

RECORD OF PROCEEDINGS

Minutes of the:

Regular Meeting of Council

Held on:

February 5th 2024



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

February 5th, 2024

Council Members: President Jennifer Warner, Vice President, Linda Hall, Erica Bogner, Samantha Cahill, Jimmy Little, Jeff Patterson & Howard Wade
Mayor: Ray Martin

CALL TO ORDER

President Jennifer Warner 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 Jennifer Warner.

Quorum Declare: 7 present, 0 absent.

Village Employees in attendance: Mayor Ray Martin, Director of Information Technology, Mark Crosten; Assistant Director of Finance & HR Manager, Jackie Tiberio; Chief of Police, Brandon Smith; Director of Development, Tom Hale; Recreation & Special Events Manager, Shelton Stanley; Building & Zoning Code Enforcement Official, Kristie West; and Clerk of Council, Tisha Edwards.

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES:

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

·All in Favor

Motion to Approve the Minutes of the January 16th, 2023, Regular Meeting of Council. Moved by Jeff Patterson and seconded by Samantha Cahill.

·All in Favor

RECOGNITION OF GUESTS:

There were no guests that requested to speak.

OLD BUSINESS:

NONE.

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NEW BUSINESS:

A. RESOLUTION 24-015, ACCEPTING THE PROPERTY VALUES, TAX RATES, AND ESTIMATED TAX REVENUE FOR CALENDAR YEAR 2024 AS ESTIMATED BY THE MADISON COUNTY AUDITOR.

Motion to adopt Resolution 24-015 Moved by Linda Hall and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Council member Samantha Cahill asked about a line on the County Auditor report listed for Sum of Genl PERSNL and what that stood for. The Finance Director was out of town and the Assistant Director of Finance stated she would look into that and let them know. She was unaware what that included. The current \$ amount is listed as nothing. **Clarification was given by the auditor a day after the meeting and the Council member was provided with the information. Genl PERSNL is blank due to the fact that it used to be for personal property tax and that no longer exists on the report.*

Deliberations ended.

Roll call.

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

VOTED NAY: None

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

B. RESOLUTION 24-017, CREATING COUNCIL COMMITTEES TO ASSIST VARIOUS DEPARTMENTS AND COMMISSIONS FOR THE 2024 TERM OF COUNCIL.

Motion to adopt Resolution 24-017 Moved by Howard Wade and seconded by Jeff Patterson.

Deliberations began. "Any questions or comments?" None.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

C. RESOLUTION 24-019, APPROVING THE RIGHT-OF-WAY DEDICATION ON NATIONAL ROAD (US ROUTE 40) FOR COLUMBUS LOGISTICS PARK WEST LAND II LLC (Owner) ON LANDS HEREBY DESIGNATED AS COLUMBUS LOGISTICS PARK WEST PHASE II.

Motion to adopt Resolution 24-019 Moved by Linda Hall and seconded by Samantha Cahill.

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Deliberations began. "Any questions or comments?" A representative from Ambrose Property Group came to the podium to speak. The Group is beginning the second phase of their project and will be doing the dedication of this area of land. The land was purchased in two different phases. This dedication will be for the second phase.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

D. RESOLUTION 24-020, CREATING THE POSITION OF A PUBLIC SERVICE EQUIPMENT OPERATOR.

Motion to adopt Resolution 24-020 Moved by Erica Bogner and seconded by Jimmy Little.

Deliberations began. "Any questions or comments?" None.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

E. RESOLUTION 24-021, SETTING THE PAY RATE FOR A PUBLIC SERVICE EQUIPMENT OPERATOR.

Motion to adopt Resolution 24-021 Moved by Linda Hall and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Jackie Tiberio, Assistant Finance Director, and HR Manager reported that she had obtained information from surrounding area Villages and Cities, and they had given her examples of job descriptions and pay scales for similar positions. The Director of Public Service, John Mitchell and Jackie worked together to create the job description and produced a pay scale that worked for our Village.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

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F. First reading of ORDINANCE 24-022, AUTHORIZING SUPPLEMENTAL APPROPRIATIONS IN THE GENERAL FUND FOR THE PUBLIC SERVICE EQUIPMENT OPERATOR POSITION.

*** 2nd reading will be at the Tuesday, February 20th Regular meeting of Council.**

COMMITTEE REPORTS

Public Service and Special Events (Chair, Erica Bogner) None.

Finance (Chair, Samantha Cahill) None.

Employee Benefits (Chair, Jimmy Little) None.

Parks and Recreation (Chair, Jeff Patterson) None.

Development (Chair, Linda Hall) None.

