA Region V
Lisa Zuurbier, Project Manager, Resilience Action Partners
Chris Ide, Regional Technical Center, STARR2