

RECORD OF PROCEEDINGS

Minutes of Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held December 18th, 2023



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

December 18th, 2023

Council Members: President Linda Hall, Vice President Jennifer Warner, Samantha Cahill, Mike Conway, Richard King, Jeff Patterson & Howard Wade

Mayor: Ray Martin

CALL TO ORDER

President, Linda Hall, called the Village of West Jefferson Council Meeting to Order at 7:01 p.m.

·Roll Call.

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

Quorum Declare: 6 present, 1 absent.

Motion to excuse Council member, Mike Conway. Motioned by Jeff Patterson and seconded by Jennifer Warner.

All in Favor

Village Employees in attendance: Mayor, Ray Martin, Director of Public Service, John Mitchell; Director of Information Technology, Mark Crosten; Director of Finance, Rebecca Shipley-Arnott; Interim 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

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda Moved by Samantha Cahill and seconded by Howard Wade.

·All in Favor

Motion to Approve the Minutes of the December 4th, 2023, Regular Meeting of Council. Moved by Jennifer Warner and seconded by Samantha Cahill.

·All in Favor

RECOGNITION OF GUESTS:

All guests who wished to speak on the sign-in sheet were asked to speak at the Public Hearing portion of the meeting.

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NEW BUSINESS:

President Linda Hall entered the Public Hearing at 7:04 p.m.

The Public hearing was regarding the Recommendation to Council to approve the final development plan from Timber Cove Apartments with modifications according to Ordinance 1125.08 (b).

Clerk of Council explained to the audience the process for the public hearing and that each guest speaking for or against the development would have 3 minutes to speak.

Chase Killian, the Developer for Timber Cove apartments arrived at the podium to report on the project. 10 single family homes, two-story, 1400 sq ft per side. They will have private garages, a private drive and landscaping. There will be improvements done on the existing buildings to make it a nice area for the Village.

Heather Doherty came to the podium to speak to Council on behalf of the Ohio Department of Natural Resources. She works on the Little Darby, State scenic river project and works to protect the river and sensitive areas around the area. She is speaking tonight regarding a drainage marked as a "ditch" on the development plan. The project proposes that it is going to remove woods and regrade a steep slope down to that conveyance. She went to look at the property and what she found in that area was running water. It had not rained much recently, and it had been a dry summer and fall. A true roadside drainage would have been dry at this time. The water did have a little school of fish and amphibians in it. She is questioning if the developer has spoken with the EPA. If the EPA would determine that it is a stream, then the project would need to meet the setback requirement which would be 100 ft for any urban disturbance. (Our Village Ordinance is 110 ft setback law from ravines for structures and 50 ft from retention ponds). This project does not appear to meet that. At this time, the speakers' 3-minute time limit was complete.

The next guest to go to the podium was Jeff Shetler, an engineer with Site Engineering Solutions. Mr. Shetler agreed with the information from Ms. Doherty on the stream. The intent is that they will meet the setback requirements of the 110 ft. They are happy to work with ODNR and the EPA to address their concerns and they will work to configure to get further away from the stream. They did remove one unit from the development plan to make room for the setback.

At this time, Mayor Ray Martin asked if he could ask a few questions to Mr. Shetler. The first question to Mr. Shetler was, are saying you will meet the 110 ft for the setback? Mr. Shetler replied by saying yes. Mayor Martin then asked would they be putting in a retention pond or a detention pond in the area? Mr. Shetler replied by saying a detention pond.

Council member Jeff Patterson stated that the current plan shows that it will be a retention. Mr. Shetler replied that is an error on the plan and it will be a detention pond.

Council member Jennifer Warner asked the Development company if they went from 11 to 10 units or 10-9 units. The developer replied with 10-9 units.

Council member Samantha Cahill asked what renovations have or will be done to the inside of the unit. Mr. Killian had only addressed what would be done to the outside. Mr. Killian replied that they have renovated a couple of the units to date, not very many because they are not all vacant. As they go vacant, they have been doing upgrades. Council member Cahill asked if they have been addressing issues in

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the units that are currently rented, such as water leaks. Mr. Killian stated that if any of the rented units are having an active issue, they are addressing those.