Police (Chair, Howard Wade) None.

DEPARTMENT REPORTS

Report for Mayor – Mayor Martin spoke about receiving the chair lift grant that will assist with a portion of the cost for the replacing the lift in the Village Hall. The grant amount is \$24,999.00. Legislation will be created and recommended to Council for the approval of the other monies needed to complete the process. We are currently waiting on an updated price from the Lift company which the Public Service Director will receive.

The Mayor stated that he and Shelton Stanley have been discussing and preparing for the Solar eclipse that will be happening in April. West Jefferson will be in the path of the eclipse, and they will be planning events. The schools will be providing viewing glasses to the kids and the Village will look into getting glasses for the public if they are available.

He stated that now that he is back in the country and getting back on track, he suggests to everyone to leave the country for 10 days and you will appreciate the United States of America even more.

Report for the Director of Public Service- Director, John Mitchell was out of town. No report was given.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that the Valentines Dance will be this Friday from 6-8pm. The donations taken will be given to the Madison County Humane Society. This will be the 2nd year that they have been able to donate to that cause. Last year they were able to donate enough for the Society to purchase an X-ray machine.

The activities calendar has been updated:

-Winter Formal will now be on December 20th instead of the 13th.

-The Free Cycle will now be August 17th.

-The Pool party with Harvest Chapel will be on Friday August 2nd from 8-10pm.

The first Uptown Friday night flyer will go out this week. The pool will be having swimming lessons this year and more information will be coming. When Director Mitchell returns, he and Shelton will ask to speak with the Special Events Committee to go over this year's events and make sure that everyone is on the same page. The first Fall Fest meeting for the 2024 event was this past week and plans are underway.

The Village did receive the Lunch and Learn Grant again this year. We asked for \$18,000.00 and received \$16,000.00. There are more people who are looking for grant monies, so the amounts are being spread out and we did not receive as much. The Library is experiencing the same issues.

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They are very excited for the website changes that will be coming for the Parks and Recreation department. Currently there are multiple calendars he and his assistant have to control, and this will simplify the process for them. It will also simplify the process of renting the Community Center because it will be set up to do online through the website instead of dealing with multiple paper forms it currently takes.

Report for Director of Finance – Director Rebecca Shipley-Arnott was out of town. No report was given.

Report for Chief of Police – Chief, Brandon Smith reported that they are in the final round of background checks for a Police Officer position.

Some of our Officers went to Tolles Technical to speak with the students about their profession. The Officers also went to Battelle to attend an all agencies training event.

The quadruple homicide trial the Village has been involved with since the event happened in 2021 is now complete. The Madison County jury found the man guilty of all four counts of aggravated murder, sentenced to 4 life sentences with no chance of parole and 12 years were added on for various weapons charges.

Council member Howard Wade asked Chief Smith if Officer Salem and our K-9 Officer Diego, have been working on the construction sites for any specific reason that had been mentioned on Facebook recently. Chief Smith commented that they are often called in for special duty. The construction site has recently had some theft issues.

There were 127 traffic stops since last reported, 78 on Main Street and 61 resulted in citations.

Report for Director of Development – Director Tom Hale reported that the statistics are in from last year. Their office processed 2,124 permits which is up from 1,852 from the previous year. 278 new homes were built last year, County wide. Their office still remains very steady into the new year.

The software contract that they were using has sold again, which will now be two times since they have been with them over a three-year period. The software contract will be terming 4/30 and our new software is already in place. The Department is closer every day to being paperless with the new software. Director of IT, Mark Crosten and Garreth Sheppard have been assisting them with all of the changes.

Report for Director of Information Technology – Director, Mark Crosten wanted to acknowledge Garreth Sheppard for all of the help that he has given the department.

Another item to report is that meetings have begun with the new website vendor that was chosen. The purchase and setup involves 3 components:

- 1.) Website & design
- 2.) Parks and Recreation portion of the site
- 3.) Mass Notification component

The timeline is currently looking to be about 4 months to implement.

Recognition of Clerk and Council – Just a reminder that due to Presidents Day our next meeting will be on Tuesday, February 20th 2024.

ADDITIONAL BUSINESS-None.

PAY THE BILLS

Motion to Pay the Bills Moved by Howard Wade and Seconded by Linda Hall.

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·All in Favor

ADJOURN

Motion to Adjourn by President Jen Warner at 7:30 p.m. and reconvene at the February 20th, 2024, regular meeting of Council. Motion moved by Jeff Patterson and Seconded by Erica Bogner.

All in favor.


Tisha Edwards Date
Clerk of Council 2-21-24


Jennifer Warner Date
President of Council 2-2024