

MINUTES OF MEETING
December 9, 2025
VILLAGE OF TERRACE PARK COUNCIL
HAMILTON COUNTY, OHIO

Council met on Tuesday December 9 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. Lauren Ingebritson, 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, EMS Chief John Maggard, Fire Chief George Heffner, and Solicitor Mr. Jeff Forbes

The Mayor asked if anyone had any corrections, additions or deletions to November 12, 2025 Minutes. Council Member Judith Lehman motioned to approve and council member Jeff LeMay seconded the Council Minutes from November 12, 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, seeing none, he moved on.

MAYOR'S REPORT:

The Mayor thanked the residents for the approval of the Levy and has committed to keeping everything on track. New Council starts in January.

The Mayor thanked all the people that make the Village of Terrace Park the best place to live. He then thanked each person individually. (please see list attached)

The Mayor thanked council member Judith Lehman for her time and support that she has dedicated to the Village of Terrace Park. She challenged issues and made all sides of every issue be examined.

The Mayor thanked council member Jeff LeMay he has served as Vice Mayor and Finance Chair, he has examined the budget from every angle through the years and tackled the Levy with the utmost professionalism.

Judith Lehman and Jeff LeMay were gifted the Oath of Office engraved in glass as a memory for their 12 years of work. Ms. Lehman and Mr. LeMay thanked the Mayor, Council and the residents for the opportunity to be part of the workings of the Village of Terrace Park.

The Mayor announced the swearing in of the new Council Members will happen prior to the January 13, 2026 Council Meeting.

Chief Fiscal Officer- Katie Lyons -No Report.

Solicitor: Jeff Forbe's-No Report.

Clerk of Council: Katie Lyons -No Report.

EMS CHIEF: Chief Maggard announced that the January 2026 EMS Class has 11 people that are interested.

FIRE CHIEF: Chief Heffner reported the following:

- TPFD was called to help with trench rescue, squad helped with rehab for firefighters on the scene. Engine was moved to station 29 to staff the station and handle additional calls. The

following members helped: Chris Gleason, John Maggard, Ken Caskey, Ty Zimmerman, DJ Bruce, Craig Russell and Chris Dixon.

- An open house, held in October, gathered some interest from people to join TPFD. He will follow up with them and look into a new class.
- Awarded 2026 MARCS Grant Award from Ohio to help buy new radios. The Grant is for \$42,000.
- He reminded residents to clear fire hydrants of snow, keeping at least 3-4 feet around the hydrant clear of snow.

POLICE CHIEF/VILLAGE ADMINISTRATOR: Chief Hayhow reported that leaf pick up continues but has been delayed due to mechanical issues on the leaf truck and the unexpected early snow. The leaf pickup will continue, if need be, in January. He asked residents to be patient and that no leaf will be left behind.

MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:

Reports, Resolutions & Ordinances of Standing Committee: None

Planning & Zoning –Mr. Gaskey -Zoning meeting on November 17, 2026 and a follow up meeting in December.

Finance –

Council Member LeMay introduced and advanced to the third reading **ORDINANCE 12-1, 2025**

2026 FINAL APPROPRIATIONS Lehman seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. LeMay then moved to adopt the ordinance as an emergency. Ingebritson seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye.

Buildings & Grounds –Regina Sharp. Ms. Sharp thanked Shawn Crowley for the beautiful shelter that he donated to the village in honor of his wife, Kristen Crowley.

She then said the work of Ohio River Foundation did a great job clearing the acre of invasive species and will consider clearing more.

Rules & Law -Judith Lehman-no report.

Public Works- Pax Lindell- explained that this resolution is accepting the bid to begin the Elm Water Main Infrastructure project. The grant from the federal government will cover the cost of this, along with cash on hand from the assessment that we started with the water fund. Mayor Tepe explained that Council has been working on this for couple of years, with multiple meetings, all of which have been open to the public and that this is critical to our infrastructure. Council Member Gaskey asked if this assessment would end after the project. Mr. Lindell explained that the water assessment was set up to collect \$100,000 a year and covers repairs of the water line along with replacement of fire hydrants. The Village owns all the water lines which is a huge cost. Chief Hayhow stated the federal government grant was for \$400,000 of the total project. The Village is responsible for the remainder of the cost. When a water main breaks there are parts of Terrace Park that are without access to water. This is critical for the safety of our residents. Mr. Lindell reminded residents that multiple meetings were conducted prior to placing an assessment on the Water Bill for each home.

