

RECORD OF PROCEEDINGS

Minutes of the Joint Committee Meeting

Held on March 3rd, 2025



Village of West Jefferson Council Joint Committee Meeting Police, Employee Benefits & Finance Committees

MINUTES

March 3rd, 2025

CALL TO ORDER

President Jen Warner called the Joint Committee Meeting to Order at 5:37 P.M.

ROLL CALL

Committee Members: **Police:** Howard Wade, Erica Bogner, Linda Hall
Employee Benefits: Jimmy Little, Erica Bogner, Samantha Cahill & **Finance:** Samantha Cahill, Jen Warner and Linda Hall.

Quorum Declare: 6 present, 0 absent.

Other Village Employees attending: Mayor, Ray Martin; Chief of Police, Brandon Smith; Director of Finance, Rebecca Shipley-Arnott; Public Service Director, John Mitchell; Assistant Law Director, Josh Beasley; and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Howard Wade and seconded by Samantha Cahill.

All in Favor

Motion to Approve the Minutes The minutes of the January 21st Police, Employee Benefits and Finance Committee meetings were approved at the February 3rd, 2025 Regular meeting of Council.

OLD BUSINESS: None

NEW BUSINESS:

A.) Meeting to discuss the Police Cadet program

Chief Brandon Smith began by stating that this is in regard to the Police Cadet program which the group has previously met about. This is to establish the program, the pay scale and the Mayor signing the MOU with Clark State College Police Academy. He stated that the Finance Director, Rebecca Shipley-Arnott could explain how they came up with the pay rate. She stated that they looked at the current pay scale and took the percentages between the different positions and they chose an amount lower than a part time Officer and that is how they came up with the Cadet pay. They did not determine any amount above a start pay because they should only be in that position for no longer than a year. Council member Samantha Cahill asked how much we would be paying Clark State for a Cadet. Chief Smith stated that it would be half of what the tuition rate is. She asked if

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what that rate is. Chief Smith stated that this is something else that changes at the time the Cadet would sign the MOU, but he will get that information and send it to Council once he receives it. In the initial meetings the cost would be around \$3,800 per Cadet. Council member Cahill also asked if this is a two year commitment, and they stated yes. (this is actually a three year contract and was confirmed via email with the Chief of Police). Council member Howard Wade asked Chief Smith if once they go to Clark State if there was any financial commitment on the Cadet. Chief Smith answered only if they were not to pass or if they didn't make it through, then they would have to reimburse and that is part of the understanding ahead of time. They are being told of the physical expectation beforehand that so that is helpful. Vice President Linda Hall stated that in the past, the Village has had a hard time keeping Officers. They would come, they would be trained and then leave in two years. He stated that this is more recent, but not in the past. The Mayor stated that the average of 5 years is how long we can expect an Officer to stay. Vice President Hall asked if we can only expect them to stay a few years how will the Cadet Program help this? Chief Smith stated that when he spoke with the other Chiefs in the area this program seems to make the Cadet more vested in the departments. They feel like they are more part of the agency. The Mayor stated they are more appreciative because we have invested in them. We may have Officers leave but just like Officer Sowards who was with us, left for a short time and is now back. Council member Samantha Cahill asked if he was one of the Officers that went to Whitehall and the Mayor stated yes. Vice President Hall asked if that puts us back to 17 Officers. Chief Smith stated that we want to get back to 17, currently we are at 14. There are 2 candidates currently in the end of their background check. The Mayor stated that the department has done a great job with recruitment. Council Clerk, Tisha Edwards asked if the breakdown of if the Cadet leaves before the end of the agreement is listed in the MOU since it is not in the legislation. Law Director Beasley stated that it is in the Employee contract. Council member Jimmy Little asked Chief Smith if the main reason that Officers are leaving is pay. Chief Smith stated that honestly the reasons for leaving are different with each Officer. It depends on their family situations, where they are at in life, what type of Police Officer they want to be. Pay is a huge part of it, healthcare is another reason if they have a family. The Police work itself sometimes is a reason. If they want a more demanding job chasing criminals then they will change locations. It's honestly a number of things. Council member Little asked with having the new housing coming in soon and the area growing if more pay is a discussion. Finance Director Rebecca Shipley-Arnett stated that they will be having discussions soon in regard to this topic. The Mayor and Law Director stated that things will change when the Village becomes a City in 2030 and then the Officers will become part of a Union too. Council member Wade asked if any of the Officers received hazard pay for getting shot at. Chief Smith stated no. The Mayor stated that they are understanding of the mental strain and what the Officers deal with. He has two sons in law in enforcement and knows what a toll it takes on them. Council member Wade stated he received hazard pay when he was in Iraq. The Mayor stated there are other departments in cities that are in the heat of things and that was taken into consideration, averages were given and then Becky then sat down and did a scientific equation to come up with a median for that pay. President Warner asked if anyone had any other questions or comments. Council member Samantha Cahill asked if the other Council members at the meeting agreed to recommend the program to Council.

