

# ***Record of Proceedings***

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

West Lafayette Village Council met in regular session on March 14, 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 Rich Wheeler to excuse Councilman Tim Cheney. Roll Call 5 yes.
- Also attending were Bill Owens-Village Solicitor, Sara Warne-Fiscal Officer and David Kadri-Village Administrator.
- A motion was made by Christie Maurer and seconded by Bo Fortune to approve as written, the minutes of the February 22, 2016 council meeting. Roll Call 5 yes.

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

Mayor Stephen Bordenkircher gave the Creative Leadership brochure he received to the fiscal officer. The letter and brochure that the mayor received regarding a coordinated response exercise for pipelines was given to the village administrator. A letter was received from ISO advising that the Fire Department's rating improved and the mayor expressed his appreciation. A letter was received from Bricker & Eckler Attorneys at Law regarding public construction projects and given to the village administrator. The Coshocton County Board of Commissioners sent the mayor a letter regarding the Health Advisory Council that will meet March 30, 2016 at 7:30 p.m. The mayor plans to attend. A letter was received from Community Development Consultants regarding a survey of Coshocton County analysis, impediments to Fair Housing, which was given to the village administrator to address. A notice from Community Development Consultants dealing with the Coshocton County Community Development Block Grant Program and the abilities to participate was given to the village administrator. Mayor Stephen Bordenkircher noted that he signed the Ridgewood Recreation Board Lease Agreement this week. The mayor also reviewed the Ohio EPA Sanitary Survey that he received today. The purpose of the survey was to determine the ability of the facility to provide adequate, safe and potable water that meets the requirements of the Ohio Administrative Code. The Sanitary Survey Evaluation Report notes the violations of the OAC and states the issues that must be addressed or corrected within thirty days. A responsible official must respond in writing indicating how and on what schedule the system will address the following requirements: 1. In accordance with OAC rule 3745-95, Community Systems must have an adequate backflow program in place. Currently the village still needs to identify all low hazard connections and assess whether they have the proper backflow prevention devices in place. 2. In accordance with OAC rule 3745-83-01 (C) (1), a minimum



## *Record of Proceedings*

free chlorine residual of 0.2 mg/L or 1.0 mg/L of combined chlorine must be maintained in the system. In order to ensure that the residual is maintained your loss of feed alarm needs to be connected to the chlorine feed system. 3. In accordance with OAC rule 3745-85-01, the contingency plan should be updated annually. The last update for the water system's contingency plan was June 13, 2011. 4. Installation on the piping at the VOC towers is deteriorating and vegetation is growing in the insulation. This was noted as being an issue during the last inspection. The nine recommendations were noted but not reviewed. The fiscal officer was directed to scan and send a copy of the full report to all of council giving the village administrator the original. The village administrator will address items with the agency regarding their true intent. Mayor Stephen Bordenkircher noted the letter was dated March 9, 2016 and received March 14, 2016. Reiterating the 30 day window, the mayor requested that the Public Works Committee make sure along with the mayor that these items are addressed.

### **Citizens' comments:**

Jordan Warne and Shawn Moore were present to observe.

Kenny Freetage expressed his appreciation for all of the alley work the village has done but his was not done correctly. The prior ditch that he made at his own expense to prevent water in his yard is gone. The alley was raised three to four inches causing Mr. Freetage to have water in his carport and yard again. Mayor Stephen Bordenkircher requested the village administrator take a look and report back to the mayor and Mr. Freetage quickly. The village administrator will address the issue tomorrow.

### **Department Reports:**

**Fire:** Assistant Fire Chief Damon Gould dispersed and reviewed the Fire Department's February reports noting the total fire loss estimated to be \$11,000 last month. About 247 hours were spent at the station in the month of February for activity and training. The reimbursement on runs came to \$1,050. The fire loss is about average if not down a little compared to last year. Fire Chief Glenn Hill noted that they are working on replacing their tanker. The department is looking at putting money against the cost as well as some loans for the remaining cost. A letter was received from the Fire Marshall regarding the grant that was applied for in 2015 for the 2016 for MARCS Radios. The grant was awarded for last year but not this one. The department was awarded a \$15,000 Equipment Grant and another Fire Marshall Grant for a repayable revolving loan for \$30,000. House Bill 64 came out with 10 million dollars in grants for the local mostly volunteer fire departments. Mrs. Ross is assisting with the Fire Department's application for \$100,000 to assist with the cost to replace the tanker. The same ODT Grant that Coshocton County Fire Fighters went with to buy more MARCS Radios, the village's share of that is \$68,000. They are putting in for \$500,000 just for Coshocton County. With the ISO score, the smaller the number the better the Fire Department. The Fire Department went from a score of 5/9 to a score of 4/4. It moves the department from a class 9 to a class 3B which helps the rural area with insurance savings. That savings may assist with those residents agreeing to pass a necessary levy in the future. Chief Glenn Hill noted his pride in his department. Chief Glenn Hill discussed the Navigate Systems in the schools eluding to the cameras in all the rooms



## *Record of Proceedings*

Mayor Stephen Bordenkircher extended the appreciation for a job well done. Comparing the cost per run and the number of hours worked there is a substantial savings to all that benefit from the department's services.