Council member Jeff Patterson asked Mr. Killian about the entrance and exit from Eastgate. There are currently multiple cars parked on the sides of that road making it so only one car can pass at a time. How will they address that traffic issue? The developer will be constructing a two-way road that will go to Rt 40 instead of only to Eastgate. It will tie back into the existing parking lot. Council member Patterson asked Mr. Killian what they will be setting the rent at for the units. Mr. Killian stated that they do not have the price set in stone yet, but they will be asking market value whatever that may be at the time they are complete.

President Hall asked if Council and the audience if they had any other questions or comments and then closed the public hearing at 7:17 p.m.

There was an audience member who asked to speak after the gavel was hit and he was informed that due to the public hearing being closed we could no longer take public comments at that time.

- A. 2nd reading of Resolution 23-080, THE PLANNING COMMISSION RECOMMENDS TO COUNCIL TO APPROVE THE FINAL DEVELOPMENT PLAN FROM TIMBER COVE APARTMENTS WITH MODIFICATIONS ACCORDING TO ORDINANCE 1125.08(b).**

Motion to adopt Resolution 23-080 Moved by Jennifer Warner and seconded by Samantha Cahill.

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

Roll call.

VOTED YEA: Samantha Cahill, Linda Hall, Richard King, and Jennifer Warner.

VOTED NAY: Jeff Patterson, and Howard Wade.

ABSTAINED: None **Motion Carried 4/2/0**

- B. 2nd reading of ORDINANCE 23-086, SETTING THE PAY RATES FOR VILLAGE EMPLOYEES, AND REPEALING ANY ORDINANCE OR SECTION OF AN ORDINANCE THAT MAY BE IN CONFLICT WITH THIS ORDINANCE.**

Motion to adopt Ordinance 23-086 Moved by Jennifer Warner and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott, requested a Finance Committee meeting after the first of the year to discuss that there are 27 pays in 2024 due to the leap year and how they will need to adjust the budget.

Deliberations ended.

Roll call.

VOTED YEA: Jennifer Warner, Howard Wade, Richard King, Linda Hall, and Samantha Cahill.

VOTED NAY: None.

ABSTAINED: Jeff Patterson. **Motion Carried 5/0/1.**

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C. *ORDINANCE 23-091, AUTHORIZING A TRANSFER OF APPROPRIATION OF \$7,000.00 WITHIN THE GENERAL FUND.

Motion to wave the 2nd reading of **Ordinance 23-091** due to emergency motioned by Howard Wade and seconded by Samantha Cahill.

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

Deliberations ended.

Roll call.

VOTED YEA: Samantha Cahill, Linda Hall, Richard King, Jeff Patterson, Howard Wade and Jennifer Warner.

VOTED NAY: None.

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

Motion to Adopt Ordinance 23-091 Moved by Samantha Cahill and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott explained that it is to meet payroll. Since the budget is broken down by each Departments payroll funds, we must ask Council to be able to transfer funds from other Departments to make payroll.
Deliberations ended.

Roll call.

VOTED YEA: Jennifer Warner, Howard Wade, Jeff Patterson, Richard King, Linda Hall, Samantha Cahill.

VOTED NAY: None.

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

D. RESOLUTION 23-092, AUTHORIZING THE DIRECTOR OF FINANCE TO TRANSFER \$2,000,000.00 FROM STAR OHIO TO HUNTINGTON BANK.

Motion to adopt Resolution 23-092 Moved by Jennifer Warner and Seconded by Jeff Patterson.

Deliberations began. "Any questions or comments?" Council member Samantha Cahill asked Finance Director, Rebecca Shipley-Arnott if she could explain the reasoning for this resolution. The Director replied that she is asking to take this from the investment account. The Village has a large payment to make to the schools of \$1,500,000.00 and then we have a debt payment to make January 1st of about \$330,000.00. When she was making payments, she did not have the cash to pay these, and they were making some big payments to Strawser. We did have a large deposit the other day that she will review in her department report that was extremely helpful. President Hall stated that we have made interest on the account though, correct? Director Shipley-Arnott stated yes that the Village has made almost \$43,000.00 a month in interest on the investment account. Vice President Warner asked what was still in the investment account and the Finance Director stated between \$8-9 million.

Deliberations ended.

