

## RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on September 3rd, 2024



### VILLAGE OF WEST JEFFERSON COUNCIL

#### MINUTES

September 3rd, 2024

#### CALL TO ORDER

President Jen 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**

All in Favor

#### PRAYER & PLEDGE

#### APPROVAL OF AGENDA AND MINUTES

**Motion to Adopt the September 3rd Agenda** Moved by Samantha Cahill and seconded by Linda Hall. All in Favor.

**Motion to Approve the Minutes of the August 19th, 2024, Regular Meeting of Council.** Moved by Jimmy Little and seconded by Jeff Patterson. All in Favor.

#### RECOGNITION OF GUESTS

At this time, resident Charles (Chuck) Hilliker spoke to Council. Mr. Hilliker asked Council to look at Westwood park and due to him only being able to walk about 40 yards at a time, he would like to suggest placing benches around the perimeter in order to be able to walk around the path. He feels that he is not the only older person who would benefit from this. President Warner stated that they would take this under advisement and speak to Director John Mitchell about this. It has been talked about in the past of having stopping stations around the path. Council member Jeff Patterson asked Mr. Hilliker if he liked the new restrooms at the park. Mr. Hilliker stated they are across the street from his living room, and he can monitor it for them which caused the audience and Council to laugh.

Mr. Jeff Pfeil, from the Community Association came to report on the Ox Roast and to thank those who supported the event and those involved. He thanked Council for the monetary donation to the event. To Mayor Martin, he thanked him for being there for him and if something needed to be done, he made it happen. On Saturday morning they realized that they did not have any trash bags. It was on their list but when they went to find them, and they couldn't. The Mayor supplied them with trash bags from the Village and they offered to reimburse the Village. He thanked John Mitchell for supplying an employee, Rico Ratliff, from the Public Service Department to dig the pit for the meat. The rest of the Street Department was phenomenal too and brought down the tractor and helped in many ways. He thanked Chief Smith and his Department for all of their help with the storm and everything during the event. When Mr. Pfeil contacted the Mayor about the storm and the damage, the Police Department and Public Service Department were both

## RECORD OF PROCEEDINGS

Minutes of the

*Regular Meeting of Council*

Held on

*September 3rd, 2024*

there to help very quickly. When they say it takes a Village, it definitely take a Village, Council and all of the Departments to help the Association make it all happen. And the Mayor said thank you, no matter what Facebook said. Mr. Pfeil was contacted by multiple people and told not to look at Facebook due to all the negative feedback, so he did not. Council thanked Jeff Pfeil and the Association for all of their hard work. Also noted, that Peterman's Tree & Lawn and Howie's Lawn Care were there at the Ox Roast grounds helping with the trees and damage from the storm and everyone was very appreciative of their help.

### OLD BUSINESS:

None.

### NEW BUSINESS

**RESOLUTION 24-062**, 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 adopt Resolution 24-062** Moved by Linda Hall and seconded by Howard Wade.

**Deliberations began.** "Any questions or comments?" President Jen Warner asked if there were any questions in regard to this Resolution. Council member Samantha Cahill asked if this was the same Resolution they have passed in the past for ODNR and President Warner stated that yes, it is. **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**

### COMMITTEE REPORTS

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

**Finance** (Chair, Samantha Cahill) None.

**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 the Mayor** – Mayor Martin reported that he knows traffic is a big topic right now but until Rt 29 construction is completed we will have Officers out working the lights on Main Street to assist with traffic flow. This will also allow side street traffic to get out. The residents are our first priority. They will be doing this until the construction is done. If you have seen by the Post Office, the crosswalk is being worked on at North Franklin Street. The poles that the Village was waiting on to begin the project came in. It may seem like bad timing with the traffic, but now that they have the poles, they wanted to get that project started. The topic of Amazon trucks was discussed and that they are not allowed on Middle Pike, but once they hit the Village of West Jefferson line, they are allowed due to industrial businesses such as Fisher Cast Steel. The Mayor has spoken with the Sheriff about Amazon trucks on Middle Pike, and he stated that they are aware and watching for them, but they are also not able to patrol it continuously to stop it. It was also asked if they are watching Taylor Blair and that trucks have been using it as well. The Mayors stated that he will speak to the Sheriff about that, and he will check on



