

RECORD OF PROCEEDINGS

Village of Williamsburg Regular Council Meeting

Minutes of

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held January 12, 2023

The regular meeting of the Williamsburg Village Council was held on Thursday, January 12, 2023, at 5:30 p.m. at the Community Center -107 West Main Street, Williamsburg, Clermont County, Ohio.

**MEMBERS PRESENT:** MAYOR: Mary Ann Lefker; **VICE-MAYOR:** Steve Maham; **COUNCIL MEMBERS:** Randy Mercer, Gary Collier, Mark Herren, Tim Wood and George Seip **POLICE:** Chief Michael Gregory, **FIRE MARSHALL:** Jason McCarthy **ADMINISTRATOR:** Andrew Gephardt **CLERK/TREASURER:** Mike Murray; **PUBLIC WORKS:** Kyle Cribbet; **SOLICITOR:** Absent

**AUDIENCE:** Charles Maklem, Kim Fritz and Clyde Arnold.

Mayor Lefker called the meeting to order at 5:30 p.m. with the Pledge of Allegiance.

AUDIENCE:

Resident Kim Fritz asked about the status of the Zachary Drive entrance. Administrator Gephardt indicated he received a few more quotes but to repair the entrance properly will cost upwards of \$5000-\$10000. After some discussion it was suggested a poll be taken among residents to see how repairs could be paid for and if there is actual interest in repairs or removing entrance entirely.

Resident Charlie Maklem is opposed to fixing entry to Woods View at taxpayers' expense.

APPROVAL OF MINUTES:

Councilman Mercer made a motion to approve the December 8, 2022, regular council meeting minutes. Councilman Seip second. All ayes by roll call, motion carried.

Councilman Seip made a motion to approve the December 13, 2022, special council meeting minutes. Vice-Mayor Maham second. Councilman Seip, aye.; Vice-Mayor Maham, aye; Councilman Mercer, aye; Councilman Collier, aye; Councilman Herren, abstain; Councilman Wood, abstain. Motion Carried.

MAYOR'S REPORT:

Mayor Lefker provided the Mayors Court Fines and Costs Report for December 2022.

Councilman Wood made a motion to approve Mayors Court and Costs Report for December 2022. Councilman Mercer second. All ayes by roll call. Motion carried.

Mayor Lefker asks for nominations for 2023 Vice-Mayor.

Councilman Seip made a motion to elect Steve Maham as Vice Mayor. Councilman Collier second.

Councilman Herren nominated Tim Wood. No second.

Councilman Seip made a motion to close nominations. Councilman Mercer second the motion. All yea by roll call. Motion carried.

Councilman Seip made a motion to elect Steve Maham as Vice-Mayor. Councilman Collier second. By roll call: Councilman Seip, aye; Councilman Collier, aye; Councilman Mercer, aye; Councilman Herren, nay; Councilman Wood, aye. Councilman Steve Maham, abstain. motion carried.

Steve Maham as 2023 Vice-Mayor.

Councilman Seip made a motion for March 9, 2023 Regular Council Meeting to be changed to March 8, 2023 at 5:30. Councilman Collier second. All aye by roll call. Motion carried.

SOLICITOR:

POLICE REPORT:

Police Chief Michael Gregory presented Council with a copy of the December 2022 Report.

Councilman Herren ask status on hiring a canine Officer.

Chief Gregory expanded on Officer Steve Butler and how he cannot become a canine officer at this time due to living circumstances. Other officers are in the same situation due to unfavorable home environments for a dog. Chief Gregory will post job advertisement for a Canine Officer.

Held

January 12, 2023

Councilman Herren asked who oversees zoning? Chief Gregory indicated zoning primarily is handled now by Jean Hughes in the Mayors' Court office. Councilman Herren asked if we would look at the Dollar General parking lot and its condition.

FIRE REPORT:

Fire Marshall Jason McCarthy – Gave a verbal report. The department is applying for grants for various needs.

PUBLIC WORKS: Nothing to report

ADMINISTRATOR REPORT:

- Administrator Gephardt asked to revisit the Main Street striping project for parking spaces as the new year and budget will be in place. Vice-Mayor Maham made motion to approve Main Street striping. Councilman Seip second. All ayes by roll call. Motion carried. Councilman Wood asked if a map could be provided of the parking spot locations. Administrator Gephardt will obtain one.
- Administrator Gephardt explained he and Jean Hughes are no longer using and paying for a village phone through Verizon. The cost for the phone was \$45/month per that plan. Gephardt asked if a \$25/month stipend could be given in leu of not paying for an additional phone. Councilmen Herren asked if there are any legal issues with using your personal phone for village business and Administrator Gephardt will check with the Solicitor.
- Administrator Gephardt indicated the Village Tree City Application has been approved at the local level and now moves to the State for final approval.
- The Community Development Block Grant program is now accepting applications for 2023 Grant cycle. Administrator Gephardt will bring ideas up to Parks Committee, but some ideas discussed were extending walking trail, adding pickleball courts as well as possible dog park.
- Administrator Gephardt is looking to add ACH transfers as an option to pay utility bills. Peoples Bank would handle the transactions and Gephardt is getting more information from them on the processes.