**Fiscal Officer:** Fiscal Officer Sara Warne reported that the 2015 Annual Financial Report was submitted to the Auditor of State. A legal notice ran in the Beacon on March 2, 2016 and the report is available for public inspection. February books are closed and the Cash Summary is available this evening for review. Mayor Stephen Bordenkircher noted the arrival of Councilman Tim Cheney and entertained for a motion to recognize his arrival.

- A motion was made by Bo Fortune and seconded by Ron Lusk to recognize Councilman Tim Cheney's arrival. Roll Call 6 yes.

Mayor Stephen Bordenkircher reported that during the last council meeting the allocation of the village solicitor's fees was brought up as 50% General Fund, 25% Water Fund and 25% Sewer Fund. Those allocations were passed by motion. When speaking further with the village solicitor we now believe that those allocations done by the prior Finance Committee are not as accurate as once believed. When speaking with the village solicitor the allocations should be amended to 12.5% Water, 12.5% Sewer and 75% General Fund.

- A motion was made by Ron Lusk and seconded by Tim Cheney to adopt the revised allocation of the village solicitor's retainer fee to 12.5% Water Fund, 12.5% Sewer Fund and 50% General Fund. Roll Call 6 yes.

**Police:** Councilman Ron Lusk reviewed the department's February report of 4 accidents, 149 complaints, 9 criminal arrests, 2 domestics, 0 felony cases, 62 follow ups, 11 traffic arrests, 28 traffic stops, 25 warnings and 11,648 miles driven. Mayor Stephen Bordenkircher noted that the new chief would be in town the 16<sup>th</sup> to get his physical out of the way then arrangements would be made to get him sworn in. His start date is April 16, 2016.

**Solicitor:** Village Solicitor Bill Owens reported that he along with the chief have a meeting making them unable to attend the next council meeting. Village Solicitor Bill Owens noted his agreement with the allocations for his retainer fee.

**Village Administrator:** Village Administrator David Kadri reminded residents that with the weather getting nicer it is time to get a head start on getting yards cleaned up. He has spoken to individuals about getting trees taken down and leaves cleaned up. Columbia Gas Company is progressing well. The village administrator has not received notification of any negative impact. The gas company is following up with a resident regarding one minor incident. The village administrator noted that placing the asphalt grindings in the alleys has been a success. Mr. Freetage's issue also addresses the large portion of town's lack of storm drains. The goal was to raise the alleys to prevent water from sitting in them. The potholes in the alleys were addressed. A few alleys were not



## *Record of Proceedings*

done due to running out of asphalt grindings. Gravel will be used in those alleys based on priority. Grass alleys without traffic flow will not be done. The village administrator will meet with Kenny Freetage tomorrow at 1:30 p.m. Village Administrator David Kadri requested the media's assistance notifying residents of the importance of cleaning up their yards including trash, leaves, limbs and general clean up. Mayor Stephen Bordenkircher noted that a couple of complaints have been made and seem to be taken care of. Dilapidated Structures Ordinance 2006-08 requires the village administrator to make notice the first week of April about property clean up and the second week of September. The village administrator will follow up. Clean up was discussed.

### **Committee Reports:**

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

**Community & Business Development:** Chairman Bo Fortune had nothing to report.

**Community Relations:** Chairwoman Christie Maurer reported that the Chamber would be meeting March 22, 2016 at 6 p.m. The Rotary Health Fair will be March 19<sup>th</sup> from 7 a.m. to 9 a.m. at the First Baptist Church. 12 hour fasting is required. Rent a Wrestler the first weekend of May was also noted.

**Finance:** Chairwoman Christie Maurer noted that the committee met this evening and everything looks good. A motion will be needed to approve the February Cash Summary once it is reviewed. A motion is being requested to issue a check to Coshocton Recycling in the amount of \$1,400 for metal street plates that the village administrator needs to purchase tomorrow.

- A motion was made by Ron Lusk and seconded by Tim Cheney to approve the fiscal officer to issue a check in the amount of \$1,400 to Coshocton Recycling for metal street plates. Roll Call 6 yes.

**Fire Dependency Board:** There was nothing further to report.

**Ordinance:** Chairman Craig Bordenkircher noted the committee met to discuss corrections to Ordinance 2016-07, which will have a second reading tonight.

