

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of Council

Held on February 18th, 2025



VILLAGE OF WEST JEFFERSON COUNCIL

MINUTES

February 18th, 2025

CALL TO ORDER

President 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, Jimmy Little, Howard Wade and Jen Warner. **Quorum Declared: 5 present, 2 absent.**

President Warner asked for a motion to excuse Jeff Patterson and Linda Hall from the meeting. Motioned by Howard Wade and seconded by Erica Bogner. All in favor.

PRAYER & PLEDGE

APPROVAL OF AGENDA AND MINUTES

Motion to Adopt the February 18th, 2025 Agenda Moved by Samantha Cahill and seconded by Howard Wade. All in Favor.

Motion to Approve the Minutes of the February 3rd, 2025, Regular Meeting of Council. Moved by Erica Bogner and seconded Samantha Cahill. All in Favor.

RECOGNITION OF GUESTS

At this time, President Warner invited Patty Blake to speak. Patty arrived at the podium and thanked Council and stated this is probably one of the most positive things that you are going to hear all year. She first wanted to state how impressed she is with the person who is responsible for maintaining the Village sign by Huntington Bank. She stated that it looks wonderful and is very creative and she appreciates the work that goes into it.

Patty is an Ox Roast trustee and part of her role in the organization is being responsible for the Senior Citizen Christmas dinner. People within the Village are invited to the dinner and if there is enough room they also invite those citizens from the Township to attend as well. Her main reason for being at the meeting is to express how much community involvement it takes to hold the event. It involves volunteers that usually meet in July to begin discussing what is needed for the event. They begin gathering items for the raffle that is held. The funds for the raffle mainly come from being at the farmers market every weekend from July until the Ox roast. They do ask businesses within the town to donate items for the raffle and they are very generous. Once the Ox Roast comes around, there is a pie auction which those funds go towards the dinner. So many donations are given from the businesses in town and from residents that live in the Village or township. She does not think that Council is aware how much donations come in so that anyone over the age of 70 can attend the event. They really have a nice evening, and it is important for older people to get out and socialize. They come and see people that they maybe haven't seen for years, even relatives. They receive a free dinner; the high school band provides the entertainment and there are items such as a photo booth that allow them to keep memories of the evening and the king and queen of the evening are picked randomly. There are at least 76 businesses or individuals that donate towards the event. Ohio State & the College of Nursing have been involved with the event over the last few years and have donated funds. What they normally do with those donations is around the holidays, funds can be

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limited so everyone who attends the party gets a gift certificate to somewhere they can buy food, drugs or gasoline to offset expenses. Everyone goes home with a gift bag that includes items such as pill containers, items businesses donate, the center for aging donates items; anything that we think someone of that age can utilize and benefit from. We have tons of door prizes and if you have ever seen the table it stretches out as long as the "U" that Council sits at in the meeting. Even beyond that, there are some things that she thinks people don't realize that happen at the event. A few years ago, they invited students from the schools. They have always had the National Honor Society, and the Ox Roast Queen come and serve the meals. They have begun asking some of the boys' sports teams to escort the attendees from the parking lot into the party room. That is a real treat for the women to be escorted in by the young men. She would like to give a shout out to the high school for their involvement. She would actually like to attend one of the school board meetings and give her thanks to the high school and the elementary school for their involvement. Norwich Elementary began creating Christmas cards for all of the Senior Citizens that get stuffed into the goody bags. She stated that one young man wrote a card wishing people a Merry Christmas and that he was honored to make this card for them. They put really heartfelt messages in the cards. She really wanted everyone to get the sense that from the high school and elementary students to the businesses and residents and even those outside of the Village there are a lot of people that are involved in making this event happen and there are a lot of happy people that go home from this. She really does feel proud, and this is a community event from the top to the bottom. She wants to thank all of the volunteers that help her because she has about 10 people that help her in various ways. The Mayor said thank you for all they do.

OLD BUSINESS

None.

NEW BUSINESS

None.

COMMITTEE REPORTS

None.

DEPARTMENT REPORTS

Report for the Mayor – Mayor Martin stated that he had a few reports for the evening. First of all, he wanted to state how thankful he was for everyone who participated in Lieutenant Frybargers' Welcome Home parade. It was very emotional and a very well put together event. Chief Smith was given an assignment, and he ran with it. There were banners made and there were so many police cars there that from 142 to the fire department was solid. It was a great showing for a local family who deserved it.

The Public Service Department did a great job this weekend. We had 3 people. Everyone was out sick, so we had 2 people plowing and a part time employee was called in to do parking lots and sidewalks. Kudos to them for doing a great job.

A few things that the Village is working on; A few new policies on uniforms and differential pay. The policies need to be more specific. There will be a few things coming up with Council at the committee meetings held prior to the regular Council meeting.

The Mayor let Council member Samantha Cahill know that he has been in contact with Mr. Ogleby and the Department of Zoning will be making some contact soon.

Mr. White contacted the Village about a few snow signs that are missing. Those have been ordered but we have not received them to date.

