

# RECORD OF PROCEEDINGS

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

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held August 7th 2023



## VILLAGE OF WEST JEFFERSON COUNCIL MINUTES August 7th, 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 7:00 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: Mayor, Ray Martin; Director of Information Technology, Mark Crosten, Director of Public Services, John Mitchell; Acting Chief of Police, Brandon Smith; Director of Development, Tom Hale; Assistant Director of Finance/HR Manager, Jackie Tiberio; Recreation and Special Events Manager, Shelton Stanley; Zoning Clerk and Enforcement Official, Kristie West; Clerk of Council, Tisha Edwards.

Not in Attendance: Director of Finance, Rebecca Shipley-Arnott.

### PRAYER & PLEDGE

### APPROVAL OF AGENDA AND MINUTES:

**Motion to Adopt the Agenda** moved by Richard King and seconded by Samantha Cahill.

·Roll Call.

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

VOTE NAY: None.

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

# RECORD OF PROCEEDINGS

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

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held \_\_\_\_\_

August 7th 2023

**Motion to Approve the Minutes of** the July 17th 2023 Regular Meeting of Council moved by Jennifer Warner and seconded by Samantha Cahill.

·Roll Call.

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

VOTE NAY: None.

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

## RECOGNITION OF GUESTS:

**Rosemary Dodaro-** wished to speak to Council and the Police Director in regard to speeding on Fellows. Acting Chief Lt. Smith stated that he would get the information she is looking for and will be sure to reach out to her.

**Dwain Birtcher-**expressed his concerns of officers on 142 instead of in town and stated that it seems like resources could be used better. Also stated how he was concerned about the traffic on Fellows as well. Acting Chief Lt. Smith stated that they are continuing to monitor via traffic study and have officers in the area.

**Steve Kimbler & Rogina Stoner-** West Jefferson Youth Association representatives came to speak to Council about how they have recently restructured their organization and that they have a new Board. They were told that Council has given funds to them in the past and wanted to thank Council and ask for future funding. Mayor Martin stated that a Resolution would be given to Council and they would be contacted when that was voted on.

**David Kell-** Mr. Kell spoke to Council in regard to a Memorandum of Understanding between the Madison County Land Reutilization Corporation and The Village of West Jefferson. There are 66 Counties in Ohio currently involved. Director Hale spoke and explained the benefits of the MOU to a municipality.

**OLD BUSINESS: None**

**NEW BUSINESS:**

(\* indicates an emergency requested)

**A. First Reading of ORDINANCE 23-063**, AN INTENTION TO VACATE POND STREET BETWEEN PARCELS 10-01838.000 and 10-00822.000. EXHIBIT A. THE VACATION IS SUBJECT TO ALL UTILITY AND/OR SEWER EASEMENTS, FUTURE CONSTRUCTION AND MAINTENANCE RIGHTS AND ACCESS, INCLUDING ACCESS RIGHTS TO THOSE EASEMENTS

·Motion to Adopt **Ordinance 23-063** moved by Howard Wade and seconded by Richard King.

·Deliberations Began. "Any questions or comments?" John discussed that the Village would be the petitioner and do the legislation to get the alley vacated. The Village in no longer using this property so there is no longer a need to maintain it.

·Deliberations Ended. (2<sup>nd</sup> reading will happen after we advertise for 6 weeks and have a public hearing proposed for the 10/2 meeting of Council).

RECORD OF PROCEEDINGS

Minutes of

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held August 7th 2023

B. \*ORDINANCE 23-064, AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN THE CAPITAL FUND IN THE AMOUNT OF \$150,000.00.

Motion to Amend Ordinance 23-064 moved by Mike Conway and seconded by Jeff Patterson. During the Finance Committee meeting prior to the regular meeting of Council, Council met with Director of Public Service John Mitchell to discuss the need for this amount to be changed to \$425,000.00. The explanation is noted in the deliberations made to Council.

