

RECORD OF PROCEEDINGS

Minutes of

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held

January 16th 2024



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

January 16th, 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: Director of Public Service, John Mitchell; Director of Information Technology, Mark Crosten; Director of Finance, Rebecca Shipley-Arnott; Chief of Police, Brandon Smith; Assistant to the Mayor and Community Engagement Officer, Jill Sorenson 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 Samantha Cahill.

·All in Favor

Motion to Approve the Minutes of the January 2nd, 2023, Regular Meeting of Council. Moved by Howard Wade and seconded by Jeff Patterson.

·All in Favor

RECOGNITION OF GUESTS:

There were no guests that requested to speak on the sign in sheet.

OLD BUSINESS:

NONE.

NEW BUSINESS:

A. *ORDINANCE 24-005, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE CAPITOL PROJECTS FUND IN THE AMOUNT OF \$785,000.00.

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Motion to waive the 2nd reading of Ordinance 24-005 due to an emergency. Moved by Samantha Cahill and seconded by Howard Wade.

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

Roll call.

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

VOTED NAY: None.

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

Motion to adopt Ordinance 24-005 Moved by Jeff Patterson and seconded by Erica Bogner.

Deliberations began. "Any questions or comments?" Finance Director Rebecca Shipley-Arnott spoke in regard to all of the transfers that are on tonight's agenda. All of these amounts were discussed at budget time that will be used to cover operating expenses. These are normal transfers that are done every year at this time.
Deliberations ended.

Roll call.

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

VOTED NAY:

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

B. *ORDINANCE 24-006, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE POOL FUND IN THE AMOUNT OF \$200,000.00.

Motion to waive the 2nd reading of Ordinance 24-006 due to an emergency. Moved by Linda Hall and seconded by Jimmy Little.

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

Motion to adopt Ordinance 24-006 Moved by Jimmy Little and seconded by Linda Hall.

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

Deliberations ended.

Roll call.

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

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VOTED NAY: None.

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

C. *ORDINANCE 24-007, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO STATE HIGHWAY FUND IN THE AMOUNT OF \$177,000.00.

Motion to waive the 2nd reading of Ordinance 24-007 due to an emergency. Moved by Samantha Cahill and seconded by Linda Hall.

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

Motion to adopt Ordinance 24-007 Moved by Jimmy Little and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Council member Samantha Cahill did ask if they could clarify this transfer. The Director of Public Service, John Mitchell stated that this will be used for the pedestrian cross walk at St Rt 40 and Franklin Street. Samantha apologized and believed this was about the State Highway Patrol and not the roads.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

D. *ORDINANCE 24-008, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE STREET FUND IN THE AMOUNT OF \$720,000.00.

Motion to waive the 2nd reading of Ordinance 24-008 due to an emergency. Moved by Samantha Cahill and seconded by Jeff Patterson.

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

Roll call.

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

VOTED NAY: None.

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

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Motion to adopt Ordinance 24-008 Moved by Erica Bogner and seconded by Linda Hall.

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

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

E. *ORDINANCE 24-009, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE SANITATION FUND IN THE AMOUNT OF \$35,000.00.

Motion to waive the 2nd reading of Ordinance 24-009 due to an emergency. Moved by Jimmy Little and seconded by Howard Wade.

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**

Motion to adopt Ordinance 24-009 Moved by Jeff Patterson and seconded by Linda Hall.

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

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.**

F. *ORDINANCE 24-010, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE PARK DEVELOPMENT FUND IN THE AMOUNT OF \$307,000.00.

Motion to waive the 2nd reading of Ordinance 24-010 due to an emergency. Moved by Linda Hall and seconded by Samantha Cahill.

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

Deliberations ended.

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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**

Motion to adopt Ordinance 24-010 Moved by Jimmy Little and seconded by Howard Wade.

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

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.**

G. *ORDINANCE 24-011, AUTHORIZING A CASH TRANSFER FROM THE GENERAL FUND TO THE MUNICIPAL BUILDING CAPITAL FUND IN THE AMOUNT OF \$1,000,000.00.

Motion to waive the 2nd reading of Ordinance 24-011 due to an emergency. Moved by Linda Hall and seconded by Jeff Patterson.

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

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

Motion to adopt Ordinance 24-011 Moved by Erica Bogner and seconded by Jimmy Little.

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

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

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H. *ORDINANCE 24-013, AUTHORIZING SUPPLEMENTAL APPROPRIATION IN THE GENERAL FUND FOR A TRANSFER TO THE POOL FUND.

