

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on August 18th, 2025



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

August 18th, 2025

CALL TO ORDER

President Warner called the Village of West Jefferson Council Meeting to Order at 7:00 p.m.

Roll Call.

Council Members in attendance: Erica Bogner, Samantha Cahill, Linda Hall, Jimmy Little, Jeff Patterson, Howard Wade and Jen Warner. **Quorum Declared: 7 present, 0 absent.**

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the August 18th, 2025 Agenda Moved by Jimmy Little and seconded by Howard Wade. All in favor.

Motion to Approve the Minutes of the August 4th, 2025, Regular Meeting of Council. Moved by Howard Wade and seconded by Jimmy Little. All in favor.

Motion to Approve the Minutes of the August 4th, 2025 Development Committee meeting? Moved by Howard Wade and seconded by Jimmy Little. All in favor.

RECOGNITION OF GUESTS

President Warner invited resident Bonnie Hamilton to the podium to speak. Mrs. Hamilton stated she had a couple of questions. She is bringing up the grass behind the Merriman addition that she spoke about at the last Council meeting. Her concern is that even though the grass was mowed, it was so tall that a lot of it was just pushed down. She measured the grass again and the short grass is roughly 12-14 inches, and the tall grass is now roughly 4ft. Her first question was, is this intentionally being done because its Madison Drive north and she doesn't understand why there isn't a schedule. Director Mitchell stated that he will look into it. Her next item is that she is appreciative of it being mowed and the she is wondering if the Village is paying for Greenhaven's property to be mowed. Mayor Martin

stated that the Village does not pay for this that Mr. Conie who owns the property pays to have that mowed. The gentleman who mows that for Mr. Conie contacted the Village to see if we wanted him to mow ours as well, but the Village stated that we mow our own and thanked him.

COMMITTEE REPORTS

None.

OLD BUSINESS

None.

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NEW BUSINESS

RESOLUTION 25-036, AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A PRE-ANNEXATION AGREEMENT WITH KENNISON A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, FOR PARCELS #08-00933.002, 08-00933.001, 08-00933.000 AND 08-00933.003

Motion to pass Resolution 25-036, Moved by Jimmy Little and seconded by Samantha Cahill.

Deliberations began. “Any questions or comments?” President Warner asked if there were any questions or comments. Council member Erica Bogner stated that she is not opposed to the pre annexation, she understands that the Village wants control of the area, but they were clear in their intent to do a PCD which allows for manufacturing & warehouses. With those, there are tax abatements and when she has spoken with residents the thing that they tell her is they are sick of industry, and they are sick of tax abatements, and she agrees with that sentiment.

Council member Jeff Patterson asked Mayor Martin how many buildings are empty in the commerce area currently. After some discussion there are 2 ½ empty. The old Joann's building, NLP III Park West and 1/2 of the CLPWI building . He explained that after the developer is given the CRA they have 3-5 years to fill the building and hit the employee numbers that are required in the CRA agreement. We only have one at this time that will not meet those numbers in their agreement next year (NLP III Park West), but we are aware, and the developers will be held in violation if so. Those residents that have questions about the CRA's, the Village is working to assist with funding the fire departments with them, and they might not understand how the funds of those CRA's work to benefit the Village. The income tax that we receive from those businesses benefits the Village immensely. This particular piece of property is also strategic due to the access it allows to connect St Rt 29 to St Rt 142. This will allow some of the truck traffic to be kept out of the downtown area.

Resident Bonnie Hamilton asked for clarification about the tax abatements. If the buildings are empty and have no employees what happens? Mayor Martin stated that the developers have 3 years to come to the amounts of their agreement. Once they hit the 3 years and they have not met their numbers, that is when they are held in violation of the agreement, and they have to begin paying the Village.

President Warner invited Tom Hart to speak who is the legal counsel for the Sims/Adelsberger properties being discussed in Resolution 25-038. He stated that these are folks that are not developers and live in Madison County. They feel that this land would be better served by the Village for utilities and appropriate zoning. Mayor Martin has made the point about this annexation being strategic in terms of the edge of the Village being stabilized in terms of future annexations. This also gives the ability to connect St Rt 29 (which would be Gateway Point) over to St Rt 142 to create more of a loop in that area. There is no zoning with this pre annexation agreement. The goal here is to annex and then take the property out to the market. Any end use would have to be approved by Council through the normal process. The market is starting to move away from warehouses to different uses, such as combination warehouse. The CRA would also have to be approved by Council. This just gives the Mayor and Public Service Director the ability to sign the agreement. Then they will have to come back for a Service agreement and then a final annexation, then a CRA. This is all separated. The owners believe that this property is most productive to the Village.