Mayor Martin reported for the Director of Public Service that the Pedestrian crosswalk located at Rt 40, and Franklin Street is now operational. He will try to be the first one to walk across the street tomorrow to test it.

The Darbyview water main is installed but we are waiting on bacterial results. The Village has to receive 2 tests back showing there is no bacteria before they can make the lateral connections. The four houses that are affected should see it working by the end of the week. One thing that the Mayor wanted to mention is that they should also have significantly better water pressure as well.

Village of West Jefferson, OH

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The water treatment plant waste line suspended on the bridge is about 70% complete. It should be complete in a few weeks.

After the Valentines Dance held at the Community Center, Shelton Stanley, the Village Recreation and Special Events Manager stated that the Village was able to donate \$ 883 to the Humane Society. The Community Easter event is coming up quickly and will be held on April 19th from 10am-1pm. The easter egg hunts will begin at 11am.

Despite the cold weather we have been busy, and we have a great small town that was really evident with Lieutenant Frybargers event. The Mayor passed out over 200 flags.

Report for the Director of Public Service- Director John Mitchell was not in attendance and Mayor Martin reported on a few items for the Department.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley was not in attendance and Mayor Martin reported on a few of his events that are coming up.

Report for Director of Finance –Finance Director , Rebecca Shipley-Arnott was not in attendance and there was nothing to report.

Report for Chief of Police – Chief of Police Brandon Smith reported that they are continuing to come up with clever ways to recruit. The Department is looking to work with the Ohio Department of Public Safety during the Arnold Classic. They have offered to share a booth for recruiting purposes. We have 2 conditional offers for the position of Police Officer that are at the tail end of their background process. There are also a few more interviews scheduled. The Chief has been working with the Village IT Director, Mark Crosten, on new redaction software opportunities for Police Public Records requests. This will make it a lot easier to turn over records with the correct software. Officer Salem and Diego had a great track apprehension on a suspect that came from Champaign County and entered into Madison County. The suspects' vehicle was spiked just before it entered our county, and the vehicle was abandoned, and the suspect went into the surrounding fields. Champaign County had lost track of the suspect and at that point called Officer Salem and Diego to assist with extra support. Officer Salem & Diego were able to locate the suspect successfully and we are very proud of that. Over the past two weeks we have had 125 traffic stops, 54 were on Main Street and 25 resulted in citations.

Report for Director of Development – Director Tom Hale was not in attendance and no report was given.

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

Recognition of Clerk and Council – Clerk Edwards wanted to remind Council that we will be holding the joint committee meeting prior to the next Council meeting on March 3rd. Currently that meeting is scheduled to begin at 5:30 but she will let everyone know the week before the meeting.

For those interested, this Thursday there will be a Biodigester meeting held at the high school at 6:30 pm.

President Warner asked Mayor Martin if she could take some time to discuss Merriman encroachments on the Greenhaven property. The Mayor stated yes.

At this time, the Mayor and Council held a discussion about the encroachments on the Greenhaven property and discussed what the Village should be responsible for versus the property owner. Further discussions will be held at a later date.

ADJOURN

Motion to Adjourn by President Jen Warner at 8:02 p.m. and reconvene at the March 3rd, 2025, Regular Meeting of Council. Motion moved by Erica Bogner and seconded by Howard Wade. All in favor.

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Tisha Edwards 3-4-25
Tisha Edwards Date
Clerk of Council

Jennifer Warner 3-3-25
Jennifer Warner Date
President of Council



REGULAR MEETING OF COUNCIL AGENDA

February 18th, 2025

Call to Order & Roll Call

Council Members: Jen Warner, 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 February 3rd, 2025 Regular Meeting of Council

Recognition of Guests

Old Business

New Business:

Committee Reports

Development- *Chairperson, Linda Hall*

Employee Benefits-*Chairperson, Jimmy Little*

Finance- *Chairperson, Samantha Cahill*

Parks & Recreation- *Chairperson, Jeff Patterson*

Police- *Chairperson, Howard Wade*

Public Service & Special Events- *Chairperson, Erica Bogner*

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

Adjourn & Reconvene at the March 3rd, 2025, Regular meeting of Council at 7:00 P.M.

Village of West Jefferson, OH



REGULAR MEETING OF COUNCIL

February 18th, 2025

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 the President at this time**

Quorum Declared

-Prayer & Pledge

-Agenda

·Do I have a Motion to Adopt the February 18th, 2025 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 February 3rd, 2025 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)

-Committee Reports

Development- *Chairperson, Linda Hall*
Employee Benefits-*Chairperson, Jimmy Little*
Finance- *Chairperson, Samantha Cahill*
Parks & Recreation- *Chairperson, Jeff Patterson*
Police- *Chairperson, Howard Wade*
Public Service & Special Events- *Chairperson, Erica Bogner*

-Department Reports

Mayor (Mr. 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 (Mr. Brandon Smith)
Director of Development (Mr. Tom Hale)
Director of Information Technology (Mr. Mark Crosten)

-Communications from Clerk and Council-

Reminder that we will have a joint meeting on March 3rd for the Police, Employee Benefits and Finance Committees prior to the Regular meeting of Council. This will take place at 5:30 at the Community Center.

