

# *Record of Proceedings*

## Minutes of West Lafayette Village Council Regular Meeting

West Lafayette Village Council met in regular session on October 13, 2025 at 7:00 p.m. in the municipal building with Mayor Jessica Tubbs presiding.

### **Pledge of Allegiance**

### **Prayer**

**Roll Call:** Rich Wheeler, Brittany Howell, Christie Maurer, Adam Fisher, Tim Cheney and Jason Hursey were present. Police Chief Eckelberry, Chuck Ellis, Dean Hettinger and Tyler Maple were also present.

A motion was made by Jason Hursey and seconded by Adam Fisher to approve the minutes from the regular council meeting held on September 22, 2025. Roll call 6 yes.

**Mayor's Correspondence:** Mayor Tubbs reported receiving no correspondence.

**Citizens' comments:** Dean Hettinger addressed Council, announcing he is running for County Commissioner and sharing his background and experience. Chuck Ellis addressed Council, announcing he is also running for County Commissioner and shared his background and experience.

### **Committee Reports:**

**Building and Property:** Chairman Tim Cheney reported discussing trees at 401, 405 and 419 E. Main that need trimmed, high grass on 4<sup>th</sup> St., and nuisance properties at 413 N. Oak and 144 E. Wood. There have been reports of rats on N. George St.

**Community & Business Development:** Chairwoman Christie Maurer reported that the new Baltic State Bank is open in the village.

**Community Relations:** Chairwoman, Brittany Howell reported that the Chamber Halloween party at Ridgewood Middle School will be held on Saturday, October 25<sup>th</sup> from 2-4pm and Trick-or-Treating will follow from 5:30-7pm.

**Community Revitalization:** Chairman Adam Fisher reported reaching out to committee members to schedule a meeting for this month.

**Finance:** Chairwoman Brittany Howell reported reviewing the draft 2026 budget and the impact if the renewal levy fails. Resolutions on the agenda regarding finances were discussed. The September end of month cash summary was reviewed. A motion was made by Brittany Howell and seconded by Christie Maurer to approve the September end of month cash summary. Roll call 6 yes.

**Fire Dependency Board:** No report.

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**Ordinance:** No report.

**Park Board:** Chairwoman Christie Maurer reported discussing creating a Friends of the Park Board to assist with improvements and fundraisers for both parks.

**Planning Commission:** Chairman Jason Hursey reported discussing a request for a lot split at N. George St. The only issue is that the property owner needs to address future easements for utilities and such notations needs to be written into the description and professionally surveyed and presented to the committee for final approval.

**Public Safety:** No report.

**Public Works:** Chairman Rich Wheeler reported discussing 2026 paving project resolutions on the agenda for the OPWC County paving project. Mosquito spraying is done of the year. Leaf pickup has begun and residents are asked not to place rocks or sticks in the piles. Environmental Design Group will be in the village tomorrow to do some storm water surveying.

**Records Retention:** No report.

**Rules:** No report.

## **Department Reports:**

**Fire:** See attached. Chief Gould reported that this is the last month for payroll for the department and it will be submitted to the Fiscal Officer soon. Chief Gould will be present at the next committee meeting for the Fire Dependency Board and the Council needs to appoint new members to the board.

**Fiscal Officer:** Fiscal Officer, Amy Bourne, reported Ordinance 2025-49 will receive its third and final reading and is to amend the Village Employee Handbook. New policies were added that speak to Substance Abuse, Second Chance Policy, Employee Personal Development and Cell Phone Use. Resolution 2025-50 will receive its third and final reading to apply for grant funding through the Advanced Energy Fund grant for solar lighting and street lights. Resolution 2025-51 will receive its third and final reading authorizing the village to apply for TAP funding for a multi-use path on the north end of town towards SR 36. Resolution 2025-52 will receive its second reading authorizing the Mayor, Fiscal Officer and Fire Chief to sign fire contracts with the area townships for 2026. Resolution 2025-57 will receive its first reading to approve a Then & Now purchase order for Environmental Design Group in the amount of \$99,350. Earlier in the year, the village was awarded a Thriving Communities Grant in the amount of \$100,000 and half of that has been received. The full amount has been appropriated, but it was overlooked to create the purchase order for the project, and the first invoice has been received in the amount of \$25,110. Resolution 2025-59 is also to approve a Then & Now purchase order to Morris Mobile Repair in the amount of \$1,579.89 for repairs to the street sweeper that were under budgeted. The original purchase order was entered for only \$1,000. A request to waive the three required readings was made in order to pass this evening in order to pay the invoices in a timely manner. Resolution 2025-58 will receive its first reading to add funds. The General Fund needs \$3,800

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appropriated to cover the purchase new Windows 11 computers to replace obsolete Windows 10 computers. A refund of the amount of \$3,888 was received from our prior IT provider, Corporate Technologies, for services paid for but not received and that will cover the expense of the new computers. In the 218 Police Levy fund, \$2,082.37 needs appropriated for the additional property tax and interest income received in that fund. Bills were passed for approval.

**Police:** See attached. Chief Eckelberry reminded residents that the Food Pantry is in place and is on the east side of the police department. Residents are reminded that it is not a grocery store, understanding that people have needs, but to only take what you need. If more food is needed, please see someone in the police department rather than wiping out the pantry.

**Solicitor:** Village Solicitor, Joel Blue, reported talking to Amy Bourne regarding the complaint form that is filed for nuisances and that it needs to be updated as it references incorrect ordinances so that the village doesn't lose a case on a small technicality. Joel also indicated that he has not heard anything back from Bob Weir regarding the Shurtz road to the wastewater plant and directed the Mayor to move forward as she is able.

