

**VILLAGE OF SOUTH LEBANON
REGULAR MEETING MINUTES**

July 15, 2021

6:30 P.M.

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

2. ATTENDANCE

Linda Allen – Present

Maryan Harrison – Present

Linda Burke – Present

Bill Madison – Absent

Bryan Corcoran – Present

Rolin Spicer – Present

3. Mayor Smith opened the floor to the public for the public hearing.

PUBLIC HEARING FISCAL YEAR 2022 TAX BUDGET

Tina Williams, Fiscal Officer, remarked that the Village is required to pass this annual tax budget by July 15 and submit it to the county auditor for their approval by July 20. The purpose of the tax budget is for the county to assess the financial condition of the Village and determine whether the tax rates that are being levied on the properties are sufficient to meet the needs of the Village. The tax budget presented shows the details of the General Funds revenues and expenditures and a summary of all the other funds. The Village's General Fund collects 1.3 mills in property taxes. It is estimated that \$163,500 will be collected for 2022. The main source of revenue in the General Fund is from the Village's 1% Municipal Income Tax. Once the tax budget is approved by the County Auditor and estimated resources set for FY2022, annual appropriations can be planned and passed by Council.

Mayor Smith closed the floor to the public hearing.

4. GUESTS

Dean Spoor, Thompson Hine, LLP – discussed the renewal of a portion of the short-term bond anticipation notes that the Village had issued three years ago for the renovations of the municipal building. This will allow for additional improvements to be made rather than paying off the entire note at this time. This allows the village to keep more money in the budget and roll the notes out three more years. These notes should have the same buyer/lender, Andover Bank, as they want to buy into the extension of these notes. Same buyer, similar terms, just extending it out an additional three years to give more flexibility.

Mayor Smith stated that this would give us the ability to finish the upstairs without borrowing any money.

Williams commented that the preliminary interest rate was around a 1.25%; so, this would cost the Village approximately \$7,800 a year to reserve the \$600,000 and the plan would be to pay that off in 2024.

Spoor replied that it is a testament to the health of the Village that the buyers have no hesitation in buying the debt of the Village. Spoor also stated that the rate is not set in stone, but it should be very close.

Richard Bertagna and Angie Smith, Executive Director of Lebanon Area Chamber of Commerce – Smith introduced herself to the Council and stated that she was pleased to announce the partnership with the Lebanon Area Chamber of Commerce and the Village of South Lebanon. Further stating that this partnership will allow us to help and promote and improve the business environment to help stimulate a vibrant local economy and help produce a cooperative effort to enhance the overall quality of life in the Village of South Lebanon to its highest potential. Smith added that on the Chamber website there will be a link to the Village of South Lebanon, also that they will be able to pull whatever information we have on the Village and add it to their information. This information will go out in Chamber newsletters as well as social media platforms to which they currently have six platforms and thousands of followers. Smith stated that Bertagna is a current board member and a voice for the Village; his official start was July 1. Smith shared that she is excited to bridge Lebanon and South Lebanon and make it a better community for all involved. Smith shared that the Chamber is a vibrant and dynamic nonprofit organization working with the City of Lebanon and now the Village of South Lebanon. She continued stating that the Chamber is committed and devoted to advocating, promoting, connecting, and educating our local businesses. They are committed to strengthening our economic base and helping to build a solid foundation for future growth as well as keeping the community informed and involved. Chamber flyers were passed around to show what they currently look like and explain what changes will be made with the new partnership. Smith shared that she would be going to Washington with the Warren County Chamber Alliance for the DC Fly-In; this is a great opportunity to get in there and speak one on one with our federal level representatives to get the word out.

Mayor Smith commented that Smith represents the Chamber well.

Burke asked if the Chamber was already capped on who would be going to Washington because she would recommend that Bertagna go.

Smith commented that there is also the Drive-In at the state capital, which is the same thing just smaller, between March and May. She will be going up there to advocate for our businesses and communities and what they want. Smith stated that she would like to take as many as would like to join or she could take a list of what we'd like advocated for.

Bertagna stated that he and Angie would like to come to one meeting a month and keep everyone updated on what is happening. Bertagna added that it would be nice to share with them as much as the Council can about any potential businesses. Bertagna remarked that they need some help regarding signage on the website and the sign out front. There needs to be a Chamber sign or logo and information on the sign and maybe a link on the Village website to the Chamber or talk about the Chamber and the Village. Bertagna requested a Chamber office in the Municipal building if possible. Bertagna commented that Smith could help with marketing the Village as she has the right resources.

Allen stated that she thinks the link on the website is a great idea but is there an email link that people can use with questions to which Smith stated that there is an email: info@lebanonchamber.org that people can send anything to.

