

MINUTES OF MEETING
March 19, 2025
VILLAGE OF TERRACE PARK COUNCIL
HAMILTON COUNTY, OHIO

Council met on Tuesday March 19, 2025 at 6:00 p.m. in the Terrace Park Community Building. Mayor Tepe led Council in the Pledge of Allegiance. Members of Council present were Mr. Jeff LeMay, Mr. Pax Lindell, Mr. John Gaskey, Ms. Judith Lehman and Ms. Regina Sharp. In addition, Mayor Tom Tepe, Village Administrator and Police Chief Gerald Hayhow, Chief Fiscal Officer and Clerk of Council, Katie Lyons, and EMS Chief John Maggard. Solicitor Jeff Forbes, Fire Chief George Heffner and council member Ms. Lauren Ingebritson were absent.

The Mayor asked if anyone had any corrections, additions or deletions to the February 11, 2025 Minutes. Council Member Regina Sharp motioned to approve the Council Minutes from the February 11, 2025 Council Meeting. Voice vote, all voted, aye. Minutes approved.

RESIDENTS TO ADDRESS COUNCIL The Mayor asked if there were any residents to address council, to please approach the podium, state their name and their address. Mr. Shawn Crowley of 615 Amherst Avenue would like to donate money in memory of Kristen Crowley to Ohio River Foundation to build a shelter in the Miami Grove area. Mr. Crowley requested council accept the donation from the Crowley Family through the Ohio River Foundation to build the shelter.

Mayor Tepe asked Ms. Lehman to move up on the agenda the resolution. In lieu of Ms. Ingebritson's absent Ms. Lehman introduced and advanced to the third reading **RESOLUTION 3-4, 2025 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF RASHAWN MANIGAN AND CHRISTINE KULLGREN TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK** Lindell seconded. Gaskey, LeMay, Lehman, Lindell and Sharp voted aye. Lehman then moved to adopt the resolution as an emergency. Sharp seconded. Gaskey, Lehman, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

MAYOR'S REPORT:

Mayor Tepe reminded residents, when driving through town, to be mindful as the kids are out enjoying this beautiful weather.

Chief Fiscal Officer: Katie Lyons- no report.

Solicitor: Jeff Forbes absent.

Clerk of Council: Katie Lyons reminded residents to sign up for Code Red, the village alert system. Please go to the Village website to sign up.

Thank you to Mariemont High School Senior Caroline Buck for volunteering at the Village office. Caroline is organizing Village files from a very long time ago.

EMS CHIEF: Chief Maggard reported the EMS Class is going very well -continued Ed training in Trauma and Dementia. Joint training with TPFD on patient handling.

FIRE CHIEF: Chief Heffner absent, Chief Maggard summarized attached report.

- TPFD has participated in a wide range of trainings.
- A new MDC recently installed in the alarm room will allow for self-dispatching in major storms. Hamilton County expects local stations to do self-dispatching with major storms.

POLICE CHIEF/VILLAGE ADMINISTRATOR: Chief Hayhow reported:

- Duke/RLA has started installing the new gas pipelines in phase 1, starting at Harvard. Please remember that any non-village item installed in the right of way, such as underground dog fence, lawn sprinklers, landscaping, etc. is susceptible to possible damage, and the contractor nor the village is responsible for repairing. If you're unsure of what the utility easement is on your street, please call the village office.
- Light poles on 50; we have one in stock and ready for installation, however, due to January's weather our contractor, like all outdoor contractors, is at least a month behind. We have received payment for one of the poles and I'm still working with the other insurance company for reimbursement.
- Mr. Lindell and I have spoken and have identified this year's sidewalks needing replacement and several streets that will have a new asphalt rejuvenator / sealer applied. Possible locations will be Princeton, Poplar, Franklin, Douglas and Stanton through the 900 block. Mr. Lindell will have resolutions for next month's meeting.
- Elm Road water main-Water line project is tentative schedule is:
May 2025; final plans approved by Ohio EPA
June – July 2025; bidding and project award
August 2025 – March 2026; Project Construction
April 2026; Project Closeout

MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:

Reports, Resolutions & Ordinances of Standing Committee: None

Planning & Zoning – Mr. Gaskey- no report.