The Committee voted to recommend the cadet program to the Council. Moved by Jen Warner and seconded by Linda Hall.

Roll call: Yays: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Howard Wade and Jen Warner. Nays: None. Motion carried 6-0.

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B.) Meeting to discuss Ordinance 25-013 Setting residential rates for the refuse and recycle collection. The first reading of this Ordinance will be this evening and then the 2nd and final reading will be held on March 17th, 2025.

Director of Public Service John Mitchell stated that the Finance Director has been on him to address this. Ordinance 22-094 raised the rates for two years to the current rate which is \$23.21. The rate increase was \$2.00 in 2023 and \$2.00 in 2024. We had nothing earmarked for this year and we currently pay \$23.50 so we are behind \$.029. July of this year it will go to \$24.44 for our cost so we are looking to raise it to \$24.46 in order to be ahead \$.02. Then next year we will add another \$1.25 and have a gain. Finance Director Rebecca Shipley-Arnott stated that we have been subsidizing between \$40,000-60,000 every year. President Warner stated that she believes that was Councils decision at the time. Director Mitchell stated that we would like to have at least one month's reserve in the fund, and this will get us there eventually. We have kept the rates as low as we have been able to. If Council would like to raise the rates more than this we can look at that too. Council member Jimmy Little asked when our current contract is up. Director Mitchell stated, July 2028. Council member Little stated that by 2028 we will have more residents too. Director Mitchell stated that the number of residents won't affect that. Director Shipley-Arnott stated that they charge per resident. She also stated that without a fund balance; to pay the bill, they have to pull all of the receipts that water has taken in, hurry up and post them so they can pay the bill toward the end of the year and that is not the way to survive. Mayor Martin stated that the Water and Sewer are supposed to be self-sufficient. Director Shipley-Arnott stated that all of the Enterprise funds are supposed to be self-sufficient but we subsize them. Council member Samantha Cahill asked why don't we just do \$1.25 consecutively? Director Mithcell stated he was just trying to be a minimalist, but Council can adjust it however they want. Council member Howard Wade asked if Waste Managements cost will go up. It was stated in conversation that our cost stays set until the end of the contract in 2028. Finance Director Shipley-Arnott stated their employees are just like any others that want increases, and their health care costs go up so after 2028 they will probably ask for an increase. Council member Samantha Cahill asked what the others thought about the increase. Should they do the \$1.25 per month for each year listed. Council member Jimmy Little stated that we should just do this up to the time the contract is up with Waste Management. It was decided to add 2028 as well. The Finance Committee voted to recommend the Ordinance 25-013 to the Council with a change of the rate to \$1.25. The second reading and vote will occur on March 17th, 2025 at the Regular meeting of Council. Moved by Jen Warner and seconded by Linda Hall.

Roll call: Yays: Samantha Cahill, Jen Warner, Linda Hall. Nays: None. Motion carried 3-0.

ADJOURN

President Jen Warner asked for a Motion to Adjourn at 6:00 p.m. Motion by Linda Hall and seconded by Howard Wade.

All in favor.


Finance Chairperson, Samantha Cahill

3-17-25
Date


Employee Benefits Chairperson, Jimmy Little

3/17/25
Date


Police Chairperson, Howard Wade

3/17/25
Date


President, Jen Warner

3-17-25
Date


Clerk of Council, Tisha Edwards

3-18-25
Date



JOINT COMMITTEE MEETING AGENDA

March 3rd, 2025

Call The Meeting to Order at ____ by President, Jen Warner

Roll Call Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Howard Wade and Jen Warner.

Agenda

Motion to Adopt the Agenda: Mover: ____ Second: ____ all in favor? Any opposed?

The Minutes from the January 21st, 2025 Police, Employee Benefits and Finance Committee meetings were approved at the February 3rd 2025 Regular meeting of Council.

Old Business

New Business

1. Further discussion on starting wages with the Cadet Program.
2. Ordinance 25-013 setting residential rates for the refuse and recycle collection. This will be the first reading at the 3.3.25 meeting if everyone is in agreement on the proposed amount.

