

**MINUTES OF MEETING**  
**November 6, 2024**  
**VILLAGE OF TERRACE PARK COUNCIL**  
**HAMILTON COUNTY, OHIO**

Council met on Wednesday November 6, 2024, 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 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. Council member Mr. Jeff LeMay and Fire Chief Steve Dronsfield, were absent.

The Mayor asked if anyone had any corrections, additions or deletions to the October 8, 2024 Minutes. Council Member Judith Lehman motioned to approve the Council Minutes from the October 8, 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.

Mayor Tepe requested the AP Government Class completing their Civic Engagement Class to introduce themselves.

Caroline Doherty, Vivian Moore, Lorelei Toran, Janie Neville, Soren Alrich, Will Stephens, Claire Kessler and Eva Lowery.

**MAYOR'S REPORT:**

Mayor Tepe reported:

- Halloween was a great success.
- Chief Dronsfield recently suffered a medical issue, while he is recovering, Mayor Tepe has asked John Maggard to be the interim Fire Chief.
- Mariemont School District Levy was approved.

**Chief Fiscal Officer:** Katie Lyons reported that the Hamilton County Auditor's Office was able to return an unspent balance from the Auditor's Real Estate Assessment Fund to local Governments. This happens every 6 years. The Village of Terrace Park will receive \$18,578.04.

**Solicitor:** Jeff Forbes- no report.

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

**EMS CHIEF:** Chief Maggard reported:

- The next EMS Class will begin January 2025, we currently have 8 interested people.
- The Pancake Supper is Sunday November 10, 2024 4:30-7:30pm at St. Thomas Church.

**FIRE CHIEF:** Chief Dronsfield absent.

**POLICE CHIEF/VILLAGE ADMINISTRATOR:**

Chief Hayhow reported he recently met with Duke regarding the Gas Line Replacement. The project will be broken into 4 phases. (see attached) All information will be sent out on Code Red and will continue to be posted on our website. The entire project is estimated to take 3 years.

Other items of note:

- Maintenance has completed 2 complete passes of leaf pick up.

- The large tree at the village green will be taken down tomorrow.

**MEMBERS OF COUNCIL OUTSIDE THEIR COMMITTEE:**

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

**Planning & Zoning** – Mr. Gaskey provided the statistics on zoning variance over the past 4 years. During the years 2020,2021,2022 there were 124 zoning permit applications with 19 going to variance. 2023 was zero and 2024 was zero to date.

Variance applications are down, most likely due to the upgraded zoning code.

**Finance** – Mr. LeMay -absent.

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

**Rules & Law** -Judith Lehman no report.

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

**Public Safety** – Lauren Ingebritson introduced an oral motion appointing John Maggard as the interim Fire Chief to the Terrace Park Fire Department. Lehman seconded. Gaskey, Lindell, Sharp, Ingebritson and Lehman voted aye. Appointment to go into effect immediately.

Ms. Ingebritson reviewed that during the October meeting Chief Dronsfield stated his intention to appoint several new members to the fire department and include promotions within the department. While council is happy to see the appointments, it exceeds the current code. The Safety Committee met to discuss the proposed appointments, and amendments to the code on Tuesday October 29,2024 at 6pm. Members of the Safety Committee supported the proposed appointments. The safety committee would like to defer to the Rules and Law Committee to change the Code requesting the change from 1 Assistant Fire Chief to 2 and from 2 Captains to 3.

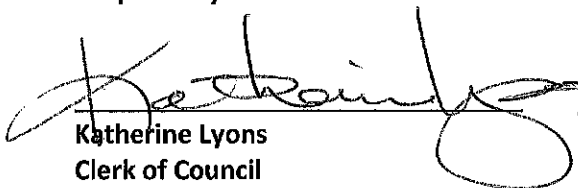
Solicitor Jeff Forbes clarified that Chief Dronsfield is currently incapacitated to fill the duties of the Fire Chief at this time. We will continue to monitor the situation.

**CONTINUED BUSINESS:** None.

**NEW BUSINESS:** None.

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

**Respectfully submitted:**

  
Katherine Lyons  
Clerk of Council

  
Thomas M. Tepe, Jr.  
Mayor



VICINITY MAP  
TERRACE PARK, OH 45174  
NOTE: LATITUDE COORDINATE TO BE VERIFIED BY AS-BUILT SURVEY.

