

**MINUTES OF MEETING**  
**April 24, 2018**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

Council met on Tuesday, April 24, 2018 at 7:30 p.m. in the Terrace Park Community Building. Mayor Tepe led Council in the Pledge of Allegiance. Members of Council present were Mr. John Gaskey, Mr. Pax Lindell, Mr. Jeff LeMay, Ms. Lauren Ingebritson, Ms. Judith Lehman and Ms. Regina Sharp. In addition, Mayor Tom Tepe, Clerk of Council Hester Sullivan, Jillian Brandstetter (for Solicitor Jeff Forbes), Chief Fiscal Officer Jean Marie Nelson, Fire Chief Luke Frey, and EMS Chief John Maggard were in attendance. Solicitor Jeff Forbes and Police Chief/Village Administrator Jerry Hayhow were absent.

Mayor Tepe asked if anyone had any corrections, additions or deletions to the March Minutes. Council Member Lehman motioned to approve Council Minutes from the March 7, 2018 Council meeting. Gaskey seconded. Voice vote all voted aye. Minutes approved.

**RESIDENTS TO ADDRESS COUNCIL:** None

The Mayor asked for Council's OK to change the Order of Business so that our Volunteers could be on their way after being sworn in.

- Council Member Gaskey introduced **RESOLUTION 4-6, 2018 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF THOMAS BARBEAU TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK** He then moved to advance this resolution to the third reading. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to adopt this resolution. Ingebritson seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to treat the resolution as an emergency. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed. Mayor Tepe swore in EMT Barbeau.
- Council Member Gaskey introduced **RESOLUTION 4-7, 2018 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF JEN DRONSFIELD TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK** He then moved to advance this resolution to the third reading. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to adopt this resolution. Lindell seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to treat the resolution as an emergency. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed. Mayor Tepe swore in EMT Dronsfield.
- Council Member Gaskey introduced **RESOLUTION 4-8, 2018 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF JEFF KRAMER TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK** He then moved to advance this resolution to the third reading. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to adopt this resolution. Lindell seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to treat the resolution as an emergency. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed. Mayor Tepe swore in EMT Kramer.
- Council Member Gaskey introduced **RESOLUTION 4-9, 2018 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF SHAUNA KRUSE TO THE**

**VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK**

He then moved to advance this resolution to the third reading. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to adopt this resolution. Lindell seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to treat the resolution as an emergency. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed. Mayor Tepe swore in EMT Kruse.

- Council Member Gaskey introduced **RESOLUTION 4-10, 2018 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF JACI ROMER TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK** He then moved to advance this resolution to the third reading. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to adopt this resolution. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Gaskey then moved to treat the resolution as an emergency. Lindell seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed. Mayor Tepe swore in EMT Romer.

**MAYOR'S REPORT:** The Mayor asked that with the coming good weather, people please slow down and stop and the stop signs. He noted to the youth of TP, the Village Green is an excellent place to congregate, but don't leave your garbage.

Mayor introduced our new online platform. Clerk of Council Sullivan went on to describe each module and how they work.

**Vacation Watch:** Residents will be able to fill out a report by going to our website, clicking on a link and filling out a form. The report will then be accessible to the officers via the mobile terminal in the cruiser. When the home is checked the owner will automatically be notified by email.

**Condition Report:**

You will be able to report a condition such as a streetlight out, pothole or a damaged street sign, to name a few, via our website. Your report will generate an email that will be sent to the village administrator for the appropriate action.

**At Risk Residents:**

Responding officers will have information instantly on any special circumstance that is important to a particular address, such as special medications, physical limitations, etc. If you would like to be added to this list, you can go to our website or stop by the office to fill out a confidential form. Police, Fire and EMS will have access to this information as needed. This is particularly helpful to first responders when they know important medical information. In the past we used a "special needs" list that mostly pertained to older residents. Now we can include information for people who are insulin dependent, suffer from seizure, have critical allergies, or any other special circumstances.

**Pet Management:**

If you would like to register your pet, you can go to our website or stop by the office to fill out a pet registration form. We can also upload a photo for quick identification in the case that your pet gets loose or lost. **REGISTRATION is VOLUNTARY and is strictly for identification assistance—this is not a substitute for microchipping or Hamilton County Dog Licenses.**

**Key Holder:**

This module will help police identify if a key is on file at the police station. The police department has keys to many homes in case of medical or property emergencies.

**Bike Management:**

Council Member Gaskey introduces this module which will be used to register and store information on your bicycle. An officer can query the bike license number and determine if it's lost or stolen and who the rightful owner is. The bike management system will be administered and maintained by the Terrace Park Scouts Program. The registration form will be available on our website and in the office. Troop 286 will take the lead and one of the Scouts will take this on as his Eagle Scout projects.

Mayor stressed that this information is confidential and not accessible by the general public.

The Mayor then read a special Arbor Day Proclamation . Attachment A

**CHIEF FISCAL OFFICER:** Our auditors MCM spent a few days with us, requested a lot of information . In everything they asked for, they found 0 exceptions. That means we once again qualify for a modified audit aka "agreed upon procedures" which is a savings of \$5400. It is savings in money and also time. It takes a couple of months for it to be made official by the state, but we don't expect any further work needing to be done. This is the second time we've had this savings, thanks to all for keeping excellent record keeping.

