

RECORD OF PROCEEDINGS

Held September 5th 2023



VILLAGE OF WEST JEFFERSON COUNCIL MINUTES September 5th, 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 7:04 p.m.

Roll Call.

Council Members: Samantha Cahill, Mike Conway, Linda Hall, Richard King, Jeff Patterson, and Howard Wade.

Quorum Declare: 6 present, 1 absent.

Council recognized and excused Jennifer Warners absence from the Council meeting.

Also attending were: Mayor, Ray Martin; Director of Information Technology, Mark Crosten; Director of Public Services, John Mitchell; Director of Finance, Rebecca Shipley-Arnott; Acting Chief of Police, Brandon Smith; Director of Development, Tom Hale; Recreation and Special Events Manager, Shelton Stanley; Zoning Clerk and Enforcement Official, Kristie West and Clerk of Council, Tisha Edwards.

Not in Attendance: Vice President of Council, Jennifer Warner

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES:

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

Roll Call.

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

VOTE NAY: None.

ABSTAIN: None. Motion Carried 6/0/0

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GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held _____

Motion to Approve the Minutes of the August 21st 2023 Regular Meeting of Council. Moved by Howard Wade and seconded by Mike Conway.

·Roll Call.

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

VOTE NAY: None.

ABSTAIN: None. **Motion Carried 6/0/0**

RECOGNITION OF GUESTS:

Mayor, Ray Martin swore into Oath Officer Omar Salem who was recently named the Village Canine Handler. Acting Chief of Police, Lt. Brandon Smith presented Officer Salem with a personalized Handlers leash, that belonged to Lt. Smith's K-9, Arc. Arc was the previous West Jefferson K-9. The names of both Handlers K-9's and dates of service were personalized on the leash. Officer Salem was also presented with lapel pins given by the agency by Lt. Smith. Other Village Officers attended to give their congratulations and support to Officer Salem.

Steve Kimbler- President of the West Jefferson Youth Athletic Association- Mr. Kimbler expressed his appreciation to Council for the donation to the West Jefferson Youth Athletic Association. Councilman and Chair of the Finance Committee, Mike Conway, informed Mr. Kimbler that the Finance Committee decided not to grant an additional \$2,000.00 to the WJYAA this year but if approached, will discuss this possibility for 2024. Mr. Kimbler informed Council that the scoreboard in Converse Park needs some extensive repairs that would cost over \$2,000. Replacement would cost between \$8,000 to \$10,000. One of the Associations main goals is to keep the rates low for the families and they are almost half the cost of any other school in the area. They were able to raise a little over \$900 at the Ox Roast. The Association recently began taking donations at the events from the adults in order to help with cost. The Association recently donated \$1320 that was earned in donation money to the family in Springfield/Northeastern Schools that lost their son in the tragic bus accident which happened recently. The boy was a member of a team that West Jefferson was meant to play the weekend after the accident. The Council commended the Association for their kind donation to the family. Mr. Kimbler just wanted to express that it takes a Village to make their Association work and he was thankful for what was given by Council. He also wanted to give his thanks to the Police Department. He was stopped by a State Trooper for not having lights on a trailer that was being used to put away items from the Ox Roast. The Trooper informed him that if he went out on Route 40 with the trailer that he would give him a ticket. Mr. Kimbler dropped the trailer in the Flyers parking lot, went to the Village Police Department, and the Officers offered to follow him to the location he had to drop the trailer and items from the Ox Roast.

Rosamary Dodaro- Rosamary had been at our previous Council meeting expressing her concerns for the traffic and speeding on Fellows Avenue. She returned to tonight's Council meeting to express her thanks to Acting Chief of Police, Lt. Brandon Smith, and his team for the work that they have done to help with the concerns she had expressed. She stated they have noticed a difference and that she appreciated the communication they have received from the Village.

OLD BUSINESS: None

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NEW BUSINESS:

(* indicates an emergency requested)

A. REVISIT RESOLUTION 23-069, TO RECOGNIZE A DONATION IN THE AMOUNT OF \$3,000.00 TO WEST JEFFERSON YOUTH ATHLETIC ASSOCIATION

·Motion to Adopt **Resolution 23-069** moved by Mike Conway and seconded by Jeff Patterson.