**Village Administrator:** Village Administrator Tammy Hicks reported that the Welcome marquis signs will be installed on County Road 16 coming into town and State Route 93 and will be done by a couple of Eagle Scouts. The concrete will be poured on Thursday. Paving will begin on Wednesday, weather permitting, on Morning Glory, Lavendar Lane, N. Vine and E. Memco. Sidewalk construction will continue in front of Circle K this week. The Sewer outfall project is still going very well. There are 2 resolutions on the agenda, 2025-55 and 2025-56, for the 2026 County Paving projects authorizing Joshua Kempf, the County Engineer, to submit the applications on behalf of the village. Resolution 2025-60 will receive its first reading to authorize the Village Administrator and Fiscal Officer to sign documents with IamGIS for hosting the geographic software for the village.

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

### **2025-49 AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK FOR THE VILLAGE OF WEST LAFAYETTE, OHIO AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH Third Reading**

A motion was made by Jason Hursey and seconded by Adam Fisher to adopt Ordinance 2025-49. Roll call 6 yes.

### **2025-51 A RESOLUTION BY THE COUNCIL OF THE VILLAGE OF WEST LAFAYETTE, COSHOCTON COUNTY, OHIO, AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO SUBMIT AN APPLICATION WITH THE OHIO DEPARTMENT OF TRANSPORTATION, FOR THE TRANSPORTATION ALTERNATIVES PROGRAM, (TAP) AND ONCE THE OFFER IS RECEIVED, FURTHER AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE THE CONTRACT AND ALL RELATED DOCUMENTS AND AUTHORIZING THE VILLAGE OF WEST LAFAYETTE TO ACCEPT ANY MONTY AWARDED TO THE VILLAGE OF WEST LAFAYETTE, AND DECLARING AN EMERGENCY Third Reading/Emergency**

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A motion was made by Jason Hursey and seconded by Adam Fisher to adopt Resolution 2025-51. Roll call 6 yes.

**2025-52 AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR, FISCAL OFFICER AND FIRE CHIEF TO SIGN FIRE CONTRACTS** Second Reading/Emergency

**2025-55 A RESOLUTION AUTHORIZING JOSHUA D. KEMPF, COSHOCTON COUNTY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION ON STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED, DECLARING AN EMERGENCY** First Reading/Emergency

A motion was made by Christie Maurer and seconded by Jason Hursey to waive the three required readings for Resolution 2025-55. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Tim Cheney to adopt Resolution 2025-55. Roll call 6 yes.

**2025-56 A RESOLUTION AUTHORIZING JOSHUA D. KEMPF, COSHOCTON COUNTY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION ON STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED, DECLARING AN EMERGENCY** First Reading/Emergency

A motion was made by Christie Maurer and seconded by Jason Hursey to waive the three required readings for Resolution 2025-56. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Adam Fisher to adopt Resolution 2025-56. Roll call 6 yes.

**2025-57 A RESOLUTION TO APPROVE PURCHASE ORDER 25318 TO ENVIRONMENTAL DESIGN GROUP, A “THEN & NOW” PURCHASE ORDER AND DECLARING AN EMERGENCY** First Reading/Emergency

A motion was made by Christie Maurer and seconded by Jason Hursey to waive the three required readings for Resolution 2025-57. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Brittany Howell to adopt Resolution 2025-57. Roll call 6 yes.

**2025-58 A RESOLUTION TO AMEND THE 2025 PERMANENT APPROPRIATIONS ORDINANCE 2024-48, ADDING FUNDS** First Reading/Emergency

A motion was made by Christie Maurer and seconded by Tim Cheney to waive the three required readings for Resolution 2025-58. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Brittany Howell to adopt Resolution 2025-58. Roll call 6 yes.

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**2025-59 A RESOLUTION TO APPROVE PURCHASE ORDER 25322 TO MORRIS MOBILE REPAIR, A "THEN & NOW" PURCHASE ORDER AND DECLARING AN EMERGENCY**  
First Reading/Emergency

A motion was made by Christie Maurer and seconded by Jason Hursey to waive the three required readings for Resolution 2025-59. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Tim Cheney to adopt Resolution 2025-59. Roll call 6 yes.

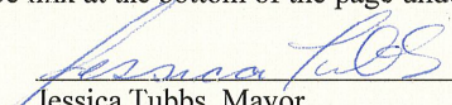
**2025-60 A RESOLUTION AUTHORIZING THE FISCAL OFFICER AND/OR VILLAGE ADMINISTRATOR TO EXECUTE ALL DOCUMENTS NECESSARY WITH IamGIS GROUP, LLC, FOR HOSTING GEOGRAPHIC INFORMATION SOFTWARE FOR THE VILLAGE OF WEST LAFAYETTE, OHIO** First Reading

**Other Business:** Mayor Tubbs had no other business to discuss.

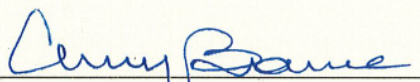
A motion was made by Jason Hursey and seconded by Adam Fisher to pay the bills. Roll call 6 yes.

A motion was made by Christie Maurer and seconded by Brittany Howell to adjourn until the next meeting on Monday, October 27, 2025, at 7:00 p.m. Roll Call 6 yes.

A full recording of this evening's minutes can be viewed by visiting [www.westlafayettevillage.com](http://www.westlafayettevillage.com) and clicking on either the Facebook or YouTube link at the bottom of the page under CONTACTS.

  
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Jessica Tubbs, Mayor

Attest:

  
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Amy Bourne, Fiscal Officer