

RECORD OF PROCEEDINGS

Minutes of West Jefferson Village Council

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held July 5<sup>th</sup> 2023

VILLAGE OF  
WEST JEFFERSON COUNCIL

MINUTES

July 5<sup>th</sup>, 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, Linda Hall, Richard King, Jeff Patterson, Howard Wade, and Jennifer Warner.

Absent: Mike Conway.

**Quorum Declare: 6 present, 1 absent.**

Also attending were: Mayor, Ray Martin; Director of Public Services, John Mitchell; Acting Chief of Police, Brandon Smith; Director of Development, Tom Hale; Director of Information Technology, Mark Crosten; Assistant Director of Finance & HR Manager, Jackie Tiberio; Zoning Clerk and Enforcement Official, Kristie West; Clerk of Council, Tisha Edwards.

Absent: Director of Finance, Rebecca Arnott-Shiple; Recreation and Special Events Manager, Shelton Stanley.

PRAYER

Mayor Ray Martin

PLEDGE

Mr. Howard Wade

APPROVAL OF AGENDA AND MINUTES

**Motion to Adopt the Agenda** moved by Samantha Cahill and seconded by Jeff Patterson.

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

VOTE NAY: None.

ABSTAIN: None.

**Motion Carried 6/0/0**

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**Motion to Approve the Minutes of** the June 19th 2023 Regular Meeting of Council moved by Howard Wade and seconded by Jennifer Warner.

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

**VOTED NAY:** None.

**ABSTAINED:** None.

**Motion Carried 6/0/0**

## RECOGNITION OF GUESTS

**Officer Robert Speakman** and **Sergeant Kyle Kauffman** were given Award of Life Certificates for their life saving efforts on June the 30<sup>th</sup> while giving Narcan to a resident on a service call. If not for their timely response and efforts, a human life would not have been saved. Lt. Brandon Smith pinned their uniforms and Mayor Martin spoke of the Villages appreciation of their efforts.

**J.D. Bowman-** Mr. Bowman asked to speak to the Council regarding Pond Street/alley vacate. Mayor Martin stated it is the Villages intent to have the area surveyed and vacate the area over to Mr. Bowman, there are steps that need to be taken. Director John Mitchell stated we will act as the petitioner to vacate the property. We will need to do 6 weeks of advertising for a Public Hearing before we are able to allow Council to vote. Attorney Beasley is working on the legislation for us. Potentially the railroad would get half but the railroad could sign their half over to Mr. Bowman.

## OLD BUSINESS

**A. SECOND READING OF ORDINANCE 23-046, TO ADOPT THE RECOMMENDATION TO REZONE PARCEL #10-00695.000 FROM AN M-1 (RESTRICTED INDUSTRIAL DISTRICT) TO PMU (PLANNED MIXED USE DISTRICT) CONCERNING DOLBOW PROPERTIES LLC, RECOMMENDED BY THE PLANNING AND ZONING COMMISSION ON MAY 3, 2023.**

·Motion to Adopt Ordinance **23-046** moved by Jeff Patterson and seconded by Samantha Cahill.

·Deliberations Began. "Any questions or comments?"

Dolbow Properties representative, Mr. Poling, passed out literature to Council and Mayor Martin showing the plans for the property. Mayor Martin reminded Mr. Poling that if the Council's vote was a yes that it will not allow him to begin the plan. Mr. Poling stated he understood and has spoken with Director Tom Hale in Development and is aware of the process. He is trying to give Council a general idea of what his plan is for the property.

Mr. Poling stated, at this time, he only has interest in doing one apartment and it is for a family member. He does not want there to be a limitation to only a family member. If the family member moves, he does not want the area to be unused. He is currently occupying the rest of the building with his business except for a small portion.

Council asked about the camper/RV that is connected to the water & electric behind the building. Mr. Poling stated that he has a security person that is there 4 nights a week. Council and Director of Development let him know this is not allowed

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in the Village. Mr. Poling stated he was not aware, but will resolve that. Council asked where the camper is dumping waste. Mr. Poling stated that the restroom in the camper is not being used and that the guard has access to the restroom in the building.