5. Mayor Smith opened the floor to the public.

Mayor Smith closed the floor to the public.

6. RESOLUTION 2021-28 A RESOLUTION APPROVING OF AND AUTHORIZING THE FISCAL OFFICER TO SUBMIT THE [INTERIM] TAX BUDGET FOR FISCAL YEAR 2022 TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Allen, seconded by Burke, all yeas. By title only, Resolution 2021-28, a motion to adopt was made by Burke, seconded by Corcoran, all yeas.

7. ORDINANCE 2021-18 AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$650,000 OF MUNICIPAL BUILDING BOND ANTICIPATION NOTES, BY THE VILLAGE OF SOUTH LEBANON, OHIO, IN ANTICIPATION OF THE ISSUANCE OF BONDS, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Burke, seconded by Corcoran, all yeas. By title only, Ordinance 2021-18, a motion to adopt was made by Corcoran, seconded by Burke, all yeas.

8. RESOLUTION 2021-29 A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO A SERVICE AGREEMENT WITH PHIL KAUFMAN RELATIVE TO THE VILLAGE WATER SYSTEM, AND DECLARING AN EMERGENCY

Mayor Smith stated that this will carry the Village until a Certified Water Operator is hired and trained. Mayor Smith added that per the EPA there must be testing 365 days a year.

Allen asked if the Village has spoke with the Village of Morrow regarding Kaufman doing this to which Mayor Smith stated they had. Allen asked about the pay rate to which Administrator Jerry Haddix stated it is a lump sum, \$2,000 per month. Allen asked if that would be \$500 per week and Haddix shared that is correct and this is temporary so as soon as someone is hired this will be terminated. Allen asked how many hours a week this would take in reference to an hourly rate to which Haddix remarked that he was not sure, the Village must have an Operator of Record with no lapse.

Burke asked if the Village would only have Kaufman until someone is hired and then maybe have a little overlap to which Mayor Smith stated that is correct. Mayor Smith went on to explain that the Village must have a backup too and they are looking into finding that person as Kaufman does not want to do this forever.

A motion to waive the three-reading rule was made by Corcoran, seconded by Burke, all yeas. By title only, Resolution 2021-29, a motion to adopt was made by Burke, seconded by Corcoran, all yeas.

9. RESOLUTION 2021-30 A RESOLUTION AUTHORIZING THE VILLAGE OF SOUTH LEBANON TO PREPARE AND SUBMIT AN APPLICATION FOR THE FORREST AVENUE RECONSTRUCTION PROJECT PHASE ONE TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S), AND DECLARING AN EMERGENCY

Haddix stated that the next two resolutions are for the OPWC projects. We applied for the pre applications last summer, so these are the final applications. The local share is covered through general street and water funds due to the types of projects. The Morrow Road project is from Mary Ellen Street to Mary Lane – reconstruction, curbs, sidewalks, road, and water improvements. The Forrest Avenue phase one is from High Street to Section Street with the same total reconstruction. The Morrow Road estimate is just over \$752,000 and the Forrest Avenue estimate is just over \$645,000.

A motion to waive the three-reading rule was made by Allen, seconded by Burke, all yeas. By title only, Resolution 2021-30, a motion to adopt was made by Burke, seconded by Corcoran, all yeas.

10. RESOLUTION 2021-31 A RESOLUTION AUTHORIZING THE VILLAGE OF SOUTH LEBANON TO PREPARE AND SUBMIT AN APPLICATION FOR THE MORROW ROAD RECONSTRUCTION PROJECT PHASE ONE TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S), AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Burke, seconded by Spicer, all yeas. By title only, Resolution 2021-31, a motion to adopt was made by Corcoran, seconded by Burke, all yeas.

11. RESOLUTION 2021-32 A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO A SERVICE AGREEMENT WITH VELECOR SERVICES RELATIVE TO INFORMATION TECHNOLOGY SERVICES, AND DECLARING AN EMERGENCY

Haddix stated that the Village has been working with Velecor for seven or eight years handling our IT support. We have been working with them on a time and material basis. We have found out that our physical server is outdated and needs to be updated. Based on the input from Velecor and other IT professionals the Cloud based server is the most secure and efficient way to go. We did receive a proposal from them to use their data center in downtown Cincinnati and a support component that guarantees support from their staff so many hours per year.

Burke asked if this would eventually enable us to have direct deposits and things like that since the fiscal server needs updating to which Haddix remarked that it is the physical server not fiscal. Haddix stated that it may allow for more capability to work from remote locations.

