

Record of Proceedings

Minutes of West Lafayette Village Council Special Meeting

West Lafayette Village Council met in special session to discuss Village personnel on April 21, 2014 at 7:00 P.M., in the municipal building with Mayor Jack L. Patterson presiding.

Pledge of Allegiance

Prayer

Roll Call: Rich Wheeler, Christie Maurer, Tim Cheney, Roger Warne, Ron Lusk, and Craig Bordenkircher were present. (RC 6, yes)

Also attending were Dave Kadri-Village Administrator, Bill Owens-Village Solicitor,

Village Personnel:

- Mayor Patterson informed Council that Fiscal Officer Lisa Stiteler was resigning and her last day with the Village would be April 25, 2014
- Mayor Patterson asked Council to consider making the position part-time.
 - Consider using RITA for taxes at an estimated cost of 3-5% of the funds collected.
 - Consider using ADP for payroll. Councilman Warne indicated the local Moose Lodge was using ADP at a cost of \$63 per week for 12-13 employees. Village Administrator Kadri brought up the need for the payroll to integrate with the current accounting system for the correct allocation of funds. Councilwoman Maurer indicated this would be like doing payroll twice.
 - Fiscal Officer Stiteler also does Public Records Work, Document Retention, along with similar tasks.
 - Savings in health care costs to the Village.
- Councilman Lusk indicated he thought the position should go to part-time as a cost savings along with eliminating the Village Administrator's position.
- After a short discussion covering the above items Councilman Bordenkircher stated when you add up all of the costs for the part-time activities it is almost the same cost as employing a full-time fiscal officer. All Council Members agreed to keep the position full-time.
- Mayor Patterson and Council had a general discussion about some proposed changes to the full-time fiscal officer's position.
 - The position will change from thirty-five to forty hours per week plus attending council meetings, special meetings, and committee meetings as required.
 - Stagger lunch periods with the Office Manager
 - Change the office hours from:
 - 8 am to 4:30 pm.
 - 8 am to 5:00 pm.
 - 9 am to 5:00 pm.

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- 30 minute versus 60 minute lunch period.
- Mayor Patterson indicated Fiscal Officer Stiteler would complete this week's payroll to ensure the employees were paid. This started a general discussion among Council about how to proceed:
 - Contact local accounting firms to see if they would do payroll.
 - Ask Fiscal Officer Stiteler if she would continue on a part-time basis to do payroll and paying of the bills. Village Administrator Kadri recommended a rate of \$24 per hour. Mayor Patterson was to contact Fiscal Officer Stiteler to see if she had any interest in helping the Village during this transitional period.
 - Mayor Patterson was to contact Newcomerstown to see if their part-time fiscal officer would be interested in a part-time position.
 - Councilwoman Maurer stated as a fall back plan, the payroll and other required checks could be handwritten during the interim period.
- Mayor Patterson indicated Fiscal Officer Stiteler's new position had a significant increase in responsibilities and salary.
- Village Administrator Kadri was to ask Office Manager Shannon Hains to start coming to the council meetings and act as the Village Clerk.
- Mayor Patterson read Fiscal Officer Stiteler's letter of resignation.

Meeting:

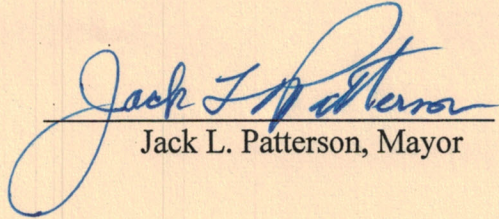
- The Hiring Committee scheduled a meeting on Wednesday, April 23rd in the Municipal Building at 5 PM. Village Administrator Kadri was to notify the media of the meeting.

Motions:

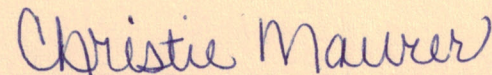
- To start the process of looking for a full-time Fiscal Officer.
 - Motion to accept was made by Councilman Bordenkircher and seconded by Councilman Warne.
 - Roll Call: 5 Yes and one NO (Councilman Lusk).
- To accept Fiscal Officer Stiteler's resignation effective April 25, 2014.
 - Motion to accept made by Councilman Warne and seconded by Councilman Bordenkircher.
 - Roll Call: 5 Yes and one NO (Councilman Lusk).
- Mayor Patterson proposed a Hiring Committee of Councilman Roger Warne as chairman, Councilwoman Maurer, and Councilman Bordenkircher. The Hiring Committee would screen the candidates and the entire Council would approve.
 - Motion to accept made by Councilman Cheney and seconded by Councilman Wheeler.
 - Roll Call: 6 Yes

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- Motion to adjourn the special meeting at 8:25 pm.
 - Motion to accept made by Councilman Warne and seconded by Councilman Cheney.
 - Roll Call: 6 Yes


Jack L. Patterson, Mayor

Attest:


Councilwoman Christie Maurer, Acting Clerk