

RECORD OF PROCEEDINGS

Minutes of Council
GRAPHIC VILLAGE - CINCINNATI, OH

Meeting
Form 6101

Held 3 January 2023

MINUTES

REGULAR MEETING OF COUNCIL

3 JANUARY 2023

Called to Order:

Mayor Ray Martin as *President Pro Temp* 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; Chris Floyd, Chief of Police, Tom Hale, Director of Development; Ray Martin, Mayor; and John Mitchell, Public Service Director.

Prayer: Mayor Ray Martin.

Pledge: Chief Floyd.

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.

Election of Council President:

Nominating Ballot: Linda Hall; and Mike Conway.

Electing Ballot: Linda Hall (5); and Mike Conway (2).

Results: Linda Hall is elected President.

President Linda Hall Assumes the Chair.

Election of Council Vice President:

Nominating Ballot: Richard King; Howard Wade; Jen Warner; and Mike Conway.

Electing Ballot: Richard King (2); Howard Wade (0); Jen Warner (4); and Mike Conway (1).

Results: Jen Warner is elected Vice President.

The Agenda:

Motion to Adopt the Agenda moved by Ms. Warner and seconded by Mr. Conway.

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

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 7/0/0

Approve the Minutes:

Motion to Approve the Minutes of the 19 December 2022 RMC moved by Mr. Patterson and seconded by Ms. Cahill.

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

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 7/0/0

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Approve the Minutes:

Motion to Approve the Minutes of the 19 December 2022 SMC moved by Mr. Wade and seconded by Mr. King.

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

Motion Carries 7/0/0

Committee Reports:

Department Reports:

Mayor –

Mayor Martin began by congratulating Linda Hall and Jen Warner on the election and looks forward to another successful year. Second, two out of the three buildings under construction have tenets. Third, a list of CRA was passed out. The CRA list identifies 2022 Income Tax collected. Fourth, Westwood Park is being put up right now. This is going to be a great park. Lastly, the Mayor's Newsletter is on the podium for everybody to read (its posted on the website too).

Director of Public Service –

Mr. Mitchell reported Westwood Park is finally under constructions. There is a lot of equipment being put in. Also, during the storm our Public Service employees did a great job. For this reason, they deserve a thank you. We haven't had a storm like that in at least 5 years. They did a great job in the wind and cold. Third, the Christmas decorations are coming down in the next couple of weeks. Fourth, we are having a Redwood pre-construction meeting on January 9th with them to get a schedule. Fifth, on January 12 we are having meeting for a pre-construction meeting to discuss Westwood and Converse, the first set of drawings for an extension of Walker Way, and finalize the paving program. Bids will be opened in February.

Mr. Wade asked if Westwood Park has been paid for or will it be paid for after the construction is finished?

Mr. Mitchell responded it is paid and its easier for the Finance Department. We are not in danger of poor work on behalf of the contractors ... they want to continue to be contracted by the Village.

(Inaudible 20:00)

An unnamed guest asked Mr. Mitchell about the progress for the clarifier at the Waste Water Treatment Plant.

Mr. Mitchell responded the clarifier is still being worked on. The costs will be covered. The repairs have not started as the equipment will arrive in February. We are fortunate that the rain amount has been lower. We could get into an issue if we get a lot of snow or rain and the EPA is aware of the potential issue.

Recreation and Special Events Manager –

Mr. Mitchell for Mr. Shelton Stanley. Mr. Stanley is doing a lot of prep work and recruiting life guards. Four life guards recently got re-certified.

Director of Finance –

*Ms. Arnott-Shiple*y reported today we had payroll with a lot of new changes. Second, we started 2023 procedures. Third, we worked on the revenue sharing amount with Jefferson Local Schools (JLS), which payment will be made next Thursday. The amount for JLS is \$1,570,207.09. Fourth, we had one revenue item; City of London for contractual services, for \$30,698.63. Fifth, we had several payment items; (1) Bureau of Workmen Comp (BWC), for \$33,425.00. This amount is for 2023 and puts us ahead.; (2) JLS, as mentioned above; (3) XYLEM, for \$17,098.00. The total is \$1,743,490.77.

Mr. Conway asked if the JLS is more or less than last year?

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Ms. Arnott-Shiple responded the amount for JLS is more than last year. On the CRA list, Torrid's Income Tax is more, and we have two coming off the CRA agreement next year.

Mayor Martin remarked JLS will receive 33% next year.

Ms. Warner asked when it is said 'they are coming off' what year does that apply to?

Ms. Arnott-Shiple responded for 2022.

Council, the Mayor, and Directors discussed various years companies will remain on the CRA agreement and companies to expire the agreement.

Chief of Police –

Chief Floyd explained our most recently hired, Officer Hickman, finished his first week of training. His training officer said that Hickman is doing amazing and is learning new and good habits. Next, a new officer will start next Monday. Third, Officer Sibbalds will be retiring soon. So, we are working through this. Lastly, in the last week there was 92 traffic stops, 58 on Main Street, and 28 resulted in citations.

Mr. Conway asked Chief Floyd the policy for forklifts driving on the road.

Chief Floyd explained forklifts (and other equipment) should have slow moving vehicle signs on them. One of our officers spoke with them, I spoke to the supervisor myself, and the signs should be getting placed on the equipment soon.

Ms. Cahill asked if the new officers will be able to use the training simulator?

