

**RECORD OF PROCEEDINGS**

Held 17 January 2023

**MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**17 JANUARY 2023**

**Called to Order:**

President Jen Warner called the Village of West Jefferson Council Meeting to Order at 7:00 P.M.

**Roll Call:**

Council Members: Sam Cahill, Mike Conway, Linda Hall, Richard King, Jeff Patterson, Howard Wade, and Jennifer Warner.

**Quorum Declare: 7 present, 0 absent.**

Also attending were: Rebecca Arnott-Shipley, Director of Finance; Mark Crosten, Director of Information Technology; Chris Floyd, Chief of Police; Tom Hale, Director of Development; Jimmy John Hall, Clerk of Council; and John Mitchell, Public Service Director.

In Mayor Martin's absence, President of Council, Linda Hall, is the Acting Mayor and Vice President of Council, Jen Warner, is Acting President of Council. Mayor L. Hall can not vote.

**Prayer:** Mr. Wade.

*Heavenly Father, thank you again for bring us together for the business of the Village. Keep watch over those who cannot be here. Please watch over this meeting and help us make good decisions. In Jesus name we pray. Amen.*

**Pledge:** Mr. King

*I (we) pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.*

**The Agenda:**

**Motion to Adopt the Agenda** moved by Mr. King and seconded by Ms. Cahill.

VOTE YEA: Voiced Vote.  
VOTE NAY: None.  
ABSTAIN: None.

**Motion Carries 6/0/0**

**Approve the Minutes:**

**Motion to Approve the Minutes** of the 3 January 2023 Regular Meeting of Council moved by Mr. Wade and seconded by Mr. Patterson.

VOTE YEA: Voiced Vote.  
VOTE NAY: None.  
ABSTAIN: None.

**Motion Carries 6/0/0**

**Take Note** of the Planning Commission Minutes 7 December 2022.

**Oath of Office:**

Officer Spencer Grace was sworn in by Chief Floyd. Officer Grace comes to the Village from the Marysville Police Department and has begun Field Training with the Village of West Jefferson.

**Recognition of Guests:** None.

**Old Business:**

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President Warner asked the Finance Director to explain the rationale behind the next seven ordinances.

Ms. Arnott-Shipleigh explained we set aside funds to be transferred from the General Fund into the other funds named in the relevant ordinance; State Highway Fund, Park Development Fund, Sanitation Fund, Street Fund, Pool Fund, Capital Projects Fund, and Municipal Building Fund. These transfers fund our various operations with the use of tax dollars from the General Fund. Each one of these were reviewed by Council at budget time and approved in our 2023 Budget.

A. SECOND READING OF ORDINANCE 23-001, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO STATE HIGHWAY FUND IN THE AMOUNT OF \$40,000.00.

Reading of Ordinance 23-001 as above.

Motion to Adopt Ordinance 23-001, moved by Mr. King and seconded by Ms. Cahill.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 6/0/0

B. SECOND READING OF ORDINANCE 23-002, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE PARK DEVELOPMENT FUND IN THE AMOUNT OF \$300,000.00.

Reading of Ordinance 23-002 as above.

Motion to Adopt Ordinance 23-002, moved by Ms. Cahill and seconded by Mr. Patterson.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 6/0/0

C. SECOND READING OF ORDINANCE 23-003, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE SANITATION FUND IN THE AMOUNT OF \$55,000.00.

Reading of Ordinance 23-003 as above.

Motion to Adopt Ordinance 23-003, moved by Mr. Wade and seconded by Mr. Patterson.

Deliberations: President Warner opened up Council deliberations.

An unnamed guest asked about the amount of \$55,000.00 as it appears to be too low.

Ms. Arnott-Shipleigh explained this amount is all that's needed to balance the fund. The rest of the need comes from collections from residents. So, this amount subsidizes costs in order prevent an increased price on residents for the year.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.



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Motion Carries 6/0/0

D. SECOND READING OF ORDINANCE 23-004, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE STREET FUND IN THE AMOUNT OF \$375,000.00.

Reading of Ordinance 23-004 as above.

Motion to Adopt Ordinance 23-004, moved by Mr. King and seconded by Ms. Cahill.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 6/0/0

E. SECOND READING OF ORDINANCE 23-005, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE POOL FUND IN THE AMOUNT OF \$215,000.00.

Reading of Ordinance 23-005 as above.

Motion to Adopt Ordinance 23-005, moved by Mr. Patterson and seconded by Mr. King.

Deliberations: President Warner opened up Council deliberations.

Mr. Conway interjected somebody said the amount is a lot.

Ms. Arnott-Shipley responded the amount is justified in that we are putting in a new floor in the pool, estimated at \$45,000.00, another \$100,000 for a possible project, like an addition or other improvements, and about \$60,000.00 for operational costs.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 6/0/0

F. SECOND READING OF ORDINANCE 23-006, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE AMOUNT OF \$350,000.00.

Reading of Ordinance 23-006 as above.

