

# RECORD OF PROCEEDINGS

Minutes of \_\_\_\_\_

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held \_\_\_\_\_

January 2nd 2024



## VILLAGE OF WEST JEFFERSON COUNCIL

### MINUTES

January 2nd, 2024

**Council Members:** President Jen Warner, Vice President, Linda Hall, Erica Bogner, Samantha Cahill, Jimmy Little, Jeff Patterson & Howard Wade

**Mayor:** Ray Martin

### CALL TO ORDER

Mayor Ray Martin called the Village of West Jefferson Council Meeting to Order at 7:00 p.m.

Roll Call.

Council Members: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Jeff Patterson, Howard Wade, and Jen Warner.

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

Village Employees in attendance: Mayor, Ray Martin, Director of Public Service, John Mitchell; Director of Finance, Rebecca Shipley-Arnott; Chief of Police, Brandon Smith; Director of Development, Tom Hale; Planning and Zoning Enforcement Officer, Kristie West; Manager of Recreation and Special Events, Shelton Stanley and Clerk of Council, Tisha Edwards.

### PRAYER & PLEDGE

The prayer was given by Pastor Bob Steinbrecher and the Pledge was led by the Village of West Jefferson Police Officers.

### SWEARING IN OF COUNCIL MEMBERS

Mayor Ray Martin invited Council members Jeff Patterson and Jimmy Little to join him in front of the audience to be sworn in for their terms. The Mayor shook hands with Council member Erica Bogner who was previously sworn in by the County.

### ELECTION OF COUNCIL PRESIDENT AND VICE PRESIDENT

Clerk of Council, Tisha Edwards provided paper ballots to the Council members to vote for their 2024 President. After retrieving the ballots, they were read off and tallied in front of the audience and Jen Warner was chosen as the 2024 President of Council. The Council was next given a ballot for the Vice President and asked to remove Jen Warner's name from that list so that they only voted from the other 6 members. After retrieving the ballots, they were read off and tallied in front of the audience and Linda Hall was chosen as the 2024 Vice President of Council. Once the election was completed, Mayor Ray Martin turned over the Council meeting to the new President.

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**APPROVAL OF AGENDA AND MINUTES:**

**Motion to Adopt the Agenda** Moved by Howard Wade and seconded by Linda Hall.

·All in Favor

**Motion to Approve the Minutes of** the December 18th, 2023, Regular Meeting of Council. Moved by Samantha Cahill and seconded by Erica Bogner.

·All in Favor

**RECOGNITION OF GUESTS:**

There were no guests that requested to speak on the sign in sheet.

**OLD BUSINESS:**

NONE.

**NEW BUSINESS:**

**A. RESOLUTION 24-001, CONFIRMING THE MAYOR'S APPOINTMENT OF BRANDON M. SMITH TO THE POSITION OF CHIEF OF POLICE AND SETTING THE SALARY AT THE FIVE-YEAR LEVEL.**

**Motion to adopt Resolution 24-001** Moved by Linda Hall and seconded by Jen Warner.

Deliberations began. "Any questions or comments?"  
Deliberations ended.

Roll call.

**VOTED YEA:** Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Howard Wade, and Jen Warner.

**VOTED NAY:**

**ABSTAINED:** None     **Motion Carried 7/0/0**

At this time, Mayor Ray Martin asked Interim Chief, Brandon Smith to join him in front of the audience to be sworn in as the new Chief of Police. The Mayor asked if Chief Smith's family could join them and once the swearing in was completed, Chief's wife and mother pinned his lapels, and he was presented with the Police Chief badge.

Howard Wade asked the President to speak after the Mayor announced the New Police Chief. Mr. Wade wanted to say how proud he was of Brandon. He has known him for some time and remembers when he was going through training as an Officer and stated look where he is now.

Chief Smith gave his thanks to the audience for all of the support that he has received from the Community. He is looking forward to the future.

**B. RESOLUTION 24-002, CONFIRMING THE MAYOR'S APPOINTMENT OF THE LAW DIRECTOR AND ASSISTANT LAW DIRECTOR, ON BEHALF OF THE VILLAGE OF WEST JEFFERSON, FOR A TWO (2) YEAR TERM BEGINNING JANUARY 1, 2024, PURSUANT TO ARTICLE VIII OF THE VILLAGE CHARTER.**

**Motion to adopt Resolution 24-002** Moved by Howard Wade and seconded by Linda Hall.

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Deliberations began. "Any questions or comments?" The Mayor gave information in regard to the wording of the legislation. The turnaround time from the Law Office for Village questions and requests, specified Village office hours and having a representative from the Law Office at Public Hearings if the office is given proper advanced notice were the items added to the bi-annual legislation.