Motion to waive the 2nd reading or Ordinance 24-013 due to an emergency. Moved by Linda Hall and seconded by Samantha Cahill.

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

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

VOTED NAY: None.

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

Motion to adopt Ordinance 24-013 Moved by Jimmy Little and seconded by Howard Wade.

Deliberations began. "Any questions or comments?" Council member Samantha Cahill mentioned that in the Finance Committee this was discussed. She asked the Director of Technology what these technology costs were for. Mark stated that the funds were used for a new cell phone for the pool. State Law requires that the pool have a phone and they no longer use the landline due to cost. The phone is currently kept in Marks office until the season begins. There were also new speakers purchased.

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**

I. *ORDINANCE 24-014, AN ORDINANCE AMENDING ORDINANCE 23-085 TO MAKE REDUCTIONS TO THE MTB TAX INCREMENT EQUIVALENT FUND, THE STREETS, AND THE WATER FUNDS.

Motion to waive the 2nd reading of Ordinance 24-014 due to an emergency. Moved by Linda Hall and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" Finance Director Rebecca Shipley-Arnott commented that these are actual reductions that were made to the budget. When we made the purchase from Buckeye Septic, we had planned to remove these items from the budget.

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**

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Motion to adopt Ordinance 24-014 Moved by Howard Wade and seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" The Public Service Director asked for clarification from the Finance Director of the amounts on the legislation. The Finance Director clarified that the amounts listed are the reduced amounts of those funds in question.

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**

COMMITTEE REPORTS

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

Finance (Chair, Samantha Cahill) Samantha Cahill noted that the Finance Committee met tonight prior to the meeting to discuss the financial legislation to recommend to Council.

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. The Mayor was out of town and no report was given.

Report for the Director of Public Service– Director, John Mitchell – Director Mitchell reported that he did not have much at this time. The Street Department did lay some salt this morning. Just a reminder that when the temperature hits around 25 degrees, the salt is not as effective. We will be getting the bid for the crosswalk next week. We are working on preparing equipment and taking care of some items and issues at the Water Plant.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley was absent, and no report was given.

Report for Director of Finance – Director of Finance, Rebecca Arnott-Shipley reported that the Department has still been working on year-end changes.

The 2024 PO's have been opened and everyone should have received their Departments PO numbers.

The Finance Department is starting on the 2023 Annual Financials that are due to the State by the end of February. They are also getting the W2's and Finance 1099 NEC's done this week.

Income Tax Post Cards were sent and 1099G's from refunds were sent to the printer.

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Since the last meeting, Revenue items (over \$10,000 other than water, tax & regularly received items): Nothing Notable.

Total receipts since last reporting 178 receipts for \$437,156.39 thru 1/12/24

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

1/08/24 Forrest 1st payment for equipment purchased \$ 111,666.67

Total payments since last reporting 28 payments for \$ 129,589.23
79 invoices paid thru 1/16/24

Report for Chief of Police – Chief, Lt. Brandon Smith reported that they have been meeting with State and Federal partners to plan for training this September. Even though it seems early, there are multiple tabletop meetings that will occur, and many agencies involved so there is a lot of planning. West Jefferson is going to be the chosen location for the training. They continue to collaborate with the school staff to plan for critical incidents. We must make sure that on duty officers have what they need if those events do occur. Recently a grant passed for state funding reimbursement on the Departments bulletproof vests. There were 144 traffic stops since last reported, 73 on Main Street and 42 resulted in citations.

Report for Director of Development –Director Hale was absent, and no report was given.

Report for Director of Information Technology – Director, Mark Crosten stated he had nothing to report at this time.

Recognition of Clerk and Council – Nothing at this time. The tables are set up a little differently for this meeting. This allows the President to be able to see the other Council members better when they are motioning or attempting to get her attention.

ADDITIONAL BUSINESS-None.

PAY THE BILLS

Motion to Pay the Bills Moved by Erica Bogner and Seconded by Jeff Patterson.

-All in Favor

ADJOURN

Motion to Adjourn by President Jen Warner at 7:28 p.m. and reconvene at the February 5th, 2024, regular meeting of Council. Motion moved by Jeff Patterson and Seconded by Jimmy Little.

All in favor.

 2.5.24
Tisha Edwards Date
Clerk of Council

 2.5.24
Jennifer Warner Date
President of Council