ACTION/RECOMMENDATION TO COUNCIL if needed? If so, Mover: ____
Second: ____ all in favor? Any opposed?

Roll Call: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Howard Wade and Jen Warner.

Motion to Adjourn at _____ by Mover: ____ Second: ____

All in favor

2025 Employee Pay Rates

7.00%

* Salaried Positions:

1	Mayor	\$	18,500.00	Annually						
1	Public Safety Director.....	\$	1,500.00	Annually						
5	Council Member	\$	175.00	Per Meeting						
1	Council President	\$	75.00	Additional Stipend Per Meeting**						
1	Council Vice-President	\$	50.00	Additional Stipend Per Meeting						
1	Planning and Zoning Commission Chairman	\$	100.00	Per Meeting***						
4	Planning and Zoning Commission Member	\$	50.00	Per Meeting						

* Management Positions:

			<u>Start</u>		<u>One</u> <u>Year</u>		<u>Two</u> <u>Year</u>		<u>Three</u> <u>Year</u>		<u>Four</u> <u>Year</u>		<u>Five</u> <u>Year</u>
1	Director of Public Service	\$	103,115.66	\$	109,560.39	\$	116,005.12	\$	122,449.85	\$	128,894.58	\$	135,339.31
1	Chief of Police	\$	103,115.66	\$	109,560.39	\$	116,005.12	\$	122,449.85	\$	128,894.58	\$	135,339.31
1	Director of Development.....	\$	103,115.66	\$	109,560.39	\$	116,005.12	\$	122,449.85	\$	128,894.58	\$	135,339.31
1	Director of Finance	\$	103,115.66	\$	109,560.39	\$	116,005.12	\$	122,449.85	\$	128,894.58	\$	135,339.31
1	Director of Information Technology.....	\$	103,115.66	\$	109,560.39	\$	116,005.12	\$	122,449.85	\$	128,894.58	\$	135,339.31
1	Assistant Director of Finance/Human Resource Manager.....	\$	68,384.71	\$	73,748.22	\$	80,452.59	\$	87,156.98	\$	93,861.37	\$	100,565.74
1	Public Service Operations Manager.....	\$	74,158.13	\$	77,470.62	\$	80,931.08	\$	84,546.12	\$	88,322.61	\$	92,267.81

* Hourly Positions:

			<u>Start</u>		<u>One</u> <u>Year</u>		<u>Two</u> <u>Year</u>		<u>Three</u> <u>Year</u>		<u>Four</u> <u>Year</u>		<u>Five</u> <u>Year</u>
1	Lieutenant	\$	38.88	\$	40.63	\$	42.46	\$	44.37	\$	46.36	\$	48.45
1	Detective Lieutenant.....	\$	37.06	\$	38.72	\$	40.47	\$	42.29	\$	44.19	\$	46.18
1	Investigative Detective.....	\$	35.23	\$	36.82	\$	38.48	\$	40.21	\$	42.02	\$	43.91
2	Sergeant	\$	35.23	\$	36.82	\$	38.48	\$	40.21	\$	42.02	\$	43.91
1	Canine Officer	\$	34.02	\$	35.55	\$	37.16	\$	38.83	\$	40.57	\$	42.40
9	Patrolman	\$	32.80	\$	34.28	\$	35.82	\$	37.43	\$	39.12	\$	40.88
1	Part-Time Patrolman	\$	30.37	\$	31.74	\$	33.17	\$	34.66	\$	36.22	\$	37.85
0	Police Cadet.....	\$	28.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Police Support Services Specialist.....	\$	25.51	\$	26.66	\$	27.86	\$	29.12	\$	30.43	\$	31.80
1	Income Tax Administrator.....	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31
0	Part-Time Income Tax Administrator.....	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31
1	Public Service Water Superintendent	\$	36.45	\$	38.09	\$	39.80	\$	41.59	\$	43.47	\$	45.42
1	Public Service Wastewater Superintendent	\$	36.45	\$	38.09	\$	39.80	\$	41.59	\$	43.47	\$	45.42
1	Public Service Assistant Wastewater Superintendent	\$	35.23	\$	36.82	\$	38.48	\$	40.21	\$	42.02	\$	43.91
1	Public Service Assistant Water Superintendent	\$	35.23	\$	36.82	\$	38.48	\$	40.21	\$	42.02	\$	43.91
1	Public Service Water Operator Class I	\$	25.51	\$	26.66	\$	27.86	\$	29.12	\$	30.43	\$	31.80
0	Public Service Water Operator Class II	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31
1	Public Service Wastewater Operator Class I	\$	25.51	\$	26.66	\$	27.86	\$	29.12	\$	30.43	\$	31.80
0	Public Service Wastewater Operator Class II	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31
0	Public Service Water Distribution Class I	\$	25.51	\$	26.66	\$	27.86	\$	29.12	\$	30.43	\$	31.80
0	Public Service Wastewater Collections Class I	\$	25.51	\$	26.66	\$	27.86	\$	29.12	\$	30.43	\$	31.80
1	Public Service Construction Inspector.....	\$	27.00	\$	28.62	\$	30.33	\$	32.16	\$	34.09	\$	36.10
1	Public Service Equipment Operator.....	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31
1	Public Service Water and Sewer Labor and Maintenance	\$	24.30	\$	25.39	\$	26.54	\$	27.73	\$	28.98	\$	30.28
1	Public Service Water and Sewer Clerk	\$	22.48	\$	23.49	\$	24.55	\$	25.65	\$	26.80	\$	28.01
4	Public Service Street Labor and Maintenance	\$	24.30	\$	25.39	\$	26.54	\$	27.73	\$	28.98	\$	30.28
0	Public Service Part-Time Labor and Maintenance	\$	21.87	\$	22.85	\$	23.88	\$	24.96	\$	26.08	\$	27.25
1	Chief Building Inspector.....	\$	36.14	\$	37.77	\$	39.47	\$	41.25	\$	43.10	\$	45.04
1	Building and Zoning Code Enforcement Official.....	\$	24.91	\$	26.03	\$	27.20	\$	28.42	\$	29.70	\$	31.04
1	Part-Time Building and Zoning Code Enforcement Official.....	\$	24.91	\$	26.03	\$	27.20	\$	28.42	\$	29.70	\$	31.04
1	Building and Zoning Clerk.....	\$	20.05	\$	20.95	\$	21.89	\$	22.88	\$	23.91	\$	24.98
1	Recreation & Special Events Manager.....	\$	25.57	\$	26.72	\$	27.93	\$	29.18	\$	30.50	\$	31.87
2	PT Recreation & Special Events Coordinator.....	\$	20.05	\$	20.95	\$	21.89	\$	22.88	\$	23.91	\$	24.98
1	Assistant to the Mayor/Community Engagement Officer.....	\$	25.57	\$	26.72	\$	27.93	\$	29.18	\$	30.50	\$	31.87
1	Clerk of Council.....	\$	26.73	\$	27.93	\$	29.19	\$	30.50	\$	31.87	\$	33.31

* Seasonal Positions (Ohio minimum wage \$10.70/hour as of 1/1/25)

			<u>Start</u>		<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>		<u>Year 4</u>		<u>Year 5</u>
12	Pool Lifeguard/Pool Maintenance Worker	\$	11.35	\$	11.60	\$	11.85	\$	12.10	\$	12.35	\$	12.60
5	Pool Office Personnel/Pool Concession Personnel	\$	10.70	\$	10.95	\$	11.20	\$	11.45	\$	11.70	\$	11.95
4	Pool Asst Manager/Head Lifeguard	\$	12.50	\$	12.75	\$	13.00	\$	13.25	\$	13.50	\$	13.75
0	Certified Lifeguard Instructor.....	\$	25.00										
0	Swimming Lesson Instructor.....	\$	20.00										
2	College Intern.....	\$	15.00										

* Current Staffing Levels

** If the President is absent the Vice-President shall be compensated at President's rate of pay

*** If the Chairman is absent the Vice-Chairman shall be compensated at Chairman's rate of pay

Memorandum of Understanding

This Memorandum of Understanding (MOU), is entered into on February 12, 2025 by and between Clark State College, 570 E. Leffel Lane, Springfield, Ohio 45505, hereinafter to as "The College" and The West Jefferson Police Department, hereinafter referred to as the Police Department/Division" and collectively known as "Parties."

WHEREAS, the Parties desire to enter into this MOU to establish a Joint mission to better train future candidates of the West Jefferson **Police Department, Criminal Justice Students, and current police officers**, in a cooperative effort to give Clark County and Madison County the most updated training for **police officers**, and

WHEREAS, the College provides excellent education and training to students with regard to careers in law enforcement in a local environment, utilizing instructors from the local area, and

Whereas, the **Police Department** operates a Law Enforcement Agency employing persons who need the excellent education and training the College provides in order to enhance public safety in Madison County, and

Whereas, the College and the **Police Department** are ideally positioned to further their respective interests, their shared interests and the interests of the citizens and the community that they both serve by working together to develop and establish policies and procedures relating to academy training for candidates for **Police department** positions in the employ of the West Jefferson **Police Department**.

