

**MINUTES OF MEETING**  
**February 4, 2020**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

Council met on Tuesday, February 4, 2020 at 7:30 p.m. in the EMS Building Training Room. Mayor Tepe led Council in the Pledge of Allegiance. Members of Council present were Mr. John Gaskey, Ms. Lauren Ingebritson, Ms. Judith Lehman, Mr. Jeff LeMay, Mr. Pax Lindell and Ms. Regina Sharp. In addition, Mayor Tom Tepe, Solicitor Jeff Forbes, Village Administrator Gerald Hayhow, EMS Chief John Maggard, Chief Fiscal Officer Katie Lyons, and Clerk of Council Christy Hampton were in attendance. Fire Chief Steve Dronsfield was absent.

The Mayor asked if anyone had any corrections, additions or deletions to the January 14, 2020 Minutes. Council Member Sharp motioned to approve Council Minutes from the January 14, 2020 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 Tepe asked Ms. Sharp to move up in the agenda the resolution for our new EMT. With that, Sharp introduced and advanced to the third reading **RESOLUTION 2-2, 2020 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF JILL McADOO TO THE VOLUNTEER EMERGENCY MEDICAL SERVICES DEPARTMENT OF THE VILLAGE OF TERRACE PARK.** Lindell seconded. Gaskey, Lehman, LeMay, Lindell and Sharp voted aye. Sharp then moved to adopt the resolution as an emergency. Lehman seconded. Gaskey, Lehman, LeMay, Lindell and Sharp voted aye. Resolution passed as an emergency. Mayor Tepe then swore in Jill McAdoo.

**MAYOR'S REPORT** Mayor Tepe has no update from the Metropolitan Sewer District (MSD) or the county despite his numerous requests for information. However, he is mindful of the size of that report and the impact and cost figures associated, so he knows it will take some time for them to review it. He's just hoping for a little nugget of information that he can bring to the next council meeting.

**CHIEF FISCAL OFFICER:** No report.

**SOLICITOR:** No report.

**CLERK OF COUNCIL:** No report.

**EMS CHIEF:** John Maggard welcomed Jill McAdoo and thanked her for reaching out and wanting to join our Terrace Park EMS. She and her family just relocated here from Arizona and she is fully certified and ready to go. Training for the current EMS class of 3 is going well; they are in their second month of training and right on schedule.

**FIRE CHIEF:** Absent, no report

**POLICE CHIEF/VILLAGE ADMINISTRATOR:** No report.

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

**PLANNING & ZONING:** The planning and zoning committee met last Tuesday, January 28<sup>th</sup> to discuss the possibility of shared services with the Hamilton County Building Department. Committee members John Gaskey, Judith Lehman, Lauren Ingebritson attended as well as Mayor Tepe and Village Administrator Hayhow, along with concerned citizen David Moyer. Main points from that meeting:

- Currently we are replicating building permit services, meaning we have 2 part time employees reviewing plans for building code compliance, issuing building permits and doing inspections.
- We have the opportunity to get the exact same service at no costs to the village by contracting with the Hamilton County building department for residential building permits. The standards are the same and set by the state of Ohio.
- As a frame of reference, we have already contracted our commercial building permits with the county since 1964.
- By moving forward, the village would save around \$20,000 (difference between our fixed expense of \$40k, offset by permit fee income of about \$20k).
- The committee felt that the general fund should not be used to supplement a department that only a fraction of residents ever use.
- This is another example of local governments sharing services to reduce the cost of doing business.
- If we move forward with this, we would still maintain our entire zoning functions, from reviewing plans to variances; the zoning code is what makes Terrace Park unique.
- Administering the building code is a very detail-oriented, construction-based analysis. What we care about is size, impact on adjacent properties, etc., so to be clear, we will always maintain the zoning review function.
- If council approves this shared services ordinance, Mayor Tepe has identified a person who has a potential zoning administrator candidate, who has extensive background in planning and zoning ; she will give us a proposal to fulfill that function on as as-needed basis (hourly fee), not a monthly retainer.
- Mayor Tepe believes this is in the best interest of the village and will give tremendous savings in the short and long term. Shared services are the wave of the future. We are protective of what we do as it relates to our police, our fire, our EMS, our zoning, but building code administration is one we can potentially outsource.
- Indian Hill operates the way we're hoping to; they review and sign off on the zoning and then send to Hamilton County for permits.

- There will still be building permit fees that Hamilton County will charge to homeowners, similar to what Terrace Park currently charges. The village just would not have to pay the expense of building officials/inspectors, etc.

With that, John introduced for a first reading **ORDINANCE 2-1, 2020 AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS, HAMILTON COUNTY, OHIO RELATED TO SERVICES OF THE HAMILTON COUNTY BUILDING OFFICIAL.**

- The committee decided to bring it council for a first reading this month, let them think it over, potentially get feedback from residents, and then if we think it's in the best interest, bring it to council for a vote at the March council meeting.

Mayor Tepe ended this report by congratulating John Gaskey's son Luke and the 2 other scouts who just earned the highest scout ranking of Eagle Scout.

**BUILDING AND GROUNDS:** No report.

**FINANCE:** Council Member LeMay thanked Katie for doing this once again. This resolution accelerates the monies received from Hamilton County by a month (March rather than April). With that Jeff introduced and advanced to the third reading **RESOLUTION 2-1, 2020 RESOLUTION REQUESTING THE COUNTY AUDITOR TO MAKE TAX ADVANCES DURING THE YEAR 2020 PURSUANT TO OHIO REVISED CODE, SECTION 321.34.** Lehman seconded. Gaskey, Ingebritson, Lehman, LeMay, Lindell and Sharp voted aye. LeMay then moved to adopt this resolution as an emergency. Gaskey seconded. Gaskey, Ingebritson, Lehman, LeMay, Lindell and Sharp voted aye. Resolution passed as an emergency.

**RULES & LAW:** No report

**PUBLIC WORKS:** No report.

**PUBLIC SAFETY:** Resolution was moved up in the agenda so EMS swear-in Jill McAdoo could leave.

**CONTINUED BUSINESS:** None

**NEW BUSINESS:** None

Council Member Sharp motioned to adjourn. Voice Vote all voted "aye."

**Respectfully submitted:**

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Christy Hampton  
Clerk of Council

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Thomas M. Tepe, Jr.  
Mayor