

**VILLAGE OF SOUTH LEBANON  
SPECIAL MEETING MINUTES  
OCTOBER 20, 2020  
6:30 P.M.**

1. Mayor Smith opened the meeting at 6:30 p.m. with the Pledge.
2. ATTENDANCE

Linda Allen – Present  
Linda Burke – Present  
Bryan Corcoran – Present

Maryan Harrison - Present  
Bill Madison – Present  
Rolin Spicer – Present

3. Mayor Smith stated that we have a guest tonight, Ryan Woodward, Consultant, from Clemans, Nelson & Associates. We have worked with Clemans, Nelson & Associates for several years. They have represented us for a number of years with personnel issues along with the personnel manual and job descriptions.

Mr. Woodward stated that Council received a large binder that is a culmination of work with administration of over the last year and a half and it contains three projects completed at different times, but we wanted to bring them to you together. Mr. Woodward said he feels that we put a lot of different avenues in this with flexibility for growth to happen. The policy manual was updated, and a summary of the changes were provided in the binder. There are no big changes. We recommend updating every 5 – 7 years. The middle of the binder is the majority of what we have been working on this past year, a new compensation plan payscale. Clemans, Nelson & Associates did this for South Lebanon over 10 years ago and recommends that this be done every 3 – 5 years to know how South Lebanon compares in the job market. In the binder is the compensation plan recommendation, how to administer it with the new pay scales, and where the employees fall into that. The point factor system is a two-fold process in which there is a point factor given to every position based on ten different categories: education, supervision, experience, and communication. A spreadsheet is compiled to compare how the positions are paid compared to the market, which is the second step, a wage survey. This process is not arbitrary, it does not look at a specific person, it is faceless and looks at the duties and responsibilities that we want employees to do here. We made modifications based on needs seen in the past and for the future. For the wage survey, we did something different, we used both villages and cities which we do not usually do. Mr. Woodward said South Lebanon is in a unique position due to its size as a large village/small city and looking at the surrounding jurisdictions who will be competing with for employees. When you put this together, there is a pay scale based on the point factoring your position received and based on the market a recommended minimum and maximum pay range. The compensation plan gives administration and council ideas how to give raises, promotions, demotions, and to stay within that pay range so you do not over or under price yourself in the market. When you look at how South Lebanon currently pays, you are slightly higher than other villages and below cities. Mr. Woodward said in completing the last part we did some talking with administration to



modify education needs, and responsibilities for some of the positions. The organizational chart was expanded to allow for changes that are foreseen. There is anticipated growth in the public works, so let us make it better by dividing streets, water, and wastewater and have a hierarchy that goes up to the Village Administrator. Based on your responsibilities and education there will be opportunities for new employees and new growth for current employees. Mr. Woodward stated that we try to catch everything but we noticed on the Lead Operator position where we were looking at growth and talking about a treatment plant and left out “or similar operation” and Mr. Woodward asked if Council would consider amending so that this will allow for growth but also for what you currently have. Mayor Smith asked Mr. Woodward for the language. Mayor Smith said with the system going in across the river it will incorporate a grinder system so there will be semi-processing with this pump station and if we decided to produce our own water again then the language would be there. Mr. Woodward asked Council if there are any questions. Burke said that Madison and she are on the Personnel Committee and Mr. Woodward did a great job explaining it to us, it was professionally done, and easy to understand.

4. Mayor Smith stated along with the second reading to incorporate the words “or similar operation” into the Lead Operator job description.

ORDINANCE 2020-24 SECOND READING: AN ORDINANCE AMENDING ORDINANCE 2016-13 IN ITS ENTIRETY REGARDING THE TEXT OF THE VILLAGE OF SOUTH LEBANON’S PERSONNEL POLICY AND PROCEDURE MANUAL

5. ORDINANCE 2020-25 AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF SOUTH LEBANON, STATE OF OHIO, FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020, AND DECLARING AN EMERGENCY

Fiscal Officer Armstrong stated that she inadvertently left off the 3<sup>rd</sup> installment of the Coronavirus Air on the appropriations from the last meeting. This ordinance appropriates the funds so that the funds can be utilized.

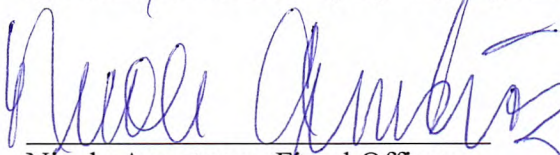
A motion to waive the three reading rule was made by Burke, seconded by Madison, all yeas. By title only, Ordinance 2020-25, a motion to adopt was made by Madison, seconded by Burke, all yeas.

6. Mayor Smith stated that Administrator Haddix has a quote related to the CARES Act. Haddix discussed the \$33,450 quote for video conferencing and audio-visual equipment. The meetings will be recorded directly to a digital audio recorder. This proposal also includes a video stream that we can upload to YouTube after the meeting or an option to stream live. This would greatly help us for remote social distancing and a great use of the Coronavirus Aid funds. This is a one-time cost for the equipment which will last for a long time. This system is integrated so if we had a meeting here someone could join the meeting using Zoom. Mayor Smith stated if someone were to get sick, we could possibly

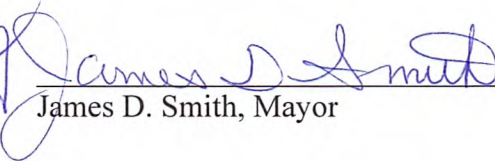
have them on the screen. Haddix said yes. Madison asked Haddix if there is a time constraint on the CARES Act funding. Haddix said that it must be encumbered by November 20, 2020. Madison said if we approve this and don't get the equipment until next summer is there any stipulations that would cause an issue. Fiscal Armstrong said that we asked if there would be any problem obtaining the equipment and there is not. Haddix said that the equipment would be in stock in 5 days. Corcoran suggested if this includes a service agreement and training to use the equipment. Haddix said there is training on the initial setup. Corcoran suggested additional training would be needed for the robust equipment, which will likely need to be paid for. Haddix said that we will inquire about that.

A motion to approve the expenditure along with a service agreement and additional training for a maximum amount of \$38,450 was made by Madison, seconded by Allen, all yeas.

7. Mayor Smith asked for a motion to adjourn the meeting at 7:01 p.m. A motion was made by Madison, seconded by Spicer, all yeas.



Nicole Armstrong, Fiscal Officer



James D. Smith, Mayor