Motion to Adopt Ordinance 23-006, moved by Mr. King and seconded by Mr. Wade.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 6/0/0

G. SECOND READING OF ORDINANCE 23-007, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE MUNICIPAL BUILDING CAPITAL FUND IN THE AMOUNT OF \$500,000.00.

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Reading of Ordinance 23-007 as above.

Motion to Adopt Ordinance 23-007, moved by Mr. Patterson and seconded by Mr. Wade.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.
VOTE NAY: None.
ABSTAIN: None.

Motion Carries 6/0/0

New Business:

- A. RESOLUTION 23-012, CREATING COUNCIL COMMITTEES TO ASSIST VARIOUS DEPARTMENTS AND COMMISSIONS FOR THE 2023 TERM OF COUNCIL.

Reading of Resolution 23-012 as above.

Motion to Adopt Resolution 23-012, moved by Mr. King and seconded by Mr. Patterson.

Deliberations: President Warner opened up Council deliberations.

None.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.
VOTE NAY: None.
ABSTAIN: None.

Motion Carries 6/0/0

- B. RESOLUTION 23-013, ACCEPTING THE PROPERTY VALUES, TAX RATES, AND ESTIMATED TAX REVENUE FOR CALENDAR YEAR 2023 AS ESTIMATED BY THE MADISON COUNTY AUDITOR.

Reading of Resolution 23-013 as above.

Motion to Adopt Resolution 23-013, moved by Ms. Cahill and seconded by Mr. Wade.

Deliberations: President Warner opened up Council deliberations.

Ms. Arnott-Shiple explained every year the County Auditor sends an estimated property tax revenue document to anticipate what the property taxes to be for the fiscal year. We need to officially sign and accept this certificate.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.
VOTE NAY: None.
ABSTAIN: None.

Motion Carries 6/0/0

- C. RESOLUTION 23-014, SETTING THE PAY RATE FOR FULL-TIME PUBLIC SERVICE CONSTRUCTION INSPECTOR, GARRETH S. SHEPPEARD, AT THE TWO-YEAR LEVEL.

Reading of Resolution 23-014 as above.

Motion to Adopt Resolution 23-014, moved by Ms. Cahill and seconded by Ms. Warner.

Deliberations: President Warner opened up Council deliberations.



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Mr. Mitchell explained this is the young man who has been employed with us for two years. He was the best candidate through the process.

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.
VOTE NAY: None.
ABSTAIN: None.

Motion Carries 6/0/0

D. RESOLUTION 23-015, SETTING THE PAY RATE FOR FULL-TIME PATROLMAN, SPENCER P. GRACE, AT THE ONE-YEAR LEVEL.

Reading of Resolution 23-015 as above.

Motion to Adopt Resolution 23-015, moved by Mr. Wade and seconded by Ms. Cahill.

Deliberations: President Warner opened up Council deliberations.

(Inaudible 22:20)

Deliberations: President Warner closed Council deliberations to vote on the main motion.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.
VOTE NAY: None.
ABSTAIN: None.

Motion Carries 6/0/0

Committee Reports: None.

Department Reports:

Mayor - None.

Director of Public Service -

Mr. Mitchell explained everything under discussion was approved in the 2023 Budget. First, there are several bids for contracts at present. One of them is for Walker Way. Walker Way will be extended out to Barely Rd. Barely Rd. will be closed at Rt. 29. Another bid is part of the 2023 paving program. The bids will be advertised on 29 January 2023 and opened 7 February 2023. Second, we are in the process of purchasing three pick-up trucks; one for the building department, one more for the streets department, and another for the parks and recreation department. We were fortunate to negotiate these vehicles from some local vendors as there are no State Bid trucks left for 2023. Third, we were considering a trailer stage for 'Friday Night Up-Town.' Fourth, we needed a couple of new lift stations for the Waste Water Plant, two new pumps, and one new waste pump to the tune of \$8,000 to \$21,000 each.

(Inaudible 25:43)

Mr. Mitchell responded we are renting the stage cover for \$2,500 per show. However, with our own we can set it up in many kinds of configurations.

Mr. Wade asked when the new shelter will be used for events?

Mr. Mitchell responded we talked about this. Is there enough space in the park? Where will parking be? Maybe it could be used for a smaller acoustic band.

Ms. Cahill asked if we have looked into the liability of renting the trailer out for graduation parties or other events? This would help recoup some of the money.

Mr. Mitchell responded the problem with renting the trailer is beyond liability. We have to consider damages, moving it, cleaning, or having available when we need to use it.

Mayor L. Hall asked will we have to replace the Administration Building's lift?

Mr. Mitchell responded we have somebody showing up in the next couple of days. If he cannot fix it, then we will need to replace it at around \$65,000. The problem with the lift is finding parts.

