

RECORD OF PROCEEDINGS

Minutes of Council Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held October 16 2023



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

October 16th, 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 Finance, Rebecca Shipley-Arnott; Acting Chief of Police, Brandon Smith; Director of Public Service, John Mitchell, Recreation and Special Events Manager, Shelton Stanley; Director of Development, Tom Hale; Zoning Clerk and Enforcement Official, Kristie West; and Clerk of Council, Tisha Edwards.

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda Moved by Jennifer Warner and seconded by Samantha Cahill.

·All in Favor

Motion to Approve the Minutes of the October 2nd, 2023 Regular Meeting of Council. Moved by Samantha Cahill and seconded by Howard Wade.

·All in Favor

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RECOGNITION OF GUESTS:

- **Steve Kimbler, with the West Jefferson Youth Athletic Association**, spoke. He came to this meeting to submit the Associations financials to Council closer to when the budget was being discussed. He expressed that they are struggling with the score board at Converse Park again. They are trying not to use the funds they have for winter sports on fixing the scoreboard. They are looking for help to get through next season until they can get more sponsors to help. The mayor suggested to Steve that he meet with Mike Conway to discuss numbers; Mr. Kimbler gave documents to the Clerk of Council for the Finance Committee to review later. They are actively pursuing new sponsors, such as, Mr. Coughlin. Mr. Stanley spoke from the audience that in the past the score board was paid through a contract with Pepsi. If we purchased their products then they would pay for the scoreboard. The cost then was around \$6,000. The current scoreboard is from 1994. Howard Wade asked if they had spoke with Medline and Mr. Kimbler stated that Medline was generous enough to donate medical kits for the program, but would not be doing monetary donations. Jeff Patterson stated that as much money as they have used trying to fix the current scoreboard, at this point it would be more beneficial just to purchase a new one. Mike Conway asked if it was being used for any other sports than football. Mr. Kimbler stated that they will be using it for lacrosse, and soccer as well. Council will review the documents that Mr. Kimbler left and get back to him with a decision. Shelton Stanley did advise Mr. Kimbler to go to a company called Varsity Scoreboards and they should be able to assist him.

- **Chris Siscoe, with the Hurt-Battelle Memorial Library**, spoke to the Council about some of the opportunities at the library and about the upcoming Library levy.

- ▶ Currently they are holding a costume exchange at the library for families that need costumes.

- ▶ Their next event will be soon and that is "Warm up West Jeff." The event has two parts. One part is a coat donation and the 2nd part is collecting blankets for the homeless. This will begin in November. If you are donating a blanket, they ask that it be new. They will first go to the food pantry here in town and then they will be taken to homeless shelters in Madison County.

- ▶ The Adopt a family for Christmas applications are at the library. The applications will need to be turned in by November 30th. The library will put up their tree for the adopt a family program. People will be able to come and pick a number off of the tree to be given a family to buy for.

- ▶ The Jefferson Local Schools and Firefighters will be conducting their toy program for kids. The high school student council is involved in the program. The library will be a drop off spot for toys.

- ▶ The library still holds the prom dress exchange and they are looking to hold a first responder stuffed animal exchange where the first responders go to kids that have been in traumatic situations.

- ▶ The blessings table will be at the library where food items will be available to families in need.

**The local entities are all working with each other this year to make sure that there are not duplicating family names that are being adopted.*

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There is a new notary service at the library. There is no charge. The notary is normally there about 32 hours a week but please call ahead to make sure she is there. Also be sure to have your id with you for the notarization.

The Library levy is up for renewal. It is the same levy that they have had since 2009. By the end of this levy, it will be 15 years. They will be holding on to this one as long as they can. It shows on the ballot as a 1.5 mill levy but because it was originated in 2009 it comes in at about 1.15 mills if you have owned your house since 2009. When this levy was passed, it gave you access to about 100 other libraries in the state. Electronic resources are available as well. Almost 3 million items are available. They are working with Battelle on STEM programs. There have been almost 500 participants in our area.

OLD BUSINESS: None

TABLED BUSINESS:

There was a motion to remove Ordinance 23-063 from the table. It was motioned by Jennifer Warner and seconded by Samantha Cahill. An All in Favor vote was proclaimed.

THE 2ND READING OF **ORDINANCE 23-063**, AN INTENTION TO VACATE POND STREET BETWEEN PARCELS 10-01838.000 and 10-00822.000. THE VACATION IS SUBJECT TO ALL UTILITY AND/OR SEWER EASEMENTS, FUTURE CONSTRUCTION AND MAINTENANCE RIGHTS AND ACCESS, INCLUDING ACCESS RIGHTS TO THOSE EASEMENTS.

·Do I have a Motion to Adopt Ordinance 23-063? Moved by Samantha Cahill and seconded by Howard Wade.

·Deliberations Begin "Are there any questions or comments?" Mike Conway asked if it could be explained, even though Council is aware, why Council cannot state that the parcel would go to one particular owner. Linda Hall asked Tom Hale to explain. The parcel will be split 50/50 between the two owners on each side. The Council can only make the vote to vacate the alley from the Village, not determine who it goes too.

·Deliberations End

·Roll Call

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

VOTED NAY: None.

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

NEW BUSINESS:

B. RESOLUTION 23-078 AUTHORIZING THE MAYOR TO EXECUTE NECESSARY PAPERWORK TO HAVE THE VILLAGE OF WEST JEFFERSON, JOIN THE MID-OHIO REGIONAL PLANNING COMMISSION

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Motion to adopt RESOLUTION 23-078 moved by Jennifer Warner and Seconded by Jeff Patterson.