811  
Ohio State  
New York State  
Pennsylvania  
Maryland  
Virginia  
North Carolina  
South Carolina  
Georgia  
Florida  
Alabama  
Mississippi  
Louisiana  
Arkansas  
Missouri  
Illinois  
Indiana  
Ohio  
Kentucky  
Tennessee  
West Virginia  
Maryland  
Delaware  
New Jersey  
New York  
Connecticut  
Rhode Island  
Massachusetts  
New Hampshire  
Maine  
Vermont  
New Brunswick  
Nova Scotia  
Prince Edward Island  
Newfoundland and Labrador

CALL 48 HOURS BEFORE YOU DIG

WORK ORDER:  
MAP NO.  
SHEETS: 01 OF 04  
DWS SCALE: AS NOTED  
DWS DATE: 10/22/2024  
SUPERSEDED  
DRAWING NUMBER:  
PNG-G-041-000XXX1

TERRACE PARK REPLACEMENT - PHASE 1  
VICINITY MAP  
TERRACE PARK, OH  
NELLIGS RESOURCE CENTER, OHIO

DIKE ENERGY & PIEDMONT NATURAL GAS DRAMINGS ARE CONFIDENTIAL. DRAWING IS CURRENT ONLY THROUGH THE LATEST REVISION. ALL RIGHTS RESERVED. DO NOT SCALE THIS DRAWING. THESE DIMENSIONS ONLY. THERE IS NO RISK OF INAPPROPRIATE DISCLOSURE. ALL PREVIOUS PAPER COPIES OF THIS DRAWING MUST BE DESTROYED IN ACCORDANCE WITH RECORDS & INFO MANAGEMENT (RIM)

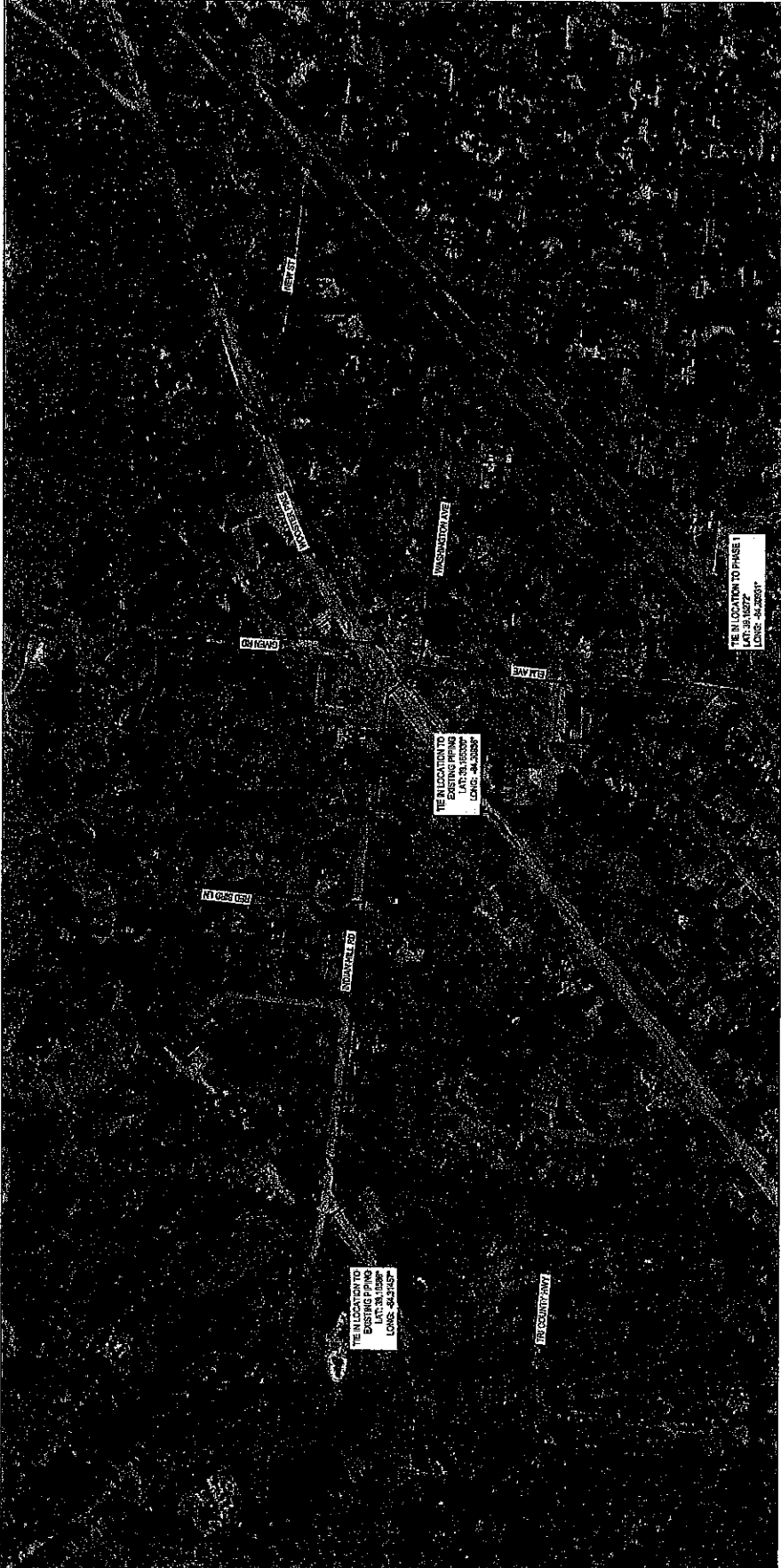
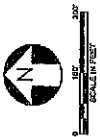
DIKE ENERGY  
Piedmont Natural Gas  
CONTRACT NO. 2018

