

**RECORD OF PROCEEDINGS**

Minutes of \_\_\_\_\_  
BARRETT BROTHERS - DAYTON, OHIO

*Council*

Meeting  
Form 6101

Held \_\_\_\_\_

*May 16, 2022*

**MINUTES**

**REGULAR MEETING OF COUNCIL**

**May 16, 2022**

**Called to Order:**

President Conway called the Village of West Jefferson Council Meeting to Order and asked for a Roll Call at 7:00 P.M.

**Roll Call:**

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

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

Also attending were: Finance Director, Becky Arnott-Shipley; IT Manager, Mark Crosten; Chief of Police, Chris Floyd; Planning and Zoning Official, James Graham; Clerk of Council, Jimmy John Hall; Development Director, Tom Hale; Mayor, Ray Martin; Water and Sewer Clerk, Taylor Patterson; Recreation and Special Events Manager, Shelton Stanley; Christopher Siscoe, Library Official; and Building and Zoning Code Enforcement Official, Kristie West.

**Prayer:** Sergeant Kyle Kauffman.

*Heavenly Father, we would like to honor your presence here today and show our love for you. We thank you for your guidance in this life. We thank you for our families and this community. We pray for our police officers and their families, for personal protection. Watch over our community, to be safe and compassionate. Please give us strength, courage, and perseverance to endure what we may face. Grant us with your almighty protection unity and safety toward our families. Amen.*

**Pledge of Allegiance:** Sergeant Josh Jacob.

*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.*

*President Conway reminded the body to keep the order. If you want to address Council, please raise your hand to be recognized by the chair.*

**The Agenda:**

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

VOICED VOTE AFFIRMED

**Motion Carries 7-0.**

**The Minutes:**

**Motion to Approve the Minutes** of the May 2, 2022, Regular Meeting of Council moved by Ms. Hall and seconded by Ms. Patterson.

VOICED VOTE AFFIRMED

**Motion Carries 7-0.**

**Committee Reports:** None.

**Department Reports:**

**Report from Mayor:**

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Mayor Martin openly recognized Sgt. Kauffman, Det. Brandon Smith, and Pleasant Township Fire Fighter Rob Drummon for responding with lifesaving actions on behalf of Mrs. Sharon Yoder. The entire report is on the West Jefferson Website <https://www.westjeffersonohio.gov/post/collapse-cpr-and-lifesaving-action>. Also, this previous week was National Police Week; hence, the flags were at half-staff. Also, Jeffery Peterman, my former Administrative Assistant, passed away yesterday. Next, the Water Tower Bid has been awarded for \$459,000.00. Also, the Taylor Blair Traffic Light Bid will open May 24, 2022 at 10:00 A.M. After some social media platform discussion and Councilman Wade calling attention to some vandalism, our IT Manager, Mark Crosten, is looking into security cameras at the parks. Additionally, updates concerning Garrett and Westwood parks have been discussed on Facebook and things are moving along toward completion. Councilman Patterson did a fantastic job organizing the group of football players to help with the park landscaping. As a consequence of this question being raised at our previous meeting, I have somebody looking into painting the signal and electrical boxes. There's been several COVID cases in the Village and protocols are being followed.

**Report from Director of Public Service:** Summarized into part of the Mayor's report.

**Report from Recreation and Special Events Manager:**

Shelton Stanley said the pool's being worked on. It is almost ready for opening. Next year we are going to need more life guards. Next, the first Fishing Derby just finished. Some good news about the event is one new family had a great time and this was very uplifting as they recently moved and are having a difficult time adjusting.

**Report from Director of Finance:**

Becky Arnott-Shipley said the April Financials are in the Council Packets. In sum, there were 232 Revenue receipts for April, totaling \$1,338,216.87. Also, taxes were up 11% more than what was budgeted and for April and 8% more than budget for the year. As of Friday, May 13, 2022, we have collected \$3,080,688.14. Also, we received confirmation from the Auditor of the State that there is no issue with using the ARPA Funds for the Water Tower Rehab Project currently planned by the Department of Public Safety. Next, we had revenue and payment items from Core 5 Gateway Logistics and Choice One Engineering.

President Conway asked does anybody remember what was budgeted for the Water Tower?

Becky Arnott-Shipley said I am not sure if there was a budget because we were applying for a grant, which required the Village to wait. However, we can use the ARPA Funds now.