Council member Samantha Cahill asked if the property was still zoned agriculture. Mr. Hart stated that yes it is. This would not change until they came back and asked for a different zoning.

Resident Bonnie Hamilton asked how many acres is included in this and Mr. Hart answered 247. He also stated that this property is adjacent to Bob Scotts property that is already in the Village. There is a synergy to these two land areas for that future road extension and will probably go together and that is why it is strategic.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

B. RESOLUTION 25-038, TEMPORARILY WAIVING SECTION 549.09 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WEST JEFFERSON, THUS ALLOWING BOW HUNTING ON CERTAIN LAND WITHIN THE VILLAGE OF WEST JEFFERSON WITH A PERMIT ISSUED BY THE NATURE CONSERVANCY AND OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR).

Motion to pass Resolution 25-038, Moved by Linda Hall and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Mayor Martin stated that this is something that occurs every year with the Nature Conservancy and ODNR in the land behind Toagosei/Krazy Glue to help control the deer population. It is also a draw hunt, he wishes that it were only open to West Jefferson people, but this cannot be done since ODNR is involved. President Warner asked if the new Love's fueling station would be near this area and Mayor Martin stated that it is not in that area.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

C. RESOLUTION 25-039, AMENDING THE POSITION OF BUILDING AND ZONING CODE ENFORCEMENT OFFICIAL TO DEVELOPMENT OFFICE SUPERVISOR FOR THE VILLAGE OF WEST JEFFERSON.

Motion to pass Resolution 25-039, Moved by Samantha Cahill and Seconded by Jimmy Little.

Deliberations began. "Any questions or comments?" This was discussed at the Joint Committee meeting prior to the Council meeting. Director Hale stated that since we added staff predominately in the London Offices and also over the last two years had interns from MORPC, Kristie has stepped up on his behalf due to him being out of the office due to work volume. His concern is that she is giving direction to these staff members without the proper job title. This request also has no additional pay request to it, simply making sure she is operating within the confines of her job description. Director of Finance, Rebecca Shipley-Arnott also stated that they will make the necessary changes to the job description but will also change the title on the pay scale. Council member Jeff Patterson asked if the pay would go up next year and President Warner stated that would be up to Council during the budget process.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

D. RESOLUTION 25-040, CREATING THE POSITIONS OF PUBLIC SERVICE WATER/WASTEWATER OPERATORS.

Motion to pass Resolution 25-040, Moved by Linda Hall and Seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" This item was discussed at the Joint Committee meeting prior to the Council meeting. Director Mitchell stated that if you went and looked at our full pay scale we set up for our water and sewer staff to be able to be licensed. There was Water Operator I, Water Operator II as well as Wastewater Operator I and Wastewater Operator II. Those are already in place. However, we didn't think about those cross certifications, and we wanted to give incentive to the staff to receive their different certifications, which looks better to the EPA too. President Warner asked if these are additional licensures not what is required. Director Mitchell stated

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that is correct. Committee Member Samantha Cahill stated then what is required. Director Mitchell stated that in the job description it is stated that we would like for them to achieve these certifications and anymore they can obtain is a benefit to the community as a whole. He stated this currently only affects 4 employees. Committee member Linda Hall asked if this was effective immediately. Director Mitchell and Director Shipley-Arnott stated that it would be next pay in the legislation. President Warner asked if the employees would have to do continuing education to keep those certifications and Director Mitchell stated yes. If they do not do the Continuing education they will lose those licenses and go back down to the previous level.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

E. RESOLUTION 25-041, SETTING THE PAY RATE FOR THE PUBLIC SERVICE VARIOUS WATER/WASTEWATER OPERATORS.

Motion to pass Resolution 25-041, Moved by Erica Bogner and Seconded by Howard Wade.

Deliberations began. "Any questions or comments?" This item was discussed at the Joint Committee meeting prior to the Council meeting. This is to simply set the pay rate. Chairperson Samantha Cahill asked why we needed to set 4 separate positions. Finance Director Rebecca Shipley-Arnott stated that it will still be one position but for the pay scale we need to have the separate titles set up for the job description.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

F. RESOLUTION 25-042, DESIGNATING TISHA EDWARDS, CLERK OF COUNCIL, AS COUNCIL'S REPRESENTATIVE TO ATTEND PUBLIC RECORDS TRAINING.

