Mayor Kincannon called the Council Meeting to order at 7:33 p.m. After the recitation of the Pledge of Allegiance, roll call was taken with Flynn, Price, Gregory, Karpinski, Honer, and Smith present.

***Miscellaneous Business:***

**Gregory nominated Karpinski to be President Pro Tempore, which was seconded by Honer;** 4 yeas; Karpinski recused himself; motion passed.

**Karpinski moved to approve the minutes of the December 28, 2023, Council meeting as written, which was seconded by Price;** 5 yeas; motion passed.

***Public Participation:***

N/A

***Mayor’s Report:***

Mayor Kincannon shared the following:

1. There was a December 2023 ordinance to adjust the administrator’s salary range. However, we did not have an ordinance to increase the salary paid to Administrator Gates. There is an ordinance for that tonight.
2. The mayor will meet with the fiscal officer and administrator regularly to discuss grant opportunities.
3. There are ordinances tonight to reappoint the solicitor and prosecutor.
4. Lieutenant Ramsey’s computer died last week. It also acted as the server for the police department. It affected the crash reporting system. The computer was replaced along with new battery backups for a cost of $1,479. **Karpinski moved to approve spending up to $1,500 on a new computer and battery backups for the police department, which was seconded by Price**; 5 yeas; motion passed. Although we have incurred costs, we are in better shape now. Karpinski asked if the police department should have a spare computer; Laubenthal indicated that was unnecessary.
5. The tax review board members will meet in the near future.
6. Progress has not been made on the employee handbook provided to the solicitor almost a year ago. Clark feels that the version compiled using the insurance provider’s template has too much in it. He will compile a handbook based on examples from other communities. Kincannon asked Clark to make a draft available for our February Committee of the Whole meeting.

***Police Chief’s Report:***

Chief Laubenthal reported that we received a $250 donation from Larry Gilles of Whitney Road. He will send a thank you card.

Honer asked about parking on the square; Laubenthal wanted council to be aware of his concerns. All-way signs were added to the stop signs on the square. Citations are being issued to those who park on the square for more than 2 hours.

***Solicitor’s Report:***

Solicitor Clark reported on the following:

1. Clark spoke with Sentinel Square’s attorney.
2. We have not officially established the positions of lieutenant, sergeant, etc. However, they are titles subscribed to officers for pay ranges, responsibilities, etc. The Ohio Revised Code establishes the positions of village marshals / chiefs. Per the chief, appointments should be a competitive process with an established probation period. Laubenthal is OK with how things are now. Following a discussion, it was decided Clark should look into this further then provide an update at a future meeting.

***Village Administrator’s Report:***

Village Administrator Gates reported on the following:

1. The power outage on December 28, 2023, took out the low floats sensor that communicate to the pumps in the raw room. We have been running on the bypass pumps. Cleveland Industrial and Wiring Unlimited installed the new pumps and scheduled the start up for tomorrow.
2. We applied for 2 grants from the Ohio Department of Development. One is for the lift station repairs; the other one for storm sewer replacement on Railroad Street.

Karpinski mentioned that we have been running on 2 rented CAT pumps. The pump we ordered per Craun Liebing’s recommendations is not working. It is not adequate. It takes hours to prime the pump. The rental cost should be included in the grant.

***Fiscal Officer’s Report:***

Fiscal Officer Homer-Miller reported on the following:

1. The signers on our Huntington bank accounts have been updated.
2. Set up of 2024 in the accounting and payroll systems has been completed.
   1. That includes purchase orders (PO) 1-33 totaling $1,738,721 and blanket certificates (BC) 1-43 totaling $1,397,329 for a combined total of $3,136,050. That is significantly below our temporary appropriations. It is not unusual to create additional POs and BCs during the year. However, these batches represent the majority that we will need for the year. **Karpinski moved to accept these POs and BCs, which was seconded by Gregory**; 5 yeas; motion passed.
   2. The estimated impact of the 2024 pay increases is $60,000.
3. The 2023 year-end close will begin as soon as possible.
4. Homer-Miller asked council if we could use our 2024 $1,000 Public Entities Pool safety grant to purchase a third AED for placement in the police department. **Karpinski moved to spend up to $1,700 on an AED, which was seconded by Honer**; 5 yeas; motion passed.
5. Below are items shared with council and the mayor since our last meeting:
6. The Ohio Auditor of State will host the 2024 Local Government Officials conference March 26, 27, and 28. March 26th is specifically for newly elected officials. Homer-Miller would like to attend on the 27th and 28th. She will share more information as it becomes available.
7. The Ohio Municipal League’s (OML) special legislative bulletin dated December 29, 2023, recapping 2023, was shared.
8. The OML’s legislative bulletin dated January 5th was shared. It included information on training seminars for newly elected officials (March 2nd in Columbus, March 16th in Athens, and March 23rd in Cleveland).
9. The Lorain County Board of Elections asked that we review our records and advise them of any updates. Besides our address and Karpinski’s term ending year, no one else identified any other updates that are needed.
10. An updated open items list was provided. She asked those in attendance to advise her of any additional updates that are needed.