Deliberations ended.

Roll call.

**VOTED YEA:** Howard Wade, Jeff Patterson, Jimmy Little, Linda Hall, Samantha Cahill, and Erica Bogner.

**VOTED NAY:** None.

**ABSTAINED:** Jen Warner abstained due to her niece working at the Law Office.

**Motion Carried 6/0/1.**

**C. RESOLUTION 24-003, CONFIRMING THE INTERIM APPOINTMENT OF RICHARD KING TO FILL THE VACANT PLANNING AND ZONING COMMISSION SEAT.**

Motion to Adopt Resolution **24-003** motioned by Jeff Patterson and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" The Mayor stated that he had 4 candidates for his appointed position. They were all very qualified. An electrician, a candidate that had retired from the water field, an architect, and a teacher.

Deliberations ended.

Roll call.

**VOTED YEA:** Jeff Patterson, Jimmy Little, Linda Hall, Samantha Cahill, Erica Bogner, Howard Wade, and Jen Warner.

**VOTED NAY:** None.

**ABSTAINED:** None. **Motion Carried 7/0/0.**

**D. \* ORDINANCE 24-004, AUTHORIZING THE MAYOR TO SIGN A COMMERCIAL RENTAL AGREEMENT WITH RICHARD B. & DEBORAH A. FORREST FOR STORAGE OF VILLAGE PUBLIC SERVICE EQUIPMENT AND AUTHORIZING THE USE OF FUNDS ALREADY BUDGETED FOR CONTRACTUAL SERVICES.**

**Motion to waive the 2nd reading due to an emergency 24-004** Moved by Howard Wade and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" President Warner asked why this need to be voted on as an emergency. It was questioned by a few if it needed to be a Resolution or an Ordinance. After the Finance Director explained that due to how the funds were not specifically budgeted to rent this building so now that we are asking to use those funds that were under contractual services, we would need to have an Ordinance. Director Mitchell stated that we did need to do this as soon as possible. The equipment is currently housed in this facility, and we need it to be heated for certain pieces of equipment. The President stated that she would put it to a vote to Council and leave it up to them and motioned to waive the second reading.

Deliberations ended.

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Roll call.

**VOTED YEA:** Linda Hall, Samantha Cahill, Erica Bogner, Jimmy Little, Jeff Patterson, and Howard Wade.

**VOTED NAY:** Jen Warner.

**ABSTAINED:** None. **Motion Carried 6/1/0**

Motion to Adopt Resolution **24-003** motioned by Linda Hall and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Council member Erica Bogner asked if this would be a time when they could ask for the matter to be tabled since it did not seem to be 100% sure if this was an Ordinance or a Resolution. President Warner explained that since they already voted to waive the 2<sup>nd</sup> reading, it could not be tabled at this time. Jeff Patterson stated that his concern was that when this was discussed previously, he thought it was turned down. He also asked if we have anyone who can operate the equipment. Director Mitchell stated that we do have employees that can run some of the equipment, but the next step of the equation will be to hire an Operator to have on staff. Director Mitchell stated that this was approved in the budget. Samantha Cahill commented that when this was discussed at the budget meeting it was not purchasing the equipment that was the concern, it was the question of who would be hired to run it and how much the operator would be paid. Finance Director, Rebecca Shipley-Arnott also commented that it was discussed in the Finance Committee meeting that she wanted a commitment that we would be building a facility to house the equipment so that we would not be in perpetuity paying out for a building that is not the Villages. It was noted that the Village is required to give 60 days' notice that they will no longer be using the rental facility and there is no penalty for that.

An audience member asked at this point if he may ask what was purchased. Mr. Mitchell provided some of the equipment as an example, but he did not have the list with him since that was not what was in question during the legislation. Samantha Cahill explained that we had been contracted with this company and they had provided services to the Village, but they will no longer be in business due to retirement. The Village opted to buy the business's equipment rather than hiring another contractor.

Deliberations ended.

Roll call.