Motion to pass Resolution 25-042, Moved by Linda Hall and Seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" President Warner stated that this is something Council does every year to allow the Clerk to attend for the Council which is mandated by the Ohio Revised Code 109.43. All new members are required to do 3 hours of Public records training once per term.

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

VOTED NAY: None. ABSTAINED: None. Motion passed: 7-0-0.

DEPARTMENT REPORTS

Report for the Mayor – Mayor Martin reported that at the entrance of Garrett Park they have installed new fencing in order to keep the children contained better by the street. Council member Linda Hall thanked Director Mitchell for this. Mayor Martin also wanted to thank President Warner for establishing the Council Rules Committee and Strategic Planning Committee. It was a perfect example tonight of strategic planning for the Village with Resolution 25-036. With the 2030 census almost here we will most likely be a city at that point and we need to protect our interest whether that be from the County, or other entities and this is one of those ways to get that done. Connecting Rt 29 to Rt 142 is important in that plan. We will all better understand with that Strategic plan in place of how to set our boundaries and ease any burdens coming our way. The Community always has great ideas too of how to make that happen so we will be using all sources within that Committee.

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Report for the Director of Public Service- Director John Mitchell reported that they have placed 3 new fire hydrants on Fellows Avenue. The water line has been extended from the Cul de sac to the end. Rt 40 Water Main is continuing, and the Fellow Avenue storm sewer project will start this year. The Depot and Washington St storm sewer project will begin within the next week or two.

Linda Hall asked about the pavement at Garfield and Gregg. He believes the trash trucks are going over that edge and they may widen that corner too. She also asked how the resident is at Rt 40 and Pond Street. They have watered and taken care of the yard issues. Mayor Martin stated that he did hear from a resident about the job that was done on Fellows with the fire hydrants. They stated that the professionalism was there, and no shovels were propped up by employees during the job.

Council member Howard Wade asked if there was any progress on the old funeral home. Mayor Martin stated that he needed to drive by it. The owner has hired Matt Adkins to do the work, and they have done a great job cleaning everything up. The Mayor stated there are a few people interested in purchasing it and when the owner returns from Texas he will take care of that. The zoning violations have been taken care. Council member Samantha Cahill stated she has not received any text or concerns about it anymore either.

President Warner asked Director Mitchell if the job on Rt 40 was still planned on being completed in October. Director Mitchell stated that hopefully it will be in September. She asked if they would clear out for Labor Day weekend? Director Mitchell stated that this is an ODOT policy and they must open up for holidays.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that it has been busy since being back from his honeymoon. National Night went out and passed out almost 120 bookbags at the event. There were many different agencies that participated at the event. We ran out of ice cream from Whit's but were able to provide popsicles to most of those who weren't able to get the ice cream. He wanted to thank the Council members and other who helped with the 500 hot dogs and Jimmy Little for manning the grill. He also thanked the Public Service Department for all of their time and hard work. The last Uptown Friday Night event went great. The petting zoo and pony rides were enjoyed and the bands both did a great job. He is already preparing for next year's events and so he will begin booking bands and food vendors as soon as next week. Movie night at the pool went very well. They partnered with Harvest Chapel again and this year was well liked by adults and kids. Harvest Chapel did 300 hot dogs and other food along with door prizes. The Freecycle was the next day at the Community Center which is similar to a yard sale. You bring your unwanted items and then are able to go through the items that others bring. At the end of the day everything that is left goes to the Help House. The last day of Lunch and Learn was two weeks ago. It was very successful. With having a summer intern, it was very helpful. Last day of the pool was yesterday and the doggie swim was today. The new Civic Rec system was very helpful this year, thanks to IT Director Mark Crosten. There were a few issues, but they were able to work through them. The largest feedback that he received was that the system made you fill out everything and if you didn't get everything in it would reset. They are working with the programmer constantly. Concessions used their new credit card and tap pay system at the pool this year which made everything much more efficient. The last large event of the year is Fall Fest which is October 25th at the Community Center. Volunteers are already meeting once a month now to plan. You can offer to volunteer still or choose to donate to the event.

Council member Howard Wade stated that he has already received a lot of positive feedback on the pool mural and Shelton stated that it was definitely a good addition.

Report for Director of Finance –Finance Director, Rebecca Shipley-Arnott reported that she wanted to thank the Finance and Employee Benefits Committees for meeting prior to the Council meeting. The Finance team puts a lot of time into reviewing and researching these issues and appreciates your time and consideration.