Council asked what is currently being stored in the building? Mr. Poling stated storage. Building materials, remodeling items and he has offices in the far-right side of the building that he is using himself. He is trying to find more uses for the building, but if he cannot, he will have to move his Columbus business to West Jefferson. He would like to put a fence around the property but Director Tom Hale has suggested he hold off on doing that until the zoning is decided on because that will change the fencing.

Council asked why Mr. Poling wished to have the property zoned as a PMU. Director Tom Hale suggested to Council that all the planned districts are designed to incorporate an area where you can have multiple use, business, residence, utility. It helps Council to decide road size, lighting, landscaping, and it allows the developer to make those proposals to Council based on that information. Historically in this area, there has not been a single structure rezoned for that purpose but that does not mean it cannot be applied for. It just has not been done. There are currently residences across the street that are zoned M-1 erroneously and we are aware of it. That is in the process of being changed. The decision for the zoning district does not allow for the final development plan which Mr. Poling is aware of and that he would have to bring that back to Council. At that time, He and Council would determine how it is going to be laid out, what it is going to be, how many areas and how much. Tonight, is whether it can be rezoned and then he would have to come back with the final development plan.

Mayor Martin wanted to give some history on the building since he has been in office. The Village has been contacted twice to have a dispensary at this location. Legislation was specifically brought up due to this request to have no dispensaries in town.

Council asked when the last time it was on the market as a rental property. Mr. Poling said he believed the last notice expired about 3 months ago. He tried to rent for about a year. He had it rented but as Mayor Martin brought up, it was to a dispensary on a ten-year lease. Council stated that the building has 3 phase electric and that is a huge draw for small welding companies and machinist. If his request does not get approved maybe he could investigate those options.

Mayor Martin asked if the neighbors were contacted about tonight's meeting. The past clerk notified them of the Public Hearing before the last Council meeting that Mr. Poling was scheduled to speak at. This was the second reading since Mr. Poling was not at the first meeting. President Linda Hall asked if there were any other questions or comments.

·Deliberations Ended

·Roll Call

**VOTED YEA:** Jeff Patterson.

**VOTED NAY:** Richard King, Samantha Cahill, Linda Hall, Howard Wade and Jennifer Warner.

**ABSTAINED:** None.

**Motion Failed 1/5/0**

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## NEW BUSINESS

(\* indicates an emergency requested)

**A. RESOLUTION 23-050, AUTHORIZING THE MAYOR TO CONTRACT WITH CHRISTIAN K9 ACADEMY FOR A REPLACEMENT CANINE, HANDLER COURSE, FULL VETERINARY CHECK, ALL SHOTS AND ASSOCIATED CANINE EQUIPMENT LISTED IN THE CONTRACT AT A COST OF \$18,000.00.**

·Motion to Adopt Resolution **23-050** moved by Jennifer Warner and seconded by Samantha Cahill.

·Deliberations Began. "Any questions or comments?"

Lt. Brandon Smith asked to introduce the Trainer to Council. He wanted to express his thanks to Council and Department Directors for listening to the presentation and reading the literature provided. The previous K-9 program was a huge success and they are excited to introduce Diego. Mr. Mitch Christian is the head trainer with Christian K-9 Academy located here in West Jefferson. Diego is a year and ½ old Dutch Shepard that came from Poland. He is a dual-purpose dog in apprehension and narcotics/article tracking. The dog was walked around and introduced to Council. He is trained in Dutch and English. He was raised by one of the best dog breeders in Poland at Lucas Canine. Mr. Christian will play an active roll in helping the Police Department choose the Handler for the dog from our current Officers. Mr. Christian will play a roll as the 2<sup>nd</sup> Handler if our Officer is to be out of town or on vacation. President Linda Hall asked if there were any other questions.

·Deliberations Ended.