·Deliberations Began. "Any questions or comments?" This Resolution was read and discussed in our last meeting but was never motioned to adopt, therefore it could not be tabled. It is an open matter and a carry over. The Finance Committee met prior to the Regular Meeting of Council to discuss this Resolution. The Committee decided to keep the amount at \$3,000 and possibly look to increase the amount next year after reviewing the budget and speaking to the Association about particular needs.

·Deliberations Ended.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 6/0/0**

B. *ORDINANCE 23-073, AN ORDINANCE AUTHORIZING THE MAYOR AND PUBLIC SERVICE DIRECTOR TO EXECUTE A DEED FOR THE PURPOSES OF CONSOLIDATING TWO (2) PARCELS OF REAL PROPERTY CURRENTLY OWNED BY THE VILLAGE OF WEST JEFFERSON INTO ONE (1) PARCEL AND DECLARING AN EMERGENCY.

*There was a motion to waive the second reading of the Ordinance due to an emergency. Moved by Samantha Cahill and seconded by Howard Wade.

·Roll Call.

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

VOTE NAY: None.

ABSTAINED: None. **Motion Carried 6/0/0**

·Motion to Adopt **Ordinance 23-073** moved by Jeff Patterson and seconded by Richard King.

·Deliberations Began. "Any questions or comments?" *Director Mitchell discussed that the Public Service garage has always been two parcels. When they added the lean-to, they discovered that the lean-to was going onto the other parcel and was too close. Consolidating the two parcels takes care of the issue, therefore we do not go against our own zoning laws. John has been working with Law Director Murray to get the legislation in order to present to Council.*

·Deliberations Ended.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: Samantha Cahill due to a conflict of interest. **Motion Carried 5/0/1**

C. *ORDINANCE 23-074, AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN THE POOL FUND.

*There was a motion to waive the second reading of the Ordinance due to an emergency. Moved by Jeff Patterson and seconded by Samantha Cahill.

·Roll Call.

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

VOTE NAY: None.

ABSTAIN: None. **Motion Carried 6/0/0**

·Motion to Adopt **Ordinance 23-074** Moved by Jeff Patterson and Samantha Cahill.

·Deliberations Began. "Any questions or comments?" *The Finance Director explained that funds just needed to be moved from one account to the other in the amount of \$100 for personnel payroll. The Pool Operations budget has a surplus but you can only move funds from Personal Services not the Operations budget for payroll so that is what the Finance Director did.*

·Deliberations Ended.

·Roll Call.

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

VOTED NAY: None.

ABSTAINED: None. **Motion Carried 6/0/0**

COMMITTEE REPORTS

Public Service and Special Events (Chair, Councilman Howard Wade) None.

Finance (Chair, Councilman Mike Conway) There will be a Finance Meeting next Monday September 11th at 5:15 p.m.

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) – None.

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DEPARTMENT REPORTS

Report for Mayor – Mayor Martin reported that the September Newsletter is out so make sure that everyone gets one. The Ox Roast was a success and the meat was near perfection. The Taylor Blair light has been a success so far and to date there have not been any accidents. We are moving closer to getting the light box wrapped at Main Street and Walnut Street and it will have a military theme. We will have a new system for notification of traffic issues and Acting Chief Lt. Smith will speak on that. The mayors in Madison County will be having a new food challenge to donate to the food banks which will begin in October. We were close to beating London last year and he would love to this year. Shelton will be discussing the Fall Fest and the Mayor is excited that we will be having Apple Cider slushies again this year.

Report for the Director of Public Service- Director, John Mitchell reported that he too has seen that the Taylor Blair light is working and seems to be no issues to date. They met with the Engineers about the crosswalk at Franklin St and State Route 40. They are hoping to get the bid out by November or December. It was not placed in the budget for this year but since there will be 60 days to approve the bid, we will place it in next years budget. They will be doing repairs in Garrett Park for bearing replacements and to the Gravity rail due to wear and tear.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley reported that the Public Service team switched many of the lights out in the Community Center that were no longer working and replaced them with LED lights. The Fall Fest is coming up October 21st. There is a lot planned and they are very excited. A lot of people have been asking how we can change the wait times and lines for the Trunk-r-Treat and the Hayride but unfortunately, we have to work with the space we have and everyone will have to be patient. They have decided to pass out snow cones while people are waiting in line to help with the wait. They have closed up the pool and it was a successful year. It was helpful that they were approved to raise the pay of the 15 lifeguards this year so they were able to keep staff.