NO.	DATE	ISSUED FOR REFERENCE	BY	CHKD	DATE	DESCRIPTION	AREA CODE	ACCOUNT NUMBER	PROJECT NUMBER	SCALE	SCALE BY	CHKD	DATE
1	10/22/2024		CHS	RTR				1M6253398	CHS				10/22/2024

APPROVALS

NAME	TITLE
NA	NA
NA	NA
NA	NA
NA	NA

PROFESSIONAL ENGINEER'S STAMP



**VICINITY MAP**

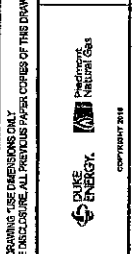
**TERRACE PARK OH 45174**

SEE LATITUDE/COORDINATES FOR NEAREST GAS BY ASSESSMENT BOUNDARY.

**811**  
CALL 48 HOURS BEFORE YOU DIG

**WORK ORDER:**  
MAP NO.  
SHEET(S) 02 OF 04 | DWG SCALE - AS NOTED  
DWG DATE 10/22/2024 | SUPERSEDED  
DRAWING NUMBER  
PENG - G-041-000XXXX2  
REVISION

**TERRACE PARK REPLACEMENT - PHASE 2**  
**VICINITY MAP**  
**TERRACE PARK, OH**  
RELIGIOUS RESOURCE CENTER, OHIO



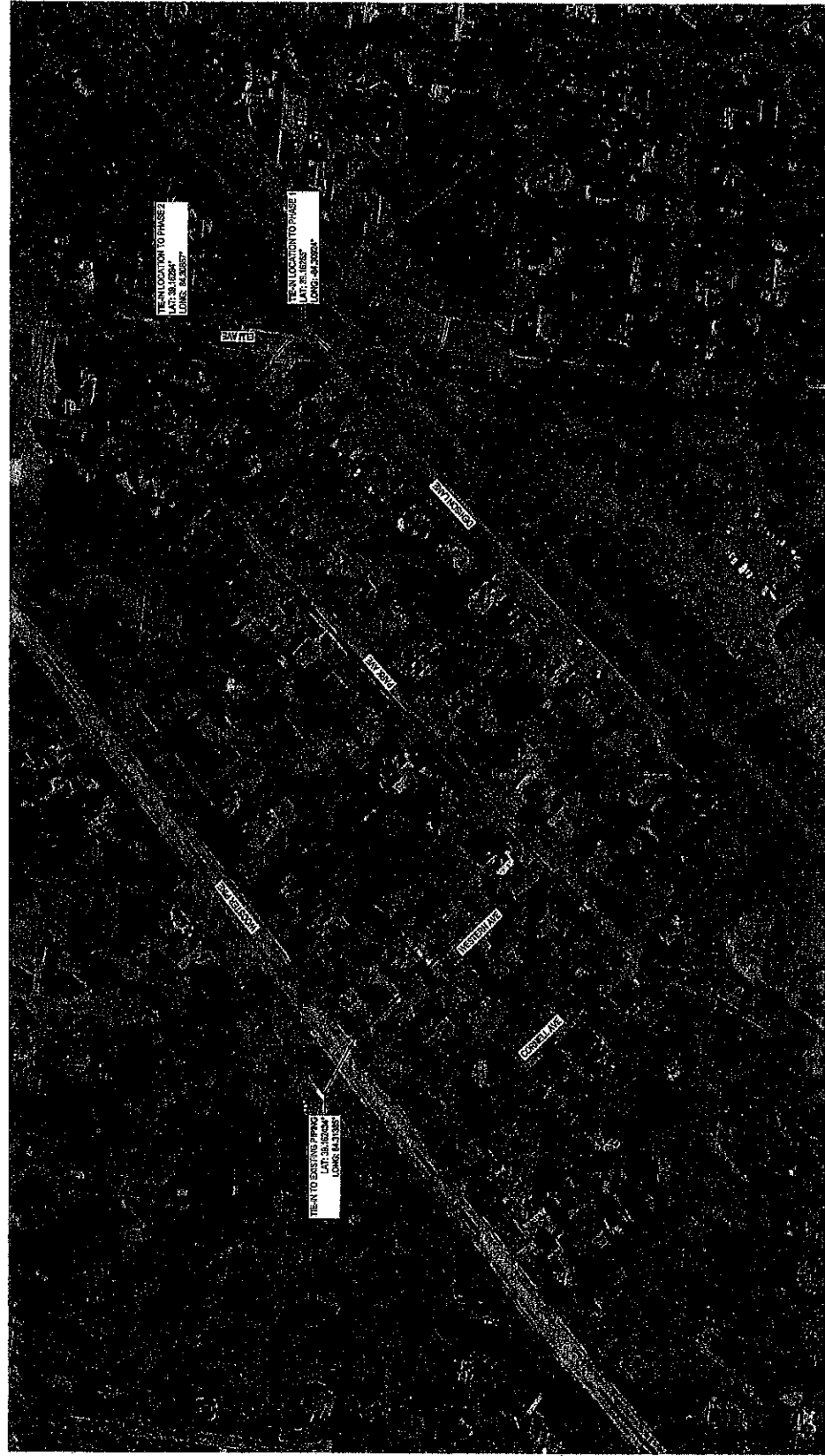
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ISSUED FOR REFERENCE