The July financials will be emailed out before the next meeting. There have been a few issues with getting information back from some of the other departments in order to finalize those.

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She has begun the budgeting process and has been working on revenue and payroll figures. She will begin suggesting dates soon to begin the process.

Since the last meeting:

Revenue Items (over \$10,000 other than Water, Tax & Regularly Received Items)

Nothing Notable

Total Receipts since last reporting 155 Receipts for \$560, 984.85 thru 8/15/2025

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

8/13/2025 Hill & Hamilton Liability Insurance 2025-2026 \$ 93,573.00

Total Payments since last reporting 72 Payments for \$243,016.84 thru 8/18/2025
154 Invoices Paid

Report for Chief of Police – Chief of Police, Brandon Smith reported that Detectives conducted CRAZE training with the schools which is a Nationally recognized course that focuses on civilian response to active shooter events and helps keep them prepared. They will also be doing this with some of the businesses in the Commerce area and Michaels Food will be this week.

Ace Hardware donated another truckload of supplies for the schools, and we will be coordinating with the schools to get those delivered.

We have two award presentations coming up for those Officers involved in the accident that occurred June 5th, 2025 here in town. The Medal of Valor Awards will be September 2nd at the Council meeting. and the State Highway Patrol will be doing their recognition on Wednesday August 27th at the West Jefferson post at 1:00pm.

Cadet Smith met with the Chief Smith today and stated that everything is going great at the Academy. He is excited and continues to move forward with his training. Over the past few weeks there have been 120 stops, 66 on Main and 34 resulted in citations,

Report for Director of Development – Director Tom Hale reported that there is nothing to report on the building side and there will be a Planning Commission meeting on September 3rd.

Report for Director of Information Technology – Director of Information Technology, Mark Crosten reported that there is a lot going on behind the scenes. They are moving into the training phase of the new website. Jill Sorenson and Tisha Edwards will be attending those trainings. We are working on the Utility billing software and in the date verification phase. Taylor Patterson is working hard on this. He wanted to make Council aware that June 30th, House bill 96 became law which requires every political subdivision to enact a Cyber Security Plan. This must conform to Federal guidelines. The initial deadline for that was September 30th but they have since amended that deadline to June of 2026. This is an unfunded mandate and there is a lot that is required. Every entity has to report to Homeland Security or the Auditor within a certain amount of time. This came about due to major Cyber Security events such as the City of Columbus losing millions of dollars. Licking County had a \$700,000.00 payment they had to make, and Washington Courthouse also had a ransomware attack. This is something he takes very seriously and will be working on. President Warner also asked how he did at the Ohio State Fair Chili cookoff. Director Crosten stated that they won the contest, and it was his son's recipe. It wouldn't have been possible without the onion that Director Shipley-Arnott gave to him from Francis-Shipley Farms.

Recognition of Clerk and Council – The Clerk reminded Council that there is a Strategic Planning Committee meeting on August 27th at 3:30pm in the Council Chambers.

Council member Howard Wade asked if any other Council members would be in the Ox Roast/Labor Day parade. Mr. Patterson stated his son has a football game and President Warner will be driving her

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husband who is this year's Grand Marshall at the event. The Clerk will get with the other Council members to make arrangements for the parade.

Council member Jimmy Little reminded everyone that there will be a 5K, 2 mile and 1 miles run or walk events on Labor Day, Monday the 1st beginning at the High School. You can sign up online for any of the events, so you have 2 weeks to get ready. They did a 10k race at Darby Creek Park Saturday and Ethan Roberts, who is a junior, won the event. He also recently raced a Cross Country event at Westerville North and won the Junior decision so he will be a formidable opponent this year!

Motion to Adjourn by President Jen Warner at 7:43 p.m. and reconvene at the September 2nd, 2025, Regular Meeting of Council. Motion by Jeff Patterson and seconded by Erica Bogner. All in favor.

Tisha Edwards 9-2-25
Tisha Edwards Date
Clerk of Council

Jennifer Warner 9-2-25
Jennifer Warner Date
President of Council

[illegible]



REGULAR MEETING OF COUNCIL AGENDA

August 18th, 2025

Call to Order & Roll Call

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

Prayer and Pledge

Approval of the Agenda and Past Minutes

Past Minutes from the August 4th, 2025 Regular meeting of Council & Past Minutes from the August 4th, Development Committee meeting.

