

Record of Proceedings

Minutes of West Lafayette Village Council Regular Meeting

West Lafayette Village Council met in regular session on November 25, 2013 at 7:00 P.M., in the municipal building with Mayor Jack L. Patterson presiding.

Pledge of Allegiance

Roll Call: Dave Rogers, Roger Warne, Kelly Gossett, Ron Lusk, Christie Maurer and Dean Wears were present.

Also attending were Bill Owens – Village Solicitor, Lisa Stiteler- Fiscal Officer, David Kadri- Village Administrator, Glenn Hill- Assistant Fire Chief, Katie Hultz – WTNS, Tim Cheney and Craig Bordenkircher.

A motion was made by Lusk and seconded by Wears to approve the minutes of the regular meeting on November 11, 2013 council meeting. (RC 6 yes)

Mayor's Correspondence – Letter from Community Development Consultants regarding social service to Coshocton County regarding the Fair Housing Program.

Citizens' comments – N/A

Department Reports:

Police: N/A

Fire: Assistant Fire Chief Hill explained the details of Resolution 2013-43 to Mayor and Council. This is a FEMA grant that the county fire fighters association is going to apply for MARCS radios. The department is requesting 24 portable units, 6 mobile units, 6 repeaters, 25 spare batteries, and 1 bulk charger. If funded and the communication equipment is purchased, the annual user fee will be \$7,200 / year. (30 units x \$20=\$600 month x 12 months=\$7,200) If grant is awarded, the user fees for three years will be waived. The total fee for the grant writing is \$28,000. West Lafayette Fire Department's share is \$4,000.00 (28,000 /7=4,000.00) There are seven entities joining together and applying as a whole with the county.

Solicitor: N/A

Village Administrator: Dave reported that the leaf collection is about finished now. The street department is gearing up for winter weather now; equipment is ready for any snow to come. Councilmember Lusk asked Dave about the issue at the Sewer Plant with the scum. Has this been cleared up and identified yet? Dave said they are still puzzled as to why the scum keeps forming. The OEPA has been in and they have done some testing. They are also puzzled.

Fiscal Officer: Lisa asked for council to authorize Bill Owens to proceed with preparing a resolution of intent for clarification of the Street Repair Fund (203). Lisa has questioned many items that Dave has tried to use this tax money for. During some research, it has been discovered that the language in the header of the resolution passed by council said "*Capital*" improvements for maintenance, repair, replacement and improvements of streets, alleys, sidewalks, and curbs. While the language in the body of the resolution, failed to included the word "*capital*". Also, the ballot language that the voters saw did not say "*capital*". It is the opinion of Bill Owens that we must use the

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ballot language. So “capital” is not included. Lisa has questions as far as what is acceptable and not acceptable. Such as gas, shop supplies and materials, equipment purchases, wages, and many other expenses. Lisa has talked, in great length, with the state auditors and Bill regarding this matter. For clarification, Lisa would like this to be addressed directly in a resolution. Lusk made a motion to authorize Bill Owens to prepare a resolution of intent regarding the Street Repair Fund (203). Motion seconded by Wears. (RC 6 yes)

Lisa also reported that there will be a significant expense adjustment made before the end of the year due to actual labor worked in funds and the actual payroll expenses that was budgeted for the year. Wages are budgeted based on a percentage allocation. Throughout the year, some employees have not been worked in the appropriate funds based on the budget that was prepared. Now Lisa must do an adjustment to reflect the actual work done in each fund. Lisa is expecting that council will have to amend the appropriations to allow for this adjustment. Lisa is waiting on detail timesheets and a summary of labor charged to each fund from Dave. To eliminate this problem again in the future, Lisa will start to do each payroll entry based on actual work performed in each fund, not the same percentage allocation each payroll. With this being said, Lisa has requested from Dave a detailed timesheet that shows time worked in each department. Lisa is requesting this immediately. Lisa would like to see pay dates changed to Fridays starting January 1, 2014 to allow more time to do payroll data entry. Wears made a motion to authorize Lisa to change the pay days to Friday, starting January 1, 2014. Motion seconded by Warne. (RC 6 yes)

Lisa reported that she has received all four township fire contracts and ready for council to approval and have the Mayor sign. Mayor signed all four contracts. Lisa explained Resolution 2013-41, amending appropriations. The \$4,000.00 relates to the FEMA grant writing fee that Assistant Fire Chief Hill was talking about earlier. If council approves the application for this FEMA grant (resolution 2013-43) and approves amending the appropriations (resolution 2013-41), Lisa would like council to authorize her to go ahead and cut a check for the \$4,000.00 for the grant writing fee since the deadline for this application is December 5th. Rogers made a motion to authorize Lisa to cut a check for \$4,000.00 for this expense. Motion seconded by Lusk. (RC 6 yes)

Lisa is still waiting on some quotes for our medical insurance plan. We have received only two quotes now. Lisa hopes to have all the quotes in and ready for the committee to meet and review everything by the end of next week.

