

RECORD OF PROCEEDINGS

Minutes of _____

Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held _____

November 20th, 2023



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

November 20th, 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: Director of Information Technology, Mark Crosten; Director of Finance, Rebecca Shipley-Arnott; Acting Chief of Police, Brandon Smith; Recreation and Special Events Manager, Shelton Stanley; Enforcement Official, Kristie West; and Clerk of Council, Tisha Edwards.

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda Moved by Richard King and seconded by Jennifer Warner.

·All in Favor

Motion to Approve the Minutes of the October 16th, 2023 Regular Meeting of Council. Moved by Samantha Cahill and seconded by Howard Wade.

·All in Favor

RECOGNITION OF GUESTS:

All guests are given 3 minutes to speak unless prior arrangements were made for more time.

Steve Kimbler- The President of the West Jefferson Youth Athletic Association came before Council to thank them for their upcoming donation. He also thanked them for their continued support.

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NEW BUSINESS:

A. The second reading of **ORDINANCE 23-083**, AN ORDINANCE REPEALING ORDINANCE 19-007 PASSED JANUARY 7, 2019, AND AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO IMPOSE A NEW WATER AND SEWER RATE SCHEDULE AND REPEALING ANY ORDINANCE OR SECTION OF AN ORDINANCE THAT MAY BE IN CONFLICT WITH THIS ORDINANCE.

Motion to adopt ORDINANCE 23-083 moved by Jennifer Warner and Seconded by Richard King.

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

Deliberations ended.

Roll call.

VOTED YEA: Samantha Cahill, Mike Conway, Richard King, Howard Wade, Jennifer Warner

VOTED NAY: Linda Hall

ABSTAINED: Jeff Patterson **Motion Passed 5/1/1**

B. ***ORDINANCE 23-085**, AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF WEST JEFFERSON DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

Motion to waive the 2nd reading of ORDINANCE 23-085 due to emergency moved by Samantha Cahill and Seconded by Richard King.

Deliberations began. "Any questions or comments?" Becky stated that this is final budget that Council has met and discussed and that it as been sent to them several times to review before the vote.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

ABSTAINED: Jeff Patterson. **Motion Carried 6/0/1**

Motion to adopt ORDINANCE 23-085 moved by Jennifer Warner and Seconded by Samantha Cahill.

Deliberations began. "Any questions or comments?" None

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

C. *ORDINANCE 23-081, AMENDING ORDINANCE 23-055, PASSED JULY 5th, 2023 WHICH AMENDED ORDINANCE 22-097, PASSED DECEMBER 5, 2022, (2023 EMPLOYEE PAY SCALE) BY ADDING THE POSITION OF CANINE OFFICER, SETTING THE SALARY, AND DECLARING AN EMERGENCY.

Motion to waive the 2nd reading of ORDINANCE 23-081 due to emergency moved by Jennifer Warner and Seconded by Jeff Patterson.

Deliberations began. "Any questions or comments?" Clerk of Council, Tisha Edwards explained that when the original draft was given to her to create in July, it had the old time-frame of 1 year, 2-year, 3 year, 5 year and 7 years from a previous increase. Rebecca Shipley-Arnott the Finance Director noticed at a later date that this should have been 1 year, 2 year, 3 year, 4 year and 5 years so we are bringing it back to Council to approve with the corrected sequence.

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

Motion to adopt ORDINANCE 23-081 moved by Samantha Cahill and Seconded by Richard King.

Deliberations began. "Any questions or comments?" None

Deliberations ended.

Roll call.

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

VOTED NAY: None.

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

COMMITTEE REPORTS

Public Service and Special Events (Chair & Council member, Howard Wade)
Chairman Howard Wade commented that the Public Service Committee and the Director of Information Technology, Mark Crosten met prior to the meeting and had a vendor website demo from CivicPlus. The Committee is currently in the process of finalizing who they will choose with the direction from our Director of Information Technology to be our Village website developer.

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

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Employee Benefits (Chair & Council member, Richard King) Chairman Richard King reported that the Employee Benefits Committee met and has agreed to give employees a personnel day in place of the Juneteenth federal holiday.

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 was out of town for this meeting. No report was given. The mayor's assistant, Jill Sorenson, attended to take notes for the mayor.

Report for the Director of Public Service– Director, John Mitchell – Director Mitchell was out of town for this meeting. No report was given.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that the Shop Hop will be this weekend, Saturday from 9am -12pm. We currently have 20 vendors for the event. The Snowflake winter formal dance is scheduled for December 15th from 6pm-8pm at the Community Center, as well. We will be taking donations that evening and the they will go to the Adopt a Family program. This will be our 2nd year taking donations for the program allowing us to donate over a \$1,000 both times. Shop with a Cop is scheduled for December 16th. The next years calendar events have been handed out. We have already had a meeting in regard to next year's Fall Fest and are excited about that. Discussions are under way about lifeguards for the pool for the summer season.

Report for Director of Finance – Director of Finance, Rebecca Arnott-Shipley reported that she did not have the final figures for Income Tax for October, but we appear to be even.

The October Financials will be in the next Council packet.

The current proposed budgets were sent out to everyone via email. Please be sure to contact Becky if you have any questions. Printed copies can be requested.

Processed Income Tax refunds- 13 refunds for \$53,444.85

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

Total receipts since last reporting 104 receipts for \$ 389,727.24 thru 11/17/23

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

11/9/23	Treasurer of State	SIB Loan 2 nd half payment	\$ 37,460.39
11/9/23	Choice One Engineering	Engineering services	\$ 16,694.71
11/9/23	Parr Safety Equipment	Cruiser equipment	\$ 23,182.02

Total payments since last reporting	63 payments for	\$141,054.62
	94 invoices paid	thru 11/20/23

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Report for Chief of Police – Acting Chief, Lt. Brandon Smith Officers were in firearms training last week during the evening, low light, for qualifications. This helps them become more proficient with their firearms in different situations that may happen at night. They are still in background stages for a new hire. Some of the Community events that the Officers have attended in town recently are the Chili Cook off judging at the Arbors and then at Coffee with a Cop at the Madison County Senior Center. The K-9 team is succeeding, they detected their first big drug indication in a vehicle recently here in West Jefferson. The team is being utilized on a daily basis now. Recently there were thefts from vehicles and there is a case developing that is very promising for prosecution. It was reported that since the last meeting there have been 161 traffic stops, 85 on Main Street and 75 citations were given. Council member Howard Wade asked if a 3rd suspect has been taken into custody and Lt. Smith stated that since the case is still under investigation that no one is currently in custody but that wants to assure everyone that they are making sure the case is very strong so that once the case hits the court, they have provided everything to the prosecutor. Howard also asked about the police officer who was injured and Lt. Smith stated that he has a sprained ankle and is currently healing.

Report for Director of Development – Kristie West, the Village Coding Enforcement Officer stated there is nothing at this time.

Report for Director of Information Technology – Director, Mark Crosten reported we are about half through a technology upgrade and it has been going very well. He appreciates the police departments patience.

Recognition of Clerk and Council – Nothing at this time.

ADDITIONAL BUSINESS-None.

PAY THE BILLS

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

All in Favor

ADJOURN

Motion to Adjourn by President Linda Hall at 7:19 p.m. and reconvene at the December 4th, 2023 regular meeting of Council. Motion moved by Jeff Patterson and seconded by Howard Wade.

All in favor.

Tisha Edwards 12.4.23
Clerk of Council Date

Linda Hall 12/4/23
President of Council Date