·Roll Call.

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

**VOTED NAY:** None.

**ABSTAINED:** None.

**Motion Carried 6/0/0**

**B. RESOLUTION 23-051, AMENDING RESOLUTION 23-008, PASSED JANUARY 3<sup>rd</sup> 2023, SETTING EMPLOYEE CELL PHONE REIMBURSEMENT ALLOWANCES, BY UPDATING EMPLOYEE POSITIONS.**

·Motion to Adopt Resolution **23-051** moved by Samantha Cahill and seconded by Jennifer Warner.

·Deliberations Began. "Any questions or comments?"

Mayor Martin supplied information that this is to allow the Canine Handler to have a cell phone allowance the same as the Sergeants in the Village.

·Deliberations Ended.

·Roll Call.

**VOTED YEA:** Jennifer Warner, Howard Wade, Richard King, Linda Hall, Samantha Cahill.

**VOTED NAY:** None.

**ABSTAINED:** Jeff Patterson.

**Motion Carried 5/0/1**

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## **C. RESOLUTION 23-052, SETTING THE PAY RATES FOR VILLAGE EMPLOYEES.**

·Motion to Adopt Resolution **23-052** moved by Jennifer Warner and seconded by Howard Wade.

·Deliberations Began. "Any questions or comments?"

*Samantha Cahill-* Is this regarding the Canine Officer too?

*Jackie Tiberio-* This was discussed in a previous Council meeting that we will use Certified previous service hours to determine an employee's pay rate. If we do not receive Certification, any other service times will be brought to Council to determine the pay rate.

·Deliberations Ended.

·Roll Call.

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

**VOTED NAY:** None.

**ABSTAINED:** Jeff Patterson.

**Motion Carried 5/0/1**

## **D. \*ORDINANCE 23-053, AUTHORIZING SUPPLEMENTAL APPROPRIATION IN THE GENERAL FUND FOR THE PURCHASE OF A POLICE CANINE.**

·Motion to Adopt Ordinance **23-053** moved by Jennifer Warner and seconded by Samantha Cahill.

·Deliberations Began. "Any questions or comments?"

Samantha Cahill addressed the audience and explained that part of the funds used to purchase Diego were from funds that the Village received from previous drug seizures that Lt. Brandon Smith and Arc, the Villages last K-9 had successfully completed. Lt. Brandon Smith explained when a drug seizure is made, we receive, (35%), and how that process flows. Mayor Martin explained we have current funds in the budget from those past seizures. Lt. Brandon Smith explained that the use of these funds is audited by the Federal Government and are watched closely regarding their use. Linda Hall asked Lt. Brandon Smith if the dog were to become ill or hurt can those funds be used. Lt. Brandon Smith explained that those funds can be used for any care needed as long as they are documented. If there are already funds in the budget for the care, we will use those first. He explained that we have a wonderful relationship with a local vet, West Jefferson Animal Clinic. They provide discounted care for the K-9 program and have been supportive with the previous K-9 program.

*Linda Hall-* Are there any other questions?

*Jennifer Warner-* The Ordinance is marked for an emergency vote so funding can be processed. I am motioning to waive the second reading of the Ordinance.

**Jen Warner motioned to waive the second reading due to the emergency request and Richard King seconded.**

·Deliberations Ended.

·Roll Call.

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

**VOTED NAY:** None.

**ABSTAINED:** None.

**Motion Carried 6/0/0**

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## **E. RESOLUTION 23-054, CREATING THE POSITION OF CANINE OFFICER FOR THE VILLAGE K9 PROGRAM.**

·Motion to Adopt Resolution **23-054** moved by Jeff Patterson and seconded by Howard Wade.

·Deliberations Began. "Any questions or comments?"

·Deliberations Ended.

·Roll Call.