The records retention committee met on November 18th at 9:00am. The committee discussed any changes that may be needed to the current retention policy and future plans with records retention and destroying records.

Council discussed the deadline for the ballot in the spring. The appropriate paper work must be filed with the board of elections 90 prior to the election date. So this only gives council about one month after the first of the year to have all the paper work approved and submitted. Lusk made a motion to authorize Lisa to start the paper work to place a 4 mill levy on the ballot. Motion seconded by Wears. (RC 6 yes)

Committee Reports:

Annexation: N/A

Building and Property: N/A

Community Service: N/A

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Finance: Committee met on the 18th and looked at the 5 year forecast. At this time, the committee is recommending no raises for 2014.

Fire: N/A

Fire Dependency Board: N/A

Grant Applications: Chairman Lusk would like to start looking for a grant to get the people that live in the village on our sewer line that currently do not have access.

Insurance: Lisa reported that she is still waiting on quotes.

Ordinance: Committee met and started working on updating the wage and benefit ordinance for 2014. Chairman is recommending splitting this ordinance to eliminate some confusion. Lusk made a motion to split the pay portion and the benefit portion into two separate ordinances. Motion seconded by Gossett. (RC 6 yes)

Planning Commission: N/A

Rep to Chamber of Commerce: The next meeting will be November 26th at 6:00 PM in the Council Chambers.

Street: Dave will be meeting with an engineer getting quotes on the widening of Orchard Street and paving Stewart Street. These are approved projects included in the Neighborhood Revitalization Grant through the county.

Utility: N/A

Introduction to Ordinances and Resolutions:

- 2013-36 RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND 220 FOR ACCOUNTING OF FUNDS FOR THE PARK DISTRICT LEVY AND DECLARING AN EMERGENCY** After the third reading, Rogers made a motion to adopt Resolution 2013-36. Motion seconded by Lusk. (RC 6 yes)
- 2013-37 A RESOLUTION TRANSFERRING FUNDS FROM THE FEMA FUND (290) TO FIRE FUND (210)** After the third reading, Rogers made a motion to adopt Resolution 2013-37. Motion seconded by Lusk. (RC 6 yes)
- 2013-41 A RESOLUTION TO AMEND THE 2013 PERMANENT APPROPRIATIONS ORDINANCE 2012-40, ADDING FUNDS.** Rogers made a motion to suspend the rules. Motion seconded by Wears. (RC 6 yes) Lusk made a motion to adopt Resolution 2013-41. Motion seconded by Warne. (RC 6 yes)
- 2013-42 A RESOLUTION AUTHORIZING DAVID A. KADRI, VILLAGE ADMINISTRATOR, FOR THE VILLAGE OF WEST LAFAYETTE, TO PREPARE AND SUBMIT AN APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) TO PARTICIPATE IN THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM (AFG).** Rogers made a motion to suspend the rules. Motion seconded by Maurer. (RC 6 yes) Lusk made a motion to adopt Resolution 2013-42. Motion seconded by Gossett. (RC 6 yes)

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2013-43 **A RESOLUTION AUTHORIZING COSHOCTON COUNTY FIREFIGHTERS ASSOCIATION TO PREPARE AND SUBMIT AN APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) TO PARTICIPATE IN THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM (AFG).** Rogers made a motion to suspend the rules. Motion seconded by Lusk. (RC 6 yes) Warne made a motion to adopt Resolution 2013-43. Motion seconded by Maurer. (RC 6 yes)

2013-44 **ORDINANCE TO HIRE A SOLICITOR FOR THE YEAR 2014 AND DECLARING AN EMERGENCY.** First reading

Committee Meetings:

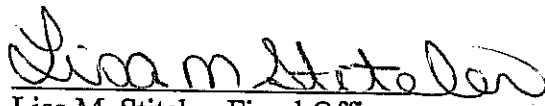
Ordinance	December 2, 2013	5:00 PM
Insurance	December 3, 2013	3:45 PM – Lisa will confirm this.
Finance	December 9, 2013	6:00 PM
Fire	December 11, 2013	6:00 PM

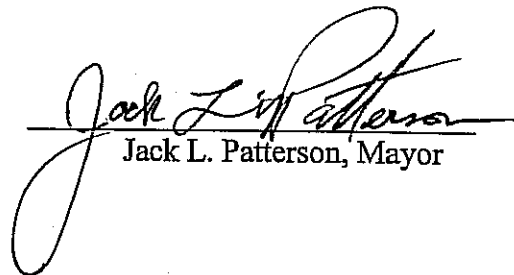
After discussion and Mayor's recommendation, Lusk made a motion to move the December 23, 2013 council meeting to Monday, December 16, 2013 at 7:00 PM due to the holidays. Motion seconded by Rogers. (RC 6 yes)

A motion was made and seconded to approve the payment of bills as presented.
(RC 6 yes)

A motion was made and seconded to adjourn until the next regular meeting on December 9, 2013 at 7:00 P.M. (RC 6 yes)

Attest:


Lisa M. Stiteler, Fiscal Officer


Jack L. Patterson, Mayor