

Record of Proceedings

Minutes of West Lafayette Village Council Regular Meeting

West Lafayette Village Council met in regular session on December 14, 2015 at 7:00 p.m. in the municipal building with Mayor Jack L. Patterson presiding.

Pledge of Allegiance

Prayer

Roll Call: Christie Maurer, Stephen Bordenkircher, Ron Lusk, Rich Wheeler, Tim Cheney and Craig Bordenkircher were present.

•Also attending were Sara Warne-Fiscal Officer, David Kadri-Village Administrator, and Diane Koch-WTNS.

•A motion was made by Stephen Bordenkircher and seconded by Rich Wheeler to approve as written, the minutes of the November 23, 2015 council meeting. Roll Call 6 yes.

Mayor's Correspondence:

Prior to the motion to approve the minutes Mayor Jack Patterson noted the Village Administrator's request to change the wording of the November 23, 2015 minutes and distributed a copy of the emailed request asking for council's recommendation. Mayor Jack Patterson noted that he felt the verbiage was part of the meeting. Council discussed the matter. Fiscal Officer Sara Warne noted if the requested information was inserted additional comments would need to follow for clarity. Stephen Bordenkircher verified with Mayor Jack Patterson the allowances to approve the minutes as written and amend next meeting if necessary. A motion was then taken to approve the minutes subject to a possible amendment next meeting.

Mayor Jack Patterson discussed the Oakwood Police Department information he received regarding their part time staff's benefits for council to keep in mind.

Citizens' comments:

Jordan Warne was present to observe and noted he was recording tonight's meeting.

Bo Fortune was present to observe.

Donny Bradford was present to observe.

Department Reports:

Fire: No representatives were in attendance to report.

Fiscal Officer: Fiscal Officer Sara Warne requested that the November Cash Summary be signed along with the bill pay report this evening. The Post Audit is scheduled for December 22, 2015 at 9 a.m. The Annual Appropriation Ordinance being on the

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agenda this evening for emergency passage was noted. Fiscal Officer Sara Warne informed council of the Village Administrator's request to revisit "Then & Now" Purchase Order 15297. The pricing and purpose was discussed and council noted that the Village Administrator's lack of presence during the council meeting it was presented delayed the matter.

- A motion was made by Tim Cheney and seconded by Christie Maurer to pay Purchase Order 15297 payable to David Kadri as reimbursement in the amount of \$142.50. Roll Call 6 yes.

Police: No representatives were in attendance to report.

Solicitor: No representative was in attendance to report.

Village Administrator: Village Administrator David Kadri explained leaf pick up was complete and requested the media to let citizens know encouraging them to bag their leaves for trash pickup. The Village Administrator noted that the annual truck load of salt has been received and the new truck was loaded and ready. The 2016 Columbia Gas Major Projects were discussed. A public meeting will be held in March or April of 2016.

Committee Reports:

Building and Property: Chairman Tim Cheney had nothing to report.

Community Relations: Chairwoman Christie Maurer reported the Chamber's activities for the year 2015 are complete. The Chambers will meet again in January. The Chamber typically meets the fourth Tuesday of every month at Council Chambers until the weather gets nicer then the meeting is held at the Eat Stand. Mayor approval will be needed for the year 2016 Council Chamber usage.

Finance: Chairman Ron Lusk noted Donny Bradford's concern with the lack of clothing allowance for the part time police officers and a question he had regarding back pay. Councilman Stephen Bordenkircher noted that he met with Police Chief Terry Mardis. They discussed part time workers working at least eight hours a month, ninety six hours a year. Councilman Stephen Bordenkircher suggested part time workers who work one hundred hours a calendar year be entitled to a clothing allowance payable at the end of the year prior to the Fiscal Officer closing the books. Past procedure and research was discussed. The part time uniform allowance was noted as a 2016 goal for the Ordinance Committee.

Fire Dependency Board: Mayor Jack Patterson reviewed the Fire Dependency Board form and appointments. The form is ready to be mailed.