Chief Floyd responded once time is made available, yes. We have had issues with staffing and the technology with its programs.

Ms. Cahill asked if the training simulator has been used?

Chief Floyd responded on-and-off for the same reasons. We are getting close to being fully staffed.

Director of Development –

Mr. Hale explained Redwood's construction plans have moved through the department and been approved. Second, project Comet has been moving in equipment and they are ready. Third, Core5 and Ambrose is progressing.

(Inaudible 33:00)

Mr. Hale explained they do not have a permit for full occupancy but one for a temporary occupancy for 90 days. We have some issues on a list but the building is moving along. It will be a while to get the operation up and running.

Mr. Wade asked about the software issue and an update.

Mr. Hale responded we are able to produce permits county wide and have remote inspections. Although the software put us way behind, we are well within our rights of turnaround time. It gets better every day. We talk to the tech company once per week.

Director of Information Technology –

Mr. Crosten expressed his thanks to Council and the Mayor for making it possible for what he does. First, there is a very full agenda for 2023, technology speaking. The Village is going to be transformed. The goal is to get this done this year. Second, one of the foundational moves was switching from Google to Microsoft as our email provider. The migration went very well. Everybody has handled this very good. The change of email is foundational for where we are going. Third, we have some networking equipment having supply chain issues with. We have to wait. Lastly, we are going to be productive in 2023.

Recognition of Guests: None.

Recognition of Clerk and Council: None.

Old Business: None.

New Business: (Each Preamble was read aloud.)

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- A. **FIRST READING OF ORDINANCE 23-001**, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO STATE HIGHWAY FUND IN THE AMOUNT OF \$40,000.00.
- B. **FIRST 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.
- C. **FIRST READING OF ORDINANCE 23-003**, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE SANITATION FUND IN THE AMOUNT OF \$55,000.00.
- D. **FIRST READING OF ORDINANCE 23-004**, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE STREET FUND IN THE AMOUNT OF \$375,000.00.
- E. **FIRST READING OF ORDINANCE 23-005**, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE POOL FUND IN THE AMOUNT OF \$215,000.00.
- F. **FIRST 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.
- G. **FIRST 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.
- H. **RESOLUTION 23-008**, AMENDING RESOLUTION 21-088, PASSED 6 DECEMBER 2021, SETTING EMPLOYEE CELL PHONE REIMBURSEMENT ALLOWANCES, BY UPDATING EMPLOYEE POSITIONS.

Reading of Resolution 23-008, as above.

Motion to Adopt Resolution 23-008, moved by Ms. Warner and seconded by Mr. Wade.

Deliberations: President L. Hall opened up Council deliberations.

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

VOTE YEA: Cahill, Conway, L. Hall, King, Wade, and Warner.

VOTE NAY: None.

ABSTAIN: Patterson.

Motion Carries 6/0/1

- I. **RESOLUTION 23-009**, AUTHORIZING THE VILLAGE OF WEST JEFFERSON TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM.

Reading of Resolution 23-009 as above.

Motion to Adopt Resolution 23-009, moved by Ms. Warner and seconded by Ms. Cahill.

Deliberations: President L. Hall opened up Council deliberations.

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

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

VOTE NAY: None.

ABSTAIN: None.

Motion Carries 7/0/0

- J. **RESOLUTION 23-010**, A RESOLUTION CONFIRMING MAYOR'S APPOINTMENT OF JIMMY LITTLE TO THE VILLAGE PLANNING AND ZONING COMMISSION.

Reading of Resolution 23-010, as above.

Motion to Adopt Resolution 23-010, moved by Ms. Warner and seconded by Ms. Cahill.

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Deliberations: President L. Hall opened up Council deliberations.

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

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

Motion Carries 7/0/0

K. RESOLUTION 23-011, A RESOLUTION CONFIRMING COUNCIL'S APPOINTMENT OF JAMES GRAHAM TO THE VILLAGE PLANNING AND ZONING COMMISSION.

Reading of Resolution 23-011, as above.

Motion to Adopt Resolution 23-011, moved by Mr. Conway and seconded by Ms. Warner.

Deliberations: President L. Hall opened up Council deliberations.

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

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

Motion Carries 7/0/0

Additional Business: None.

Pay the Bills:

Motion to Pay the Bills moved by Ms. Warner and seconded by Mr. King.

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

Motion Carries 7/0/0

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

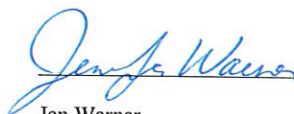
Adjourn:

Motion to Adjourn at 7:54 P.M. moved by Mr. Patterson and seconded by Ms. Warner.

VOICED VOTE AFFIRMED

Motion Carries 7/0/0.


Jimmy John Hall
Clerk of Council


Jen Warner
President of Council

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Adjusting payroll for all the new changes

Starting year end procedures this week
Trying to get 2023 Open

Work on the Revenue Sharing Amount for the JLS checking that will be cut next Thursday.

Since the last:

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

· 12/21/2023 CITY OF LONDON CONTRACT BLDG SERVICES \$ 30,698.63

\$ 173,604.21

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

12/21/2023 BWC WORKERS COMP \$ 33,425.00
12/31/2023 JEFFERSON LOCAL REVENUE SHARING \$ 1,570,207.09
12/28/2023 XYLEM REDUCTION SET - WTP \$ 17,098.00

\$ 1,743,490.77

