

**VILLAGE OF SOUTH LEBANON
REGULAR MEETING MINUTES**

August 19, 2021

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. GUESTS

Richard Bertagna and Angie Smith-Executive Director, Lebanon Area Chamber of Commerce. Smith invited the Council to the Annual Chamber Awards dinner on September 20, 2021 at the Events Center. Smith also encouraged the Council to nominate any business that is a Chamber member in South Lebanon for an award. This can be done on the Chamber website, there are ten awards, and the top three nominations will go out into the community to be voted upon. Smith also reminded the Council to send any events to the Chamber so that they may promote them on the Chamber website as well as on social media.

4. Mayor Smith opened the floor to the public.

Mayor Smith closed the floor to the public.

NEW BUSINESS

5. ORDINANCE 2021-25, AN ORDINANCE AMENDING ORDINANCE 2020-24 THE VILLAGE OF SOUTH LEBANON'S PERSONNEL POLICY MANUAL TO ADD JOB DESCRIPTIONS FOR ASSISTANT FISCAL OFFICER AND FINANCE CLERK, SET COMPENSATION, AND ALTER THE VILLAGE'S ORGANIZATIONAL STRUCTURE TO INCLUDE SUCH POSITIONS, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Burke, seconded by Madison, all yeas. By title only, Ordinance 2021-25, a motion to adopt was made by Burke, seconded by Madison, all yeas.

6. ORDINANCE 2021-26, AN ORDINANCE AMENDING ORDINANCE 2020-24 REGARDING THE JOB DESCRIPTION REQUIREMENTS AND COMPENSATION PAY LEVEL FOR THE FISCAL OFFICER POSITION AS PART OF THE VILLAGE OF SOUTH LEBANON'S PERSONNEL POLICY MANUAL, AND DECLARING AN EMERGENCY

Allen questioned what degree the Assistant would need to which Tina Williams remarked that the positions of Assistant Fiscal Officer and Tax Administrator would need to have an Associate's Degree and the Finance Officer would need a Bachelor's Degree.

Burke asked how this change would affect the pay scale rating. Williams replied that the Assistant Fiscal Officer and the Tax Administrator would be on the same level 4 and the clerical/clerk position would be level 3.

A motion to waive the three-reading rule was made by Madison, seconded by Burke, all yeas. By title only, Ordinance 2021-26, a motion to adopt was made by Corcoran, seconded by Madison, all yeas.

Burke asked about the rating for the Fiscal Officer and Williams stated that the classification on the pay grade schedule would change from a level 6 to a level 7 based on points. Williams further clarified that the compensation would not be changing, only the level of what could be compensated.

7. ORDINANCE 2021-27, AN ORDINANCE RESCINDING ORDINANCE 2016-17 AND DESIGNATING COMPENSATION OF CERTAIN VILLAGE OFFICERS AND EMPLOYEES TO SPECIFIC VILLAGE FUNDS FOR ALL POSITIONS, AND DECLARING AN EMERGENCY

Williams remarked that the Village now has two new positions, a water operator, and a wastewater operator. To get them onto the payroll there needed to be something passed to show what funds they would be paid out of. By doing this we have looked at all the other positions. We now have maintenance workers instead of laborers, the new policy manual in 2020 changed the title, the organizational chart had been passed, but the allocations of where the pay was coming from was not updated. Williams and Jeff Boylan worked to figure out the duties of these positions, the skill sets, what departments they would be under and then split them out accordingly. Any time a fund, besides the General Fund, is used, justification must be given, and the new organizational chart shows the positions under the correct departments. The three maintenance positions will have amended job descriptions soon. Williams continued stating that the auditors have previously stated that we have been charging these funds incorrectly, now by documenting why we are doing this there should be no questions in a year when they look at our books.

Madison stated that previously they had discussed looking at compensation for employees who come from other municipalities and adjusting their vacation and sick time. Williams remarked that it has not been done however they have met with the consultant, and it is in the works.

A motion to waive the three-reading rule was made by Burke, seconded by Madison, all yeas. By title only, Ordinance 2021-27, a motion to adopt was made by Madison, seconded by Burke, all yeas.

8. RESOLUTION 2021-36, A RESOLUTION APPROVING A CONTRACT WITH THE OHIO DEPARTMENT OF TRANSPORTATION RELATIVE TO THE STATE ROUTE 48/CORWIN NIXON BOULEVARD INTERSECTION PROJECT AND AUTHORIZING THE MAYOR TO SIGN SAID CONTRACT, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Corcoran, seconded by Burke, all yeas. By title only, Resolution 2021-36, a motion to adopt was made by Burke, seconded by Corcoran, all yeas.

Jerry Haddix stated that they are planning on bidding it out in September 2021 and the project should be constructed in the spring of 2022.

9. RESOLUTION 2021-37, A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A GRANT APPLICATION TO THE OHIO DEPARTMENT OF DEVELOPMENT WATER & WASTEWATER INFRASTRUCTURE GRANT PROGRAM, AND DECLARING AN EMERGENCY

Haddix remarked that through House Bill 168 the state developed a water and sewer grant program which will distribute \$250,000,000 around the state of Ohio for water and sewer projects. The initial applications must be to the county engineer's office by August 20, 2021 for county prioritization and then the applications to the state by August 27, 2021. We have two projects that are nearing completion and ready to go; the River Corridor sewer project that we have been working on for 2 ½ years. The grant has a maximum of \$5,000,000 for water sewer or storm sewer. The River Corridor project estimate is just under \$6,000,000 and we are asking for \$3,000,000. The other project is the Mason-Morrow-Millgrove project has an estimate just under \$580,000 and we are requesting \$300,000.

Mayor Smith stated that if Warren County does not apply for these funds, they will issue them to another county.