Finance –

Mr. LeMay summarized the mid-February Finance Committee meeting which discussed a 10-year finance outlook, including upgrade of the Elm Avenue water line and an EMS Vehicle. Planning on both would financially drop below the 6-month cash on hand in 2026 or 2027. The committee agreed upon an increase in village millage to 3 mill. After further review with the County Auditor, Solicitor Jeff Forbes and Chief Fiscal Officer Katie Lyons they concluded that a 2.45 mill would be the appropriate revenue. The committee agreed that they should replace the renewal of 2.8 with a new levy of 5.25 mills.

Mr. LeMay reminded council and the residents that the Village has not had a tax increase in 12 years.

Mr. LeMay introduced and advanced to the third reading **RESOLUTION 3-1, 2025 REQUESTING THE HAMILTON COUNTY AUDITOR TO CERTIFY THE CALCULATION OF REVENUE GENERATED BY THE REPLACEMENT AND INCREASE OF THE VILLAGE OF TERRACE PARK EXISTING 2.80 MILL CURRENT OPERATING LEVY WITH A LEVY OF 5.25 MILLS** Lindell seconded. Gaskey, LeMay, Lehman, Lindell and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Lehman seconded. Gaskey, Lehman, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Mayor Tepe clarified the statement in the Village Views that it is not a law to have 6 months cash on hand, however it is a best practice. Mr. LeMay stated that maintaining that 6 months cash on hand is good governance.

Mr. LeMay introduced and advanced to the third reading **RESOLUTION 3-2 2025 FIXING THE SALARIES AND RATINGS OF VILLAGE EMPLOYEES EFFECTIVE MARCH 16, 2025**, Gaskey seconded. Gaskey, LeMay, Lehman, Lindell and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Sharp seconded. Gaskey, Lehman, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Buildings & Grounds –

Ms. Sharp reported that her resolution is regarding Mr. Crowley's statement earlier, generously donating money through the Ohio River Foundation that will construct a shelter house at Miami Grove, in honor of his late wife Kristen Crowley.

Ms. Sharp introduced and advanced to the third reading **RESOLUTION 3-3, 2025 AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A RIGHT OF ENTRY AGREEMENT WITH THE OHIO RIVER FOUNDATION REGARDING A SHELTER HOUSE PROJECT AT MIAMI GROVE** Lindell seconded. Gaskey, LeMay, Lehman, Lindell and Sharp voted aye. Sharp then moved to adopt the resolution as an emergency. Lehman seconded. Gaskey, Lehman, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Rules & Law -Judith Lehman no report.

Public Works-Pax Lindell- no report.

Public Safety – Lauren Ingebritson-Absent. Ms. Lehman reported in her absence.

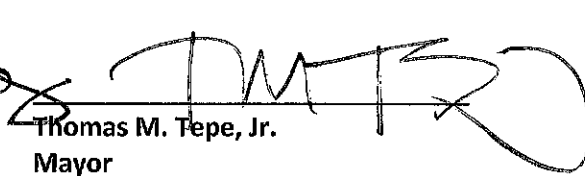
CONTINUED BUSINESS: None.

NEW BUSINESS: None

Adjournment: Ms. Sharp motioned to adjourn. Voice Vote all voted "aye."

Respectfully submitted:


Katherine Lyons
Clerk of Council


Thomas M. Tepe, Jr.
Mayor

Good evening, Council Members,

Thank you for the opportunity to speak tonight. I appreciate your continued support of the Terrace Park Fire Department, and I'm here to provide a brief update on our department's training, emergency responses, equipment needs, and future planning efforts.

