

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on November 4th, 2024



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

November 4th, 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.**

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the November 4th Agenda Moved by Jimmy Little and seconded by Linda Hall. All in Favor.

Motion to Approve the Minutes of the October 21st, 2024, Regular Meeting of Council. Moved by Howard Wade and seconded Samantha Cahill. All in Favor.

RECOGNITION OF GUESTS

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

OLD BUSINESS:

None.

NEW BUSINESS

RESOLUTION 24-074 RECOGNIZING THE VILLAGES DONATION TO THE CHRISTMAS IN THE PARK EVENT.

Motion to adopt Resolution 24-074 Moved by Samantha Cahill 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

RESOLUTION 24-075 CLARIFYING THE LEGAL LEVEL OF CONTROL AND THE DIRECTOR OF FINANCE'S AUTHORITY TO MOVE FUNDS WITHIN THE APPROVED ANNUALLY ESTABLISHED APPROPRIATIONS.

Motion to adopt Resolution 24-075 Moved by Jimmy Little and seconded by Howard Wade.

Village of West Jefferson, OH

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Deliberations began. "Any questions or comments?" Finance Director, Rebecca Shipley-Arnott stated that after reading the Village Official Finance Handbook, in the handbook it states how she can manage funds. For example, if you are in the Police Department and you are moving money either between personnel, operating or other the personnel would be regular wages, overtime, PERS, your benefits, operating with the contractual services, materials services, etc. It states that you can move money between those funds. The auditors on the last two audits (she will go through an audit again this coming year so she is wanting to be prepared) stated that because she gives you the itemized list with the budget that is her legal level of authority and every time she would want to move money she would have to come back to Council every time and ask which is ludicrous. She is not asking for any more money or spending any more money she is just moving it for other purposes. The Finance Director just wanted to clarify this with Council. 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

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 would like to thank all of the volunteers that helped out with the Fall Fest. There were a lot, and we sure appreciate them. He would just like to make the statement that he is confident that as the changes occur to the Midwest Central Ohio area and West Jefferson that we, I and Council will carefully look at all of the impacts and make good decisions for our community so that we are not swallowed up by the outside. That is something we need to be thinking of because it is happening. 20 years ago, we were saying well Columbus will be here before long and now they are here. So is the County and so is everyone else. He would just like to reiterate his confidence in Council, and he knows they try to make the best they can out of every situation.

Report for the Director of Public Service- Director Mitchell was not in attendance and no report was made.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley was not in attendance and no report was made.

Report for Director of Finance –Director Rebecca Shipley-Arnott reported that the first Budget meeting for 2025 was held last week on October 28th. The second meeting will be held this Thursday, November 7th, 2024 at 5:30 p.m. in the Council chambers. All Directors are welcome to attend but unless they have any changes they would like to discuss, they are not required to be in attendance. If any Council members have any questions, for any Department heads, please let Becky know so she can make sure everyone is there that needs to be.

Since the last meeting:

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

Nothing notable.

Total receipts since last reporting: 72 receipts for \$130,075.81 Thru 11/1/24

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on November 4th, 2024

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

11/1/24	Bob's Flatwork LLC	Sidewalk project	\$ 14,000.00
11/1/24	MNJ Technologies Direct	Various IT	\$ 41,460.00
11/1/24	Total Tennis Inc	Excavation Asphalt Installation	\$ 31,552.50

Total payments since last reporting 44 payments for \$200,562.22
87 invoices paid thru 11/4/24

Report for Chief of Police – Chief of Police Brandon Smith was attending his final week of Executive Leadership training and Lieutenant Josh Jacobs reported for the Department. The 2024 Shop with a Cop is being planned and they are building partnerships. Lieutenant Jacobs reported that the Main Street traffic is continuing to improve. Officer Hickman and Sergeant Martin have scheduled upcoming Defensive Tactics training for the police staff, and they are also scheduled for CPR training. There will be Officers at the school for the election tomorrow on special duty. Chief Smith is scheduled to meet with the Girl Scouts for a Good Neighbor tour. Traffic events over the last two weeks include 102 traffic stops, 58 were on Main Street and 37 resulted in citations.

Report for Director of Development –Director Tom Hale was unable to attend and Kristie West, the Departments Building & Zoning Code Enforcement Official reported that they will have the Planning Commission meeting this Wednesday, November 6th at the Community Center at 5:30 p.m. They do have a Development case that evening.

