

**MINUTES OF MEETING**  
**February 11,2025**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

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Council met on Tuesday February 11,2025 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, 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, Fire Chief George Heffner, and EMS Chief John Maggard. Ms. Judith Lehman was absent.

The Mayor asked if anyone had any corrections, additions or deletions to the January 14,2025 Minutes. Council Member Regina Sharp motioned to approve the Council Minutes from the January 14,2025 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 explained the importance of tonight's Proclamation that was brought to his attention by residents Scott and Laura Sheridan and their children Adelyn Hope, Hunter and Orion.

**Proclamation Recognizing Congenital Heart Defect Awareness Week February 7-14, 2025**  
*(see attached)*

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

**Solicitor:** Jeff Forbes

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

**EMS CHIEF:** Chief Maggard -no report.

**FIRE CHIEF:** Chief Heffner reported the following: *(see attached handout for details)*

- Dept. training to date included, SCBA Training, Engineer Training, Truck Training, live Fire exercises and Radio Training Drills. Training attendance has significantly increased.
- Assistant Chief Ty Zimmerman has planned the training for the entire year.
- Chief Heffner is now requiring each firefighter to attend 1 live fire training annually. The fire department will be upgrading their training standards to become Level 1 firefighters. Chief Heffner is currently updating the standard operating procedures to ensure safety, compliance and efficiency with the best practices. Working to equip engine 94 as a basic response vehicle at minimal cost.
- Submitted Grant for fire equipment
- Upcoming expenses such as helmets, new tires for the fire truck and ladders
- Met with Milford Fire Chief's to discuss areas of collaboration.
- Attended multiple Hamilton County Fire Chiefs Association and Hamilton County East Work Group Meetings.
- Recruitment efforts have continued, Craig Russel is the recruitment leader

- Plans for a Fundraiser in the late spring for a “shred it day”

**POLICE CHIEF/VILLAGE ADMINISTRATOR:** Chief Hayhow reported:

- Contacted the owners of Sunoco for an update on the impending construction. Sunoco is awaiting approval of the new septic system.
- Duke project is on hold due to weather.
- Engineer working with EPA for the Water Line Grant for Elm.

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:**

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

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

**Finance** –

Mr. LeMay introduced and advanced to the third reading **RESOLUTION NO. 2-1, 2025 RESOLUTION REQUESTING THE COUNTY AUDITOR TO MAKE TAX ADVANCES DURING THE YEAR 2025 PURSUANT TO OHIO REVISED CODE, SECTION 321.34 AND DECLARING AN EMERGENCY** Lindell seconded. Gaskey, LeMay, Ingebritson, Lindell and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Ingebritson seconded. Gaskey, Ingebritson, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Mr. LeMay introduced and advanced to the third reading **RESOLUTION 2-2, 2025 AUTHORIZING CONTINUING INSURANCE COVERAGE FOR THE VILLAGE OF TERRACE PARK UNDER THE OHIO GOVERNMENT RISK** introduced and advanced to the third reading **MANAGEMENT PLAN AND AUTHORIZING PAYMENT OF PREMIUM IN AN AMOUNT NOT TO EXCEED \$33,436.00 AND DECLARING AN EMERGENCY** Gaskey seconded. Gaskey, LeMay, Ingebritson, Lindell and Sharp voted aye. LeMay then moved to adopt the resolution as an emergency. Sharp seconded. Gaskey, Ingebritson, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

Update from January 21<sup>st</sup> Finance Committee met to review a ten-year financial outlook for the village. The consensus was that we need to pursue a roughly 3.0 mill (final millage is TBD) general fund levy to the November 2025 ballot which will be combined with the existing 2.8 mill renewal.

- Upcoming needs such as:
- Repairs of the Elm Street Waterline
- Upgrade EMS Vehicle

Mr. LeMay plans on having a meeting with Ms. Lyons and the Hamilton County Auditor to confirm the process of the proposed tax increase.

Mayor Tepe explained that it is amazing that we have gone 11 years without an increase in our taxes. This is only because it is necessary.

Mr. LeMay reminded residents that less than 15% of your tax bill is for the Village of Terrace Park, 2/3rds of your tax bill is the school district.

**Buildings & Grounds –**

Ms. Sharp updated council Regina Sharp, Jerry Hayhow and Jerry Frankenhoff met with Jessica Rice from ORF to review outstanding issues/questions with the ORF proposal which I have outlined below. They visited the Preserve to discuss specific areas to be treated.

**Herbicide**

It is a version of Round Up, it will be applied only by trained personnel of ORF, it will be a cut stump application using a spray bottle immediately after the cut to minimize disbursement to any surrounding area and be the most effective at killing the invasive plant.

**Clearing process**

They will clear approximately 1 acre of property around the parking lot at the Miami Preserve It will not run adjacent any landowner property. We will leave a screen of plantings adjacent to those properties. The plants being removed will be woodies and vines growing up trees along with other potential invasives determined once the project starts. They will cut the plantings and haul them to the parking lot where village maintenance will haul them to the environmental services area.

Signs will be posted in the area to alert hikers.

