

**MINUTES OF MEETING**  
**January 9, 2024**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

Council met on Tuesday January 9, 2024, 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, and Ms. Judith Lehman. 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 Solicitor Jeff Forbes. Council Member Ms. Regina Sharp and Fire Chief Steve Dronsfield were absent.

The Mayor reported that he was sworn in prior to the meeting as well as John Gaskey. Mayor Tepe asked Ms. Lehman to move up on the agenda the resolution appointing Pax Lindell.

Council Member Lehman introduced and advanced to the third reading **RESOLUTION NO. 1-1, 2024 APPOINTING PAX LINDELL TO THE OFFICE OF COUNCIL MEMBER TO FILL A VACANCY PURSUANT TO SECTION 32.06 OF THE TERRACE PARK CODIFIED ORDINANCES AND DECLARING AN EMERGENCY** Gaskey seconded. Gaskey, Lehman, LeMay and Ingebritson voted aye. Lehman then moved to adopt the ordinance as an emergency. Ingebritson seconded. Gaskey, Lehman, Ingebritson, and LeMay voted aye. Resolution passed as an emergency.

Following the reading of the Resolution, Mayor Tepe sworn Pax Lindell into Oath of Office.

Mayor Tepe asked Ms. Ingebritson to move up in the agenda the resolution for our Police Officer. With that, Council Member Ingebritson introduced and advanced to the third reading **RESOLUTION NO. 1-2, 2024 RESOLUTION APPOINTING JAMES SAVAGE AS FULL-TIME POLICE OFFICER FOR THE VILLAGE OF TERRACE PARK POLICE DEPARTMENT AND DECLARING AN EMERGENCY** Lehman seconded. Gaskey, Lehman, LeMay, Ingebritson and Lindell voted aye. Ingebritson then moved to adopt the resolution as an emergency. Lehman seconded. Gaskey, Lehman, Ingebritson, Lindell and LeMay voted aye. Resolution passed as an emergency.

The Mayor asked if anyone had any corrections, additions or deletions to the December 12, 2023 Minutes. Council Member John Gaskey motioned to approve the Council Minutes from the December 12, 2023, 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. Seeing none, he moved on.

**MAYOR'S REPORT:** The Mayor thanked everyone for trusting him for another four years.

**Chief Fiscal Officer:** Katie Lyons-No Report.

**Solicitor:** Jeff Forbes- No Report.

**Clerk of Council:** Katie Lyons-No Report.

**EMS CHIEF:** Chief Maggard reported that the new EMS class beginning January 2024 has 6 people signed up for it.

**FIRE CHIEF:** Absent.

**POLICE CHIEF/VILLAGE ADMINISTRATOR:** Chief Hayhow asked if there were any questions regarding the police activities and he reminded residents to please lock their doors stating that it was a crime of opportunity.

The new floor in the Community Building will begin to be installed on January 22, 2024.

Mayor Tepe mentioned that he would like to look into the FLOCK Camera for the Village of Terrace Park. Chief Hayhow reported that Indian Hill's Flock Camera caught the stolen car, working together to solve the crime. Mayor Tepe asked Ms. Ingebritson to have a committee to discuss the possible purchase of Flock cameras if we would like to move forward.

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:**

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

**Planning & Zoning –** No Report.

**Finance –**Mr. LeMay explained that finally congress approved the budget, in regard to the Elm Street Grant, we won't know for 4-6 months which would push the project to 2025.

Mr. LeMay provided his annual financial update with the following highlights: (see graph attached)

- Ending fund balance well above minimum threshold.
- Key message, we have sufficient cash balance, and he does not predict a tax increase in the near future.
- This is our 10<sup>th</sup> year without tax increase for village operations.
- We spent most of our remaining ARPA funds for the parking lot at Log Cabin and Community Building, new flooring for the Community Building, street repair, painting the community building, resurfacing the basketball courts.
- Real Estate tax revenue was up by \$86,000, home sales in the last 3 years were sold at higher price.
- \$50,000 more in earning in investments, this may reduce if interest rates fall.
- A resident appraisal of over 20% will see an increase in taxes.