Report for Director of Finance – Director of Finance, Rebecca Arnott-Shipley reported that the August financials would be in the next Council packets.

At this time, she does not have the final figures for Income Tax but it appears to be fairly flat. She is preparing the Budget worksheets for each Department head and will be getting those out before the end of next week.

Since the last meeting:

Revenue items (over \$10,000 other than water, tax and regularly recd items):

Tokio Marine	Insurance Proceeds from the sewer plant	\$ 302,757.00
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Total receipts since last reporting were 84 for	\$ 372,876.85
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Payment items (over \$10,000 other than water, tax and regularly recd items)

Paid: None

Total payments since last reporting	70 payments for	\$ 149,348.40
	189 invoices paid	Thru 9/5/23

Report for Chief of Police – Acting Chief, Lt. Brandon Smith reported that things have been going well. The Officers have all become compliant with the States annual training. It is not due until the end of the year but West Jefferson is compliant early. The Officers have been consistently patrolling and have taken watching the

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concerns on Fellows speeding with a new passion. He will have the results of the traffic study for Fellows at the next meeting. The study sends alerts to the officers directly to notify them. During the time of the study, they have not been sent anything on extreme or excessive speed. It will also send photos to their email of the traffic violator. When they thought they had received an alert of excessive speed, they found that it was a leaf blower spraying leaves. They moved the sign to Kuehner Avenue so that if people are going the wrong way that the lights will flash and alert them to go back. The K-9 team starts their training on Monday. Lt. Smith will be the program facilitator to make sure that everything is in place for the training and archiving files for reports. The notifications for when I-70 closes is being worked on. He will meet with Madison County and State Patrol offices to work on notifications when there are shut downs. That will allow the Department to push it out to social media to alert residents. Lt. Smith will be meeting with Arbors West administrators in the near future. They would like to discuss the safety of their handicap residents coming into town with their wheelchairs for rehabilitation and how they can make sure that there are no safety issues. There has been a recent turnover in staff and they want to make sure they are communicating with the Department. We have had 2 more officers complete CIT Training, that makes 4 total. This helps the Officers with techniques and ways to deal with mental health patients and gives information on who to contact for further assistance for the patient. Since the last meeting there have been 132 traffic stops, 35 on Main Street and 108 citations. Council asked LT. Smith when Diego the new K-9 will begin working in the Village. They are working on State Certification and the acclimation process. They are getting the dog a crate for the Officers home and introducing him into his life. The K-9 and the Officer both will be training during the next few months but acclimation will continue during the training period. It is usually within the first month that the dog will move in with the Officer. Council also asked if there is a back up for Omar if he would have an unexpected medical situation. The trainer would provide the necessary back up training or coverage if something were to happen to the Officer. If Omar is away on vacation, Diego will be boarded at the training facility here in West Jefferson. The trainer will continue to work the dog while the Officer is gone.

Report for Director of Development – Director, Tom Hale. They have a Planning and Zoning meeting tomorrow and the docket is full.

Report for Director of Information Technology – Director, Mark Crosten reported that he has been very busy. He was happy to report that a culmination of about a years' worth of work, has been completed converting the body and vehicle camera data over to cloud storage. This will eliminate the storage issues they were having with the onsite server. He wanted to thank the Police Department and Officers for being patient with the process.

ADDITIONAL BUSINESS- Councilman Richard King wanted to recognize that the donation from the WJYAA of \$1,320.00, made to the family of the child that was killed in the bus accident in Northridge, was above and beyond and should be recognized.

PAY THE BILLS

Motion to Pay the Bills moved by Samantha Cahill and seconded by Howard Wade.

·Roll Call.

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

VOTE NAY: None.

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ABSTAIN: None. **Motion Carried 6/0/0**

ADJOURN

Motion to Adjourn by President Linda Hall at 8:04 p.m. and reconvene at the September 18th, 2023 regular meeting of Council. Motion moved by Jeff Patterson and seconded by Richard King.

All in favor.



Tisha Edwards Date
Clerk of Council



Linda Hall Date
President of Council