For those interested, on Thursday February 20th at 6:30 p.m. there will be a meeting at the high school in regard to the Stop the Biodigester.

Motion to Adjourn the meeting at _____ p.m. and reconvene at the March 3rd, 2025 Regular Meeting of Council at 7:00 P.M. Moved by ____ and seconded by ____.
All in Favor? Any Opposed?

Meeting Adjourned.

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CALL TO ORDER

President 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 February 3rd, 2025 Agenda Moved by Jimmy Little and seconded by Howard Wade. All in Favor.

Motion to Approve the Minutes of the January 21st, 2025, Regular Meeting of Council. Moved by Samantha Cahill and seconded Jimmy Little. All in Favor.

Motion to Approve the Minutes of the January 21st, 2025, Police Committee meeting. Moved by Linda Hall and seconded by Erica Bogner. All in favor.

Motion to Approve the Minutes of the January 21st, 2025, Employee Benefits Committee meeting. Moved by Jimmy Little and seconded by Samantha Cahill. All in favor.

Motion to Approve the Minutes of the January 21st, 2025, Finance Committee meeting. Moved by Linda Hall and seconded by Jen Warner. All in favor.

RECOGNITION OF GUESTS

No one in the audience wished to speak.

OLD BUSINESS:

None.

COMMITTEE REPORTS

Finance Committee Chairperson, Samantha Cahill stated that her committee and 2 others met prior to the last Council meeting to discuss a potential Police Cadet program. There will be more information to follow once they meet again in March.

DEPARTMENT REPORTS

Report for the Mayor – Mayor Martin was not in attendance due to a death in the family. Our condolences to him and his family.

Report for the Director of Public Service- Director John Mitchell reported that at the water treatment plant, the waste line that the Village was trying to do all summer, but the EPA held us up, we did get

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that project started and it is about halfway completed. That is where we had the temporary line running along the sidewalk across the bridge and this will be a permanent line suspended on the outside edge of the walkway going across the bridge. This will continue for the next two or three weeks. Last Wednesday there was a bid opening for a new 16 inch water main that will run from Taylor Blair Rd down to the booster station at Route 29. It came in just under budget and we had 7 bids which was good. Three or four were very close but one company that did the Lilly Chapel road construction project, J & J Schlaegel, Inc. won the bid. This company also did the water and sewer line under Little Darby going to the east, as well as the Walker Way extension. We are happy to have someone that we know and have worked with in the past and have done a good job. This project will be starting within the next month or two. This will be on the north side of Route 40 going out to old Route 29. The water line that our staff is working on off of Darbyview Court continues. We had a little bit of a mishap last week and found a gas main that wasn't marked correctly. Council member Samantha Cahill stated, while laughing, that it happened to be hers, but they were very prompt about getting it fixed and wanted to thank John and his team. Hopefully warmer weather is coming soon. Today they patched a couple of big holes on Walker Way and one in front of the Arbors that occurred from the water main break. They will be back on that water line the rest of the week and hopefully get it finished this week if not, next week. As the weather stays nicer and above freezing it helps.

Report for Recreation and Special Events Manager – Manager, Shelton Stanley was not at the meeting and Director John Mitchell stated that this Saturday, February 8th is the Sweetheart Dance from 6-8 p.m. at the Community Center and April 19th will be the Village Easter Egg hunt from 10 a.m.-1 p.m. at Converse Park.

Report for Director of Finance – Finance Director, Rebecca Shipley-Arnott was out of town and there was nothing to report.

Report for Chief of Police – Chief of Police Brandon Smith reported that they had 2 training drills with the fire department at the schools this past week that were mainly fire related. They have been focusing on recruitment until they get their positions filled. Last week's recruitment visit was at Hocking College Police Academy. We have 4 certified applicants in the background phase now which means they are certified Police Officers from other agencies, 5 are non-certified applicants which those are applicants that we can pursue once we begin the Police Cadet Program. Chief has also been planning with Shelton Stanley for all of the Spring Events that are coming up. Over the past two weeks we have had 129 traffic stops, 68 were on Main Street and 38 resulted in citations.

Report for Director of Development – Building and Zoning Code Enforcement Official, Kristie West stated that she had nothing to report.

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

Recognition of Clerk and Council – Clerk Edwards wanted to let Council know that the upcoming Committee meetings for the Cadet Program will occur once the Finance Director is back in town and we will have those meetings prior to the March 3rd Council meeting. She will send out an email as we get closer to that date. This will be held as a joint meeting so that all of the information doesn't have to be repeated to each Committee.

Council member Howard Wade asked Council and those in attendance to keep Karl & Michelle Frybarger and family in thought and prayer with the recent passing of their son.

Vice President Linda Hall asked Director Mitchell about the lift for the Village Hall because The Mayor had mentioned to her that there was possibly a date of arrival. Director Mitchell stated that we are supposed to receive it around April 1st.