Deliberations began. "Any questions or comments?" Director Tom Hale stated that it was determined by the Mayor and himself that it was important the Village be in the program again and that it would come out of the Development budget.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

B. first read 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).

The 2nd read and Public Hearing will be held Monday December 4th or possibly Monday December 18th at the regular meeting of Council. Public notices will be given of the exact date and time 30 days prior in the Madison Messenger and on the West Jefferson Website.

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) The committee will meet at the Village Council chambers on October 19th at 4 p.m. for a meeting.

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

DEPARTMENT REPORTS

Report for Mayor – Mayor Martin reported that chair lift grant has been submitted and copies were sent to the Council members. The Fall Fest is this weekend and the Mayor is very excited for many reasons but, especially for the apple cider slushies that will be available. The County Food bank challenge started today. You can make drop offs at the West Jefferson food bank or at the Village Hall Water Department. They are always looking for peanut butter and soups but any food that can be donated is wonderful.

Report for the Director of Public Service– Director, John Mitchell – reported that the Community Center is busy with the Fall Fest so he appreciates everyone meeting at the Senior Center. The leaf pick-up program started today and will run until

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November 22nd, 2023. The asphalt in the Westwood Park is completed and the grass seed and topsoil are going in now. They are doing engineering prep work for next year's bidding program. They are also planning on the crossing at Franklin Street and Rt 40. It is in for next year's budget. He believes that joining MORPC was a great decision for the Village and will allow us to network and make connections.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley

reported that the outer layers of the Haunted House for the Fall Fest were done today. It is coming along wonderfully and he appreciates all of the volunteers that have helped. At the event, hot dogs and sloppy joes are being served or you can make a coney dog. The apple cider slushies, water and hot chocolate will be available for drinks. The event will go from 5 p.m. - 9 p.m. The Haunted House and Hayride will open at 6 p.m. A bonfire will be available to warm up if needed. There will be face painting and a surprise blow up at the event. The Costume voting event will be held at this year's Fall Fest instead of at Trick or Treat. Trick or treat is rain or shine and it is on the 31st from 6 p.m. – 8 p.m. The Small Business Saturday is on Saturday, November 25th, 9 a.m. – 12 p.m. There are currently 3 businesses that have had something come up so those 3 slots are open if you know anyone who is interested. Shelton suggested editing the calendars that you were given for next year's events. May 17th Friday Night Uptown will now be from 6 p.m. -10:30 p.m. The December Winter formal next year will be on 12/13/2024 instead of the 14th. On August 9th, 2024 the Friday Night Uptown will begin at 5:30 instead of 6:00 p.m. with a community pep rally for all fall sports.

Report for Director of Finance – Director of Finance, Rebecca Arnott-Shipley reported that August financials were in each packet.

Income tax for September was finally up. September was up 22% for the month which puts us up 3% for the year.

As a reminder, we are scheduled for Budget Workshops on October 23rd and 26th at 5:30. We will be providing food for Monday. Thursday will determine how long we will need to be there. Jackie and Becky will be at the Ohio Municipal League Conference this week Wednesday-Friday but will be available by phone.

Since the last meeting:

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

Ohio EPA (9/21/23) OPWC Grant/Loan pass thru \$ 95,583.46

Total receipts since last reporting, 136 receipts for \$ 538,831.12 Thru 10/13/2023

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

Paid: MNJ Technologies Direct IT Supplies & Software \$ 12,881.00
OpenGov Inc Software for Development \$ 48,360.00
PVS Technologies Chemicals for WWTP \$ 10,496.07
Rawdon Myers Inc. Valve for WTP \$ 27,896.00
Strawser Grant/Loan pass thru \$ 95,583.46

Total payments since last reporting 164 payments for \$ 386,659.63
213 invoices paid Thru 10/16/23

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Report for Chief of Police – Acting Chief, Lt. Brandon Smith reported that the first of the two cruisers were put into service from the outfitters. He would like to thank Mark Crosten for helping to work out all the kinks they experienced. The Public Service Department has been working on finishing up the female locker room in the Police area. They are very grateful for all the hard work. Wednesday is the Health and Harvest event at the elementary building. The Mayor, Police Department and Streets Department will be at the school during the event. Officer Salem and Diego are almost complete with their training and will be graduating on October 20th. The State test is currently set for the 9th of November. With recent police activity that you seen on social media last week, we are completely confident that all suspects have been identified. There was a mass mutual aide of local law enforcement. The police were in touch with the school and it was put into a soft lockdown. Everything will be forwarded to the Prosecutor on the case when finalized. Traffic stops include 183 stops, 87 on Main Street and 73 resulted in citation.

Report for Director of Development – Director, Tom Hale reported that in September their department shows 1,680 permits for the year, so far. That is substantial compared to the normal of 1,000-1,100 for the whole year. Through out the county there are 187 new single-family dwellings starting. The meetings with the County and London are going well in regard to the new software.

Report for Director of Information Technology – Director, Mark Crosten reported that he has nothing specific to report at this time.

Recognition of Clerk and Council – Just a reminder from the Clerk that she will be out of the office for the Ohio Municipal League conference on Wednesday and Thursday all day.

ADDITIONAL BUSINESS-

PAY THE BILLS

Motion to Pay the Bills moved by Jennifer Warner and seconded by Howard Wade.

·All in Favor

ADJOURN

Motion to Adjourn by President Linda Hall at 7:48 p.m. and reconvene at the November 6th, 2023 regular meeting of Council. Motion moved by Jeff Patterson and seconded by Howard Wade.

All in favor.

Tisha Edwards 11-6-23

Tisha Edwards Date Clerk of Council

Linda Hall 11/6/23 Linda Hall Date President of Council