

Record of Proceedings

Minutes of West Lafayette Village Council Special Meeting

West Lafayette Village Council met in special session on March 14, 2020 at 11:00 a.m. in the municipal building with Mayor Stephen R. Bordenkircher presiding.

Pledge of Allegiance

Prayer

Roll Call: Craig Bordenkircher, Christie Maurer, Rich Wheeler, Tim Cheney, Rich Wheeler and Bo Fortune were present.

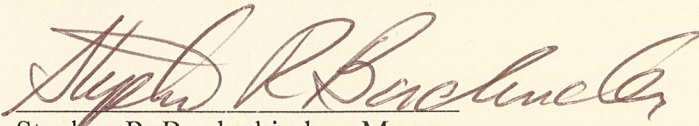
Mayor Stephen Bordenkircher reported that the special meeting is to discuss the impact of COVID 19 on village operations and the seriousness of the pandemic. There are currently 13 cases confirmed in Ohio. The COVID 19 Emergency Action Plan document (attached) was created as a group effort of the Mayor, Village Administrator and Village Solicitor. Village Administrator, Chris Menapace, presented and discussed key points of the action plan. The Police Department also created a supplement (attached) to the action plan and the Fire Department will be creating their supplement as well.

Mayor Bordenkircher reported that the director of nursing for County Health stated if there is a confirmed case in Coshocton county, there will be an immediate press release. He also stressed that it is very important to stop the rumors regarding the spread of the virus and look to the websites within the action plan for accurate information. Effective immediately, the use of council chambers for outside meetings is discontinued until the emergency passes. The park is scheduled to open on April 1, 2020, but if this pandemic continues, it will not open and all events at the park building will be cancelled. The yellow flag sales have the potential to be cancelled for spring, but will be determined at a later date as the time approaches.

A motion was made by Ron Lusk and seconded by Bo Fortune to adopt the COVID 19 Emergency Action Plan. Roll call 6 yes.

A motion was made by Craig Bordenkircher and seconded by Rich Wheeler to adjourn until the next regular meeting on Monday, March 23 at 7:00 p.m. Roll Call 6 yes.

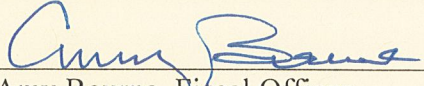
A full recording of this morning's minutes can be heard by visiting www.westlafayettevillage.com and clicking on the council tab then selecting recorded minutes.



Stephen R. Bordenkircher, Mayor

Attest:

Record of Proceedings


Amy Bourne, Fiscal Officer



Christopher Menapace
Village Administrator
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COVID 19 Village Emergency Action Plan

Village Police and Fire Department will develop a supplement to this plan outlining impacts/changes to their operations

Purpose: The purpose of this plan is to limit the encounters of Village Employees with members of the public in an effort to help prevent them from an inadvertent exposure to COVID 19. Best practices from national, state, and county level health departments and governmental officials have been taken into consideration in the development of this plan. This is the first revision of this plan and employees should understand that the plan may change in part or as a whole as the fluent situation with COVID 19 develops and best practices change. This plan will be effective during the pending COVID 19 emergency and until the Village determines that the procedures addressed in this plan may be modified or rescinded.

Internal Operational Changes:

1. No Village employee shall have “impromptu meetings” with members of the public. All meetings must be scheduled and should be conducted over the phone if possible. If a face to face meeting is necessary, it should occur outside and a distance of 6 feet should be maintained between the employee and the visitor.
2. Only mission critical personnel will be permitted access to any Village buildings. There is to be **NO** general public access to any Village building. There are to be no meetings with vendors unless it is mission critical. All mission critical meetings will be conducted in Council Chambers. The meeting facilitator will be responsible for sanitizing all hard surfaces, including doorknobs, at the completion of each meeting.
3. Village street, water, and wastewater personnel are prohibited from entering people’s home routinely until further notice. All meter reads that cannot occur from outside of the home will be estimated and the account will begin to receive actual readings at an undetermined time in the future. This timing will be dependent based on regional de-escalation of precautions relative to COVID 19.
 - a. In an event of an emergency meter failure that will need immediate attention, personnel will be permitted to enter a citizen’s home. The Village Administrator will be contacted prior to the entry into the home and will ensure that the employees follow the established procedures relative to PPE, disinfectant, and proper cleaning of all tools and materials utilized during the project.

4. Beginning immediately, the Village is temporarily suspending the usage of community service workers working within the Village. This includes, but is not limited to, those individuals working for Coshocton County Job and Family Services and/or the Coshocton Municipal Court.
5. The Village Administrative Offices will be closed to members of the general public. Members of the general public will be instructed that they may pay their water bill via mail, the Home Loan Savings Bank in West Lafayette (if they are a customer of Home Loan), or by using the drop box in front of the administration building. Billing questions or concerns will be addressed over the phone. Individuals wishing to speak with the Village Administrator or Village Fiscal Officer will do so by telephone or via email.
 - a. Per the Mayor's Executive Order, dated March 22nd, 2020, the Village Administrator has made the following adjustments to work schedules of Village employees under his supervision:
 - Office Manager: Will work remotely as much as possible. She will empty the drop box in front of the Administration Building twice per day and process the payments received at the office. She will make the daily bank deposits and obtain the Village mail from the Post Office once per day. All other business to include customer service and interfacing with billing software will be completed remotely.
 - John Newell: M-F 7-4 at Street Garage. Lunch from 12-1. He shall limit his contact with members of the public and other employees of the Village. While performing his duties, he shall don the appropriate PPE (mask and/or gloves) prior to encountering other employees or members of the public.
 - Ryan Cottrell: M-F 7-4 at WWTP. Lunch from 12-1.
 - Dave Kadri: M-F 9-12 check lift stations and water plant (2 hours). 12-12:30 Street Garage water check. 12:30-2 at water plant (1.5 hours). 2-3 Lunch. 3-3:30 water plant (0.5 hours). 4-8 at WWTP.
 - Ryan and Dave will alternate every other weekend as they have been 3 hours on Sat and 3 hours on Sunday.
 - Shawn Moore will be on Temporary Layoff.
 - Village Administrator: Will work remotely as much as possible while still maintaining daily contact, via phone, email, or conference calling with all employees for which he is responsible. The VA will continue code enforcement, building permitting, and other such functions as long as it is practical.
6. Per the Mayor's Executive Order, the Fiscal Officer will work remotely from home as all times and will be in the Village Administration Office only when it is mission critical.