## RECORD OF PROCEEDINGS

Minutes of the

*Regular Meeting of Council*

Held on

*September 3rd, 2024*

the area from the bridge up to Rt. 40 and if the Village would watch that area. He has been asked about the restrooms at Westwood Park and why they are placed up front, close to the road. They were placed there because it was easy access to water and sewer and so that vandalism wouldn't be as much of a problem. They will have the front and back of the restrooms under surveillance and he is happy that they are easily accessible. Chipping will be happening all this week so if you bring your limbs to the street, the Streets Department will get those. The Pickleball and tennis courts at Westwood Park went under repair due to some areas that were holding water. They were patched and repainted. Half of that was done as warranty work. The Pickleball and basketball courts at Converse Park will begin being worked on September 19th. There was some vandalism in town this summer, but everyone has been accounted for and been held accountable for what they have done. The September newsletter was available at the meeting to the audience and also appears on the Village website each month.

The Mayor stated that he was glad that Jeff Pfeil attended this evening because there was some information that he wanted to share due to posts that were made on Facebook in regard to the Ox Roast. There were people stating that the Village and Mayor should be doing more for the event, so he made a list of some things that are provided by the Village. The Village workers do a lot before the event even happens the week before. These workers don't get a Labor Day holiday. They help set up for the parade, place cones and barrels, and assist in multiple ways. The Village has upped the donation amount from \$3,000 to \$5,000 since Covid, the pit is dug by a Village worker, the stage is provided by the Village, the dumpsters are provided by the Village, Vice President Linda Hall and Mayor Ray Martin are both trustees on the Community Association, but the biggest problem is lack of volunteers, and this was confirmed by Jeff Pfeil as well. The Ox Roast is not going bankrupt and is fine financially, but they are lacking community help. The old timers aren't there anymore, and we aren't getting the new generation to help. They had 14 people who headed up the Ox Roast this year. The Association used to have the Boy Scouts to help with cleaning up and there are no longer Scouts in West Jefferson to assist. The Mayor also wanted to clarify the comments in regard to the monies from the Commerce District. The Council puts that money to good use for many purposes within the Village but there are many other items that the money goes to from that area. President Warner wanted to clarify as well that with the comments being made about the warehouse money and everyone seems to think the Village is rolling in money from that. This is not the case. Do we make money off of it, of course that is one of the reasons they did the project. Everyone in this Village pays 1% income tax. All of those people who work out in the warehouse district pay 1% income tax too. Everyone states well they drive on our roads, but we are making the income tax off of them working out there. In the last 5 years 50% of the income tax monies goes to the schools. The 1% income tax for the Village is for all of those within the Village limits. The schools make 1% income tax on the whole district. The County, Township and Village all try to work together. Since 2016, this Council and Administration are the only one in history that has worked with the Fire Department to try to get them what they need as well. The Village this year will have donated monies to some of these larger events or groups: \$5,000 to the Ox Roast, \$3,000 to the Christmas in the Park, \$5,000 to the Street Fest, and \$5,000 to the West Jefferson Youth Athletic Association. The Mayor asked, please don't say we don't help, because we do.

Council member Samantha Cahill asked Mr. Pfeil if the West Jefferson Youth Athletic Association even asked about helping with Pick 6. Mr. Pfeil stated that he sent the President of the WJYAA two emails and never heard anything back. Council member Cahill stated that this is something that Council needs to consider when they come asking for donations. She used to be involved with this in the past, so she is aware of how successful it was. The fact that the Association did not reply is something to consider. President Jen Warner stated that her concern is maybe WJYAA is facing the same issues that the Community Association is. There is no one who will volunteer. They used to have people who volunteer to do their concessions and now you have to pay an extra \$30 a year if you don't volunteer to help in concessions. Council member Jeff



RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on September 3rd, 2024

Patterson stated that he is involved with the WJYAA and last year they had no one who wanted to volunteer to do the Pick 6. He worked it himself with a few others since they couldn't get volunteers. He did state though that this is not an excuse to not reply to the Community Association when they emailed. President Jen Warner asked why the Fire Department didn't do the beer garden and Mr. Pfeil stated that they actually lost money at the beer garden so that is why they decided not to do it this year. The Mayor suggested that maybe the Community Association hold a Town Hall meeting, and everyone can come and make suggestions of what can be done.