Training & Readiness

Since February, our firefighters have participated in a wide range of essential training sessions, including live fire scenarios, truck checks, elevator rescues, joint EMS exercises, and storm response preparations in anticipation of the upcoming severe weather season.

- **Our training attendance continues to be strong, reflecting the dedication and commitment of our entire team.**
- **In addition, we remain proactive in regularly reviewing and updating our Standard Operating Procedures to ensure alignment with industry best practices and to maintain operational excellence.**
- **Recently, we installed a new Mobile Data Computer (MDC) in our alarm room. This MDC significantly enhances our dispatching capabilities, particularly during storm plan activations issued by Hamilton County. During severe weather events, we often experience multiple calls simultaneously. The MDC enables us to quickly identify, prioritize, and effectively manage emergency responses, ensuring we address the most critical incidents first. This improvement is crucial for maintaining clarity, coordination, and efficiency in high-demand situations.**

To further support this process, our crews have received training on storm response protocols and the effective use of the MDC system, ensuring we are fully prepared for the upcoming storm season.

Emergency Responses

Since February 1st, our department has responded to a variety of incidents, including fire alarms, structure fires, chimney fires, appliance fires, EMS assists, vehicle accidents, and hazardous conditions. A summary of our calls is attached for your review.

- **We have also provided mutual aid to Milford on multiple occasions, further reinforcing our regional partnerships.**

Enhancing EMS Response – BLS Engine Initiative

To strengthen our emergency medical response, we have equipped Engine 94 as a Basic Life Support (BLS) response vehicle to assist when Squad 94 is unavailable. This effort is aimed at reducing EMS response times and ensuring we provide the highest level of service to our community.

- We have worked closely with EMS leadership to develop an out-of-service protocol that clearly defines when and how Engine 94 will respond to medical emergencies while awaiting mutual aid companies for transport.

Financial Report & Grant Efforts

I am pleased to share that we have been awarded funding through the Ohio Fire Department Equipment Grant.

- This grant will allow us to replace our outdated helmets and ensure that our firefighters are equipped with the most up-to-date personal protective equipment for their safety.

Regional Collaboration & Mutual Aid

We continue to strengthen our partnerships with neighboring fire departments to improve emergency response capabilities and enhance resource sharing.

- Recently, Ty Zimmerman and I met with Indian Hill Fire Chief Steve Oughterson and his leadership team to discuss expanding our mutual aid responsibilities.
- We have agreed to increase our response to mutual aid calls, including electrical fires, chimney fires, appliance fires, and structure fires in the Indian Hill and Madeira districts.
- Additionally, Indian Hill has invited us to participate in joint training sessions, including training exercises in three donated houses scheduled for demolition. These structures provide an invaluable hands-on training opportunity for our firefighters.

We also remain engaged at the county level:

- We attended multiple Hamilton County Fire Chiefs Association and Hamilton County East Chiefs Work Group meetings to stay informed on regional developments and funding strategies.
- On February 26th, Terrace Park hosted the East Chiefs Group meeting at our firehouse. A special thank you to Brandon Fortener, who prepared an amazing

breakfast for the group, featuring breakfast burritos and potatoes—which were very well received!

Recruitment & Community Support

- **Our recruitment efforts continue, and we are planning to host a new firefighter class later this year.**
- **We are also moving forward with plans for a Shred-It Day fundraiser this spring. While the final date is still being determined (likely during May) , this event will serve as both a fundraiser and a great way to engage with the community.**

Conclusion & Council Requests

In closing, I want to thank you for your time and for your continued support of the fire department. Your partnership allows us to provide the best possible service to our residents, and we look forward to continuing to improve and grow.