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

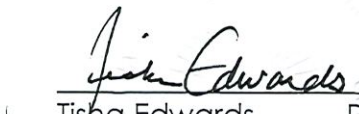
Recognition of Clerk and Council – Clerk of Council, Tisha Edwards stated that she had nothing to report at this time.

ADDITIONAL BUSINESS

None.

ADJOURN

Motion to Adjourn by President Jen Warner at 7:09 p.m. and reconvene at the November 18th, 2024, regular meeting of Council. Motion moved by Linda Hall and seconded by Erica Bogner. All in favor.


Tisha Edwards Date 11-19-24
Clerk of Council


Jennifer Warner Date 11-18-24
President of Council



REGULAR MEETING OF COUNCIL AGENDA

November 4th, 2024

Call to Order & Roll Call

Council Members: President-Jen Warner, Vice President-Linda Hall, Samantha Cahill, Howard Wade, Jeff Patterson, Jimmy Little, Erica Bogner.

Prayer and Pledge

Approval of the Agenda and Past Minutes

Past Minutes from October 21st, 2024

Recognition of Guests

Old Business

New Business:

(* indicates an emergency requested)

- A. **RESOLUTION 24-074**, RECOGNIZING THE VILLAGES DONATION TO THE CHRISTMAS IN THE PARK EVENT.
- B. **RESOLUTION 24-075**, CLARIFYING THE LEGAL LEVEL OF CONTROL AND THE DIRECTOR OF FINANCE'S AUTHORITY TO MOVE FUNDS WITHIN THE APPROVED ANNUALLY ESTABLISHED APPROPRIATIONS.

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

Reconvene at the Monday, November 18th, 2024, Regular meeting of Council at 7:00 P.M.

Village of West Jefferson, OH



REGULAR MEETING OF COUNCIL

November 4th, 2024

NOTES AGENDA

****Remember to review the Guest List before starting the meeting and turn on the recorders.**

I Call this Meeting to Order at ____ P.M.

Roll Call?

COUNCIL MEMBER	Present	Absent
Bogner, Erica		
Cahill, Samantha		
Hall, Linda		
Little, Jimmy		
Patterson, Jeff		
Wade, Howard		
Warner, Jen		

Madame President, I have ____ members present and ____ absent

***If anyone on Council is absent, officially note by President at this time**

Quorum Declared

-Prayer & Pledge

-Agenda

·Do I have a Motion to Adopt the November 4th, 2024 Agenda? Moved by ____ and seconded by ____.

·Deliberations Begin "Are there any questions or comments?" ·Deliberations End

All in Favor?
Any Opposed?

-Minutes

·Do I have a Motion to Adopt the Minutes of the October 21st, 2024 meeting? Moved by ____ and seconded by ____.

·Deliberations Begin "Are there any questions or comments?" . ·Deliberations End

All in favor?
Any Opposed?

-Recognition of Guests ****Remember to review the Guest List**

-Old Business, if any

-New Business (* indicates an emergency requested)

A. RESOLUTION 24-074 RECOGNIZING THE VILLAGES DONATION TO THE CHRISTMAS IN THE PARK EVENT.

Do I have a Motion to Adopt Resolution 24-074? Moved by _____ and seconded by _____.

·Deliberations Begin "Are there any questions or comments?"

·Deliberations End

·Roll Call to vote

COUNCIL MEMBER	Yea	Nay	Abstain
Bogner, Erica			
Cahill, Samantha			
Hall, Linda			
Little, Jimmy			
Patterson, Jeff			
Wade, Howard			
Warner, Jen			

Madame President there are ___ Yea, ___ Nays & ___ Abstain

B. RESOLUTION 24-075, CLARIFYING THE LEGAL LEVEL OF CONTROL AND THE DIRECTOR OF FINANCE'S AUTHORITY TO MOVE FUNDS WITHIN THE APPROVED ANNUALLY ESTABLISHED APPROPRIATIONS.

Do I have a Motion to Adopt Resolution 24-075? Moved by _____ and seconded by _____.

·Deliberations Begin "Are there any questions or comments?"

·Deliberations End

·Roll Call to vote

COUNCIL MEMBER	Yea	Nay	Abstain
Bogner, Erica			
Cahill, Samantha			
Hall, Linda			
Little, Jimmy			
Patterson, Jeff			
Wade, Howard			
Warner, Jen			

Madame President there are ___ Yea, ___ Nays & ___ Abstain

-Committee Reports

Do any Chairs have reports they would like to share?

