

RECORD OF PROCEEDINGS

Village of Williamsburg Regular Council Meeting

Minutes of

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

February 9, 2023

The regular meeting of the Williamsburg Village Council was held on Thursday, February 9, 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 **SOLICITOR:** Christopher Moore **POLICE:** Chief Michael Gregory, **FIRE MARSHALL:** Jason McCarthy **ADMINISTRATOR:** Andrew Gephardt **CLERK/TREASURER:** Mike Murray; **PUBLIC WORKS:** Kyle Cribbet

AUDIENCE: Charles Maklem, Sharon Chambers, Donna Mercer.

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

AUDIENCE:

MAYOR'S REPORT:

- Mayor Lefker provided the Mayors Court Fines and Costs Report for January 2023.

Councilman Collier made a motion to approve Mayors Court and Costs Report for December 2022. Vice-Mayor Maham second. All ayes by roll call. Motion carried.
- Mayor Lefker read letter received from Chief Mike Gregory. Chief has indicated he plans to retire on, March 3, 2023. The job posting is currently online, and we are accepting applications through February 20th, 2023
- Councilman Herren made a motion to accept his letter to retire on March 3, 2023. Councilman Seip second. All ayes by roll call. Motion carried.

SOLICITOR:

- Working with Court Clerk Jean Hughes to catalog old evidence for eventual destruction.
- Demo on building at 251 Front Street. The contractor has been paid to do the demo of the outside of the building and is currently waiting for response from the railroad company to proceed.
- Abounded cars that were towed in by the Police Department to be auction as soon as the Village obtain titles.

POLICE REPORT:

Police Chief Michael Gregory presented Council with a copy of the January 2023 Report.

FIRE REPORT:

Fire Marshall Jason McCarthy presented report.

PUBLIC WORKS: Nothing to report

ADMINISTRATOR REPORT:

- Administrator Gephardt has been in touch with Hauck Asphalt regarding the striping of Main Street parking spaces. Hauck has indicated they are currently working on their spring schedule and will get back with us. In addition, they will let us know if the quote has changed since the one received in July of 2022.
- Phone allowance- Administrator Gephardt talked with the Solicitor about using one's personal phone in lieu of a Village phone for Village business and adopting a village specific policy. The Solicitor agreed this can be allowable if the individual signs an agreement allowing their personal phone to be used for a specific public records request.
- Administrator Gephardt shared some information about Cross Development. This development firm is now looking at the property next to the current Dollar General Store to develop a new Dollar General grocery store concept. The opening would coincide with the lease expiration of the current location opening that property up for a new development.
- The yard sale dates for 2023 are as follows: May 20th-21st and September 9th-10th.
- Administrator Gephardt gave an Ohio Public Works grant update. Burgess and Niple engineering will conduct the bid opening for the Water Tower restoration painting project on February 16th at 1:30.

PARKS COMMITTEE:

Committee met on 1/26/23 at 4:30PM to discuss applying for 2023 CDBG for Pickle Ball Court.

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- Clerk/Treasurer read for the first time Resolution 936-23 Administrator to sign all documents pertaining to Clermont County CDBG for Fiscal Year 2023. (Administrator ask to suspend rules.) (Agenda item 8).
- Vice-Mayor Maham made a motion to suspend the rules for Resolution 936-23 Administrator to sign all documents pertaining to Clermont County CDBG for Fiscal Year 2023. Councilman Collier second the motion. By roll call: Vice-Mayor Maham, aye; Councilman Collier, aye; Councilman Mercer, aye; Councilman Herren, nay; Councilman Wood, nay; Councilman Seip, aye. Motion failed, three fourth majority needed.

Mayor Lefker called to have Special Council Meetings Monday, February 13, 2023 and Thursday, February 16, 2023 at 5:30 pm.

PERSONNEL COMMITTEE:

The personnel committee met to discuss the recommendation to hire Tanya Fleming as Finance Clerk. After interviewing multiple candidates, Ms. Fleming emerged as a solid candidate with the most relevant experience. Councilman Collier made motion to hire Tanya Fleming for Finance Clerk at \$20 hour and contingent on passing a background check and physical/drug test. Councilman Seip second. By roll call Councilman Collier, aye; Councilman Herren, aye; Councilman Mercer, aye; Vice-Mayor Maham, aye; Councilman Wood, nay. Motion carried.

PLANNING COMMITTEE:

- Chairman Herren indicated there was a public hearing at the February meeting to discuss a conditional use permit application for a Used Car Dealership at 663 Willow St. The committee asked the applicant for more information regarding the barriers, the parking and lot plan. They will discuss the matter further at the next meeting.
- Chairman Herren asked if we need stricter zoning regarding the restrictions of vape and smoking paraphernalia?
- There was a submission for a new single family home at 131 S. Eighth Street. The Planning Commission referred the matter to the Board of Zoning Appeals at the lot size is not large enough per current zoning and would need a variance.
- Next meeting is 3/7/23 at 7 PM.