Completed Training (February 11, 2024 – March 19, 2025)

- February 16 – Truck Check training.
- February 17 – St. Thomas Walkthrough & Elevator Rescue Training (Joint with Milford FD)
 - Conducting a pre-incident walkthrough of St. Thomas facility.
 - Practiced elevator rescue procedures.
- February 24 – Joint Training with TPEMS
 - EMS response coordination and patient packaging.
- March 4-6 – Live Fire Training at Loveland Burn Tower
 - Conducting multiple live fire evolutions to reinforce fire attack, ventilation, and search techniques.
- March 9 Storm plan training and MDC use.
- March 16, Truck Check training
- March 17, Acquired Structure with Indian Hill.
 - Hose stretching, search, and building size ups.
 - Working together with Indian Hill.

Emergency Response Calls (February 11, 2024 – March 14, 2025)

| Date | Incident | Location | Personnel | Total | Officers | Total |
|---------|----------------------|--------------|-----------|-------|----------|-------|
| 2/12/25 | Oder of Natural Gas | Wooster Pike | 7 | 4 | | |
| 2/14/25 | Chimney Fire | Lexington | 14 | 5 | | |
| 2/19/25 | Auto Accident | Wooster Pike | 6 | 2 | | |
| 2/20/25 | Gas Leak Natural Gas | Kris Cir. | 9 | 5 | | |
| 3/6/25 | Structure Fire | Milford | 4 | 3 | | |
| 3/16/25 | Electrical Fire | Milford | 5 | 3 | | |
| 0/0/00 | | | | | | |

MINUTES OF MEETING
March 31,2025
VILLAGE OF TERRACE PARK COUNCIL
HAMILTON COUNTY, OHIO

Council met on Monday March 31,2025 at 5:00 p.m. in the Terrace Park Community Building. Members of Council present were Mr. Jeff LeMay, Mr. Pax Lindell, Ms. Judith Lehman and Ms. Regina Sharp. In addition, Mayor Tom Tepe, Village Administrator and Police Chief Gerald Hayhow, Chief Fiscal Officer and Clerk of Council, Katie Lyons. Mr. John Gaskey, Solicitor Jeff Forbes, Chief Heffner and Chief Maggard were absent.

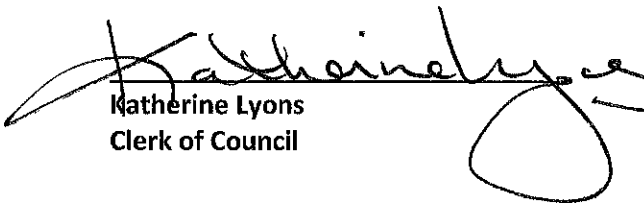
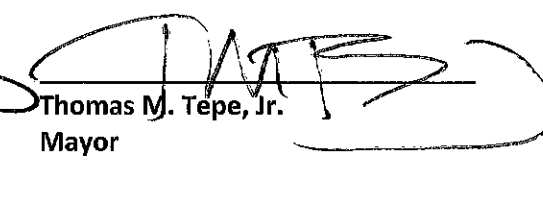
Mr. LeMay explained the reason for the amendment to the prior Resolution is due to the following wording that needed to be included as per the Hamilton County Auditor.

Section 4. The entire territory of the Village of Terrace Park exists only within Hamilton County, and the proposed tax shall be submitted to and levied upon the entire territory of the Village of Terrace Park.

Mr. LeMay introduced and advanced to the third reading **RESOLUTION 3-1, 2025 REQUESTING THE HAMILTON COUNTY AUDITOR TO CERTIFY THE CALCULATION OF REVENUE GENERATED BY THE REPLACEMENT AND INCREASE OF THE VILLAGE OF TERRACE PARK EXISTING 2.80 MILL CURRENT OPERATING LEVY WITH A LEVY OF 5.25 MILLS** Lindell seconded. Ingebritson, LeMay, Lehman, Lindell and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Sharp seconded. Ingebritson, Lehman, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Adjournment: Ms. Sharp motioned to adjourn. Voice Vote all voted "aye."

Respectfully submitted:

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|  Katherine Lyons Clerk of Council |  Thomas M. Tepe, Jr. Mayor |
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