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

**VOTED NAY:** None.

**ABSTAINED:** None.

**Motion Carried 6/0/0**

## **F. \*ORDINANCE 23-055, AMENDING ORDINANCE 22-097, PASSED DECEMBER 5, 2022, (2023 EMPLOYEE PAY SCALE) BY ADDING THE POSITION OF CANINE OFFICER.**

·Motion to Adopt Ordinance **23-055** moved by Jennifer Warner and seconded by Richard King.

**Jen Warner motioned to waive the second reading due to the emergency request and Richard King seconded.**

·Deliberations Began. "Any questions or comments?"

·Deliberations Ended.

·Roll Call.

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

**VOTED NAY:** None.

**ABSTAINED:** Jeff Patterson.

**Motion Carried 5/0/1**

### **Committee Reports**

**Public Service and Special Events** (Chair, Councilman Howard Wade) – Mr. Wade said thank you to all that participated in the parade.

**Finance** (Chair, Councilman Mike Conway) None.

**Employee Benefits** (Chair, Councilman Richard King) None.

**Parks and Recreation** (Chair, Councilman Jeff Patterson) – None.

**Development** (Chair, Councilwoman Jennifer Warner) None.

**Police** (Chair, Councilwoman Samantha Cahill) – Ms. Cahill stated that the Committee viewed a video that Lt. Brandon Smith presented about Diego's trainer in Poland. The Committee was very impressed with Lt. Brandon Smith's full presentation.

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## Department Reports

**Report for Mayor – Mayor Martin** wanted to thank Council and stated he is excited about Diego and the K-9 program. He explained that watching Diego in action was impressive. The 4th of July Streetfest and fireworks were great. He would like to thank the 4th of July Committee for all their hard work. While visiting a parade in another town for the 4th of July he saw no military, no color guard, no 21-gun salute, no veterans and it was very disheartening. He is very proud of West Jeffersons patriotism. He appreciates everyone's patience with the walking paths and traffic light. The staff is working diligently to get AEP out for the light activation and to finalize the walking paths. Our building department works tirelessly for the betterment of our community. Mayor Martin gave his thanks to the Department Directors for their knowledge and hard work they provide for the Village. He would like to thank the Council Committees for doing their due diligence for our community.

*Linda Hall* stated that a resident asked who helps clean up after the Streetfest? Is it the Boy Scouts?

**Report for the Director of Public Service– Director John Mitchell** reported that the Boy Scouts do assist with the clean up each night after the Streetfest is over along with the Public Service Department. The Public Service Department is also responsible for the barricades and road closures throughout the events. Public Service currently allows the Streetfest and Ox Roast to use the stage trailer so the department does the set up and tear down of the trailer, bleachers, and trash cans in the areas. There is currently a call in to AEP to see why the light system has not been energized. They did say that currently they have crews down south due to the storms and that could be slowing local processes. Westchester was being paved today and the grass is growing in. The paving program and Walker Way are complete. They have discussed opening Walker Way but it has been undecided. It will have to be opened when Byerly Road is closed. There are issues with trucks driving on the road even though they have placed no truck signs. Park West Drive is now open. Jennifer Warner asked if they realized it is flooding. Director Mitchell stated that once they clean the area up and remove the orange bags it should drain fine. The walkways at Westwood Park are being finished up but the acclimate weather has slowed the process. Jennifer Warner asked who sets the speed limit on Park West Drive. Director Mitchell stated the speed was set when the road was built but they are working on changing the area all to 35 mph.

**Report for Recreation and Special Events Manager – Director John Mitchell reported for Mr. Shelton Stanley** that July 21st will be the next Friday Night Uptown event. The opening band will be *Blake Lang* and the main band will be *Yours for the Taking*. It will also be "Cram the Cruiser" night. We are hoping to have the cruiser packed full of donated items. School supplies, jackets and various items will be used to pack the car and will be given to local families in need. The dunk tank will be in action and two of the Village Officers have volunteered. On July 14<sup>th</sup>, Movie Night will be at 6pm at The Community Center. The Fishing Derby will be on July 15<sup>th</sup> at Crazy Glue from 10am-12pm.