7. There will be a daily staff meeting Monday-Friday (weekends only as necessary). This staff meeting will be held via conference call.
8. Village Council and Committee Meetings will be made open to the public by live-streaming through the internet. If necessary due to COVID-19 concerns, Council members and other Village officials or employees may participate in the meetings via telephone, after advance notice to the Mayor and Fiscal Officer. In the event that a Council member appearing telephonically is cut off during a meeting, the public body should cease all discussions and deliberations until the member can be reconnected. Members of the public, including the media, will be prohibited from being present in Council chambers during Village Council and Committee meetings. The Village plans to produce a press release notifying residents and the media of how they may access and view the meetings live-streamed through the internet, and how they may direct questions, comments, or concerns about legislation that is on the agenda. Additionally, residents will be permitted to provide information or express a concern to the Mayor via email, a telephone call, or letter, and the Mayor will communicate the submission to Council during the live-streamed meetings. In addition, members of the public will be able to call into the Council meetings in real time via the phone number provided in the Council Agenda packets.
 - a. The Village Council and/or Mayor reserves the right to suspend, cancel, or reschedule any meetings due to COVID-19 concerns or risk. A quorum must still be present for any meeting, whether in person, on the phone, or in some combination thereof.
 - b. Any non-critical committee meetings should be postponed to a later date.
 - c. Per the Ohio Department of Health Director's Stay at Home Order, social distancing, proper hygiene, and sanitizing procedures will be followed as outlined in Section 15 of the Order during and after Council Meetings.
9. ANY EMPLOYEE EXHIBITING SYMPTOMS OF THE EVOLVING AND WELL PUBLISHED COVID 19 **SHALL NOT COME TO WORK.** Communication from the employee shall occur with the Village Administrator, or the Mayor (if it is the Fiscal Officer), so that supervisors always know the well-being of our employees.
 - a. Employees must take their temperature everyday prior to beginning or reporting to work and text or email it to the VA so that it can be recorded. If the employee has a fever, **they shall not** report to work. If they have a fever of 100.4 or higher, they should self-quarantine themselves and all other members of their household.
10. Per the Coshocton County Commissioners, should an operator at the water or wastewater treatment facility become incapacitated, then we will be supported by the "shared services" agreement that is already in place through the EMA and Commissioners Office and we will be provided operators as needed.
11. The Mayor and Fiscal Officer will post important information relative to Village operations and COVID 19 on the Village website and the Village's Facebook page.

External Operational Impacts:

1. Members of the general public will temporarily lose the ability to have immediate face-to-face access to Village Administrative personnel.
2. Members of the general public will not be able to have the convenience of Village employees entering their home to help them with leak or water/wastewater problems. They will be encouraged to contact a local contractor or plumber if any issues inside the home develop and they are unable to mitigate the situation themselves.
3. Members of the public will not be able to enter the Village Administration office to pay their water bill. They will need to pay it at the Home Loan Savings Bank in West Lafayette (if they are a customer of Home Loan), through the mail, or utilize the drop box in front of the administration building.
4. The Mayor, Village Administrator, or Council members will communicate with media sources via phone or email as they will not have a presence at any public meeting that occurs. The aforementioned individuals should be cooperative and accommodating to local media sources with the timing and access so that the media can have all of their questions addressed in a timely fashion.
5. Any citizen wanting to obtain building permit or code compliance resolution will need to coordinate with the Village Administrator via telephone and he will ensure that the proper documentation and fees associated with the project are provided and collected.

Important Information to Communicate:

1. It is imperative that members of our community do not overwhelm local EMS and Fire/Police with 911 calls relative to COVID 19. The Coshocton County Department of EMS has asked all County, Township, and Village officials to ensure that they communicate to their constituents that calling 911 for general flu-like symptoms is inappropriate usage of the system. They stress that if breathing becomes impacted, fever induced seizure activity occurs, extreme dehydration, or other "life threatening" symptoms develop, then people should call for their services.
2. Members of the community can visit the website www.coronavirus.ohio.gov for up to date information as well as call 1-833-4ASKODH (1833-427-5634) to contact the Ohio Department of Health to ask questions regarding COVID 19.
3. Members of the community should follow the precautionary guidelines found on the website <https://governor.ohio.gov/wps/portal/gov/governor/> to obtain the most recent published best practices issued by state level public health officials. Additional websites for household safety and management:
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business->
 - b. www.cdc.gov/coronavirus