ADJOURN

Motion to Adjourn by President Jen Warner at 7:15 p.m. and reconvene at the February 18th, 2025, Regular Meeting of Council. Motion moved by Erica Bogner and seconded by Samantha Cahill. All in favor.

Village of West Jefferson, OH

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Tisha Edwards Date
Clerk of Council

Jennifer Warner Date
President of Council

Village of West Jefferson, OH

THE VOICE OF ETHICS

A Publication of the Ohio Ethics Commission

2025 Quarter 1



Ohio Company Land Office

Marietta, Ohio

Built 1788

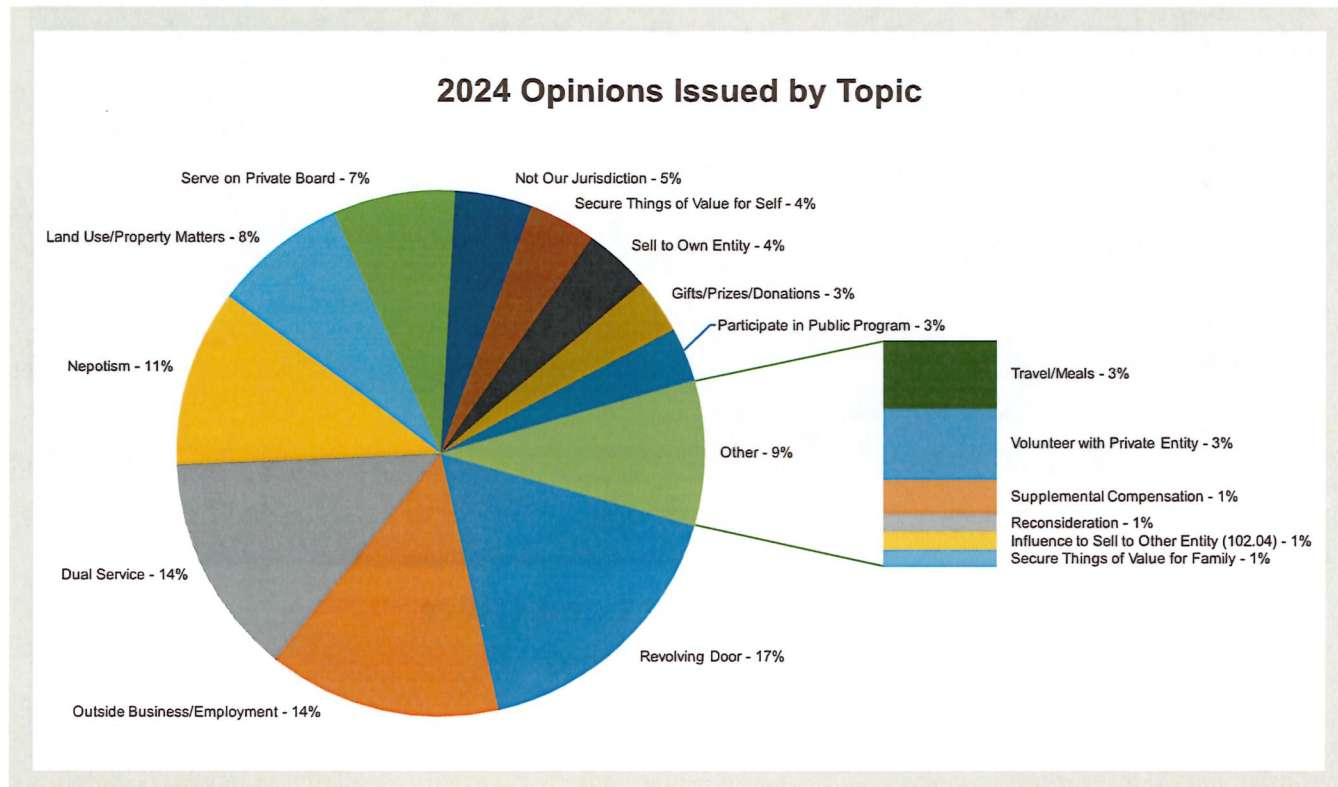
Ohio Ethics Commission Reflections: 2024

The beginning of a new year naturally evokes thoughts on what lies ahead, all that we can accomplish, and all we can be grateful for. It's also an ideal time to reflect on the past year – goals met, challenges faced, and lessons learned. While it would be difficult to outline all that occurred at the Ohio Ethics Commission in 2024, highlights are summarized below. Don't forget to check out [our website](#) for even more!