Shelton Stanley said I am working with all the construction workers concerning parking and the various sports teams and games near the work site. We will try to have as little as possible delays or interference. Areas will be roped off for T-Ball.

**Report from Chief of Police:**

Chief Floyd said this week is Police Memorial Week and we ask for people to use blue light bulbs for their porch light and 'Light Ohio Blue' in support. Officer Magana was recognized at the Clippers game on May 15<sup>th</sup> for her involvement with the annual Light Ohio Blue campaign, along with 2 officers from the Columbus Police Department, and a Franklin County Sheriff's Office Lieutenant. She then drove in the annual Light Ohio Blue parade on May 17<sup>th</sup> throughout central Ohio. Over the last two weeks, we have made 155 traffic stops resulting in 97 citations. Our officers did a fantastic job doing honor guard and standing by the coffin in 30-minute intervals during Lt. Gary McNeal's funeral service.

Ms. Hall asked about any new updates concerning the simulator.

Chief Floyd said the simulator is set up, it's running now, and we are finalizing different programs.

President Conway asked if the simulator came with programs?

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Chief Floyd said it came with basic programs. There was more work to set up than we thought there would be.

### **Report from Development Director:**

Tom Hale said this report is for April. In April we processed 143 permits and averaging 20 inspections per day. This will likely continue until the Fall. The housing market is going strong. We were required to have an audit at the London office. We had no corrections or advice. I can't provide an accurate financial number to you but please ask the Finance Director. Becky will have the more accurate number. But the numbers for April was up substantially. Our software company is extremely far behind. We are doing practice permits and its not going well. The reason why it's not going well is due to doing business with all the various municipalities we are responsible for. This is the first time the software company has had to develop such a platform. We are in the practice mode at this time and moving further along.

Jimmy John Hall said thank you for the Ward maps.

Tom Hale said you are very welcome but somebody else did it and we cannot take credit.

Mark Crosten said I started with the Village April 11. Thankful to the Village leadership for the vision to hire me in a critical leadership role which will serve to drive improvements in productivity, efficiency, and compliance. The technology environment may be relatively small, but the challenges are deep, complex, and real. The Village relies extensively on technology to allow the staff to successfully serve the taxpayers. Technology is vital and needs to be implemented with all due care and diligence. I have identified more than 30 focus areas each containing multiple levels of issues and problems to separate, analyze, and resolve.

My approach:

- o locate and remove immediate pain
- o learn, listen, assess, identify, consult
- o plan for improvement and change
- o implement intelligently
- o continuously question and communicate

I am in the process of preparing brief reports on all focus areas containing the results of my assessments, best practice recommendations, budget impacts, and implementation timelines. continuing goal is to both make technology work for the Village while making it as invisible as possible. Every concern I have seen so far can be resolved given a bit of time, money, and sensible effort. I am always available for questions, concerns, and help. Lastly, on Thursday this week there will be a technology pick up to recycle. They wipe the hard drive to military standards and destroy hard drives to physically shred for \$5.00. This is not a formal public event. If we want something more formal, I can look int that.

### **Recognition of Clerk and Council:**

Mr. Wade said asked about the electronic sign.

Becky Arnott-Shipley said we paid for it but I am not the one who makes the order.

Mr. Wade said vandalism is unacceptable. If we see anybody vandalizing the park, we will turn this information over to the Chief of Police.

Mark Crosten said we have the power structure to put cameras in the park.

Mayor Martin said I also saw the Facebook post and inspected the vandalism.

Mr. King said I saw the Facebook post and reached out to London to see how they did their camera system. This information has been handed over to our IT manager and Public Service Director.

Shelton Stanley said I have personally not seen anything. The young people are in school during the day. But if I see anything, then I will report. There is already power at the park.

Ms. Cahill asked how many cameras does London have set up?

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*(Unknown speaker) They have 12 cameras set up.*

*Mr. King said the London Park camera system was around \$12,000.00 and the police station was around \$10,000.00.*

*Ms. Cahill said are we going to put in a restroom at Westwood?*

*(inaudible)*

*Bonnie Hamilton asked if the recordings will go to the police department?*

*Mr. King said that is my understanding. However, there are different ways to accomplish this.*

*Mayor Martin said we may not need 12 cameras.*

*Chief Floyd said the problem with live monitoring is other things cannot be given the attention it needs.*

*Jimmy John Hall said I will be gone Friday and Monday for a funeral. Tomorrow I will start the public announcement for the public hearing. Also, Mark and I are working on proposals for AV. We have an appointment for a demo. Lastly, we need to set up a date to tour Madison Health.*