Recognition of Guests

Committee Reports

Development- Chairperson, Linda Hall

Employee Benefits-Chairperson, Jimmy Little

Finance- Chairperson, Samantha Cahill

Parks & Recreation- Chairperson, Jeff Patterson

Police- Chairperson, Howard Wade

Public Service & Special Events- Chairperson, Erica Bogner

Old Business

New Business:

RESOLUTION 25-036, AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A PRE-ANNEXATION AGREEMENT WITH KENNISON A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, FOR PARCELS #08-00933.002, 08-00933.001, 08-00933.000 AND 08-00933.003.

RESOLUTION 25-038, TEMPORARILY WAIVING SECTION 549.09 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WEST JEFFERSON, THUS ALLOWING BOW HUNTING ON CERTAIN LAND WITHIN THE VILLAGE OF WEST JEFFERSON WITH A PERMIT ISSUED BY THE NATURE CONSERVANCY AND OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR).

RESOLUTION 25-039, AMENDING THE POSITION OF BUILDING AND ZONING CODE ENFORCEMENT OFFICIAL TO DEVELOPMENT OFFICE SUPERVISOR FOR THE VILLAGE OF WEST JEFFERSON.

RESOLUTION 25-040, CREATING THE POSITIONS OF PUBLIC SERVICE WATER/WASTEWATER OPERATORS.

Village of West Jefferson, OH

RESOLUTION 25-041, SETTING THE PAY RATE FOR THE PUBLIC SERVICE VARIOUS WATER/WASTEWATER OPERATORS.

RESOLUTION 25-042, DESIGNATING TISHA EDWARDS, CLERK OF COUNCIL, AS COUNCIL'S REPRESENTATIVE TO ATTEND PUBLIC RECORDS TRAINING.

Department Reports

Mayor (Ray Martin)

Director of Public Service (John Mitchell)

Recreation and Special Events Manager (Shelton Stanley)

Director of Finance (Rebecca Shipley-Arnott)

Chief of Police (Officer Omar)

Director of Development (Tom Hale)

Director of Information Technology (Mark Crosten)

Communications from Clerk & Council

Motion to Adjourn

Adjourn & Reconvene at the September 2nd, 2025, Regular meeting of Council at 7:00 P.M.

Report to Council

Would like to thank the Finance and Employee Benefit Committees for meeting prior to this meeting.
Finance puts a lot of time into reviewing and researching these issues.

Should have July Financials to you before the next meeting. Have a couple balancing issues.

Starting the Budgeting process -- been working on Revenues and Payroll figures.

Since the last meeting:

Revenue Items (over \$10,000 other than Water, Tax & Regularly Recd Items)

Nothing Notiable.

Total Receipts since last reporting	155 Receipts for \$560,984.85	thru 8/15/2025
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Payment Items (over \$10,000 other than reoccurring expenses - non Payroll)

8/13/2025 Hill & Hamilton Inc	Liability Insurance 2025-2026	\$ 93,573.00
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Total Payments since last reporting	72 Payments for \$243,016.84 154 Invoices Paid	thru 8/18/2025
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Please note this bulletin is posted on the Village of West Jefferson website under the Council section @ <https://www.westjeffersonohio.gov/villagecouncil>.



This legislative bulletin contains Ordinances & Resolutions to be voted on by Council and announcements of second readings and Public Hearings. If noted, supplemental and supporting documents, such as exhibits, and copies of all legislation are available upon request to the Clerk of Council’s office, 28 East Main Street, West Jefferson, OH 43162. Phone 614-379-5321 or via the website at <https://www.westjeffersonohio.gov/villagecouncil>.

Resolutions and Ordinances on the Agenda for August 18th, 2025
(This color indicates attachments if there are any)

RESOLUTION 25-036, AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A PRE-ANNEXATION AGREEMENT WITH KENNISION A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, FOR PARCELS #08-00933.002, 08-00933.001, 08-00933.000 AND 08-00933.003.