Advisory Opinions

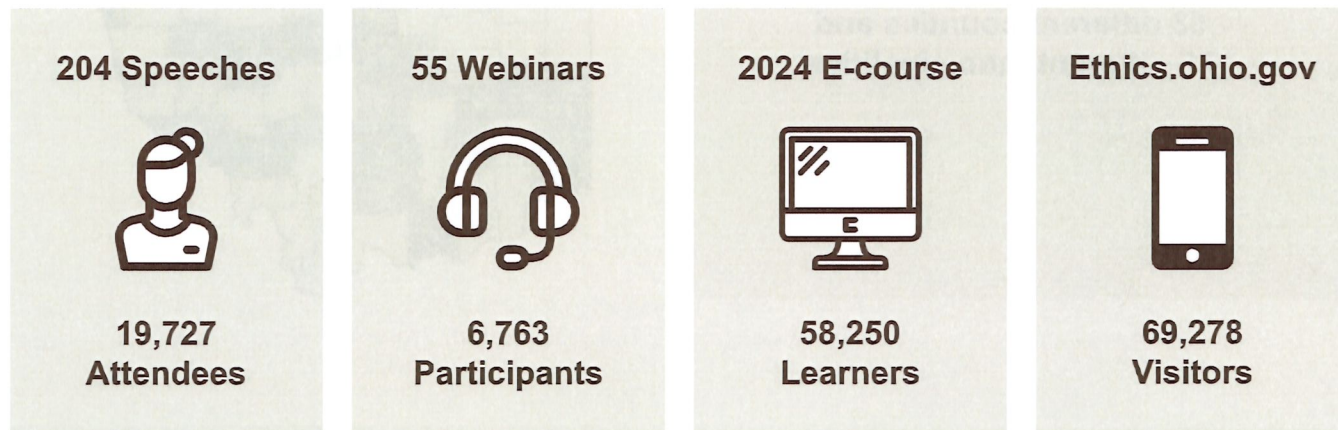
The Ethics Commission is statutorily authorized to provide guidance regarding the Ohio Ethics Law to assist public employees and officials and in understanding and complying with the law. The Commission's Advisory section helps to protect those regulated by that statute and taxpayers from wrongdoing in government. Our Advisory Attorneys had a productive 2024 as outlined below, including responding to 147 written requests and replying to thousands of emails and telephone inquiries. Advisory attorneys noted that the most common questions in 2024 related to post-employment, outside business/employment, and dual public service.

Advice was provided to both state and local government officials and employees. Common issues addressed by the Advisory Attorneys included questions regarding general conflicts of interest, dual public service, gifts, prizes, and donations. Notably last year, the Commission issued [Advisory Opinion 2024-01](#) which removed burdensome procedures for public agencies seeking to appoint public officials or employees to serve on a non-profit in their official capacity.



Ethics Education

The Commission's Education and Training program provides information about the Ethics Law in readily available and easy-to-understand formats. Our toolkit includes in-person speeches, live webinars, recorded on-demand classes Continuing Legal Education classes, fact sheets, and newsletters. In 2024, the Commission conducted 204 live trainings to nearly 20,000 people while thousands more took advantage of our on-demand online training options.