**Park Board:** Chairman Ron Lusk reported the committee has been looking at picnic tables and they are getting close to purchasing.

**Planning Commission:** Chairman Ron Lusk noted there was nothing local or regional to report.

**Public Safety:** Councilman Ron Lusk noted the amount of cars without license plates in the village. When the new chief takes office it was agreed that it would be a good idea to have a meeting.



# ***Record of Proceedings***

**Public Works:** Chairman Rich Wheeler reported the committee met March 3, 2016 to discuss alley paving, grindings being put in alleys, the village administrator's equipment proposal, which was tabled for the time being, and sample issues were discussed. The village entered into an agreement for a \$150,000 OPWC loan that they would like to withdraw from since most of the alleys have been paved with grindings even though the loan is 0% interest. Village Administrator David Kadri clarified on the Neighborhood Stabilization Grant and OPWC loan money typically being available. The village administrator will contact Andy and Kim.

- A motion was made by Craig Bordenkircher and seconded by Christie Maurer for the village administrator to withdraw from the \$150,000 OPWC loan. Roll Call 6 yes.

**Records Retention:** Mayor Stephen Bordenkircher reported the committee met March 11, 2016 to discuss records retention and destruction. The committee will meet again in six months.

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

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

**Ordinance 2016-07: AN ORDINANCE ESTABLISHING 2016 PAY SCHEDULE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.** Second Reading

**Ordinance 2016-08: AN ORDINANCE ESTABLISHING A PUBLIC RECORDS POLICY FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.** Second Reading

**Ordinance 2016-09: AN ORDINANCE ESTABLISHING AN EMPLOYEE HANDBOOK FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.** Second Reading

**Ordinance 2016-10: A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO CREATE BLANKET & SUPER BLANKET PURCHASE ORDERS**

Mayor Stephen Bordenkircher and the fiscal officer noted the potential typographical error in Section 1 A and purposed the necessary corrections required per the village solicitor.

- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to suspend the rules per the emergency clause added to Resolution 2016-10. Roll Call 6 yes.



## ***Record of Proceedings***

- A motion was made by Craig Bordenkircher and seconded by Rich Wheeler to adopt Resolution 2016-10 with noted corrections. Roll Call 6 yes.

**Ordinance 2016-11: A RESOLUTION TRANSFERRING FUNDS FROM THE CDBG SEWER UPGRADE PROJECT FUND (603) TO SEWER FUND (602) First Reading**  
Reading

### **Committee Meetings:**

**Building & Property-** Thursday, March 17, 2016 at 5 p.m.

**Finance-**

**Ordinance-** Thursday, March 24, 2016 at 6 p.m.

**Park Board-**

**Public Safety/ Fire-**

**Public Works-** Monday, March 21, 2016 at 5 p.m.

### **Other Business:**

Mayor Stephen Bordenkircher explained looking at areas to improve communications and evaluating the approximate cost to do so. The concern with the approximate \$12,000 the village is paying the county for internet services and tech support and whether it was a justifiable expense was noted. The village administrator noted the village is on its own system and the switch was made to the county after a large data loss. The primary driver to switch to the county was the security offered, the tech support, the existing lawsuit and the county being prepared from a document retention standpoint and the police department's data loss. Mayor Stephen Bordenkircher requested reviewing comparable options that may save money.

Mayor Stephen Bordenkircher noted his concern with the village's lack of secure voicemail and archaic telephone system. The AT&T VOIP system was discussed noting its secure voicemail and secure voicemail to email capability. To convert the village there is an initial cost of \$711 for the nine telephone systems needed. The monthly cost will go from \$585 monthly to \$670. The other option will go from \$585 monthly to \$630. VOIP capabilities and battery back capabilities were noted.

- A motion was made by Ron Lusk and seconded by Craig Bordenkircher to approve moving forward with the new AT&T VOIP phone system with an initial equipment cost of \$711 and an approximate increase of \$150 month. Roll Call 6 yes

Mayor Stephen Bordenkircher noted the lack of high-grade printers in the administration building. The fiscal officer was directed to obtain a quote from Toshiba. It is currently costing approximately \$80 a month for toners. The cost to lease a Toshiba machine is \$140.36, which can be set up as a network printer, and that price includes the toner. The printer's benefits were discussed. In the long run the mayor believes that the current printers are not the right choice. It was requested that a couple of different options were visited. The village administrator noted the State Purchasing Program.



## *Record of Proceedings*

Councilman Ron Lusk noted as Chairman of the Public Safety Committee he is requesting the Finance Committee to see if there is any way to put money back annually to go towards the purchase of a new fire truck. Mayor Stephen Bordenkircher noted it was something to consider but dependent upon what happens with the current fire truck and grant money.

A motion was made by Tim Cheney and seconded by Rich Wheeler 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, March 28, 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