Roll call.

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VOTED YEA: Samantha Cahill, Linda Hall, Richard King, Jeff Patterson, Howard Wade and Jennifer Warner.

VOTED NAY: None.

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

E. *ORDINANCE 23-093, AN ORDINANCE AMENDING ORDINANCE 22-104, PASSED DECEMBER 5TH, 2022 AMENDING THE EMPLOYEE HANDBOOK, ENACTING GROUP MEDICAL, PERSONAL LEAVE AND HOLIDAY POLICIES.

Motion to wave the 2nd reading of **Ordinance 23-093** due to emergency motioned by Jennifer Warner and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" None. This was discussed at the Employee Benefits and Finance Committee Meetings.

Deliberations ended.

Roll call.

VOTED YEA: Samantha Cahill, Linda Hall, Richard King, Howard Wade and Jennifer Warner.

VOTED NAY: None.

ABSTAINED: Jeff Patterson. **Motion Carried 5/0/1.**

Motion to Adopt Ordinance 23-093 Moved by Jennifer Warner and seconded by Samantha Cahill.

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

Roll call.

VOTED YEA: Samantha Cahill, Linda Hall, Richard King, Howard Wade and Jennifer Warner.

VOTED NAY: None.

ABSTAINED: Jeff Patterson. **Motion Carried 5/0/1.**

F. RESOLUTION 23-094, RECOGNIZING THE POLICE DEPARTMENT'S DONATION TO THE WEST JEFFERSON YOUTH ATHLETIC ASSOCIATION.

Motion to Adopt Resolution 23-094 Moved by Jeff Patterson and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Interim Chief, Brandon Smith took to the podium to explain that the Police Department had heard that the West Jefferson Youth Athletic Association was having a tough time with their funding and so the department decided to help. The Officers raised \$775.00 and Interim Chief, Brandon Smith presented a check to the West Jefferson Youth Athletic Association President, Steve Kimbler. Council member Howard Wade asked what the officers did to raise the money. Interim Chief Smith stated that the officers were given different options such as, No Shave November. Female officers were given the option to wear nail colors or hair dyes that were not normal protocol. This was done over a couple of months period.

Deliberations ended.

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Roll call.

VOTED YEA: Jennifer Warner, Howard Wade, Jeff Patterson, Richard King, Linda Hall, Samantha Cahill.

VOTED NAY: None.

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

G. RESOLUTION 23-095, AUTHORIZING THE MAYOR AND THE DIRECTOR OF TECHNOLOGY TO ENTER INTO A CONTRACT WITH A CHOSEN WEBSITE VENDOR FOR THE VILLAGE OF WEST JEFFERSON.

Motion to Adopt Resolution 23-095 Moved by Samantha Cahill and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Director of Technology, Mark Crosten explained that per the Village Website Policy, he worked with the Public Service & Special Events Committee to find a new website vendor. After watching online website demonstrations from three of the top vendors over the last few weeks with the Committees, this Resolution will allow him and the Mayor to enter into a contract with one of those vendors for our website design.

Deliberations ended.

Roll call.

VOTED YEA: Jennifer Warner, Howard Wade, Jeff Patterson, Richard King, Linda Hall, and Samantha Cahill.

VOTED NAY: None.

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

COMMITTEE REPORTS

Public Service and Special Events (Chair & Council member, Howard Wade) None.

Finance (Chair & Council member, Mike Conway) None.

Employee Benefits (Chair & Council member, Richard King) None.

Parks and Recreation (Chair & Council member, Jeff Patterson) None.

Development (Chair & Council member, Jennifer Warner) None.

Police (Chair & Council member, Samantha Cahill) – None.

DEPARTMENT REPORTS

Report for Mayor – Mayor Martin. The mayor reported that he was able to play Santa this past weekend during the Shop with a Cop program. He had fun walking around Walmart and talking with children. The Village should hear about the results for the grant on the lift chair in the next few days so he will keep everyone notified. The Village has begun the process of hiring the new Chief of Police. He is looking forward to a great new year with Council in 2024.