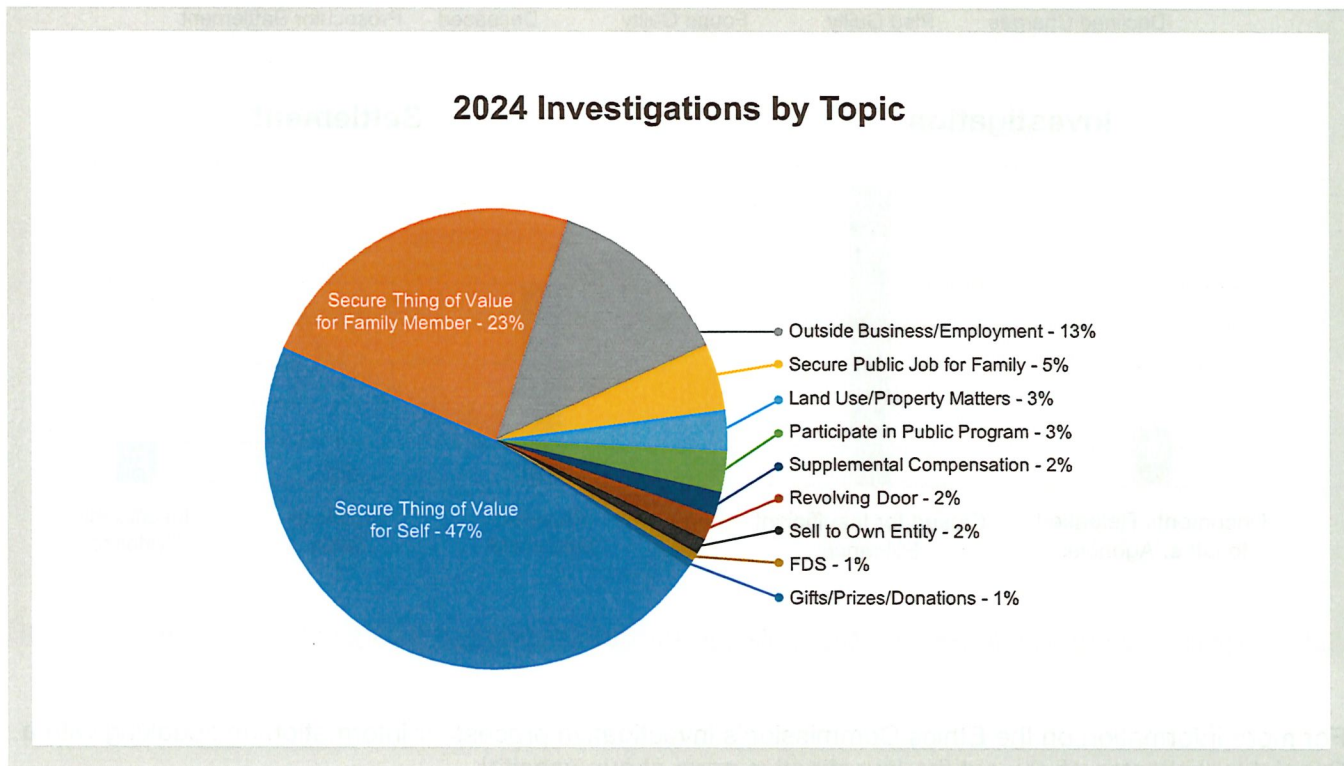
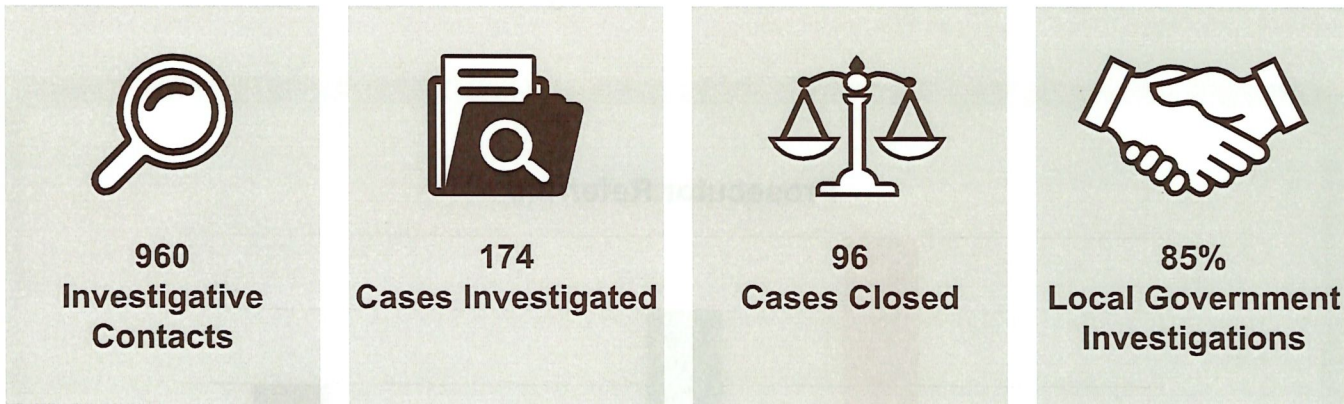
In-Person Appearances 2024



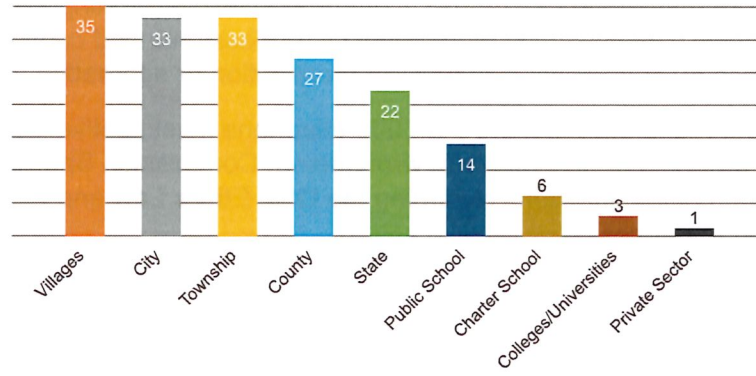
Investigations

Another important statutory duty of the Ohio Ethics Commission is investigating alleged violations of the Ethics Law. The Commission's Investigative team conducts professional and confidential investigations and refers cases supported by substantial evidence for prosecution or alternative resolution.

In 2024, Investigative Staff responded to more than 960 telephone investigative inquiries and processed hundreds of information requests or allegations of wrongdoing. Commission Special Investigators continue to notice a trend of more complex questions regarding the Ohio Ethics Law and welcome the opportunity to provide assistance and resources.