**Buildings & Grounds –**Regina Sharp-Absent.

**Rules & Law –**Judith Lehman-see above.

**Public Works–**Pax Lindell-No Report.

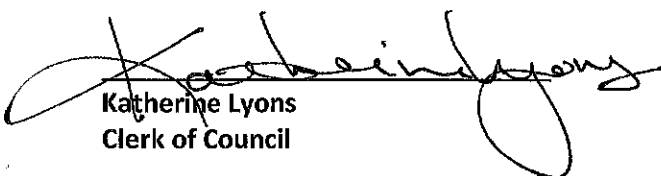
**Public Safety –**Lauren Ingebritson- see above.

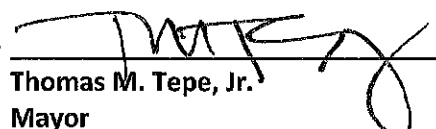
**CONTINUED BUSINESS:** None

**NEW BUSINESS:** Mayor Tepe explained that traditionally we have had a Vice Mayor, and it has always been the longest tenured Council Member. Mayor Tepe suggested Mr. LeMay and wanted to make it official. Mr. Lindell motioned to approve Mr. LeMay as Vice Mayor. Voice Vote all voted "aye."

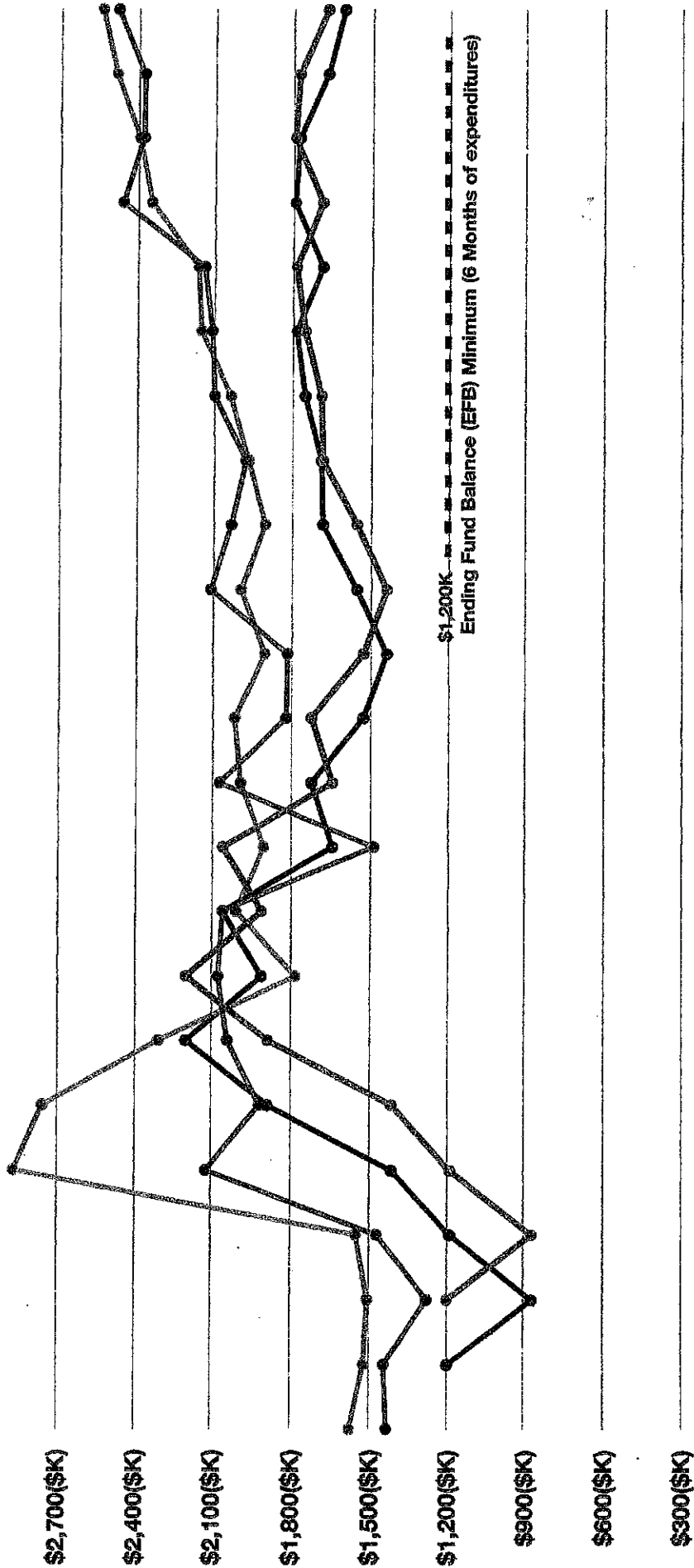
**Adjournment:** Ms. Ingebritson motioned to adjourn. Voice Vote all voted "aye."