Report for the Director of Public Service- Director, John Mitchell – Director Mitchell reported that as the year winds down they are finishing a lot of projects. They are waiting to see what the weather does, and the trucks are ready and salt barns full. They have placed ads in the Messenger for the bids for the cross walk at Franklin and Route 40. The ads will begin running in January and the bids will be chosen at the end of the month. It will be 6-9 months before things will be ready to be started after the bids are chosen. The downtown area and Garrett Park look great. The Department is working to winterize everything and make sure everything is ready for winter weather.

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Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that the Snowflake Dance was great, and they were able to raise a little over a \$1,000 for the Adopt a Family program during the event. It was wonderful year for special events and the pool. He is looking forward to all of the planned events next year.

Report for Director of Finance – Director of Finance, Rebecca Arnott-Shipley reported that the income tax figures are final for November, and they are flat.

Becky would like to request a Finance meeting with Council after the first of the year to discuss 27 pays due to the leap year.

The November Financials will be in the next Council packet. Please contact Becky or Jackie if there are any questions.

Since the last meeting, Revenue items (over \$10,000 other than water, tax & regularly received items) There was nothing notable.

There was one net profit income tax deposit for \$380,000.00.

Total receipts since last reporting 163 receipts for \$ 967,057.42 thru 12/15/23

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

12/15/23	Pizzuti	TIF agreement payment	\$ 37,460.39
12/15/23	Strawser Paving	2023 Paving program/Westchester	\$ 16,694.71
12/15/23	Peterson Construction	Underground Piping	\$ 23,182.02
12/15/23	MNJ Technologies	Software/Equipment IT	\$ 28,670.00
12/15/23	Darby Pike Farms	Sludge hauling	\$ 17,517.50

Total payments since last reporting 113 payments for \$ 690,343.48 thru 12/18/23

226 invoices paid

Report for Chief of Police – Interim Chief, Lt. Brandon Smith reported that the Shop with a Cop event was successful this year. There were eleven families that were given an opportunity to shop with an Officer and volunteers. The Community and Business involvement was amazing and greatly appreciated. The families received haircuts and services from an area salon and several different restaurants gave food to the families to take home. One of the large donors for gifts, Tom Coughlin, also donated a Hummer e-bike to the Police department for the bike patrol unit. The bike has a manual setting and a power setting. This is beneficial on a road like Rt. 40 where the bike can go up to 50 mph if needed. The bike is almost a \$5,000.00 donation. His generosity is greatly appreciated. The Village is in the process of hiring a new Police Officer and they are in the background check stages of the process. In the last meeting Lt. Smith spoke of the items that were taken in the theft that occurred in the Village and all the stolen property was returned to the Village and County residents. That case is currently being presented to prosecutors and we are waiting for a few things to come back from the crime lab. The Village Officers have recertified for their taser certification. The Department would like to thank Mark Crosten, Director of Technology, for all his on-going hard work on the department computers.

Report for Director of Development –Director Hale reported that they are still very busy. With the weather changing this time of year, pouring concrete can get a little challenging. He will give a final report after the beginning of the year once he has had time to review all the statistical data.

Report for Director of Information Technology – Director, Mark Crosten reported that upgrades are in process across the Village. Mark wanted to take time to

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acknowledge the help of Garreth Sheppard from the Public Service Department. He has been helping with preparing computers and has been a very valuable asset. Thank you to John Mitchell for lending Garreth's services which allows him to assist with IT tasks.

Recognition of Clerk and Council – President Linda Hall thanked Clerk of Council, Tisha Edwards for her work with incoming and outgoing Council members. She appreciates her behind-the-scenes legwork. President Hall presented Richard King with a gift of thanks from the Council for his time of service. He will be missed. Council member King stated that he can honestly say he has enjoyed working with everyone sitting there with him on Council. Refreshments were provided after the meeting.

ADDITIONAL BUSINESS-None.

PAY THE BILLS

Motion to Pay the Bills Moved by Jennifer Warner and Seconded by Samantha Cahill.

·All in Favor

ADJOURN

Motion to Adjourn by President Linda Hall at 7:44 p.m. and reconvene at the January 2nd, 2024, regular meeting of Council. Motion moved by Richard King and Seconded by Jeff Patterson.

All in favor.

Tisha Edwards 1-3-24
Tisha Edwards Date
Clerk of Council

Janet Warner 1-4-24
Date
President of Council