Ordinance: Chairman Craig Bordenkircher noted the committee met December 3, 2015 to discuss the 2016 Village Holidays which have been distributed to the

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department heads. The Benefit Ordinance and a Village Handbook was also discussed. Mayor Jack Patterson noted Ordinance 2015-30 on the agenda for emergency passage tonight. Mayor Jack Patterson discussed the Ordinance with Councilman Craig Bordenkircher and the Village Solicitor. Mayor Jack Patterson noted adding the words up to prior to \$6,000 as a simple solution regarding 2016. Mayor Jack Patterson stated that passing the ordinance as an emergency would also take care of the current audit situation for the year 2015. Mayor Jack Patterson conversed with State Auditor Heather Neiger regarding allowable expenditures. A written opinion from Village Solicitor Bill Owens is also required to rectify the situation.

Park Board: Chairman Ron Lusk noted that he was informed that the Village versus the Chamber handled the Christmas decorations at Burt Park. Tim Cheney requested to add a nativity scene to the park only needing an extension cord which was agreeable to council.

Planning Commission: Chairman Ron Lusk noted there was nothing local to report. Mayor Jack Patterson stated Tiffany Swigert from the Regional Planning Commission was requesting to know if Ron Lusk was being appointed again in the year 2016 and reviewed their letter. Councilman Ron Lusk agreed noting that his brother Don Lusk would be his alternate representative.

- A motion was made by Rich Wheeler and seconded by Tim Cheney to appoint Councilman Ron Lusk as the Village's representative for the Regional Planning Commission with Don Lusk appointed as his alternate representative. Roll Call 6 yes.

Public Safety: There was nothing to report for Police. Councilman Ron Lusk reported the Fire Department had 12 runs and noted the lack of meeting due to a miscommunication. Councilman Stephen Bordenkircher noted Chief Mardis's retirement mid-February. Councilman Stephen Bordenkircher stated his ideas as well as Chief Mardis's regarding recruitment. Ron Lusk and Craig Bordenkircher were agreeable with Councilman Stephen Bordenkircher's suggestion for a committee to be appointed now. Mayor Jack Patterson appointed Ron Lusk, Rich Wheeler and Craig Bordenkircher to the Hiring Committee.

Public Works: Chairman Rich Wheeler had nothing to report. Village Administrator David Kadri noted that he was assisting the Fire Department with reapplying for an AFG Grant costing \$200. Feedback will not be received until August or September. Village Administrator David Kadri reported that he is also assisting the Fire Department in preparing a legal ad for a new tanker (to replace the 605) and bids will be open early February.

Records Retention: Village Administrator David Kadri reported that he provided the Fiscal Officer with the list of documents that he destroyed.

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Introduction to ordinances and resolutions:

2015-28: A RESOLUTION TO AMEND THE 2015 PERMANENT APPROPRIATIONS ORDINANCE 2014-29, ADDING FUNDS

- A motion was made by Ron Lusk and seconded by Rich Wheeler to suspend the rules per the emergency clause added to Resolution 2015-28. Roll Call 6 yes.
- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to adopt Resolution 2015-28. Roll Call 6 yes.

2015-29: 2016 PERMANENT ANNUAL APPROPRIATIONS ORDINANCE

- A motion was made by Craig Bordenkircher and seconded by Stephen Bordenkircher to suspend the rules per the emergency clause added to Resolution 2015-29. Roll Call 6 yes.
- A motion was made by Craig Bordenkircher and seconded by Tim Cheney to adopt Resolution 2015-29. Roll Call 6 yes.

2015-30: ORDINANCE TO AMEND THE LEASE BETWEEN THE VILLAGE OF WEST LAFAYETTE AND RIDGEWOOD RECREATION

- A motion was made by Stephen Bordenkircher and seconded by Tim Cheney to suspend the rules per the emergency clause added to Resolution 2015-30. Roll Call 6 yes.
- A motion was made by Tim Cheney and seconded by Craig Bordenkircher to adopt Resolution 2015-30. Roll Call 6 yes.

2015-31: A RESOLUTION TO APPROVE PURCHASE ORDER 15328 TO MELWAY PAVING A "THEN & NOW" PURCHASE ORDER

- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to suspend the rules per the emergency clause added to Resolution 2015-31. Roll Call 6 yes.
- A motion was made by Christie Maurer and seconded by Tim Cheney to adopt Resolution 2015-31. Roll Call 6 yes.

The Fiscal Officer and Village Administrator agreed that the "Then & Now" Purchase Order could be avoided in the future if the Purchase Order is requested at the time the bid is awarded.