WHEREAS, this pre-annexation agreement (a copy which is *attached*) will begin the process for the Expedited Type 2 Annexation with the Petition/Agent KENNISION A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, for parcels # 08-00933.002, 08-00933.001, 08-00933.000 AND 08-00933.003 and,

WHEREAS, the actions before Council will be a Services Resolution, an Accepting Resolution and an Ordinance where Council shall set the zoning classification at the time of annexation (OR Chapter 1117.01); and,

WHEREAS, Council will take action for approval or disapproval according to the particular zoning classification’s plan approval upon reception of a recommendation by Planning and Zoning Commission; and,

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of West Jefferson, County of Madison, State of Ohio, with a majority of duly elected members thereof concurring as follows:

SECTION I: Council hereby authorizes the Mayor and Director of Public Service to enter into and execute, on behalf of the Village Council, a pre-annexation agreement (*a copy of which is attached*) with KENNISION A. SIMS, ANDREW SIMS & STEVEN AND JILL ADELSBERGER, pursuant to the annexation of 247.7312 +/- acres of land located on the northside of and with road access to U.S. 142 and is contiguous with a portion of the current boundaries of the Village, in Jefferson Township, Madison County, Ohio (which land is depicted on **EXHIBIT A**, attached hereto and referred to herein as the "Property" or alternatively "The Territory to be Annexed") and,

SECTION II: This resolution shall take effect at the earliest period of time allowed by law.

RESOLUTION 25-038, TEMPORARILY WAIVING SECTION 549.09 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF WEST JEFFERSON, THUS ALLOWING BOW HUNTING ON CERTAIN LAND WITHIN THE VILLAGE OF WEST JEFFERSON WITH A PERMIT ISSUED BY THE NATURE CONSERVANCY AND OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR).

NOW THEREFORE, BE IT RESOLVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of duly elected members therefore concurring as follows:

SECTION I: The Village Council hereby authorizes bow hunting on certain Nature Conservancy and ODNR land under the following stipulations:

- No gun or firearm of any kind will be used on any animal at any time for any reason.
- Schedule of weeks assigned through lottery will be provided to the Village.
- Permit to hunt on land within the village must be displayed at all times.
- Right to hunt on land can and will be revoked by the Nature Conservancy and ODNR game warden.
- This waiver applies to the regular bow hunting season 2025-2026 only and is renewable yearly.

SECTION II: This resolution shall take effect at the earliest period of time allowed by law.

RESOLUTION 25-039, AMENDING THE POSITION OF BUILDING AND ZONING CODE ENFORCEMENT OFFICIAL TO DEVELOPMENT OFFICE SUPERVISOR FOR THE VILLAGE OF WEST JEFFERSON.

WHEREAS, there is a need for the position changes due to the recent growth within Madison County and changes within the operations of the Development Department; and,

WHEREAS, a job description has been created for said position (attached); and a salary study/review was done which confirmed the position was appropriately compensated; and,

WHEREAS, the Employment Benefits & Finance Committee have reviewed the description and recommends the amendment of the position;

NOW THEREFORE, BE IT RESOLVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of all duly elected members concurring as follows:

SECTION I: Council hereby amends the position of Development Office Supervisor.

SECTION II: This Resolution shall take effect at the earliest period of time allowed by law.

RESOLUTION 25-040, CREATING THE POSITIONS OF PUBLIC SERVICE WATER/WASTEWATER OPERATORS.

WHEREAS, the Public Service Department is requesting an addition of 4 Water/Wastewater Operators based on various licensing and achievements; and,

WHEREAS, there is a need to retain qualified Operators, and these individuals will automatically be placed in these positions upon verification of receipt of such licenses. This will be effective the next pay day; and,

WHEREAS, a job description has been created for said position (attached); and

WHEREAS, the Employee Benefits and Finance Committees have reviewed the description and recommends the creation of the position;

NOW THEREFORE, BE IT RESOLVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of all duly elected members concurring as follows:

SECTION I: Council hereby creates the additional positions of:

- 1. Public Service Water Operator I & Wastewater Operator I
- 2. Public Service Water Operator II & Wastewater Operator I
- 3. Public Service Water Operator I & Wastewater Operator II
- 4. Public Service Water Operator II & Wastewater Operator II

SECTION II: This Resolution shall take effect at the earliest period of time allowed by law.

RESOLUTION 25-041, SETTING THE PAY RATE FOR THE PUBLIC SERVICE VARIOUS WATER/WASTEWATER OPERATORS.

WHEREAS, Council has approved and created the position of Public Service Water/Wastewater Operators; and

WHEREAS, the rates of pay needs to be established and added to the 2025 Employee Pay Scale;

NOW THEREFORE, BE IT ORDAINED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of duly elected members thereof concurring as follows:

SECTION I: Council hereby revises the 2025 Employee Pay Scale (attached) by adding the various positions of Public Service Water/Wastewater Operators.