**Report for Director of Finance –Ms. Tiberio** reported for Director Rebecca Arnott-Shipley that June tax collections have not been balanced yet but they are forthcoming. The June financials will be in the next Council packet. For May we earned \$35,499.00 in interest. Director Arnott-Shipley met with the Finance Committee last week about the K-9 Program and wanted to thank everyone involved for their time & consideration on the program.

Total receipts from last reporting session were 135 receipts for \$ 301,640.45

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Payment items (over \$10,000 other than water, tax and regularly recvd items)

We paid:	OPWC for second half debt payment	\$ 50,030.14
	OWDA for second half debt payments	\$ 383,549.40
	Ford for the Police Department vehicle	\$ 42,058.00
	Hardware for IT- MNJ Technologies	\$ 12,480.00
	Strawser for Westchester subdivision improvements	\$ 155,144.42

There were 81 total payments totaling: \$ 728,237.55

**Report for Chief of Police – Acting Chief Lt. Brandon Smith** wanted to thank everyone for being so open to the K-9 Program. There of course is a personal attachment because of his past role in the K-9 program but the value to the Community is the most important. He is so appreciative of everyone's time and the teamwork has been great to see. He wanted to voice appreciation for Director Mark Crosten for his daily & nightly assistance with the Police server. He received a lot of compliments with traffic control for the Streetfest and wanted to thank Director John Mitchell's team. The Officers and New Sergeants have all been working hard. Now the focus will be the National Night Out event, Tuesday August 1st. In the past two weeks there have been 142 traffic stops. 83 were on Main Street with 41 citations were issued. Linda Hall mentioned that the Department has made accommodations for the female officers. Lt. Brandon Smith stated one of the rooms that has not been in use, has been changed into a locker room for the female officers to change before and after shifts.

**Report for Director of Development – Director Tom Hale** reported they are in their 3<sup>rd</sup> week of the public portal on the website. Everyone from large warehouse developers to a resident doing a room addition submits their building permits and documents and we receive them electronically. It has been a learning curve and the software was working at first but there have been recent issues. Last week we averaged about 25 submissions a day. It notifies Director Hale and Kristie West by email when the submissions come through. They are almost 100% electronic now so there is not a need for the public to come to the office as often. We are not taking fees electronically yet and we are working on a new fee schedule that will be brought to Council. Two certificates of occupancy were just issued to new warehouses. Howard Wade asked if the new manufacturing facility at 29 is up and running at 100%. Director Hale stated no. Over a year ago with the supply chain issues, they were unable to receive a specific part for their boiler. One boiler is in, but the other one is not. They are doing some preliminary runs but they are not in production currently. Samantha Cahill asked if once the fee schedule is in place will we be accepting online payments. Director Hale said yes but the main thing they are working on now is getting the fees aligned with Madison County and London. Director Hale and Kristie West have had multiple meetings with the county and are working diligently with them.

**Report for Director of Information Technology – Director Mark Crosten** would like to thank the Police Department for their patience over the last few weeks with the server.

**Additional Business**

None.



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**Pay the Bills**

**Motion to Pay the Bills** moved by Jeff Patterson and seconded by Samantha Cahill.  
VOTE YEA: Samantha Cahill, Linda Hall, Richard King, Jeff Patterson, Howard Wade, and Jennifer Warner.

VOTE NAY: None.

ABSTAIN: None.

**Motion Carried 6/0/0**

"Then and Now" Certificates over \$3,000.00. None.

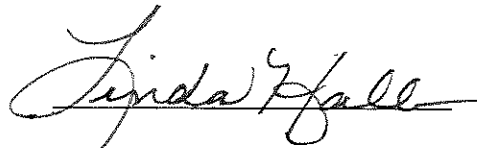
**Adjourn**

**Motion to Adjourn at 8:22 P.M.** moved by Jeff Patterson and seconded by Samantha Cahill.

**Motion Carried 6/0/0**



Tisha Edwards  
Clerk of Council



Linda Hall  
President of Council