**Due to there being only one piece of legislation on the Agenda, The President of Council, Jen Warner excused all of the Directors and Managers from the meeting unless they wished to discuss something.**

**Report for the Director of Public Service-** Mayor Ray Martin reported for Director Mitchell in his comments.

**Report for Recreation and Special Events Manager –** Mayor Ray Martin reported for the Recreation and Special Events Manager. Another successful Lunch and Learn was reported for this year and it continues to grow every year. He is so thankful for the volunteers and people who step up in various ways with food, teaching lessons, preparation and everything else. Amanda Adkins has done a great job with this program over the last few years and works to make sure it is enjoyed by all ages. It was a great summer at the pool thanks to the wonderful staff and managers. Fall Fest will be held on October 26<sup>th</sup> from 5pm-8pm. They are still seeking volunteers. This can be for inside the house or if you just want to help outside, they will have something for you to assist with. You can reach out to Amanda Adkins if you wish to help. They are seeking cars for the Trunk or Treat event, and you can reach out to Shelton Stanley in regard to this. The Department will be taking vendors for the November Small Business Saturday late October to early November. The Winter Formal Dance will be held on December 20<sup>th</sup> from 6pm-8pm.

**Report for Director of Finance –** The Clerk of Council reported for Director Rebecca Shipley-Arnott that the July Financials packets were on the tables at each Council members seat.

They have begun working on the 2025 Budget process.

Since the last meeting:

Revenue items (over \$10,000 other than water, tax & regularly received items)

Nothing notable.

Total receipts since last reporting:	95 receipts for	\$143,538.15 thru 8/29/24
--------------------------------------	-----------------	------------------------------

Payment items (over \$10,000.00 other than reoccurring expenses; non-payroll)

08/23/2024	Bob's Flatwork LLC	Replace Sidewalks/Curbs	\$ 12,600.00
08/23/2024	PVS Technologies	Ferric Chloride/WTP/WWTP	\$ 10,566.17

Total payments since last reporting	41 payments for 69 invoices paid	\$107,142.38 thru 09/03/24
-------------------------------------	-------------------------------------	-------------------------------

**Report for Chief of Police –** Mayor Ray Martin reported on the Police Department controlling the lights on Main Street during Rt 29 construction. There were no Police related concerns at the Ox Roast. Multiple Department staff members, including the Chief, joined the 5k race to support the West Jefferson Youth Athletic Association. Background investigations continue for our last Patrol Officer hire. Officer Salem and K-9 Diego both passed their State annual evaluation with the Ohio Peace Officer Training Academy (OPOTA).

Council member Howard Wade asked the Mayor if he believed the Officers controlling the lights on Rt 40 really helps. The Mayor stated yes. What happens is the Officers report

## RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on September 3rd, 2024

back after each shift. Currently with the traffic going east and west on Rt 40 what happens is the cars come up to the lights from the side roads and it triggers them to automatically to change. Now with the Officers controlling it, they will wait till there are multiple cars at the side streets before they turn the light so that more traffic can continue going east and west. When you try to set the lights that way, it takes too long for the side streets to turn, but if an Officer is controlling it, it runs much smoother. Now, if they get a call for a run, they do leave to take the run.

**Report for Director of Development** – Director Tom Hale and Kristie West let the Clerk of Council know there was nothing to report before the meeting.

**Report for Director of Information Technology** – Mayor Ray Martin reported that Director Mark Crosten stated that we can report progress is being made on the newly redesigned Village website and on new software for the Utility Department that will allow online payments.

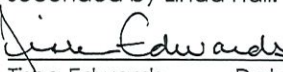
**Recognition of Clerk and Council** – Nothing to report at this time.

### ADDITIONAL BUSINESS

None.

### ADJOURN

**Motion to Adjourn by President Jen Warner at 7:28 p.m.** and reconvene at the September 16th, 2024, regular meeting of Council. Motion moved by Jeff Patterson and seconded by Linda Hall. All in favor.

 9-16-24  
Tisha Edwards      Date  
Clerk of Council

 9-16-24  
Jennifer Warner      Date  
President of Council



## REGULAR MEETING OF COUNCIL

### AGENDA

September 3rd, 2024

Call the Meeting to Order by President, Jen Warner

Roll Call

Prayer & Pledge

Adopt the Agenda & Approve the Minutes of the August 19th, 2024, Regular Meeting of Council.