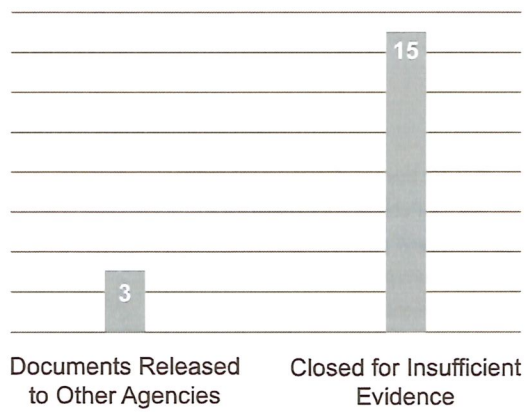
2024 Investigations by Entity Type



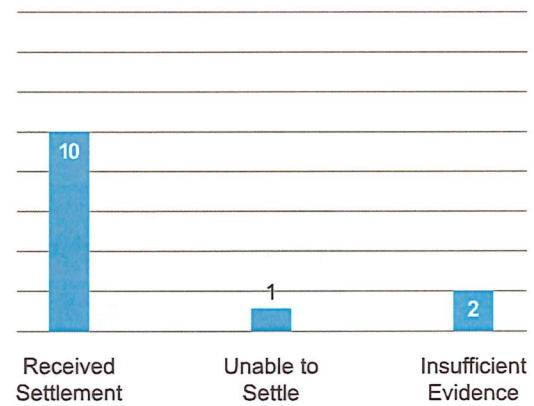
Prosecutor Referrals



Investigation



Settlement

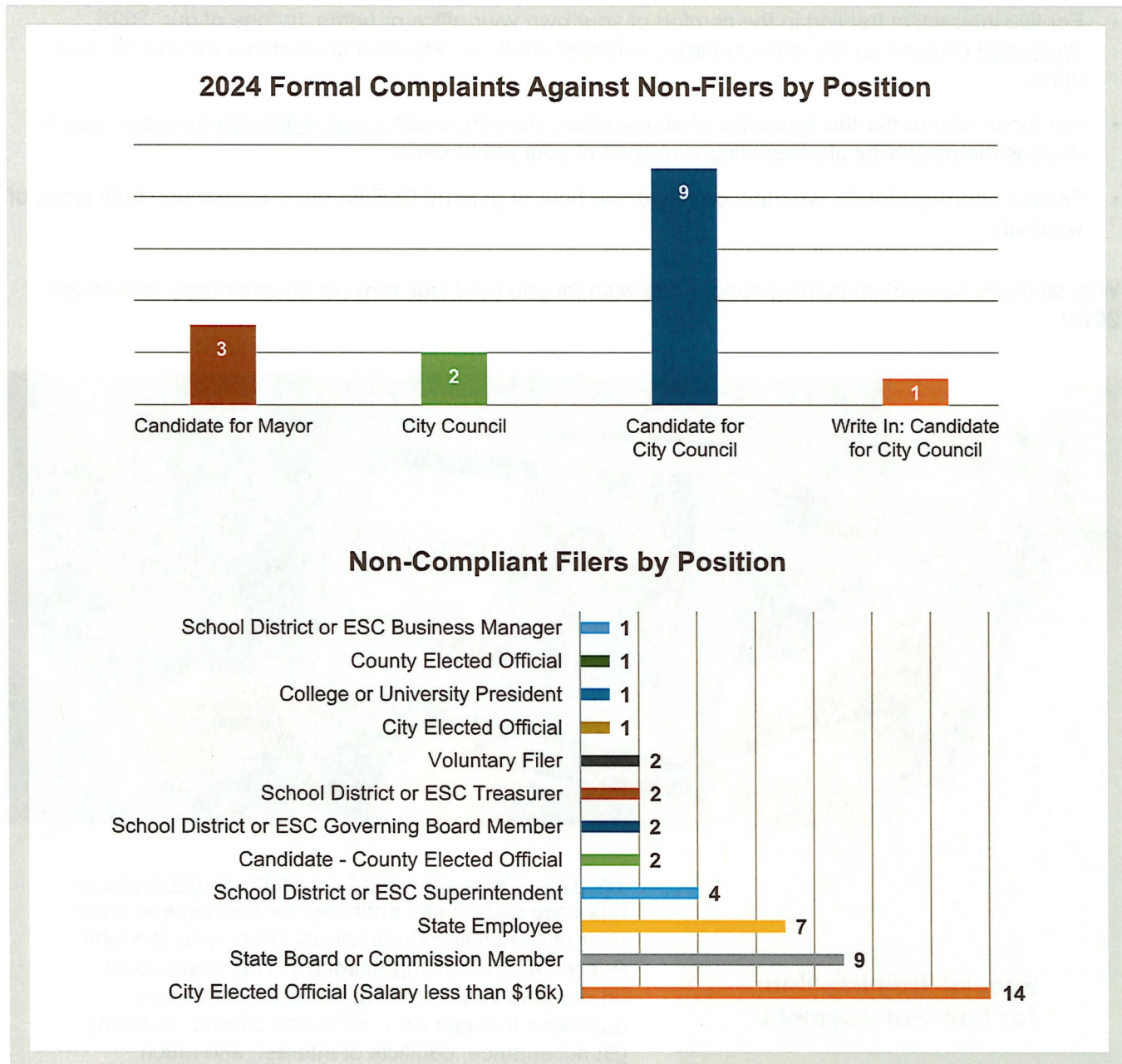


For more information on the Ethics Commission's investigative process or information on speaking with a Special Investigator, check out the [Investigative page](#) of our website!