**Respectfully submitted:**

  
Katherine Lyons  
Clerk of Council

  
Thomas M. Tepe, Jr.  
Mayor

● Beginning Fund Balance (\$K)   ● Revenue (\$K)   ● Expense (\$K)   ● Ending Fund Balance (\$K)



\$0(\$K)   2001   2002   2003   2004   2005   2006   2007   2008   2009   2010   2011   2012   2013   2014   2015   2016   2017   2018   2019   2020   2021   2022   2023

**Annual Financial Report to Council (all \$'s expressed as \$1,000's or K's)**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023 Actuals
Beginning Fund \$K's	\$2,061	\$1,642	\$1,723	\$1,526	\$1,438	\$1,552	\$1,682	\$1,689	\$1,818	\$1,710	\$1,685	\$1,793	\$1,776	\$1,668
% Change vs. Previous		-19.4%	4.9%	-5.1%	-6.1%	8.3%	7.6%	0.4%	6.7%	-6.0%	1.5%	6.4%	-1.5%	-6.2%
Revenue \$K's Actual	\$1,488	\$2,075	\$1,821	\$1,817	\$2,112	\$2,034	\$1,979	\$2,101	\$2,111	\$2,141	\$2,454	\$2,376	\$2,374	\$2,476
% Change vs. Previous		39.4%	-11.6%	-0.2%	14.6%	-3.7%	-2.8%	5.7%	0.5%	1.4%	14.6%	-3.4%	-0.1%	4.2%
Expenditures \$K's Actual	\$1,905	\$1,995	\$2,018	\$1,905	\$1,997	\$1,905	\$1,971	\$2,039	\$2,153	\$2,166	\$2,346	\$2,394	\$2,483	\$2,538
% Change vs. Previous		5.2%	4.6%	-5.6%	4.6%	-4.6%	3.6%	3.4%	5.4%	0.6%	7.8%	2.0%	3.8%	2.1%
Ending Fund \$K's	\$1,642	\$1,723	\$1,526	\$1,438	\$1,553	\$1,682	\$1,689	\$1,752	\$1,710	\$1,685	\$1,793	\$1,776	\$1,668	\$1,606
% Change vs. Previous		4.9%	-11.6%	-6.1%	7.9%	7.7%	0.4%	3.7%	-2.3%	-1.5%	6.1%	-1.0%	-6.4%	-3.8%
Average Month Rev. \$K's	\$124	\$173	\$152	\$151	\$176	\$170	\$165	\$175	\$176	\$178	\$205	\$198	\$198	\$206
Average Month Exp. \$K's	\$159	\$166	\$168	\$159	\$166	\$159	\$164	\$170	\$179	\$181	\$196	\$200	\$207	\$212
Monthly surplus (deficit)	\$65	\$7	\$14	\$92	\$110	\$11	\$11	\$5	\$-3	\$-3	\$9	\$-22	\$-9	\$-6
Months Coverage (cash). (Goal: 6 - 9 months)	10.34	10.36	9.07	9.06	9.33	10.60	10.28	10.31	9.53	9.34	9.17	8.90	8.06	7.59

**Key Messages**

Ending Fund Balance (cash on hand): - \$62K vs. previous year.

Revenue: increased \$102K versus previous year.

Expenditures: increased \$55K from last year.

Outlook: we remain above our goal of maintaining greater than six months of operating cash on hand with 8.2 months on hand (-.6 months vs. last year).

Fiscal 2024 Goals: maintain fiscally responsible spending and conservative revenue outlook. Develop financing plan for Elm Street waterline (\$440K)