NO.	DATE	BY	CHK	APPD	DESCRIPTION
1	10/22/2024	CHS	RTR		ISSUED FOR REFERENCE
APPROVALS					
AREA CODE	CHS	RTR	NA	NA	NA
ACCOUNT NUMBER	NA	NA	NA	NA	NA
PROJECT NUMBER	10623388	NA	NA	NA	NA
STATION ID	CHS	NA	NA	NA	NA
CHECKS/TOTALS	1	1	1	1	10/22/2024

PROFESSIONAL ENGINEER'S SEAL



VICINITY MAP  
TERRACE PARK, OH 45174  
SEE LAYOUT FOR COORDINATES TO BE VIEWED BY AS-BUILT SURVEY.

**811**  
CALL 48 HOURS BEFORE YOU DIG

DUKE ENERGY & PIEDMONT NATURAL GAS DRAWINGS ARE CONFIDENTIAL DRAWING IS CURRENT ONLY THROUGH THE LATEST REVISION DATE TO ENSURE THERE IS NO RISK OF INAPPROPRIATE DISCLOSURE. ALL PREVIOUS PAPER COPIES OF THIS DRAWING MUST BE DESTROYED IN ACCORDANCE WITH RECORDS & INFO MANAGEMENT (RM) POLICY. THIS DOCUMENT IS TO BE VIEWED BY AS-BUILT SURVEY.

WORK ORDER  
MAP NO.

SHEET(S) 03 OF 04 | DWS SCALE AS NOTED  
DWS DATE 10/23/2024 | DISPERSED  
DRAWING NUMBER  
**PNG-G-041-000XXXX3**  
RETURNED  
G:\PROJECTS\2024\03\041\000XXXX3

TERRACE PARK REPLACEMENT - PHASE 3  
VICINITY MAP  
TERRACE PARK, OH  
KELLOGG RESOURCE CENTER, OHIO

DUKE ENERGY | Piedmont Natural Gas  
COMPONENT 3015

REV	DATE	REVISION DESCRIPTION	BY	CHK	DATE	DESCRIPTION	REV	DATE	DESCRIPTION
1	10/23/2024	ISSUED FOR REFERENCE	CMS/RTJ	NA		AREA CODE	NA		NA
						ACCOUNT NUMBER	NA		NA
						PROJECT NUMBER	130223585		NA
						STATION 01	015		NA
						CHECKER INITIALS			10/23/2024

PROFESSIONAL ENGINEERING



VICINITY MAP  
 TERRACE PARK, OH 45174  
DATE: 10/22/2024

**811**  
 CALL 48 HOURS  
 BEFORE YOU DIG

PRELIMINARY - NOT  
 FOR CONSTRUCTION  
 8PM DESIGN SUBMITTAL

WORK ORDER  
 MAP NO.

SHEET# OF SET OF T. DWG SCALE AS NOTED  
 DWG DATE 10/22/2024 SUPERSEDED BY  
 DRAWING NUMBER  
 PNG -G-041-000XXX4 -  
 G. PROJECT DESCRIPTION

TERRACE PARK REPLACEMENT - PHASE 4  
 VICINITY MAP  
 TERRACE PARK, OH  
 HELLOGS RESOURCE CENTER, OHIO



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NO.	DATE	ISSUED FOR REFERENCE	BY	CHKD	APP	DESCRIPTION
1	10/22/2024		CHS/RTT			AREA CODE
						ACCOUNT NUMBER
						PROJECT NUMBER
						DRAWING BY
						CHECKER INITIALS

PROFESSIONAL ENGINEER/STATE