Recognition of Guests-

Old Business

**New Business:**

(\* indicates an emergency requested)

A. **RESOLUTION 24-062**, 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).

#### **Committee Reports:**

Public Service and Special Events- *Erica Bogner, Chair*

Finance- *Samantha Cahill, Chair*

Employee Benefits- *Jimmy Little, Chair*

Parks and Recreation- *Jeff Patterson, Chair*

Development- *Linda Hall, Chair*

Police- *Howard Wade, Chair*



**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 (Brandon Smith)

Director of Development (Tom Hale)

Director of Information Technology (Mark Crosten)

**Communications from Clerk & Council**

**Motion to Adjourn** and reconvene at the Monday, September 16th, 2024, Regular meeting of Council & Public Hearing at 7:00 P.M.

Meeting Date: September 3, 2024  
Publication Date: August 30, 2024

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 September 3<sup>rd</sup>, 2024**

**(This color indicates attachments if there are any)**

**RESOLUTION 24-062**, 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 2024-2025 only and is renewable yearly.

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

*The Village of West Jefferson, Ohio*





THE VILLAGE OF

# West Jefferson

## What's Happening

**Village offices will be closed Monday, September 2 for the Labor Day Holiday. Trash and recycling pick-up will be on Tuesday, September 3.**

### Village Council

Meetings on Tuesday, September 3 and Monday, September 16 at the Community Center at 7pm.  
[Westjeffersonohio.gov/villagecouncil](http://Westjeffersonohio.gov/villagecouncil)

### Jefferson Township Board of Trustees

Meetings are every other Wednesday, September 4 and 18 at 6:30pm in Township Hall, 225 Cemetery Rd., WJ.  
<https://jeffersontwpmadison.org>

### Jefferson Local Schools

There will be a board meeting on Tuesday September 10 at 7pm in the HS Auditoria. **There is no school on September 2 and September 23.**  
<https://www.west-jefferson.k12.oh.us/>

### Planning Commission

The Planning Commission meets the first Wednesday after the first regular meeting of Council; September 4 at the Community Center.  
[Westjeffersonohio.gov/building-zoning](http://Westjeffersonohio.gov/building-zoning)

### Utility Department

Water Bills are due on or before Monday September 16 to avoid the 10% late fee.

### Library

Check the website for weekly activities and program information. [hbmlibrary.org](http://hbmlibrary.org)

### Ox Roast

Saturday, August 31, Sunday September 1 and Monday September 2 in Garrette Park. The parade is on Saturday on Main Street, which will be **CLOSED** from 11:30am - 2:00pm. For the complete schedule, please visit the official Ox Roast Facebook page, **West Jefferson Ox Roast**.



## September 2024

## Mayors Message

Although January is traditionally the time for new resolutions, September is another fresh start month. It is time to cheer on our undefeated teams, sharpen our new pencils and get back to routines after late summer nights, hanging out at the pool and long hot days with popsicles to cool off. It is also a great time to look ahead to the rest of the year. One of the major projects this year is plotting out the many miles of water and sewer lines in the Village and getting them GIS mapped, as well as changing out some very old lines. This essential work is definitely inconvenient at times but will be worth it for the future. You may have noticed the construction going on at Westwood Park of new restroom facilities. This project should be completed this year and will be another asset in an already great park. The location was given a lot of thought, and was selected for easy access, nearness to existing water and sewer lines, and proximity to the road for better vandalism control. This last is an unfortunate reality in our community. This summer the WJ PD had to investigate several vandalism incidents in our public spaces. Stay aware and have a wonderful month.



Save the Date

# WJ FALL FESTIVAL

Sat. Oct 26

5-8pm @ the WJ Community Center



Ready for Trunk or Treat? Register your car with  
Shelton! [ssstanley@westjeffersonohio.org](mailto:ssstanley@westjeffersonohio.org)



**Report to Council**

Starting the 2025 Budget Process.

Since the last meeting:

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

Nothing Notiable.

Total Receipts since last reporting	95 Receipts for \$143,538.15	thru 8/29/24
-------------------------------------	------------------------------	--------------

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

8/23/2024 Bob's Flatwork LLC	Replace Sidewalk/Curbs	\$	12,600.00
8/23/2024 PVS Technologies	Ferric Chloride - WTP/WWTP	\$	10,566.17

Total Payments since last reporting	41 Payments for \$107,142.38 69 Invoices Paid	thru 9/3/24
-------------------------------------	--	-------------