Price appreciated having the meeting packets emailed instead of delivered.

Kincannon asked about the current expense levy. Our current levy goes through tax year 2024, which will be paid in 2025.

***Old Business:***

N/A

***New Business:***

**Ordinance 2024-2527** --- AN ORDINANCE AUTHORIZING AN INCREASE IN COMPENSATION FOR THE VILLAGE ADMINISTRATOR AND DECLARING AN EMERGENCY --- **Karpinski moved to suspend the rules, which was seconded by Gregory;** 5 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Gregory;** 5 yeas; motion passed.

**Ordinance 2024-2528** --- AN ORDINANCE PROVIDING FOR THE APPOINTMENT AND COMPENSATION OF THE VILLAGE SOLICITOR AND DECLARING AN EMERGENCY --- Karpinski moved to suspend the rules, which was seconded by Honer. However, due to blanks not being filled in, this was considered the first reading.

**Ordinance 2024-2529** --- AN ORDINANCE AUTHORIZING THE APPOINTMENT AND COMPENSATION OF A VILLAGE PROSECUTOR, AND DECLARING AN EMERGENCY --- This was the first reading.

**Ordinance 2024-2530** --- AN ORDINANCE ADOPTING A DRUG-FREE WORKPLACE POLICY FOR EMPLOYEES OF THE VILLAGE OF LAGRANGE AND DECLARING AN EMERGENCY --- **Karpinski moved to suspend the rules, which was seconded by Price;** 5 yeas; motion passed. **Karpinski moved to adopt and declare an emergency**; however, this was not seconded as additional review is needed. This was considered the first reading.

Kincannon reported that per Trustee Canfield, Lagrange Township will open an account with Buckeye Bank after they open.

**Resolution 2024-1008** --- A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER TO MAKE CHANGES TO VILLAGE BANK ACCOUNTS AS MAY BE NECESSARY FOR THE LORAIN COUNTY AUDITOR TO TRANSMIT FUNDS TO THE VILLAGE ELECTRONICALLY AND DECLARING AN EMERGENCY --- **Karpinski moved to suspend the rules, which was seconded by Price;** 5 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Honer;** 5 yeas; motion passed.

**Resolution 2024-1009** --- A RESOLUTION APPOINTING ERIC FLYNN AS THE DESIGNEE OF THE MEMBERS OF COUNCIL FOR THE PURPOSE OF THE PUBLIC RECORDS LAW AND DECLARING AN EMERGENCY --- **Karpinski moved to suspend the rules, which was seconded by Gregory;** 5 yeas; motion passed. **Karpinski moved to adopt and declare an emergency, which was seconded by Honer;** 5 yeas; motion passed.

**Resolution 2024-1010** --- A RESOLUTION RE-ADOPTING RULES FOR THE CONDUCT OF VILLAGE COUNCIL MEETINGS --- This was the first reading.

***Committee Reports*:**

1. Park Board – Kincannon reported the following:
   1. Denny Smith was elected as the chairperson.
   2. The mayor will swear in Smith, Pribulski, and Pycraft at the February meeting.
   3. The hot stove group volunteered to run the concession stand splitting the profits with the park board. However, there are some things to work through.
   4. The “hot dog lady” still owes the park board $2,500 for 2023.
2. Planning Commission – Price reported that Rick Radka joined the Planning Commission following the departure of Chris Gates. Radka will be sworn in at the next meeting. Gates will be missed.
3. LCIC – No meeting; no report.

***Presentation of Bills:***

The Fiscal Officer presented the list of warrants and electronic payments issued between December 29, 2023, and January 11, 2024, totaling $149,748.78 per the payment listings provided. **Gregory moved to accept, which was seconded by Honer**; 5 yeas; motion passed.

There being no further business, **Smith moved to adjourn, which was seconded by Karpinski**; 5 yeas; motion passed. Adjourned at 8:33 p.m.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gary R. Kincannon, Mayor Christie Homer-Miller, Fiscal Officer