PARKS COMMITTEE:

Did not meet. Next meeting is 1/26/23 at 4:30PM.

PERSONNEL COMMITTEE:

Did not meet. Next meeting TBD.

PLANNING COMMITTEE:

- Chairman Wood said there was a public hearing to discuss a conditional use permit application for a smoke shop at 305 S. Fifth street. The planning committee denied the permit due to the main issue of the proximity to the schools and problems it could cause.
- Chairman Wood said there was a discussion on what to do with the cul de sac at the end of Zachary drive where the lift station access drive is. There is no sidewalk in front of the green space area, therefore, no resident would ever have to install one. Administrator Gephardt will investigate pricing for the sidewalk as well as asphalt for the lift station drive.
- Next meeting is 2/7/23 at 5:30 PM.

SAFETY COMMITTEE:

Did not meet. Next meeting TBD

UTILITIES COMMITTEE:

Did not meet. Next meeting is 1/26/23 at 6PM.

FACILITIES AND EQUIPMENT:

Did not meet. Next meeting is TBD.

ECONOMIC DEVELOPMENT:

Did not meet. The next meeting is TBD.

TREE BOARD:

Did not meet. The next meeting is TBD.

CLERK/TREASURER'S REPORT:

Clerk/Treasurer presented the December 2022 Financial Statements (agenda item 1).

Councilman Collier made a motion to accept the reports as presented. Councilman Herren second. All ayes by roll call. Motion carried.



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Clerk/Treasurer presented the December 2022 Utility Funds Snapshot for general information (agenda item 2).

Clerk/Treasurer presented the Period 11-1<sup>st</sup> Half 2022 Income Tax receipts report (agenda item 3).

Councilman Mercer made motion to accept the report as presented. Vice-Mayor Maham second. All ayes by roll call. Motion carried. (Agenda item 3).

Clerk/Treasurer read for the first time Ordinance 1210-22 Personnel Policy Change Donate Time Hours. (Clerk/Treasurer ask to suspend Rules.) (Agenda item 4).

Councilman Herren made a motion to suspend the rules on Ordinance 1210-22 Personnel Policy Change Donate Time Hours. Councilman Wood second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the second and third time Ordinance 1210-22 Personnel Policy Change Donate Time Hours. (Agenda item 4).

Councilman Seip made a motion to approve Ordinance 1210-22 Personnel Policy Change Donate Time Hours. (Agenda. Councilman Collier second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the first time Ordinance 1211-22 Adopting 2023 Permanent Appropriations. (Agenda item 5).

Clerk/Treasurer read for the first time Resolution 933-23 Authorize ODOT Crosswalk Agreement. (Administrator ask to suspend Rules). (Agenda item 6).

Councilman Seip made a motion to suspend the rules on Resolution 933-23 Authorize ODOT Crosswalk Agreement. Councilman Collier second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the second and third time Resolution 933-23 Authorize ODOT Crosswalk Agreement. (Agenda item 6).

Councilman Mercer made a motion to approve Resolution 933-23 Authorize ODOT Crosswalk Agreement. Councilman Seip second. All ayes by roll call. Motion carried.

APPROVAL OF BILLS:

Vice-Mayor Maham made motion to approve the bills presented Warrants 2022 Warrants 29672–296715 and 2023 Warrants 29716– 29742. EFTs 818-2022 thru 860-2022 and EFTs 001-2023 thru 025-2023 be paid. Councilman Wood second. All ayes by roll call. Motion carried.

NEW BUSINESS

EXECUTIVE SESSION:

7:20 pm, Councilman Collier made a motion to go into Executive Session for the purpose of personnel. Councilman Mercer second. All ayes by roll call. Motion carried.

Council came out of Executive Session at 7:35 pm.

Councilman Mercer made a motion to raise Part-Time Officers to \$20 per hour and Full-Time Officers to \$22 per hour. Councilman Herren second. All ayes by roll call. Motion carried.

Councilman Wood made motion for Casey Rigney to Full-Time at \$22 per hour. Councilman Herren second. All ayes by roll call. Motion carried.

Councilman Seip made motion to approve a 8% wage increase for the office employee's and Public Works employees. Councilman Mercer second the motion. By roll call: Councilman Seip, aye; Councilman Mercer, aye; Councilman Collier, aye; Councilman Herren, abstain; Councilman Wood, nay; Vice-Mayor Maham, yea. Motion carried.

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ADJOURNMENT:  
Councilman Wood moved to adjourn the meeting. Councilman Herren second. All ayes by roll call.  
Motion carried.

  
Mary Ann Lefker - Mayor

  
Michael Murray - Clerk/Treasurer

February 9, 2023  
Date Approved