**VOTED YEA:** Howard Wade, Jen Warner, Samantha Cahill, Erica Bogner, Linda Hall, and Jimmy Little.

**VOTED NAY:** Jeff Patterson.

**ABSTAINED:** None. **Motion Carried 6/1/0.**

## COMMITTEE REPORTS

**Public Service and Special Events** None.

**Finance** The Finance Committee did meet last week, and all issues discussed have been addressed. The Finance Director did ask at this time if it could be brought to Councils attention that there will be future legislation being brought to them in regard to the 27 pays for the Village due to the Leap year. The Director gave the Committee the 4 options of how that would be addressed, and Samantha Cahill read those to the Council.

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1.) Pay the same for all 27 pays, 81% of employers do this. We would need an additional appropriation to pay the last payroll for both the salary and hourly employees.

2.) Divide the salary employees amount over a 27 pay period. The employee would receive a lesser pay amount each pay-3.7% decrease.

3.) Change the pay date of the last pay in 2024 to 1/2/25-No change to the budget, Pushes the pays to 27 in 2025 and employees will be paid on Thursday instead of Tuesday or Wednesday-but if told now they would have plenty of notice.

4.) Two weeks off for the salaried employees without pay. Would still need an additional appropriation for hourly employees unless they too were given two weeks off without pay.

As a Committee, they opted for option 1.

Another item that was discussed was a request from the Community Association regarding Christmas in the Park. They are requesting an additional \$1,000.00 for the 2025 event. There was some concern on the fact that over \$11,000.00 was spent on the event and only collected \$7,600 from donations. The Committee would like to have more discussions with the Association but at this time agrees to recommend the additional \$1,000.00 to Council. Legislation will come at a future meeting. In 2 years, the Association will be a 5013C again and will be able to receive more donations from other local businesses.

**Employee Benefits** None.

**Parks and Recreation** None.

**Development** None.

**Police** None.

## DEPARTMENT REPORTS

**Report for Mayor – Mayor Martin**. The Mayor reported that they are starting out the new year with a New Chief and new members in Council that seem to be dedicated to the community. As long as we work together to figure things out, we will make some great strides this year. Looking forward to achieving goals with Council such as working on infrastructure, approving services, parks, and sidewalks. The Mayor did want to bring up something that people may be talking about. There are currently 13 streetlights out in the Village. They are aware and have contacted AEP. He has even reached out to the gentleman who assisted with the Taylor Blair light. Currently we are waiting on a call back and we are at their mercy. As they fix the lights, they will be replacing the lights with new LED lighting. Linda Hall asked if there were any updates on the wraps for the light boxes and the Mayor replied that they are waiting on the 2<sup>nd</sup> quote for one located at Twin Street. It will be a Roughrider theme. The current one located in front of Huntington has a Military theme.

**Report for the Director of Public Service- Director, John Mitchell** – Director Mitchell reported that the bid for the pedestrian crosswalk located at Rt 40, and Franklin ran this month. They are looking forward to accepting a bid towards the end of the month. The weather has been good so far and we have not had to use much salt. Now that Christmas is over, the lights will begin coming down. Howard Wade asked the Director what his consensus is regarding how the Taylor Blair light has been working out. The Director stated that he has sat there over a dozen times, and it seems to be working well.

**Report for Recreation and Special Events Manager – Manager, Shelton Stanley** reported that he is ready for the year and looking forward to it.

**Report for Director of Finance – Director of Finance, Rebecca Arnott-Shiple** reported that the Department has been working on year end changes. They have addressed

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a few issues with employees being able to view their payroll, but it seems to be an iPhone issue and an email has been sent out to resolve the problem.

The Director stated that the Department calculated and paid the Jefferson Local Schools Revenue sharing check for \$1,526,207.97. She is currently just waiting for a representative to contact her about picking that up when school opens back up after break.

Since the last meeting, Revenue items (over \$10, 000 other than water, tax & regularly received items):

12/27/2023	City of London	Contract Building Services	\$67,000.00
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Total receipts since last reporting 94 receipts for \$408,546.04 thru 12/29/23

Payments over \$10,000 other than reoccurring expenses-non payroll)

12/29/23	Parr Safety Equipment	Vehicle #3 Foam Adapter	\$11,094.09
12/29/23	William Harsh	Pave Walk Path-Westwood	\$62,500.00
12/29/23	MNJ Technologies	Computer equipment/Services	\$97,104.26
12/29/23	Jefferson Local Schools	Revenue Sharing Agreement	\$1,526,207.97