Deliberations Began. Director Mitchell explained the reasoning of why the amount needs to change due to how the funds will be used to Council. Director Mitchell discussed the need to amend this Ordinance and change the amount to \$425,000.00. This is in regard to the Westchester project. Originally when we rebid on the project last year it was almost \$ 900,000.00. (Which was the original bid through OPWC). We received a \$400,000.00 grant from OPWC and \$49,166 in a 0% interest loan. After looking at the budget he realized that it showed \$450,000.00 for the Westchester budget but when we rebid it, it came in at \$1,113,000.00. The additional cost was not included in the 2023 budget. The OPWC funds of 449,166.00 did not actually pass thru the Village as these funds will be paid directly by OPWC, but the Finance Director will show as offsetting revenues and expenses. The Finance Committee voted in favor to amend the Ordinance and to waive the second reading.

Deliberations Ended.

Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

\*Samantha Cahill motioned to waive the second reading due to the emergency request and Jennifer Warner seconded.

Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

Motion to adopt Ordinance 23-064 moved by Jennifer Warner and seconded by Mike Conway.

Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

RECORD OF PROCEEDINGS

Council

Minutes of

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held

August 7th 2023

C. \*ORDINANCE 23-065, AUTHORIZING MODIFICATIONS TO THE CODIFIED ORDINANCES OF WEST JEFFERSON OHIO, CHAPTER 1311.05, APPEALS AND VARIANCES.

·Motion to Adopt Ordinance 23-065 moved by Jennifer Warner and seconded by Samantha Cahill.

·Deliberations Began. "Any questions or comments?" Director Hale stated that the wording of the current text was found when there was a situation with the flood plain and an appeal needed to be made. Looking through the Codified Ordinances, section 1311.05 it states, The West Jefferson Building and Zoning Committee currently. This is not an actual Committee in our Village. We have a Planning and Zoning Commission made up of 5 residents, 2 appointed by the Mayor and 3 appointed by Council. Mr. Beesley, one of our Village attorneys suggested modifying the text to make it correct and bringing a Resolution to Council to approve.

·Deliberations Ended.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

\*Samantha Cahill motioned to waive the second reading due to the emergency request and Mike Conway seconded.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

D. RESOLUTION 23-066, AUTHORIZING THE DIRECTOR OF FINANCE TO INVEST AN ADDITIONAL \$1,000,000.00 (ONE MILLION DOLLARS) OF VILLAGE FUNDS IN STAR OHIO.

·Motion to Adopt Resolution 23-066 moved by Mike Conway and seconded by Samantha Cahill.

·Deliberations Began. "Any questions or comments?" Assistant Director of Finance, Jackie Tiberio and Mayor Martin explained that we make a significant amount of interest in Star Ohio account compared to in the Huntington account.

·Deliberations Ended.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. Motion Carried 7/0/0

# RECORD OF PROCEEDINGS

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

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held \_\_\_\_\_

August 9<sup>th</sup> 2023

## COMMITTEE REPORTS

**Public Service and Special Events** (Chair, Councilman Howard Wade) – None.

**Finance** (Chair, Councilman Mike Conway) None.

**Employee Benefits** (Chair, Councilman Richard King) None.

**Parks and Recreation** (Chair, Councilman Jeff Patterson) – None.

**Development** (Chair, Councilwoman Jennifer Warner) None.

**Police** (Chair, Councilwoman Samantha Cahill) – None.

## DEPARTMENT REPORTS

**Report for Mayor** – Mayor Martin reported that we have an opening on the Planning and Zoning Commission to be filled and asked if any one has any recommendations to please let him know. The Westwood Park Grand Re-opening was very successful and wanted to thank everyone for their hard work. The traffic light at Taylor Blair is almost ready and they have been working with AEP diligently. The selection process for the K9 handler is in full swing and the process is going very well.

**Report for the Director of Public Service-** Director, John Mitchell reported the traffic signal was delayed due to a shortage of transformers. The transformer was installed last week and the contractor is working on the radar and programming the controller. Mr. Mitchell is in contact with them weekly and possibly by the end of the week or first of next week it will be activated. The Westwood Park trail is almost completed and there are a few other projects they are wrapping up at the park. President Hall asked the Mayor if there are any updates on the wraps for the electric boxes and he stated that the initial contact did not work out but they are looking into other options.

