

**MINUTES OF MEETING**  
**November 12,2025**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

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Council met on Wednesday November 12,2025 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. 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 and Fire Chief George Heffner. Solicitor Mr. Jeff Forbes was absent.

The Mayor asked if anyone had any corrections, additions or deletions to October 14,2025 Minutes. Council Member John Gaskey motioned to approve the Council Minutes from October 14,2025, 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.

Sam Jones, a resident of Terrace Park, was in attendance as a part of the Civic Engagement Project for his American Government class at Mariemont High School.

Chesley Adam, a resident of Terrace Park, was in attendance as a part of the Civic Engagement Project for his American Government class at Mariemont High School.

**MAYOR'S REPORT:**

The Mayor thanked the residents of Terrace Park for their vote of confidence of the Village Council and support of the Levy.

Congratulations to those elected to Council starting on January 2026: Regina Sharp, Lauren Ingebritson, Kyle Lehman and Pat Wirthlin.

The Mayor will look at the Committees but the one that is set in stone, is that Regina Sharp will be the new Chair of the Finance Committee. The transition has already started, and the mayor thanked her for stepping up.

Kim Seichter and Marcus Relthford please do not be discouraged. There is always an opportunity to serve the village.

**Chief Fiscal Officer-** Katie Lyons

**Solicitor:** Jeff Forbe's absent.

**Clerk of Council:** Katie Lyons

**EMS CHIEF:** Chief Maggard thanked residents for the support of the Levy and EMS. He then reported that the Pancake supper was very successful, this is the main Fire and EMS fundraiser of the year. We are currently recruiting for the upcoming EMS class that is to begin January 2026.

**FIRE CHIEF:** Chief Heffner thanked residents for coming out for the Pancake Supper and for the support of the Levy.

Chief Heffner reported:

- Trained on victim and Firefighter drags.
- Scheduled Pump Repair on Engine 94.

- Provided Mutual Aid for 2 structure fires.
- Gas leak in the community.
- Low run volume
- All Fire Inspections for commercial properties are complete.
- Reminded residents to clean out chimneys and to check batteries in smoke detectors.

The Mayor reminded residents that the Fire and EMS rely on volunteers and that the budget would be One Million dollars larger without our volunteers.

**POLICE CHIEF/VILLAGE ADMINISTRATOR:**

Chief Hayhow thanked the community for the vote on confidence and then reported:

- Duke will be starting a project next week to install 2 new gas main regulator pits on Terrace Place across from Harvard. With the new construction it will be necessary to relocate the irrigation line for the garden club. The project is expected to be completed in March of next year.
- We received 3 bids for the Elm Road water line project, and the total costs of the project is a little less than anticipated. The bids are \$612,692.00, \$563,535.00 and \$557,213.00. Currently the bids are being finalized by our engineer, I will have a resolution for Mr. Lindell for the December's meeting.
- And as of today, the maintenance crew has picked up 14 loads of leaves and they're on their 3rd pass through the village.

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:**

**Reports, Resolutions & Ordinances of Standing Committee:** None

**Planning & Zoning** –Mr. Gaskey -no report.

**Finance –**

Mr. LeMay explained that is Resolution is not an increase to the budget but to is moving money within the general fund to different accounts and to allow for the new police vehicle, Fire and EMS salaries and expenses.

Council Member LeMay introduced and advanced to the third reading **RESOLUTION 11-1, 2025 TO EMPOWER THE CHIEF FISCAL OFFICER TO REVISE THE 2025 APPROPRIATION BUDGET** Lehman seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Ingebritson seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. Resolution passed as an emergency.

Mr. LeMay explained this Resolution is to increase the appropriations to allow for the reimbursement of the EMS Training Grant.

Council Member LeMay introduced and advanced to the third reading **RESOLUTION 11-2, 2025 TO EMPOWER THE CHIEF FISCAL OFFICER TO REVISE THE 2025 APPROPRIATION BUDGET** Gaskey seconded. Gaskey, Ingebritson, Lindell, LeMay, Lehman and Sharp voted aye. LeMay 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.

Mr. LeMay expressed his gratitude to the passing of the levy at 79% as a vote of confidence in the work done by Council, EMS, Fire, Village Administrator and Chief Fiscal Officer.

He asked residents to return yard signs to his front porch.

**Buildings & Grounds** –Ms. Sharp update on the shelter at Miami Grove that is all looks great, the roof is complete, and the lot has been resurfaced. She then thanked residents for voting for her for another term. Chief Hayhow explained that the shelter is awaiting final inspection prior to be handed over to the village.

**Rules & Law** -Judith Lehman-no report.

**Public Works**- Pax Lindell- no report.

**Public Safety –**

Council Member Ingebritson introduced and advanced to the third reading **RESOLUTION 11-3, 2025 AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN EMERGENCY MEDICAL SERVICES AGREEMENT WITH MIAMI TOWNSHIP, CLERMONT COUNTY AND DECLARING AN EMERGENCY** 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:** None.

**Adjournment:** Mr. Gaskey motioned to adjourn. Voice Vote all voted "aye."

**Respectfully submitted:**

  
Katherine Lyons  
Clerk of Council

  
Thomas M. Tepe, Jr.  
Mayor