A motion to waive the three-reading rule was made by Allen, seconded by Harrison, all yeas. By title only, Resolution 2021-32, a motion to adopt was made by Burke, seconded by Allen, all yeas.

12. ORDINANCE 2021-19 AN ORDINANCE TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF SOUTH LEBANON, STATE OF OHIO, FOR THE PERIOD OF JANUARY 1, 2021 THROUGH DECEMBER 31, 2021, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Corcoran, seconded by Burke, all yeas. By title only, Ordinance 2021-19, a motion to adopt was made by Burke, seconded by Allen, all yeas.

13. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$82,562.04) was made by Allen, seconded by Burke, all yeas.

14. AUTHORIZATION OF SOLICITOR'S INVOICE

A motion to authorize the solicitor's invoice for payment was made by Burke, seconded by Corcoran, all yeas.

15. APPROVAL OF THE JUNE FINANCIAL STATEMENTS

A motion to approve the financial statements was made by Allen, seconded by Burke, all yeas.


16. APPROVAL OF MEETING MINUTES

Regular Meeting – February 18, 2021
Regular Meeting – March 4, 2021
Regular Meeting – March 18, 2021
Special Meeting – April 13, 2021
Regular Meeting – June 3, 2021

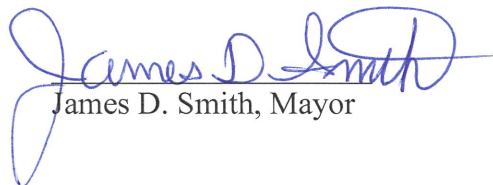
A motion to adopt the minutes was made by Burke, seconded by Harrison, all yeas.

17. Mayor Smith stated that the fireworks were a huge success; next year additional traffic control will be needed. Mayor Smith continued stating that the Cartridge Brewing is going to the Planning Commission for some outside additional seating. Mayor Smith remarked that there will still be a dedication for Cartridge Brewing with a bronze plaque containing the names of all who helped make it happen.
18. Tina Williams remarked that biweekly pay periods have begun, and the first pay date is tomorrow. The next step is signing everyone up for direct deposit which does take more time as you must create a file and work with the bank. Williams also informed the Council that she has implemented, with LCNB, a process called Positive Pay where she provides the bank with a file containing all the check numbers, amounts, and payees from the checks she writes. LCNB has this information on file and then whenever one of these checks is presented it must match or it will not go through and clear.
19. Haddix stated that they are in the process of collecting applications for the Water Specialist and Lead Operator positions, tomorrow is the deadline. Haddix added that one of the maintenance workers has resigned and that position has already been posted in the newspaper and on the website. Haddix stated that they will also be advertising the Sewer Operator position too. Haddix shared that we are currently down to three in the Street Department and none in the Water Department. Haddix updated the Council on the Village Zoning Permits as they are a good indicator on how things are going. In 2015 there were under 70 zoning permits for the entire year, there have already been over 120 zoning permits for this year. We should pass the 200 mark this year just like we have the last couple of years. Haddix remarked that the Chamber information will be put on the sign out front and on the website. Haddix shared that they are also getting a sidewalk project done this week.
20. Jeff Boylan updated the Council on the Records Retention policy he is working on with Williams. Boylan stated that the cleanups have been going slow with all the rain. Boylan added that he has seen a lot of progress from his first notice letter. Mayor Smith added that some people have been getting notices to clean up and someone thought they would take some mattresses and dump them around town, however they have been caught and are now going to court.
21. Corcoran thanked Bertagna and Smith for their work with the Chamber and thanked Williams for all her hard work.

22. Burke is looking forward to the hirings and believes that the Chamber will be a great asset to the Village. Burke stated that she has made Haddix aware of many poles that are down or cracked around the Village.
23. Allen mentioned the lighting on Corwin-Nixon Blvd. and how it has still not been replaced. Allen asked if the Village could ask them to fix the lights as they are still not working properly. Haddix stated that the lights were converted to LED, the fixtures are the same, but they did convert the insides. Haddix stated that he would follow up on the lighting.
24. Harrison stated that she agrees with what everyone has said.
25. Spicer questioned what the Council would have to go through to gain access to the Municipal Building, such as keycards or something similar. Haddix stated that they could do fobs with limited time or whatever is necessary for you to be in. Haddix continued stating that he believes there are extra fobs.
26. Mayor Smith asked for a motion to adjourn the meeting at 7:25 p.m. A motion was made by Allen, seconded by Corcoran, all yeas.



Petrina D. Williams, Fiscal Officer


James D. Smith, Mayor

For an audio copy of the July 15, 2021, minutes of the Village of South Lebanon Council regular meeting, please contact Fiscal Officer twilliams@southlebanonohio.org.