Total payments since last reporting	50 payments for	\$ 1,816,966.77
	68 invoices paid	thru 1/2/24

**Report for Chief of Police – Chief, Brandon Smith** reported that he is so thankful for everyone’s support. He feels that the teamwork in the Department is going well. Mark has really been helpful with the technology issues with which they have dealt. There were 10,127 calls for service to the Police Department in 2023. There were 139 crash reports and 774 police reports. Currently they are still working on emergency assessments with some of the larger businesses in town. They are currently in the 2<sup>nd</sup> side of Amazon closest to the ODOT garage on Rt. 29. They are working on communications with what they are shipping and how they can work together to improve emergency outcomes. Samantha Cahill wanted to thank Officer Liddil and Officer Magana for their assistance with an emergency call that was made for her granddaughter who was having a seizure and stopped breathing. They were first on the scene and were able to calm the parents down before the emergency squad arrived. Chief Smith stated that the Officers are trained to collaborate with the paramedics and have received CPR training and have also been trained to work with calming family members in an emergency situation.

**Report for Director of Development** –Director Hale reported that their Department will have the year–end statistical reports at the next meeting. Between Christmas and New Year, the software that we currently have, not intentionally, but the County Auditors changed their layer and crashed the software. Kristie is now entering every permit that comes into the office by hand. Starting today it will not be fixed until next Monday and that is a maybe. It may not sound that complicated but Plain City has annexed land that is in Union County so your trucks are in Union County every day and if your contractors cannot figure out which county, they are working in that day it makes it really challenging. There were an upwards of 160 houses that were built in Plain City last year so that puts them in Plain City every day. When software is not working correctly it can make their job very difficult. He would like to publicly thank Kristie because she has kept her composure and been through a lot and they would not be bringing the Finance Department checks every day if it were not for her.

**Report for Director of Information Technology** – Director, Mark Crosten was not in attendance and no report was given.

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**Recognition of Clerk and Council** – Clerk of Council, Tisha Edwards wanted to remind Council of the Orientation meeting next Tuesday, January 9<sup>th</sup> at 5:30 at the Community Center. She also noted that Chief Smiths new name plate would be ready for the next meeting.

President Jen Warner spoke to Council and stated that a Developer would like to meet with Council, and they do not want to do a public meeting at this time. She asked if they could meet in small groups of two at various times. Council spoke up and said that this is not something they want and would prefer to meet in public. This company does not have a non-disclosure agreement. Director Tom Hale suggested that he reach out to the Developer. Director Hale stated the reason that the Developer wants to get a feel is so that they do not invest a lot of time and money on Engineering and other items if Council knows they are not interested in the concept. The Clerk asked why we would not have a Development Committee Meeting since that would be a public meeting and then the Committee could recommend to Council what they learned. It was decided that President Warner would set up a Development Meeting. She asked that the Council members text her or call her with what Committees they are interested in for the year, and she will decide on the committees for the year.

Howard Wade wanted to mention to The Public Services Director that a constituent has a disabled granddaughter in a wheelchair that attended Christmas in the Park. At Garrett Park there is an area before the Santa house that is gravel, and she is wondering if it will ever be paved to make it ADA compliant. The Director stated they have spoken about paving the whole parking lot, but they will have to speak to the Business Association. President Warner asked if they were going to keep the Santa House. Director Mitchell stated that there has been discussions about replacing the old shelter building with a new one and then including the Santa house with that building. That will not happen this year, but in the future, it is a possibility. There have been discussions about how to change some of the roads/entrances and parking in that general area and they will work with the Business Association to make those changes and come back to Council when those plans come to fruition.

Howard would also like to recognize the Mayor and Director Mitchell for the extra Christmas flags that were placed on Main Street.

**ADDITIONAL BUSINESS**-None.

**PAY THE BILLS**

**Motion to Pay the Bills** Moved by Samantha Cahill and Seconded by Howard Wade.

·All in Favor

**ADJOURN**

**Motion to Adjourn by President Jen Warner at 7:58 p.m.** and reconvene at the January 16<sup>th</sup>, 2024, regular meeting of Council. Motion moved by Erica Bogner and Seconded by Jeff Patterson.

All in favor.

*Tisha Edwards* 1-17-24  
Tisha Edwards Date  
Clerk of Council

*Jennifer Warner* 1-16-24  
Jennifer Warner Date  
President of Council