A motion to waive the three-reading rule was made by Burke, seconded by Allen, all yeas. By title only, Resolution 2021-37, a motion to adopt was made by Corcoran, seconded by Harrison, all yeas.

10. RESOLUTION 2021-38, A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A GRANT APPLICATION TO THE OHIO DEPARTMENT OF DEVELOPMENT WATER & WASTEWATER INFRASTRUCTURE GRANT PROGRAM, AND DECLARING AN EMERGENCY

A motion to waive the three-reading rule was made by Madison, seconded by Corcoran, all yeas. By title only, Resolution 2021-38, a motion to adopt was made by Madison, seconded by Burke, all yeas.

11. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$53,814.05) was made by Burke, seconded by Allen, all yeas.

12. AUTHORIZATION OF SOLICITOR'S INVOICE

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

13. COMMUNICATIONS & REPORTS

Mayor Smith

- Informed the Council on the prior work history of Tina Williams being a city, village, county, and state auditor. Williams responded that with the authorization of the new positions she will have time to bring other items to the council such as revenue and expenditure presentations and income projections for the future.
- Enquirer posted the numbers for the city status; we will get a Proclamation from the Secretary of State and then there will be a 30-day waiting period. Mayor Smith would like to get a picture of the Mayor, staff, council, officers, and state representatives of this area with their names in front of the City Building. Then copies could be given out, but a larger canvas picture would be to commemorate the historic first day of the City of South Lebanon. Lisa Wilson requested a canvas copy of the picture for the Historical Society. Richard Bertagna instigated a conversation with the council regarding putting in a time capsule with the new city status. Bertagna also remarked that if the Council notifies the Chamber of Commerce, they could do a ribbon cutting ceremony for this event. Burke mentioned getting the military color guard involved as well. Tina Williams suggested creating a committee to work on this.
- The restaurants in the Village are doing well.
- Now that we have someone working in sewer, we can monitor the restaurants and their grease traps to make sure they are in compliance. Our system is getting so large that we need to make sure it does not get clogged up.

- A business that Spicer had brought to the Council awhile back had wanted to put a mural on a bridge, Andrew Meier will be looking into it.

Administrator Jerry Haddix

- G. E. Credit Union is planning on opening September 8, 2021 and will have a ribbon cutting within 30 days after that.
- This week we have had four new employees. There are actually five new positions with one person transferring. The new hires are Michael Panno, Gary Kilburn, Josef Bruce, and Jim Coomer with Don Justison transferring departments.
- This week we moved our computer network to a new cloud server.
- The Bike Rodeo last week was a big event for the Sheriff's Office with 36 bicycles being given away. McDonald's donated the food, there was also a donation of ice cream.

Assistant Administrator Jeff Boylan

- The new employees are doing a great job and they bring a wealth of knowledge and will help us get on track with some programs. In a month we should be back up to speed and have our own employees doing everything.
- We are ordering a reverse floor washer that will spray up and clean the underside of the trucks with a desalination solution to keep the salt down.
- Next week we will be rustproofing all the trucks and we will continue to do this once per year.
- We got a test program for the restaurant grease traps that the City of Harrison is using, Lebanon is working on the same type of program, and we will try to have a similar program so that the City of Lebanon and ours mirror each other.
- The lift station behind Target is a mess. In a couple of weeks, we should be getting some samples of chemicals to put in the lift station to help with the grease and odor.
- The Chief Deputy at the Sheriff's Office will be giving us a tour tomorrow and we have 10 tickets for anyone interested in going tomorrow at 9:00 a.m.

- Yesterday there was some street patching done on Buena Vista. Because of the increased staff numbers, we will begin working on Zoar Road soon and getting the cracks ground down. Mayor Smith added that one of the new employees has experience working on guardrails so we will now be able to work on them inhouse.

Bryan Corcoran

- Questioned when the Spicer Pond will be opening as a park to which Mayor Smith stated that the county has not reached out, Haddix commented that he has not heard any updates since the original grant application. Mayor Smith remarked that the last communication he had was that it was on track to be purchased.
- Inquired to whether there have been any businesses along the 48 corridor to close down to which Mayor Smith shared that none of the businesses have closed and only one has merged.
- Numerous Stone Brook residents have reached out regarding putting in a painted crosswalk at the pool, between the pool and pond area, for the kids.

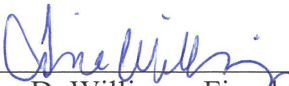
Linda Burke

- Noted that she had a resident reach out regarding wires on Parkview Drive which have been repaired. The resident also shared that there are semi-trucks using the alley and that is why the wires are being pulled down; she would like a sign posted “no trucks”. Allen commented that is the delivery from Parkview, when they get trucks in they cannot back out so they go through the alley and swing out. Nathan Smith commented that the lines belong to Spectrum and they will be out in a month or so to lift them.
- A constituent has reached out asking if there is any place where residents of the Village could go during emergency weather situations. Mayor Smith stated that he would look into it.

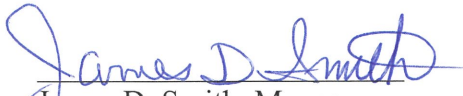
Maryan Harrison

- A resident has reached out regarding a house on the corner of Steger and Section, there are things falling off the eaves, it looks abandoned, the roof is caving in; it is hazardous. Haddix remarked that he would investigate it.
- Would we be able to look into getting an alarm system that would notify residents if they have high usage; Lebanon has such a system. Williams commented that typically these systems are sending reads every hour to a central hub and the notifications are coming from there. These systems are very expensive.

14. Mayor Smith asked for a motion to adjourn the meeting at 7:20 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 Aug. 19, 2021 minutes of the Village of South Lebanon Council regular meeting, please contact Fiscal Officer at twilliams@southlebanonohio.org.