SECTION II: Council hereby sets the salaries as follows:

	Start	Year 1	Year 2	Year 3	Year 4	Year 5
Public Service Water Operator I & Wastewater Operator I	\$26.73	\$27.93	\$29.19	\$30.50	\$31.87	\$33.31
Public Service Water Operator II & Wastewater Operator I	\$27.53	\$28.77	\$30.06	\$31.42	\$32.83	\$34.31
Public Service Water Operator I & Wastewater Operator II	\$27.53	\$28.77	\$30.06	\$31.42	\$32.83	\$34.31
Public Service Water Operator II & Wastewater Operator II	\$28.34	\$29.62	\$30.95	\$32.40	\$33.80	\$35.31

SECTION III: This Resolution shall take effect at the earliest time allowed by law.

WHEREAS, the State of Ohio requires Council Members to attend Public Records Training, and

WHEREAS, Council has the authority to designate a representative to attend the required training,

NOW THEREFORE, BE IT RESOVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio with a majority of duly elected members therefore concurring as follows:

SECTION I: Council hereby designates Tisha Edwards, Clerk of Council, to attend the 2025 Public Records training as their representative at the Ohio Municipal League conference.

SECTION II: This Resolution shall take effect at the earliest period of time allowed by law.

Notes: _____

2025 Employee Pay Rates

* Salaried Positions:							
1	Mayor	\$	18,500.00	Annually			
1	Public Safety Director.....	\$	1,500.00	Annually			
5	Council Member	\$	175.00	Per Meeting			
1	Council President	\$	75.00	Additional Stipend Per Meeting**			
1	Council Vice-President	\$	50.00	Additional Stipend Per Meeting			
1	Planning and Zoning Commission Chairman	\$	100.00	Per Meeting***			
4	Planning and Zoning Commission Member	\$	50.00	Per Meeting			
* Management Positions:							
			<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
1	Director of Public Service	\$	103,115.66	\$ 109,560.39	\$ 116,005.12	\$ 122,449.85	\$ 128,894.58
1	Chief of Police	\$	103,115.66	\$ 109,560.39	\$ 116,005.12	\$ 122,449.85	\$ 128,894.58
1	Director of Development.....	\$	103,115.66	\$ 109,560.39	\$ 116,005.12	\$ 122,449.85	\$ 128,894.58
1	Director of Finance	\$	103,115.66	\$ 109,560.39	\$ 116,005.12	\$ 122,449.85	\$ 128,894.58
1	Director of Information Technology.....	\$	103,115.66	\$ 109,560.39	\$ 116,005.12	\$ 122,449.85	\$ 128,894.58
1	Assistant Director of Finance/Human Resource Manager.....	\$	68,384.71	\$ 73,748.22	\$ 80,452.59	\$ 87,156.98	\$ 93,861.37
1	Public Service Operations Manager.....	\$	74,158.13	\$ 77,470.62	\$ 80,931.08	\$ 84,546.12	\$ 88,322.61
* Hourly Positions:							
			<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
1	Lieutenant	\$	40.82	\$ 42.66	\$ 44.58	\$ 46.59	\$ 48.68
1	Detective Lieutenant.....	\$	38.88	\$ 40.63	\$ 42.46	\$ 44.37	\$ 46.36
1	Investigative Detective.....	\$	37.06	\$ 38.72	\$ 40.47	\$ 42.29	\$ 44.19
2	Sergeant	\$	37.06	\$ 38.72	\$ 40.47	\$ 42.29	\$ 44.19
1	Canine Officer	\$	35.23	\$ 36.82	\$ 38.48	\$ 40.21	\$ 42.02
9	Patrolman	\$	34.02	\$ 35.55	\$ 37.16	\$ 38.83	\$ 40.57
1	Part-Time Patrolman	\$	31.50	\$ 32.92	\$ 34.40	\$ 35.95	\$ 37.57
0	Police Cadet.....	\$	29.17				
1	Police Support Services Specialist.....	\$	25.51	\$ 26.66	\$ 27.86	\$ 29.12	\$ 30.43
1	Income Tax Administrator.....	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
0	Part-Time Income Tax Administrator.....	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
1	Public Service Water Superintendent	\$	36.45	\$ 38.09	\$ 39.80	\$ 41.59	\$ 43.47