Council Member Lindell introduced and advanced to the third reading **RESOLUTION 12 -1, 2025**
AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH LARRY SMITH, INC. FOR THE 2025 ELM AVENUE WATER MAIN INFRASTRUCTURE IMPROVEMENTS PROJECT AT A COST NOT TO EXCEED \$557,213.50 AND DECLARING AN EMERGENCY Gaskey seconded.

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

Public Safety – Lauren Ingebritson explained this stays on track with our theme of safety. The Mayor reminded residents that while this was budgeted, it was put on hold due to other expenses. Mr. LeMay thanked Chief Hayhow for his patience and prioritizing other department needs, but we do have cash on hand to purchase the vehicle.

Council Member Ingebritson introduced and advanced to the third reading **RESOLUTION NO. 12-2, 2025** **RESOLUTION AUTHORIZING THE PURCHASE OF A 2026 FORD EXPLORER AT A PRICE OF \$44,669.00** Sharp seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. Ingebritson then moved to adopt the resolution as an emergency. Lindell seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. Resolution passed as an emergency.

CONTINUED BUSINESS: None.

NEW BUSINESS:

Mayor Tepe announced the new committees beginning January 2026:

Planning and Zoning: John Gaskey, Pat Wirthlin, Pax Lindell

Safety: Lauren Ingebritson, Kyle Lehman, Regina Sharp

Buildings & Grounds: Kyle Lehman, Pax Lindell, Pat Wirthlin

Rules & Laws: Pat Wirthlin, John Gaskey, Regina Sharp

Public Works: Pax Lindell, Kyle Lehman, Lauren Ingebritson

Finance: Regina Sharp, Lauren Ingebritson, John Gaskey

Adjournment: Ms. Judith Lehman and Mr. Jeff LeMay motioned to adjourn. Voice Vote all voted "aye."

Respectfully submitted:



Katherine Lyons
Clerk of Council



Thomas M. Tepe, Jr.
Mayor

Thank you to Village Employees and Volunteers

Council

Jeff LeMay
Pax Lindell
Lauren Ingebritson
Regina Sharp
John Gaskey
Judith Lehman

Solicitor Jeff Forbes

Jerry Hayhow, Village Administrator, Chief of Police

Lt. Jim Pruitt
Officer Larry Johnson
Officer Maggie Quinlan
Officer Cameron Ammerman
Officer Victoria *Jeffrey mar*

Maintenance Department

Steve Fuhrman
Dave Evanchyk
Tim McLemore

Heather Spille Clerk of Courts
Katie Lyons Clerk of Council, Chief Fiscal Officer

Jerry Frankenhoff, Urban Forester
Zoning Administrator Lois McKnight

Solicitor Jeff Forbes
Prosecutor Scot Ritter
Mayors Court Magistrate Tom Longano

Planning Commission

Hank Roe,
David Moyer
Regina Sharp
Jay Gohman

BZA

David Brittingham
Steve Holmes
David Moyer
Tricia DiMichele
Dee Walter

2025 Fire & EMS Volunteers

-Joe Albert
-Justin Arnold
-Jenn Arnovitz
-Isha Bhandary
-Tom Barbeau
-David Bruce
-MacKenzie Bruce
-Jennifer Buchholz
-Will Buchholz
-Jeff Carle
-Ken Caskey
-Laura Colston
-Nick Corregan
-Shawn Crowley
-David Davis
-Becky Darner
-Chris Dixon
-Bob Donnelly
-David Downs
-Chad Eckert
-Sarah Faulkner
-David Fine
-Brandon Fortener
-Christopher Gleason
-John Gatch
-Duke Haugh
-George Heffner
-Simon Higginbotham,
-Chris Hill
-Alexis Hurley
-Rio Kadono
-Chris Kahn
-Mike Kaplan
-Christine Kullgren
-Christopher Lee
-Kyle Lehman
-Mickey List

-Bruce Long
-Creighton Long
-Bob Lowery
-John Maggard,
-Susan Maggard
-Rashawn Manigan
-Andrew Molnar
-Erica Moore,
-Chris Padjen
-Jessica Pembleton
-Alex Poeder
-Natalie Quinn
-Jason Rhodes
-Caitlin Rulli
-Craig Russell
-Will Schoose
-Eva Simpson
-Laura Startsman
-Ben Stevens
-Hester Sullivan
-Rebecca Todd
-Jennie Wade
-Andrew Walter
-Kyle Welling
-Chris Wilson
-Trevor Winandy
-Hilary Young
-Matt Ziegler
-Ty Zimmerman
Dr. Brendan Sheridan