Financial Disclosure

Another statutory responsibility of the Ohio Ethics Commission is administering the financial disclosure program. Financial disclosure statements (FDS) are an important step in assisting some public servants, such as certain elected officials and high-ranking state employees, in identifying potential conflicts of interest and providing transparency to Ohio citizens.

Our FDS team was busy in 2024 as the Commission received more than 9,800 statements with more than 96 percent of these filers using the Commission's convenient and highly professional online filing system.



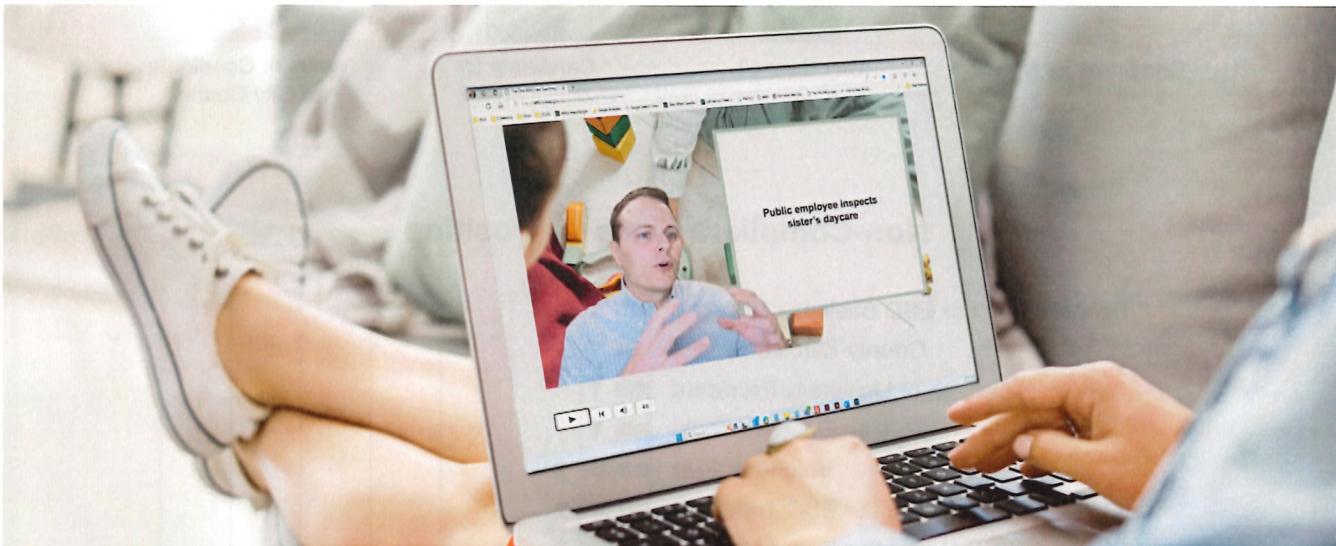
If you are new to financial disclosure filing or want additional information regarding this program, please visit the [Financial Disclosure page](#) of the Commission's web site or check out our [FDS FAQ!](#)

2025 Ohio Ethics Law Training Options

Each year, the Ohio Ethics Commission updates our training classes to ensure they are up-to-date, meaningful, and helpful. Because we know lives and schedules are busier than ever, we provide numerous training options so you can choose the one that works best for you. Take a look at our training menu for 2025!

- For training on your timetable, try our e-course: "[The Ohio Ethics Law: Searching for Ethics](#)."
- For live interactive training in the comfort of your own office or home, try one of our [2025 Webinars](#)! Choose an introductory class, a deeper study, or request a customized webinar for your office.
- For those who prefer the dynamics of an in-person session, email susan.willeke@ethics.ohio.gov to discuss the possibility of scheduling a session at your public office.
- For our attorney friends, we have obtained one hour of general CLE for our e-course and both types of webinars.

With so many convenient training options, we wish for you (and look forward to) and happy and ethical 2025!



Special Training Note for Law Enforcement

[The Ohio Ethics Law and Law Enforcement e-course](#) has once again been approved for one general credit hour of Continuing Professional Training by the Ohio Peace Officer Training Academy. This customized on-demand virtual training explores Ethics Law questions that can arise for police officers, including gift acceptance, conflicts of interest, and much more. Don't hesitate to contact us if we can provide additional information or assistance.

Calling All Public Practice Attorneys!

Is 2025 your reporting year? If so, don't wait until December to complete your required CLE training! In fact, look no further than our [CLE webpage](#) for free classes approved for 2.5 attorney conduct hours. All three classes are free of charge, are co-presented by the Ohio Ethics Commission and the Ohio Board of Professional Conduct and are customized for attorneys who serve the public. Two sessions are virtual, and one will take place in-person in downtown Columbus. Sign up today and cross an item off your "to do" list!

May 21, 2025	9:00 AM - 12:00 PM	Webcast with Live Q&A
October 15, 2025	9:00 AM - 12:00 PM	William Green Building, Columbus
November 19, 2025	9:00 AM - 12:00 PM	Webcast with Live Q&A

[CLE Registration Page](#)



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