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2015-32: A RESOLUTION TO APPROVE PURCHASE ORDER 15329 TO TREASURER, STATE OF OHIO OPWC A "THEN & NOW" PURCHASE ORDER

- A motion was made by Ron Lusk and seconded by Tim Cheney to suspend the rules per the emergency clause added to Resolution 2015-32. Roll Call 6 yes.
- A motion was made by Christie Maurer and seconded by Tim Cheney to adopt Resolution 2015-32. Roll Call 6 yes.

Committee Meetings:

Finance- Pending

Public Works- Pending

Ordinance- Thursday, December 17, 2015 at 7 p.m.

Park- Pending

Public Safety/ Fire- Pending

Building & Property- Pending

Council Review- Tuesday, December 29, 2015 at 5 p.m.

Other Business:

Mayor Jack Patterson discussed payroll options for hourly, salary and the special circumstance of the Fiscal Officer due to not being employed the full year. Mayor Jack Patterson discussed the two 2015-28 options present explaining that one option noted the additional amount needed to pay the salaried employees an additional pay along with paying the hourly employees their normal pay early. The second option was the additional amount needed to pay the hourly employees only. Councilman Stephen Bordenkircher noted the hardship that would be caused when the employee was not at fault if they were required to go from December 18, 2015 until January 15, 2016 without a paycheck. After discussion council agreed to pay an additional pay to the salaried individuals for the year 2015 including the Fiscal Officer preventing two of the three salaried individuals from going four weeks without a paycheck. Future procedure for consideration was discussed. Mayor Jack Patterson requested suggestions on how to calculate the payment due to the Fiscal Officer for the remainder of 2015-by week, month or day. Councilman Stephen Bordenkircher noted by the day was most accurate. Council agreed that 243 days were to be used to calculate the Fiscal Officer's final normal pay of 2015. Mayor Jack Patterson noted the Fiscal Officer would receive payment for a total of five weeks December 31, 2015.

Mayor Jack Patterson requested a motion to pay the hourly employees December 31, 2015.

- A motion was made by Stephen Bordenkircher and seconded by Christie Maurer to pay the hourly employees December 31, 2015. Roll Call 6 yes.

Mayor Jack Patterson noted the need for the Pay and Benefit Ordinance to be adjusted for the salaried individuals for the year 2015 only. It was noted that the updates would be on the agenda for emergency passage December 21, 2015.

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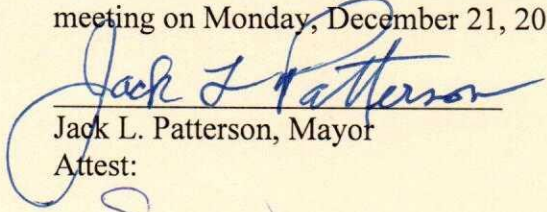
Councilman Stephen Bordenkircher reminded council of the vacant council seat in January and requested a committee be set to discuss interested candidates Bo Fortune, Herb Tidrick, Kenny Koch and Timothy Tubbs. Councilman Craig Bordenkircher suggested that the committee be established. Mayor Jack Patterson appointed Christie Maurer, Craig Bordenkircher and Rich Wheeler to the Council Review Committee.

Mayor Jack Patterson discussed the Tax Review Board and the new questions that he has for Village Solicitor Bill Owens. The Mayor also noted his appointment of Damon Gould to the Tax Review Board. Council will need to appoint two individuals by the next meeting. Councilwoman Christie Maurer and Councilman Craig Bordenkircher have possible candidates in mind.

Councilman Stephen Bordenkircher discussed the Junior Achievement invitation he received and his inviting the Fiscal Officer to participate as well. Councilman Stephen Bordenkircher explained that the program was seeking additional volunteers and invited anyone interested to let him know. The program details, importance and schedule was discussed. Village Administrator David Kadri noted the Lion's Club invitation to participate and Councilwoman Christie Maurer noted the Rotary's invitation to participate.

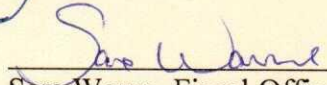
A motion was made by Ron Lusk and seconded by Tim Cheney to pay the bills as presented. Roll Call 6 yes.

A motion was made by Ron Lusk and seconded by Rich Wheeler to adjourn until the next meeting on Monday, December 21, 2015 at 7:00 p.m. Roll Call 6 yes.



Jack L. Patterson, Mayor

Attest:



Sara Warner, Fiscal Officer