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Recreation and Special Events Manager –

Mr. Mitchell for Mr. Shelton Stanley. First, coming up is the February 11th, 5th grade and under, the 'Sweet Heart Dance' for a \$1.00 donation. The donation will go to the Humane Society. Second, March 25th, from 12:00 to 4:00 P.M. is the 'Shop Hop.'

Director of Finance –

Ms. Arnott-Shibley explained the financial report. First, Income Tax for December 2022 was up 20%. The total Income Tax collected for 2022 was \$7,433,673.01, which was up 9% from the last year. Second, we are still working on closing out last year. But 2023 Purchase Orders (PO's) have been opened and the information communicated to each Department Head. Third, we are working on issuing W-2's and 1099's. Also, Income Tax post cards have been mailed. Third, since the last meeting there have been no revenue items over \$10,000. However, fourth, there are three payment items to report: (1) Ohio Water Development Authority (OWDA), debt payment, for \$370,366.76; (2) Honda of Marysville, a vehicle to the Development Department, for \$43,004.50; and (3) Buckeye Ford, two vehicles, for \$89,080.00.

Chief of Police –

Chief Floyd explained last Friday we retired Officer Sibbalds and we hired Officer Hickman and Officer Grace. The retirement party was a great success and the two new officers are training for a period of time. The trainers have reported these two are exceptional. Now we are getting closer to have a fully staffed department. Over the next couple of weeks, we will be interviewing for Lt. Sibbalds' position and interviewed two applicants for the auxiliary positions. Although auxiliary positions are volunteer, they provide a great service to the Village, such as closing down the streets for the Ox Roast or extra observation. Lastly, since the last meeting there were 120 traffic stops made, 30 on Main St., and 50 resulted in citations.

Director of Development –

Mr. Hale explained we finished 2022 with 1,852 permits that were physically processed. For comparison, 2021 there were 1,072 processed permits. Our work load is steady and we have potential projects coming to Planning Commission coming next month. For the jurisdictions we serve, there were 188 new dwellings for 2022.

Mr. Wade asked for an update for Redwood (36:03) permits.

Mr. Hale responded the permits have been approved. The Public Service Director had a meeting with them concerning infrastructure.

Mr. Mitchell responded we had a pre-construction meeting with them and they are waiting for their Permits to Install (PTI) from the EPA. After they close on the property, then they will begin earth-work.

(Inaudible 37:05)

Director of Information Technology –

Mr. Crosten expressed we are proceeding as quickly as possible. Currently, the concentration is on the most essential needs such as security. We are looking at vendor selection and moving forward.

Recognition of Clerk and Council:

Mr. J. Hall explained there have been a lot of updates going on in light of having a new Council President. Second, there were a lot of changes to the agenda and pieces of legislation late last week. That's why the Council Packets were modified, sent out twice, and later than usual. Third, the audio is a challenge. Everything is so far behind. Fourth, our Director of Information Technology wants to know when Council wants the new computers. Please let him know. Last, the recommendation for Fisher Cast Steel was received on 27 December 2022. We had a long holiday weekend, then the Clerk was on vacation. In our Codified Ordinances, there is no limiting number of days to act; however, we will act timely. So, the date for the Public Hearing is 21 February 2023. The 20 is a holiday and the Village offices are closed. The Public Hearing is at 7:00 P.M. during our Regular Meeting of Council at the Community Center.

Additional Business: None.



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**Pay the Bills:**

**Motion to Pay the Bills** moved by Mr. Patterson and seconded by Ms. Cahill.

VOTE YEA: Cahill, Conway, King, Patterson, Wade, and Warner.  
VOTE NAY: None.  
ABSTAIN: None.

**Motion Carries 6/0/0**

**Motion to Approve** "Then and Now" Certificates over \$3,000.00. None.

**Adjourn:**

**Motion to Adjourn at 7:41 P.M.** moved by Mr. Patterson and seconded by Mr. King.

VOICED VOTE AFFIRMED

**Motion Carries 6/0/0.**

*Jimmy John Hall*

Jimmy John Hall  
Clerk of Council

Jen Warner  
President of Council

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Income Tax for December was up 20%. Total Income Tax Collections for 2023 was \$7,433,673.01, which was up 9% from last year.

Still working on closing last year. 2023 PO's have been opened and the information communicated to Department Heads.

Working on issuing W-2's and 1099's.

Income Tax post cards were mailed. 1099G's from refunds have been submitted to the IRS.

Since the last:

**Revenue Items (over \$10,000 other than Water, Tax & Regularly Recd Items)**

Since last meeting nothing notably large,  
but a total collections figure of \$ 489,888.71

**Payment Items (over \$10,000 other than reoccurring expenses - non Payroll)**

1/3/2023	OWDA	Debt Payment	\$ 370,366.76
1/10/2023	HIMAR	Vehicle for Development	\$ 43,004.50
1/17/2023	Buckeye Ford	Vehicles for Streets/B & G	\$ 89,080.00

*Ohio Water Development Authority*