**Cost**

The initial year will be free of charge, they are no longer offering this to any other municipality. Ongoing, if the project is successful, the cost could be \$5,000 - \$10,000 if we choose to continue and it could be covered within the tree budget.

**Timing**

Once we finalize the contract, we will determine timing, but likelihood is summer The ORF team will be onsite for four days in total.

Ms. Sharp introduced and advanced to the third reading **RESOLUTION 2-3, 2025 AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE OHIO RIVER FOUNDATION REGARDING INVASIVE SPECIES REMOVAL AT MIAMI GROVE** Lindell seconded. Gaskey, LeMay, Ingebritson, Lindell and Sharp voted aye. Sharp then moved to adopt the resolution as an emergency. Ingebritson seconded. Gaskey, Ingebritson, Lindell, LeMay, and Sharp voted aye. Resolution passed as an emergency.

**Rules & Law** -Judith Lehman Absent.

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

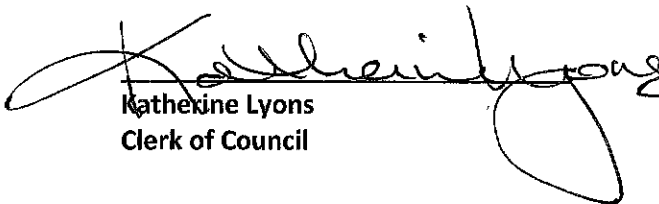
**Public Safety** – Lauren Ingebritson-no report.

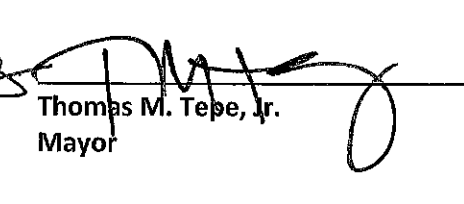
**CONTINUED BUSINESS:** None.

**NEW BUSINESS:** None

**Adjournment:** Mr. Gaskey motioned to adjourn. Voice Vote all voted "aye."

**Respectfully submitted:**

  
Katharine Lyons  
Clerk of Council

  
Thomas M. Tepe, Jr.  
Mayor

## **Completed Training (December 1, 2024 – February 28, 2025)**

- **December 8 – SCBA Training & Search Techniques**
  - Covered proper donning/doffing of SCBAs, air management, emergency procedures, and search techniques in low visibility conditions.
- **December 14 – Engineer Training**
  - Seven personnel are working toward driver/operator certification for our fire apparatus.
  - Covered pump operations, hose deployment, and engine operations.
- **December 15 – Truck Check Training**
  - Routine apparatus and equipment inspections to ensure readiness.
  - Emphasized locating and properly using tools/equipment under time constraints.
- **December 15 - Engineer Training (Second Session)**
- **December 30 – Truck Check**
- **December 30 - Engineer Training (Third Session)**
- **January 13 – Radio & SCBA Training Drills**
  - Firefighters practiced radio communication protocols and SCBA confidence drills.
- **January 19 – Truck Check Training**
- **January 27 – Milford Fire Department Mutual Aid SOPs & Equipment Familiarization**
  - Reviewed Milford FD's expectations of TPFD for mutual aid calls.
  - Conducted cross-training on apparatus and equipment from both departments.
- **February 2 – Scenario-Based Training (Live Mutual Aid Response Simulation)**
  - Simulated mutual aid fire response, task assignments, and proper radio communication.
  - Practiced PPE and SCBA donning under time constraints.

- **February 11-13 – Live Fire Training at Loveland Burn Tower**
  - **Conducting multiple live fire evolutions to reinforce fire attack, ventilation, and search techniques.**
- **February 17 – St. Thomas Walkthrough & Elevator Rescue Training (Joint with Milford FD)**
  - **Conducting a pre-incident walkthrough of St. Thomas facility.**
  - **Practiced elevator rescue procedures.**
- **February 24 – Joint Training with TPEMS**
  - **EMS response coordination and firefighter rehab training.**

**Emergency Response Calls (December 1, 2024 – February 11, 2025)**

<b>Date</b>	<b>Incident</b>	<b>Location</b>	<b>Personnel Total</b>	<b>Officers Total</b>
12/3/24	Assist EMS (Forcible Entry)	Commercial Structure	9	4
12/6/24	Wires Down (Phone/Cable)	Wooster Pike	7	3
12/12/24	MVA (Car vs. Light Pole)	Wooster Pike	9	5
12/14/24	Assist EMS (Unconscious)	Wrenwood	6	4
12/22/24	Mutual Aid (Smoke in Building)	Milford	4	1
12/29/24	Wires Down (Power Line)	Douglas	11	4
1/6/25	Gas Leak (Meter Struck by Snowplow)	Cornell	10	5
1/11/25	Mutual Aid (Appliance Fire)	Milford	6	5
1/12/25	Mutual Aid (Structure Fire)	Milford	6	5
1/20/25	Mutual Aid (Commercial Structure Fire)	Milford	8	5
1/27/25	Fire Alarm	Miami	13	6
2/2/25	Fire Alarm	Miami	8	4
2/6/25	Structure Fire	Milford	8	5
2/7/25	Fire Alarm	Floral	10	5