Public Service and Special Events (Chair, Erica Bogner)

Finance (Chair, Samantha Cahill)

Employee Benefits (Chair, Jimmy Little)

Parks and Recreation (Chair, Jeff Patterson)

Development (Chair, Linda Hall)

Police (Chair, Howard Wade)

-Department Reports

Mayor (Honorable Mayor Ray Martin)
Director of Public Service (Mr. John Mitchell)
Recreation and Special Events Manager (Mr. Shelton Stanley)
Director of Finance (Mrs. Rebecca Shipley-Arnott)
Chief of Police (Chief Brandon Smith)
Director of Development (Mr. Tom Hale)
Director of Information Technology (Mr. Mark Crosten)

-Communications from Clerk and Council

Motion to Adjourn the meeting at _____ p.m. and reconvene at the Monday, November 18th, 2024
Regular Meeting of Council & Public Hearing at 7:00 P.M. Moved by _____ and seconded by ____.
All in Favor? Any Opposed?

Meeting Adjourned.

Meeting Date: November 4th, 2024
Publication Date: November 1st, 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 November 4th, 2024

(This color indicates attachments if there are any)

RESOLUTION 24-074, RECOGNIZING THE VILLAGES DONATION TO THE CHRISTMAS IN THE PARK EVENT.

WHEREAS, in recent years Council has committed to help defray the costs of putting on the annual Christmas in the Park event, a festival that celebrates the holiday season and is enjoyed by many residents of the Village and surrounding communities; and

WHEREAS, the 2024 Budget for the event was \$3,000.00; and

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: Council hereby authorizes a \$3,000.00 donation to West Jefferson Christmas in the Park event.

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

RESOLUTION 24-075, CLARIFYING THE LEGAL LEVEL OF CONTROL AND THE DIRECTOR OF FINANCE'S AUTHORITY TO MOVE FUNDS WITHIN THE APPROVED ANNUALLY ESTABLISHED APPROPRIATIONS.

WHEREAS, annually the Village Council adopts the appropriation ordinance, and this ordinance provides the "legal level of control" for any changes, which can only be made by Village Council, which is presented at the Fund and then by Departments that are subdivided into Personnel, Operating and Other;

WHEREAS, in addition, Village Management, during the budgeting process presents detail to Council at the fund, program, activity and object level. These documents are used by Management to justify to Council the requests for funds and is only presented for informational purposes and not to determine the legal level of control. An appropriate official of Management has the authority to request that the Finance Director move funds within a Fund and then by Department and within the categories of Personnel, Operating and Other.

WHEREAS, the Director of Finance is given the authority to allocate or re-allocate funds within the legally adopted appropriations as described above (within a Fund and then within a Department and within the categories of Personnel, Operating and Other).

NOW THEREFORE, BE IT ORDAINED, by the Council, Village of West Jefferson, County of Madison, state of Ohio with the required number of duly elected members therefor concurring as follows.

SECTION I: The appropriation process is a function of the legislative authority that must be performed by those specific individuals elected to fulfill that responsibility.

SECTION II In determining the legal level of control, auditors will use the level of detail set forth in the Village's Appropriation Ordinance.

SECTION III: The Director of Finance is given the authority to allocate or re-allocate funds within the legally adopted appropriations as described above (within a Fund and then by Department and within the categories of Personnel, Operating and Other).

Notes: _____



THE VILLAGE OF

West Jefferson

What's Happening

Village Offices will be closed on November 21 & 22 for the Thanksgiving Holiday.

Village Council

Meetings on Monday November 4 and Monday, November 18 at the Community Center at 7pm.

Westjeffersonohio.gov/villagecouncil

Jefferson Township Board of Trustees

Meetings are every other Wednesday, November 13 and November 27 at 6:30pm in Township Hall, 225 Cemetery Rd., WJ.

<https://jeffersonowpmadison.org>

Jefferson Local Schools

There will be a board meeting on Tuesday November 12 at 7pm in the HS Auditoria. **There is no school on November 5 and November 27-29**

<https://www.west-jefferson.k12.oh.us/>

Planning Commission

The Planning Commission meets the first Wednesday after the first regular meeting of Council; November 6 at the Community Center.

Westjeffersonohio.gov/building-zoning

Utility Department

Water Bills are due on or before Friday, November 15 to avoid the 10% late fee.

