

**MINUTES OF MEETING**  
**January 14,2024**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

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Council met on Tuesday January 14,2025 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, Ms. Lauren Ingebritson, Mr. Pax Lindell, Mr. John Gaskey, 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, Solicitor Jeff Forbes, and EMS Chief John Maggard.

The Mayor asked if anyone had any corrections, additions or deletions to the December 11,2024 Minutes. Council Member John Gaskey motioned to approve the Council Minutes from the December 11, 2024 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:**

Mayor Tepe thanked John Maggard for his willingness to step in to be the Fire Chief during this transitional period. Tonight, we are appointing a new Fire Chief, George Heffner, who stood out amongst his peers. Following that, are the appointments of the Fire Department Staff to new roles. Prior to that we are amending our Ordinance to make room for the positions proposed.

Mayor Tepe asked Ms. Lehman to move up in the agenda the Ordinance regarding the composition of the Fire Department. Council Member Lehman introduced and advanced to the third reading **ORDINANCE NO.1-1-2025 ORDINANCE AMENDING SECTION 35.01(B) OF THE TERRACE PARK CODIFIED ORDINANCES REGARDING THE COMPOSITION OF THE FIRE DEPARTMENT** Lindell seconded. Gaskey, Lehman, LeMay, Ingebritson, Lindell and Sharp voted aye. Lehman then moved to adopt the ordinance as an emergency. Ingebritson seconded. Gaskey, Lehman, Ingebritson, Lindell, LeMay, and Sharp voted aye. Ordinance passed as an emergency

Mayor Tepe asked Ms. Ingebritson to move up on the agenda the resolutions to promote our Volunteer Fire Department Members. With that, Council Member Ingebritson introduced and advanced to the third reading **RESOLUTION 1-1-25, 2025 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF GEORGE HEFFNER TO THE POSITION OF FIRE CHIEF OF THE VILLAGE OF TERRACE PARK** Lehman seconded. Gaskey, Lehman, LeMay, Ingebritson, Lindell and Sharp voted aye. Ingebritson then moved to adopt the resolution as an emergency. Sharp seconded. Gaskey, Lehman, Ingebritson, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

George Heffner was sworn in by Mayor Tepe.

Ms. Ingebritson introduced the following promotions proposed for the Resolution 1-2-25.

Assistant Chief - John Maggard  
Assistant Chief - Ty Zimmerman  
Captain - Chris Dixon  
Captain - Chris Padjen  
Captain - Mickey List  
Lieutenant - Mike Kaplan  
Lieutenant - Craig Russell  
Engineer - Kyle Lehman

Council Member Ingebritson introduced and advanced to the third reading **RESOLUTION 1-2-25, 2025 CONSENT OF COUNCIL TO THE APPOINTMENT BY THE MAYOR OF VARIOUS OFFICERS IN THE VOLUNTEER FIRE DEPARTMENT OF THE VILLAGE OF TERRACE PARK** Lindell seconded. Gaskey, Lehman, LeMay, Ingebritson, Lindell and Sharp voted aye. Ingebritson then moved to adopt the resolution as an emergency. Sharp seconded. Gaskey, Lehman, Ingebritson, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Each Member was sworn in by Mayor Tepe.

The Mayor resumed with his report thanking the Maintenance Department for their hard work, especially with the back to back snow storms.

**Chief Fiscal Officer:** Katie Lyons- no report.

**Solicitor:** Jeff Forbes- the Governor signed House Bill 315, which had buried in there specific to Police Departments. In the past, videos requested for public records had to be released. This Bill allows to charge for the personal time to be charged to the requestor.

**Clerk of Council:** Katie Lyons- no report.

**EMS CHIEF:** Chief Maggard submitted an annual report, which he hasn't done in years. (see attached)

EMS class begins Tuesday January 21, 2025, with 8 students.

**FIRE CHIEF:** Chief Heffner -no report.

**POLICE CHIEF/VILLAGE ADMINISTRATOR:**

- Maintenance guys each had 46 hours of Overtime during the last 2 storms, putting down 72 tons of salt.
- Duke has delayed the start of the project due to the weather.

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:**

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

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

**Finance – Mr. LeMay** provided an update on the village finances. (See attachments) Mr. LeMay

- Ending fund balance(cash on hand) increased \$122,000 vs. previous year
- Revenue \$24,000 higher than last year
- Expenses \$160,000 lower than last year.
- We underspent by \$170,000, received more money in property taxes
  - This would be attributable to the recent home sales.

Fiscal 2025 Goals:

- Maintain fiscally responsible spending and conservative revenue outlook.
  - Develop a 10 year budget forecast.
  - Develop a financing plan for Elm Street waterline. \$440,000.