Now, therefore, in order to fulfill the objectives and interest set forth above, The Parties agree as follows:

1. The **Police Department** will select candidates for employment as police patrol officers in accordance with the **Police Department** practices and policies.
2. The **Police Department** may refer selected candidates to the College for the purpose of receiving the education, training and instruction necessary for those candidates to complete 750 hours of course work toward certification as a peace officer under the standards set by the Ohio Peace Officer Training Commission.
3. The College will operate and maintain a program for the education, training and instruction of candidates that meets all applicable standards and rules established for such programs by the Ohio Peace Officer Training Commission.
4. The College will provide education, training and instruction to candidates for certification as a peace officer employed by the **Police Department** on the premises of the College at a **tuition rate of 50%** of posted tuition and fees.
5. All instructors used by the College in the program shall have and maintain qualifications required by the Ohio Peace Officer Training Commission.
6. The College may apply for and accept all grants, credits, reimbursements and assistance available from the State of Ohio or other sources to support the program.

The **Police Department** will cooperate with the College with respect to applications or reports associated with such assistance.

7. The **Police Department** will reimburse the College for the reasonable ancillary expenses incurred by the college with respect to the program such as ammunition, uniforms and similar consumable supplies for candidates employed by the **Police Department**.
8. At its discretion, the Collee may enroll other students who are candidates for certification alongside the **Police Department's** candidates.
9. This MOU shall be in force and effect upon its execution and remain in force and effect through December 31, 2025. The Parties may renew this MOU for additional 12-month periods by means of a written extension.
10. Either Party may terminate this MOU upon written notice to the other party during the initial term or any extension. Termination by written notice shall be effective upon completion of the course of instruction for **the Police Department's** Candidates enrolled in the program as of the date of the notice.

IN WITNESS WHEREOF, the parties to this Memorandum of Understanding through their duty authorized representatives have executed the Memorandum on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of the Memorandum as set forth therein.

West Jefferson Police Department

Date

Title _____

Date

Title _____

Clark State College

Brent A. Emmons 02/12/2025

Brent Emmons Date
Assistant Commander, Police Academy

Scott Dolan 2/12/2025

Dr. Scott Dolan Date
Dean, School of Health, Human & Public Services

Adrienne Forgette 2.12.2025

Dr. Adrienne Forgette Date
Vice President of Academic Affairs

Doug A. Schantz 2/13/2025

Doug Schantz Date
Executive Vice President, Finance,
Facilities and Operations

RECORD OF ORDINANCES

Ordinance No 25-013 Passed on March 17th, 2025

ORDINANCE 25-013, AMENDING ORDINANCE 22-094, SETTING RESIDENTIAL RATES FOR THE COLLECTION OF REFUSE AND RECYCLING.

WHEREAS, the Village has contracted Waste Management for the collection of refuse and recycling; and

WHEREAS, the Public Service Director and the Finance Director have determined that a nominal increase for this service is appropriate; and

WHEREAS, this increase will assure a sufficient balance is maintained in the Sanitation Fund to meet the required payments; and

WHEREAS, the Finance Committee recommends the proposed increase,

NOW THEREFORE, BE IT RESOLVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of members therefore concurring as follows:

SECTION I: Council hereby sets the following increases for the collection of refuse and recycling.

Effective April 3, 2025 -	\$ 1.25
Effective January 1, 2026 -	\$ 1.25
Effective January 1, 2027-	\$ 1.00

SECTION II: This Ordinance shall take effect at the earliest period of time allowed by law.

Passed this 17th day of March, 2025

_____ Jennifer Warner President of Council	_____ Date	Date received by Mayor _____ Date Approved by Mayor _____
ATTEST:		_____ Ray A. Martin, Mayor
_____ Tisha Edwards Clerk of Council	_____ Date	Sections Vetoed: _____ _____

Village of West Jefferson, OH

RECORD OF ORDINANCES

Ordinance No 25-013 Passed on March 17th, 2025

Approved as to Form:

J. Michael Murray, Director of Law, or Joshua W. Beasley, Assistant Director of Law	Date
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Village of West Jefferson, OH