**Report for Recreation and Special Events Manager** – Manager, Shelton Stanley reported that the Westwood Park event was very successful and he was glad to see the park equipment being used. There are still 4 events for the year coming up. This coming Friday Night Uptown will be the last of the season. The last Fishing Derby will be on August 12<sup>th</sup>. The Ox Roast is coming up in September and the Fall Festival in October. We have had a really good year and the participation from the Community has been great. The pool will be closing on August 20<sup>th</sup> and the Doggy Swim will be on the 22<sup>nd</sup>. The last Lunch and Learn will be this Thursday the 10<sup>th</sup>. The last Movie night with Harvest Chapel at the pool was well attended and everyone had a great time.

**Report for Director of Finance** – Assistant Director of Finance, Jackie Tiberio reported that July's income tax collected was \$606,264.92 for a total of \$4,489,842.39 for the year. July put us even with the budget numbers.

The July financials will be in the Council packets for next meeting.

For July we earned \$37,119.80 in interest.

The Final Audit report was released and an email was sent out to Council, Mayor Martin, and Department Directors.

Total receipts from July last reporting session were 233 receipts for \$ 513,657.08

Payment items (over \$10,000 other than water, tax and regularly recd items)

# RECORD OF PROCEEDINGS

Council

Minutes of

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held

August 7th 2023

We paid:	Duke (second half TIF)	\$ 24,434.13
	Battelle (second half TIF)	\$ 16,065.69
	J & J for the Walker Way Extension	\$ 229,341.64
	Christian Arms, LLC	\$ 18,000.00

Total payments since last reporting \$503,264.72  
 199 Invoices Paid

**Report for Chief of Police** – Acting Chief, Lt. Brandon Smith reported that National Night Out went very well and that attendance with the participants was at a steady level. A lot of local agencies had troubles with getting participants this year. He and Shelton worked with the team to make everything happen and it was a success. The Department is currently in the middle of K-9 Handler selection. Tomorrow is the physical assessment phase and then we will go into the interview phase the following week. After the Handler is chose, they will enter their 5-week training with the K9 to become certified through the State of Ohio. The Department is in the process of hiring another Officer and just awaiting the necessary background check. The Department has actively been working on the complaints on Fellows and the Officers have been meeting with their Sergeants. Officers have stated that while they are in the area, they are not seeing the speed violations. There has been a previous speed study done in this area and there was not a significant number of violations in the area. There were no high-speed violations and very few above speed. The Department has brought the sign back to do another 3-week study and the reports will be made to Council after they are received. Lt. Smith stated that he will meet with the residents after the study as well to discuss the outcome and what can be done in the future. Shelton Stanley wanted to let everyone know that he received compliments from the Madison County Prosecutors Office in regard to our National Night Out and that it was the best that they have attended locally.

**Report for Director of Development** – Director, Tom Hale did not have anything to discuss at this time.

**Report for Director of Information Technology** – Director, Mark Crosten reported that he is making meaningful progress at this time.

## ADDITIONAL BUSINESS

Mike Conway wanted to express that after hearing the numbers of permits that have been processed this year in Planning & Zoning at the last meeting, that the work is very commendable and wanted it to be recognized. Director Hale expressed his thanks and stated that he is seeing similar things in surrounding areas and the Columbus area market. The part that separates us, is that our software company did not perform as anticipated. They have had dialogue with Madison County, Dave Kell and Mayor Closser from London about, "What is our solution and how do we go from here?" On the new portal they are receiving about 20-25 new applications per day and they only have 30 days by law to complete the inspections. They are working to get the new fee schedule to the Clerk to present to Council.

## PAY THE BILLS

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

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

VOTE NAY: None.

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

RECORD OF PROCEEDINGS

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

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held August 7th 2023

Motion to Enter into Executive session at 8:09 p.m. to discuss matters required to be kept confidential? Moved by Jennifer Warner and seconded by Jeff Patterson.

All in Favor

Motion to return to Regular session? moved by Jeff Patterson and seconded by Jennifer Warner.

All in Favor

ADJOURN

Motion to Adjourn by President Linda Hall at 8:39 p.m. and reconvene at the August 21st 2023 regular meeting of Council. Motion moved by Jeff Patterson and seconded by Samantha Cahill.

All in favor.

Tisha Edwards

Tisha Edwards  
Clerk of Council

Linda Hall

Linda Hall  
President of Council