

**VILLAGE OF SOUTH LEBANON  
SPECIAL MEETING MINUTES  
AUGUST 30, 2016  
6:30 P.M.**

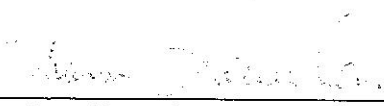
1.     Randall Atkins - Present                             Bill Madison - Present  
       Jim Boerio – Present                             Steve Riley - Present  
       Sue Johnson – Present                           George Teasdale - Present
2.     Mayor Smith opened the meeting at 6:30 p.m. with the Pledge.
3.     Mayor Smith stated the purpose of the meeting is an ordinance creating the position of Assistant Fiscal Officer. He asked if council wanted to go into executive session first or if council wishes to pass this first and then go into executive session. Teasdale asked if this is a new position and Mayor Smith said it will be temporary for training purposes until Sharon retires. Boerio stated the understanding that whoever occupies this position would become Fiscal Officer in January and the mayor said yes. Discussed that this is for training under Sharon for becoming the Fiscal Officer in January and this is temporary for that purpose.

A motion was made to suspend the reading rule for Ordinance 2016-11, creating the temporary fiscal officer position by Atkins, seconded by Madison, voting stopped for discussion. Boerio said in Section III it says the salary will be \$50,000 and he thinks the clarification should be made that is “annual” salary and prorated for the amount of time left this year for that position. Boerio said in Section II it says the position of Fiscal Officer shall expire on January 6, 2017, at which time the mayor will present his appointment to be approved. He said it should say “appointment for Fiscal Officer for approval by village council” and be specific for what we are doing here. Teasdale said we have had discussion on an assistant position so he is confused and the mayor said that is true but this is because Sharon is retiring. Atkins asked should this say “temporary” and Boerio said in Section II it should say the “position of assistant fiscal officer will be temporary and shall expire on January 6, 2017”. Riley asked if it was put in the paper and Jerry said yes and we had quite a few applications and some from the web site. Mayor Smith said all of them were interviewed. Riley asked how many were interviewed and the mayor said eight. Atkins stated we had a lot of interviews and some very good ones. Riley asked if the personnel committee was involved and the mayor stated yes. Mayor Smith said there were a lot of downloads of the job description but when they read the complexity of the job they don’t apply. Riley said the salary says \$50,000 so does that mean January 1<sup>st</sup> that is what the yearly salary is going to be and the mayor said yes and he recommends you should go a little more after the person is trained, it is dropped down from \$67,000.

Riley said we are going from \$50,000 temporary and then bump it up and Atkins stated that will be determined after the first of the year when they are appointed to the position of fiscal officer. Boerio said the salary for the final position needs to be set by council and depending on the qualifications and experience of the successful candidate. Mayor Smith stated as you go through the process that can be determined. Riley said he thinks this is a little quick, we met and only had five applications and we all agreed to put it back out there, so you already interviewed eight and there were seventy some applications and the mayor said seventy looked at the job descriptions but only eight applied. Johnson said the longer we wait the less time we have to train. Riley said if you are hiring someone with the qualifications that has done this type of position before, they shouldn't need to be trained that much. Discussed only a hand full of people that have ever done this job. Atkins said of the interviews, some had qualifications on one side and not the other, we did not have a candidate that had all of it. Riley said the way we went about it in the first place, threw it out on the web page and not in the paper. Mayor Smith said we ran it in the paper and got three more applications and that was it. Jerry said when he applied for his position there were only three applications. Madison said it is a skilled position exclusive to municipalities. Discussion of the person being trained and successful. Riley said we should have went about it in a different way, should have put in paper first and then web page and see what we could have got. Discussed ways to look for applicants. Mayor Smith said he makes the recommendation that this position ordinance be adopted and then go into executive session and discuss the interviews. Atkins said either way we have to create the position. Boerio said the mayor makes the appointment but it has to approved by council and the council will have to set the salary at that time so it isn't like we don't have additional input. Madison said this is not a war of the powers, the ORC puts it out in black and white. Discussed that whoever you put in this position, the intention be to appoint them to the permanent positon, you don't ask someone to leave a job and not appoint them to the permanent one. Boerio said we need to make the best decision now. Johnson asked if we did a background check and was told yes and she asked did we do a drug test and was told that happens after the offer. Riley asked if Sharon knows this person and the mayor said she knows a lot of the people that applied and he said because if she can't get along with this person where are we.

4. A motion to go into executive session concerning personnel was made at 6:50 p.m. by Boerio, seconded by Madison, Atkins – yea, Boerio – yea, Johnson – yea, Madison – yea, Riley – yea and Teasdale – yea.
5. A motion to return from executive session was made at 7:15 p.m. by Boerio, seconded by Atkins, Atkins – yea, Boerio – yea, Johnson – yea, Madison – yea, Riley – yea and Teasdale – yea.

6. A motion to adopt Ordinance 2016-11 for the creation of a temporary assistant fiscal officer, with amendments as above, by Madison, seconded by Teasdale, Riley – nay, all others yeas.
7. Mayor Smith stated he wants to officially appoint Nicole Armstrong to the position of temporary assistant fiscal officer. A motion to approve the appointment was made by Madison, seconded by Teasdale, Riley – nay, all others yeas.
8. A motion to adjourn the meeting was made at 7:20 p.m. by Madison, seconded by Boerio, all yeas.



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Sharon Louallen, Fiscal Officer



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James D. Smith, Mayor