1	Public Service Wastewater Superintendent	\$	36.45	\$ 38.09	\$ 39.80	\$ 41.59	\$ 43.47
1	Public Service Assistant Wastewater Superintendent	\$	35.23	\$ 36.82	\$ 38.48	\$ 40.21	\$ 42.02
1	Public Service Assistant Water Superintendent	\$	35.23	\$ 36.82	\$ 38.48	\$ 40.21	\$ 42.02
1	Public Service Water Operator Class I	\$	25.51	\$ 26.66	\$ 27.86	\$ 29.12	\$ 30.43
0	Public Service Water Operator Class II	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
1	Public Service Wastewater Operator Class I	\$	25.51	\$ 26.66	\$ 27.86	\$ 29.12	\$ 30.43
0	Public Service Wastewater Operator Class II	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
0	Public Service Water Operator I & Wastewater Operator I.....	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
1	Public Service Water Operator II & Wastewater Operator I.....	\$	27.53	\$ 28.77	\$ 30.06	\$ 31.42	\$ 32.83
0	Public Service Water Operator I & Wastewater Operator II.....	\$	27.53	\$ 28.77	\$ 30.06	\$ 31.42	\$ 32.83
0	Public Service Water Operator II & Wastewater Operator II.....	\$	28.34	\$ 29.62	\$ 30.95	\$ 32.40	\$ 33.80
0	Public Service Water Distribution Class I	\$	25.51	\$ 26.66	\$ 27.86	\$ 29.12	\$ 30.43
0	Public Service Wastewater Collections Class I	\$	25.51	\$ 26.66	\$ 27.86	\$ 29.12	\$ 30.43
1	Public Service Construction Inspector.....	\$	27.00	\$ 28.62	\$ 30.33	\$ 32.16	\$ 34.09
1	Public Service Equipment Operator.....	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
1	Public Service Water and Sewer Labor and Maintenance	\$	24.30	\$ 25.39	\$ 26.54	\$ 27.73	\$ 28.98
1	Public Service Water and Sewer Clerk	\$	22.48	\$ 23.49	\$ 24.55	\$ 25.65	\$ 26.80
4	Public Service Street Labor and Maintenance	\$	24.30	\$ 25.39	\$ 26.54	\$ 27.73	\$ 28.98
0	Public Service Part-Time Labor and Maintenance	\$	21.87	\$ 22.85	\$ 23.88	\$ 24.96	\$ 26.08
1	Chief Building Inspector.....	\$	36.14	\$ 37.77	\$ 39.47	\$ 41.25	\$ 43.10
1	Development Office Supervisor.....	\$	24.91	\$ 26.03	\$ 27.20	\$ 28.42	\$ 29.70
1	Part-Time Building and Zoning Code Enforcement Official.....	\$	24.91	\$ 26.03	\$ 27.20	\$ 28.42	\$ 29.70
1	Building and Zoning Clerk.....	\$	20.05	\$ 20.95	\$ 21.89	\$ 22.88	\$ 23.91
1	Recreation & Special Events Manager.....	\$	25.57	\$ 26.72	\$ 27.93	\$ 29.18	\$ 30.50
1	PT Recreation & Special Events Coordinator.....	\$	20.05	\$ 20.95	\$ 21.89	\$ 22.88	\$ 23.91
1	PT Recreation & Special Events Labor & Maintenance Worker.....	\$	20.05	\$ 20.95	\$ 21.89	\$ 22.88	\$ 23.91
1	Assistant to the Mayor/Community Engagement Officer.....	\$	25.57	\$ 26.72	\$ 27.93	\$ 29.18	\$ 30.50
1	Clerk of Council.....	\$	26.73	\$ 27.93	\$ 29.19	\$ 30.50	\$ 31.87
* Seasonal Positions (Ohio minimum wage \$10.70/hour as of 1/1/25)							
			<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
12	Pool Lifeguard/Pool Maintenance Worker	\$	11.35	\$ 11.60	\$ 11.85	\$ 12.10	\$ 12.35
5	Pool Office Personnel/Pool Concession Personnel	\$	10.70	\$ 10.95	\$ 11.20	\$ 11.45	\$ 11.70
4	Pool Asst Manager/Head Lifeguard	\$	12.50	\$ 12.75	\$ 13.00	\$ 13.25	\$ 13.50
0	Certified Lifeguard Instructor.....	\$	25.00				
0	Swimming Lesson Instructor.....	\$	20.00				
2	College Intern.....	\$	15.00				

* Current Staffing Levels
** If the President is absent the Vice-President shall be compensated at President's rate of pay
*** If the Chairman is absent the Vice-Chairman shall be compensated at Chairman's rate of pay