Mr. LeMay reminded council and the residents that it has been 11 years since a new levy has been added to the ballot.

**Buildings & Grounds** –Ms. Sharp- no report.

**Rules & Law** -Judith Lehman

Council Member Lehman introduced and advanced to the third reading **ORDINANCE NO.1-2 2025 - PROHIBITING ADULT USE CANNABIS OPERATORS WITHIN THE VILLAGE OF TERRACE PARK, OHIO AND DECLARING AN EMERGENCY** Gaskey seconded. Gaskey, Lehman, LeMay, Ingebritson, Lindell and Sharp voted aye. Lehman then moved to adopt the ordinance as an emergency. Ingebritson seconded. Gaskey, Lehman, Ingebritson, Lindell, LeMay, and Sharp voted aye. Ordinance passed as an emergency

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

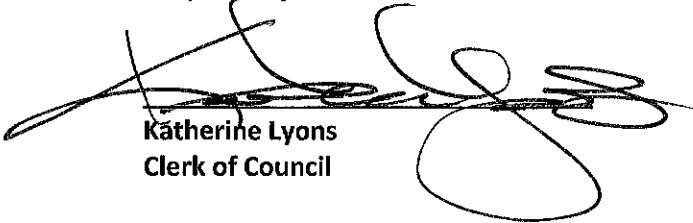
**Public Safety** – Lauren Ingebritson-see above.

**CONTINUED BUSINESS:** None.

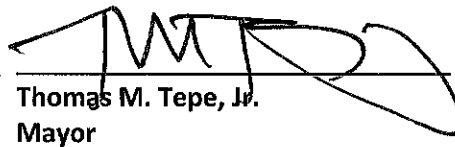
**NEW BUSINESS:**

**Adjournment:** Ms. Lehman motioned to adjourn. Voice Vote all voted “aye.”

**Respectfully submitted:**



Katherine Lyons  
Clerk of Council



Thomas M. Tepe, Jr.  
Mayor

**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	2024	2025 Budget
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	\$1,606	\$1,728
% Change vs. Previous		-19.3%	4.9%	-12.9%	-6.2%	7.3%	7.8%	0.4%	6.6%	-5.9%	-1.4%	6.3%	-1.5%	-6.4%	-4.4%	7.8%
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	\$2,500	\$2,406
% Change vs. Previous		139.4%	-13.2%	0.2%	14.6%	-3.4%	-2.8%	5.7%	0.5%	1.4%	14.6%	-3.3%	-0.1%	4.2%	0.9%	-4.1%
Expenditures \$K's Actual	\$1,905	\$1,995	\$2,018	\$1,905	\$1,997	\$1,906	\$1,971	\$2,039	\$2,153	\$2,166	\$2,346	\$2,394	\$2,483	\$2,538	\$2,378	\$2,683
% Change vs. Previous		10.4%	4.5%	-5.9%	4.6%	-4.4%	3.3%	3.3%	5.5%	0.6%	8.4%	2.0%	3.6%	2.2%	-10.1%	23.8%
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	\$1,728	\$1,451
% Change vs. Previous		4.9%	-5.0%	-6.1%	7.8%	7.7%	0.4%	3.7%	-2.4%	-1.4%	6.1%	-1.0%	-6.5%	-3.9%	7.0%	-17.6%
Average Month Rev. \$K's	\$124	\$173	\$152	\$151	\$176	\$170	\$165	\$175	\$176	\$178	\$205	\$198	\$198	\$206	\$208	\$201
Average Month Exp. \$K's	\$159	\$166	\$168	\$159	\$166	\$159	\$164	\$170	\$179	\$181	\$196	\$200	\$207	\$212	\$198	\$224
Monthly surplus (deficit)		\$47	\$16	\$11	\$10	\$11	\$11	\$6	\$1	\$2	\$9	\$2	\$2	\$14	\$10	\$26
Months Coverage (cash):	10.34	10.36	9.07	9.06	9.33	10.80	10.28	10.31	9.53	9.34	9.17	8.90	8.06	7.59	8.72	6.49