SAFETY COMMITTEE:

Did not meet. Next meeting TBD

UTILITIES COMMITTEE:

Committee met 1/26/23 at 6PM and approved bulk water adjustment requests due to the cold temperatures in the region the last month causing breaks.

FINANCE COMMITTEE:

Clerk Treasurer Murray explained the committee discussed raising the current salary of the Finance Clerk to be more in line with a new hire and would need to be higher than the 8% already implemented. Councilman Seip made a motion to approve Priscilla Bush raise to \$24.39 and retro pay January 1, 2023. Councilman Collier second. By roll call: Councilman Seip, aye; Councilman Mercer, aye; Councilman Collier, aye; Councilman Herren, aye; Vice-Mayor Maham, aye; Councilman Wood, nay. Motion carried.

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 January 2023 Financial Statements (agenda item 1).

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

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

Clerk/Treasurer presented the Period 12-1st Half 2022 Income Tax receipts report (agenda item 3).

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

Clerk/Treasurer read for the second time Ordinance 1211-22 Adopting 2023 Permanent Appropriations. (Agenda item 4).

Clerk/Treasurer read for the first time Ordinance 1212-23 Adopt 2023 Ohio Basic Code Book. Clerk/Treasurer ask to suspend Rules. (Agenda item 5).

Councilman Herren made a motion to suspend the rules on Ordinance 1212-23 Adopt 2023 Ohio Basic Code Book. Councilman Mercer second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the second and third time Ordinance 1212-23 Adopt 2023 Ohio Basic Code Book. (Agenda item 5).

Councilman Herren made a motion to approve Ordinance 1212-23 to Adopt 2023 Ohio Basic Code Book. Councilman Wood second. All aye by roll call. Motion carried.

Clerk/Treasurer read for the first time Resolution 934-23 Transfer of funds withing the 2023 Budget. Clerk/Treasurer ask to suspend rules. (Agenda item 6).

Vice-Mayor Maham made a motion to suspend the rules on Resolution 934-23 Transfer of funds withing the 2023 Budget. Councilman Collier second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the second and third time Resolution 934-23 Transfer of funds withing the 2023 Budget. (Agenda item 6).

Councilman Mercer made a motion to approve Resolution 934-23 Transfer of funds withing the 2023 Budget. Vice-Mayor Maham second. All aye by roll call. Motion carried.

Clerk/Treasurer read for the first time Resolution 935-23 Then and Now Certificate to IT Cabling Services, LLC for \$180. (Clerk/Treasurer ask to suspend rules.) (Agenda item 7).

Councilman Collier made a motion to suspend the rules on Resolution 935-23 Then and Now Certificate to IT Cabling Services, LLC for \$180. Councilman Mercer second. All ayes by roll call. Motion carried.

Clerk/Treasurer read for the second and third time Resolution 935-23 Then and Now Certificate to IT Cabling Services, LLC for \$180. (Agenda item 7).

Councilman Seip made a motion to approve Resolution 935-23 Then and Now Certificate to IT Cabling Services, LLC for \$180. Councilman Mercer second. All aye by roll call. Motion carried.

Councilman Collier made a motion to reimburse NTE \$500 to Jay Ellis for engineering at his property for sanitary sewer. Motion failed due to no second.

APPROVAL OF BILLS:

Councilman Wood made motion to approve the bills presented Warrants 2022 Warrants 29672–296715 and 2023 Warrants 29743– 29790. EFTs 026-20223 thru 089-2023 be paid. Councilman Mercer second. All ayes by roll call. Motion carried.

OLD BUSINESS:

- Annexation 7 acres at State Route 133 and State Route 32, intersection.
 - Councilman Collier made a motion to pay for said annexation NTE \$7,000. Vice-Mayor Maham second. By roll call: Councilman Collier, aye; Vice-Mayor Maham, aye; Councilman Seip, aye; Councilman Mercer, aye; Councilman Herren, nay; Councilman Wood, nay. Motion carried.
- CIC meeting February 16, 2023 at 6:00 pm, prior to the Special Council Meeting.
- Councilman Collier made a request to have a Village Easter Egg Hunt.

NEW BUSINESS

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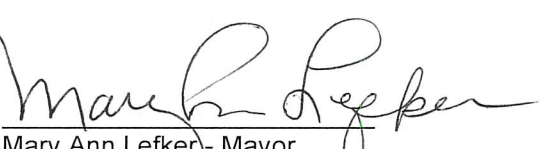
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- Councilman Seip requests to have the June in Olde Williamsburg Festival June 23rd and 24th, 2023.

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



Mary Ann Lefker - Mayor



Michael Murray - Clerk/Treasurer

March 8, 2023
Date Approved