Library

Check the website for weekly activities and program information. hbmlibrary.org

Parks and Recreation

Small Business Saturday will be observed in West Jefferson at our annual Fall Craft & Vendor Fair on Saturday, November 30 from 9am-noon at the Community Center. Come join local vendors and get some holiday shopping started!



November 2024

Mayors Message

We just enjoyed another outstanding Fall Festival last month, and I'd like to give a big shout out to our Parks and Recreation and other Departments for all their hard work. Also, a huge thank you to all the volunteers who helped that evening, as well as the many others who spent weeks in planning and setting everything up for our community to enjoy. These events take a lot of time and work, and they are really a team effort.

No matter what the outcome on election day, I love seeing the great support for candidates and issues as I travel around the Village. Most WJ residents aren't shy about sharing their opinions, and it is great when our Village officials have information from all points of view. If you have not made it to a Council meeting before, consider coming to one soon, and bring your new voters or soon to be voters with you to learn how our system of representational government works. You can't do much to change what happens in Washington D.C. with one vote, but you can really be involved at a local level. We need to hear from you.

This month has my favorite holiday, Thanksgiving. All year long I like to think about all that I have to be grateful for, but it is really nice to have a few days to relax with family and friends, eat good food and share good times together. I love hearing what my family is thankful for, especially my grandkids. We live in an amazing Village in a great state, in the best country in the world. Happy November!



WJ Craft & Vendor Fair

On Saturday, November 30, 2024, the WJ Community Center will host local businesses in honor of Small Business Saturday. Come conveniently shop different local vendors and local artisans at this annual event. Shopping is from 9am until noon. For a list of vendors, please go to the Village of West Jefferson Parks and Recreation page on Facebook or the Village of West Jefferson, OH also on Facebook.

More WJ Park Renovations



Convenient new permanent restrooms are nearing completion at Westwood Park. The buildings are in place, and

most of the plumbing is set. The restrooms will open for use in the spring.



Converse is the last park to be renovated. Home to several ball fields, this fall new basketball and pickleball courts were paved. Soon to come are new playground equipment and other upgrades. This park will take about three years to be fully renovated and is being done in phases.



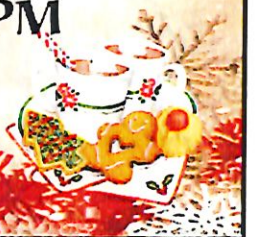
Sweet Treats with Santa & Friends!

Saturday, December 7th

Open House at HBMLibrary from 10 AM - 1 PM

Featuring: The Friends of the Library

Treat Sale, Pictures with Santa, Face Painting, & More!



RECORD OF RESOLUTIONS

Resolution No 24-074 Passed on November 4th, 2024

RESOLUTION 24-074, RECOGNIZING THE VILLAGES DONATION TO THE CHRISTMAS IN THE PARK EVENT.

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SECTION I: Council hereby authorizes a \$3,000.00 donation to West Jefferson Christmas in the Park event.

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

Passed this 4th day of November, 2024

Jennifer Warner 11-7-24
Jennifer Warner Date
President of Council

Date received by Mayor 11-4-24

Date Approved by Mayor 11-4-24

Ray Martin, Mayor Ray A. Martin

Tisha Edwards 11-5-24
Tisha Edwards Date
Clerk of Council

Sections Vetoed: _____

Approved as to Form:

J. Michael Murray 11/5/24
J. Michael Murray, Director of Law, or Date
Joshua W. Beasley, Assistant Director of Law

RECORD OF RESOLUTIONS

Resolution No. 24-075 Passed on 11-4-2024

RESOLUTION 24-075, CLARIFYING THE LEGAL LEVEL OF CONTROL AND THE DIRECTOR OF FINANCE'S AUTHORITY TO MOVE FUNDS WITHIN THE APPROVED ANNUALLY ESTABLISHED APPROPRIATIONS.

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SECTION III: The Director of Finance is given the authority to allocate or re-allocate funds within the legally adopted appropriations as described above (within a Fund and then by Department and within the categories of Personnel, Operating and Other).

Passed this 4th day of November, 2024


Jennifer Warner
President of Council

11-4-24
Date

Date received by Mayor 11-4-24

Date Approved by Mayor 11-4-24

Ray Martin, Mayor 


Tisha Edwards
Clerk of Council

11-5-24
Date

Sections Vetoed: _____

Approved as to Form:


J. Michael Murray, Director of Law, or
Joshua W. Beasley, Assistant Director of Law

11/5/24
Date

Village of West Jefferson, OH