**Key Messages**

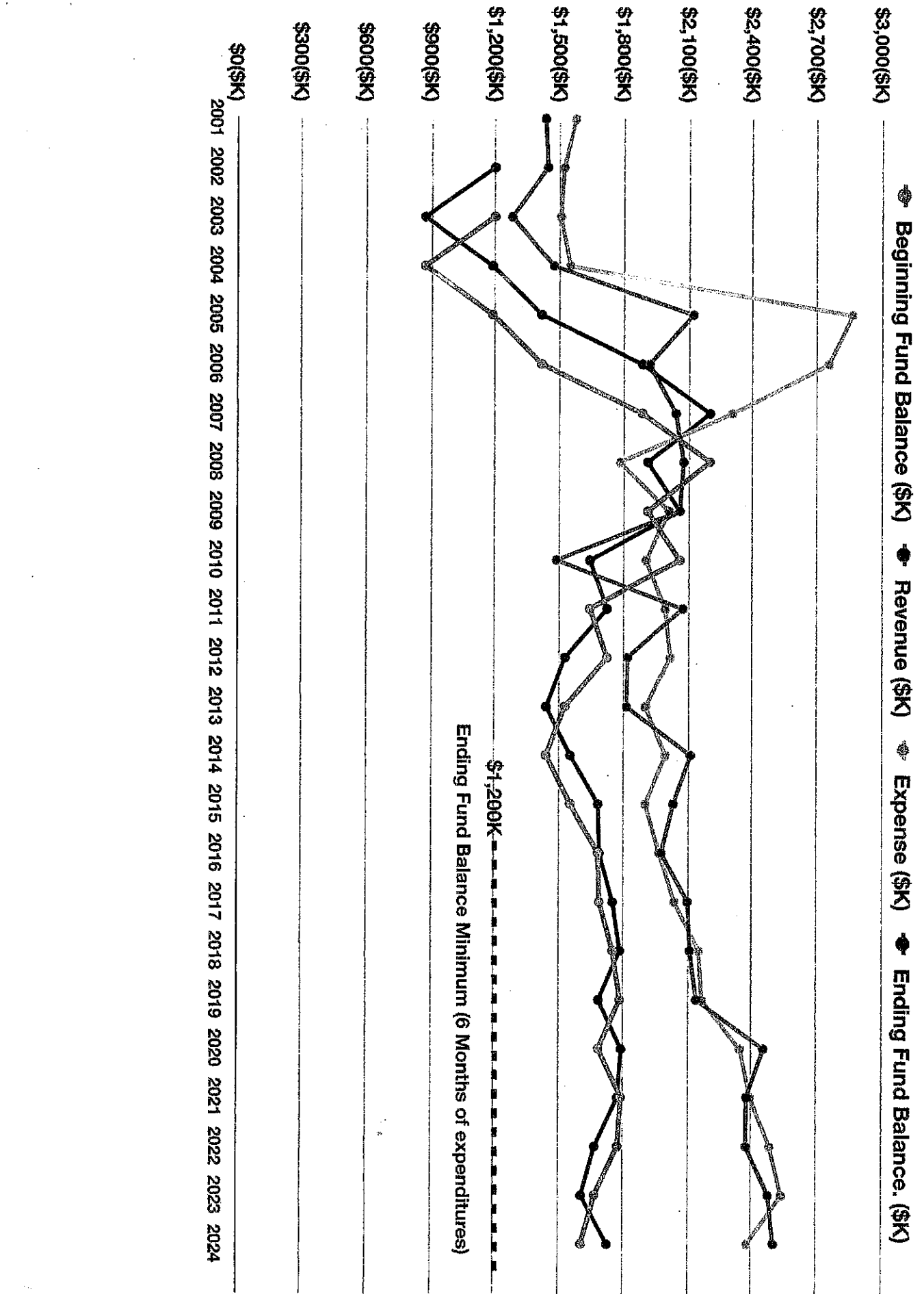
Ending Fund Balance (cash on hand) increased \$122K vs. previous year.

Revenue: increased \$24K versus previous year.

Expenditures: decreased by \$160K from last year.

Outlook: we remain above our goal of maintaining greater than six months of operating cash on hand with 8.7 months on hand (+1.1 months vs. last year).

Fiscal 2025 Goals: maintain fiscally responsible spending and conservative revenue outlook. Complete a 10 year budget forecast. Develop financing plan for Elm Street waterline (\$440K)



2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024



**TERRACE PARK E.M.S.**  
428 Elm Avenue, Terrace Park, Ohio  
45174-1004

**Administration:**  
513-831-2196

**Fax:**  
513-831-0835

**Station:**  
513-831-2196

Terrace Park EMS year-end summary for 2024

Total EMS Runs: 128

Total EMS Hospital Transports: 66

Runs for Adult Patients (18 yr+): 80

Runs for Pediatric Patients (0-17 yr) : 10

Adult Patients by Age

70s: 18

80s: 25

90+: 14

Total ALS (Medic) assisted Runs: 32

John Maggard  
Chief, Terrace Park EMS