**SOLICITOR:** No report.

**CLERK OF COUNCIL:** No report

**EMS CHIEF:** Apart from the good news tonight, no additional report except to say thank you so much to Regina Sharp, Laurie Higinbotham and Jamie Flerlage.

**FIRE CHIEF:** Now that it's spring time and storms are coming, any trees down, any wires down, any wires in trees—stay away at least 50 feet and call 911.

**POLICE CHIEF/VILLAGE ADMINISTRATOR:** No report, absent

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:** None

**PLANNING & ZONING:** The Planning Commission is meeting tomorrow night at 7p.m. to discuss the medical marijuana position. In the meantime, because of the time necessary to go through the process, our moratorium will lapse so we need to extend it.

- Council Member Sharp introduced **RESOLUTION 4- 1, 2018 IMPOSING AN ADDITIONAL MORATORIUM FOR A PERIOD OF 180 DAYS ON THE GRANTING OF ANY PERMIT ALLOWING RETAIL DISPENSARIES, CULTIVATORS, OR PROCESSORS OF MEDICAL MARIJUANA WITHIN THE VILLAGE OF TERRACE PARK, OHIO** She then moved to advance this resolution to the third reading. Gaskey seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Sharp then moved to adopt this resolution. Lindell seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Sharp then moved to treat the resolution as an emergency. Ingebritson seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed and treated as an emergency.

The planning commission has a specific list of functions including zoning ordinances and platting. The planning commission has been taking care of address changes, but this is more of an administrative job and thus they will be discussing delegating administrative jobs to the Village Administrator.

**BUILDING AND GROUNDS:** Council Member Ingebritson had two announcements, We have once again been awarded the Tree City Award. This is thirty-three years for us. Mayor and Council thanked Mark Castator for all his hard work.

The insulation lights and new door have been installed. The project was partially funded by a \$2000 donation from the Boy Scouts. The next step will be an Eagle Scout project of installing the ceiling. They are figuring out what material to use and then he will come present to council.

#### **FINANCE:**

- Council Member LeMay introduced: **RESOLUTION 4-2, 2018 RESOLUTION DECLARING THE NECESSITY TO PROCEED WITH A RENEWAL TAX LEVY IN EXCESS OF THE TEN MILL LIMITATION** This is the fourth step of a six step process to get this on the ballot. This is a Renewal of 2013 levy we implemented when the state got rid of the good government fund and estate tax. It's a renewal and will not raise your taxes. He then moved to advance this resolution to the third reading. Lehman seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. LeMay then moved to adopt this resolution. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. LeMay then moved to treat the resolution as an emergency. Gaskey seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed and treated as an emergency.

**RULES & LAW:** No report.

**PUBLIC WORKS:** This is the time of year when we do work to repair and maintain the streets and sidewalks. Jerry keeps a map in his office with a 4 – 5 year plan to maintain the streets and sidewalks. It is necessary to treat these as an emergency because we get a discount for being flexible with our time. We are repairing a large number of sidewalk blocks (the squares that make up the sidewalk). If your sidewalk needs repair, you can fill out the Condition Report on the website or call the Village Office. Most likely though, Jerry has it on his list. A few will just be mended until the tree adjacent to them comes down because the roots will mess up any new work, so don't want to have to do it twice.

- **RESOLUTION 4-3, 2018 AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH HENDY, INC. FOR THE 2018 SIDEWALK PROJECT AT A COST NOT TO EXCEED \$19,920 AND DECLARING AN EMERGENCY** He then moved to advance this resolution to the third reading. Ingebritson seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then moved to adopt this resolution. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then moved to treat the resolution as an emergency. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed and treated as an emergency.
- **RESOLUTION 4-4, 2018 AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH STRAWSER CONSTRUCTION, INC. FOR THE 2018 BLACK MAT PROJECT AT A COST NOT TO EXCEED \$49,946 AND DECLARING AN EMERGENCY** He then moved to advance this resolution to the third reading. Gaskey seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then moved to adopt this resolution. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then

moved to treat the resolution as an emergency. Sharp seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed and treated as an emergency.

- **RESOLUTION 4-5, 2018 AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH BUCKEYE PAVEMENT SOLUTIONS, INC. FOR THE PURPOSE OF THE 2018 ASPHALT REPAIR PROJECT AT A COST NOT TO EXCEED \$16,400.00 AND DECLARING AN EMERGENCY** He then moved to advance this resolution to the third reading. Gaskey seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then moved to adopt this resolution. Ingebritson seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Lindell then moved to treat the resolution as an emergency. Gaskey seconded. Gaskey, LeMay, Lindell, Lehman, Ingebritson and Sharp voted aye. Resolution passed and treated as an emergency.

We will send out messages through Code Red when streets are closed or parking must be rearranged.

**PUBLIC SAFETY:** No report.

**CONTINUED BUSINESS:** None.

**NEW BUSINESS:** None

Council Member Lindell motioned to adjourn the Meeting. Voice Vote all voted aye. Meeting Adjourned.

**Respectfully submitted:**

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**Hester Old Sullivan**  
**Clerk of Council**

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**Thomas M. Tepe, Jr.**  
**Mayor**