### **Recognition of Guests:**

*Christopher Siscoe, Library Official, said I passed out the calendar of summer events. We met with Shelton and Amanda to make sure we were not duplicating services. The kick off for the summer reading club is June 3<sup>rd</sup> at the Community Center. Also, anybody who enters a reading log or 12 hours will get entered into a grand prize, namely, a Kindle for adults, a "Beats" for teens, and a prize for the younger kids. Next, we received a Battelle grant and we purchased scientific calculators. These went fast. We have been collecting stuffed animals for kids in traumatic situations. We are also working with Ohio Public Health for a mobile vaccination unit. We are also trying to get a date for adopt a pet day. Additionally, we issued new library cards to everybody. This new card is linked to other libraries and other services. Plus, books, movies, and so on can be downloaded.*

*President Conway said where is money coming from to the library? Does that include the Industrial Park?*

*Christopher Siscoe said after considering the Madison County Auditor's report on levies and abatements, we wondered why we would ask for an increase from the tax payers. When these facilities come off of abatement, we have to figure that money into our budget. Why would we ask for more in November at our 5-year renewal since this money is coming? But we have to wait for the Governor's budget.*

*Becky Arnott-Shiplee said when you have a levy on the ballot, the even numbered years it cost a lot less, namely, \$200 verses \$20,000.*

*Ms. Warner said you and your staff are doing a wonderful job. I have been spending Fridays with the kids and it's amazing the responses the kids have and what they are learning.*

*Christopher Siscoe said I inherited a great foundation.*

*Ms. Warner said I read a lot on line and had a problem that was immediately fixed.*

*Mr. Wade said my mom retired from the library, passed away in 2017, and they shut down the library so people could go to her funeral. I am thankful to the library.*

### **Old Business:**

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President Conway said I have handed out the Ox Roast Agreement. If you are ok with it, then the Mayor and I will sign it.

Mr. King asked about the first Regular Meeting of Council in July. What is the date?

Jimmy John Hall said back in January the dates were established so the Development Department could establish their calendar. The July meeting date is moved from the 4<sup>th</sup> to the 5<sup>th</sup>.

President Conway said let's change the first meeting date on September 5<sup>th</sup> to September 6<sup>th</sup>.

**New Business:**

**Resolution 22-039**, setting the Pay Rate for Full-Time Chief Building Inspector, Leonard R. Lewis, at the Five-Year Level.

**Motion to Adopt Resolution 22-039**, moved by Mr. Patterson and seconded by Ms. Warner.

**Deliberations:** President Conway opened up Council deliberations.

Tom Hale said we had a total of about 13 applicants and out of them we had 2 that meet the qualifications. But Leonard was our candidate of choice. If this legislation passes, then he will start on Monday and we will no longer need our contract inspection agency.

Mayor Martin said this individual has enough time paid into public service to be placed at the Five-Year Level.

Becky Arnott-Shipley said we have certified over 13 years but he only needed 5.

Tom Hale said this was the gentleman we wanted in the first place but there was a conflict of interest. However, he waited well beyond the 1-year requirement with 18 months. We are clear.

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

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

VOTE NAY: None.

ABSTAIN: None.

**Motion Carries 7-0.**

**Resolution 22-040**, authorizing a supplemental appropriation in Other Agency Fund in the amount of \$11,413.21, and declaring an emergency.

**Motion to Adopt Resolution 22-040**, moved by Ms. Hall and seconded by Mr. Wade.

**Deliberations:** President Conway opened up Council deliberations.

Becky Arnott-Shipley said we received an insurance check for a property damaged by fire. We did not know this was coming. Consequently, we needed to do this appropriation for the property owner to receive this check.

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

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

VOTE NAY: None.

ABSTAIN: None.

**Motion Carries 7-0.**

**Additional Business:** None.

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**Pay the Bills:**

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

VOICED VOTE AFFIRMED

**Motion Carries 7-0.**

**"Then and Now" Certificates over \$3,000.00:** None.

**Adjourn:**

**Motion to Adjourn at 7:48 P.M.** moved by Mr. Patterson and seconded by Mr. King until 8:00 P.M. June 6, 2022, Regular Meeting of Council.

VOICED VOTE AFFIRMED

**Motion Carries 7-0.**

*Jimmy John Hall*

Jimmy John Hall  
Clerk of Council

\_\_\_\_\_  
Mike Conway  
President of Council