

AGENDA

REGULAR MEETING OF CITY COUNCIL NOVEMBER 17, 2022 at 6:00 P.M.

1. Mayor Smith calls the meeting to order

2. Roll Call:

Linda Allen
Linda Burke
Brenda Combs

Maryan Harrison
Bill Madison
Rolin Spicer

3. Pledge of Allegiance

4. Guests:

5. Floor open to the public

6. New Business: Emergency Ordinance 2022-27 authorizing supplemental appropriations for the fiscal year beginning January 1, 2022

Ordinance 2022-28, First Reading, amending the City's Personnel Policy and Procedures Manual to add a Personal Day as an employee benefit

Motion to approve the decision letter for Michael Panno's employee disciplinary appeal hearing

Approval of Invoices

Approval of Solicitor's Invoice

Approval of October 2022 Financial Statements

7. Old Business: Resolution 2022-43, Third Reading, approval of an agreement with the Warren County Soil & Water Conservation District for Calendar Year 2023

Resolution 2022-47, Third Reading, appointing Andrew P. Meier as City Solicitor for Calendar Years 2023 & 2024

Ordinance 2022-26, Second Reading, approving the submission to the electorate of the City of South Lebanon the question "Shall the Charter of South Lebanon, Ohio be adopted?"

8. Communications and reports from City Officials and Committees:

- a. Mayor
- b. Fiscal Officer
- c. Administrator
- d. Asst. Administrator
- e. Solicitor
- f. Sergeant
- g. Council Members

9. Executive Session:

10. Adjournment:



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
fax: 513-494-1656
www.southlebanonohio.org

MEMORANDUM

To: Mayor & City Council

CC: Jerry Haddix, City Administrator
Andrew Meier, Solicitor

From: Tina Williams, Fiscal Officer

Date: November 15, 2022

Subject: Ordinance 2022-27 Supplemental Appropriations

Upon a review of the remaining payroll expenses for 2022, it was determined that additional appropriations of \$2,000 are needed for Mayor's Court salaries in the General Fund. The increase is due to additional payroll costs associated with the payout of ninety-seven vacation leave hours to a formal employee, Deanne Haltman. Upon resignation from employment, an employee who gives at least two weeks' notice prior to leaving shall be entitled to compensation for any earned but unused vacation time, per Section 6.02 of the City's Personnel Policy and Procedures Manual.

Additional appropriations of \$46,000 are also being requested in the Sanitation Fund to allow for payment of trash services for the months of November and December from the 2022 budget. Council approved Resolution 2022-31 amendment #3 to the agreement with Rumpke to extend services from September 1, 2022 – August 31, 2022. The monthly service cost is approximately \$38,000 per month.

Please let me know if you have any questions.

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE 2022-27**

AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS AND THEREFORE AMENDING THE ANNUAL APPROPRIATION ORDINANCE 2022-09 FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF SOUTH LEBANON, STATE OF OHIO, FOR THE PERIOD OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2022, AND DECLARING AN EMERGENCY

WHEREAS, the Council adopted Ordinance 2022-09 on March 17, 2022, making appropriations for current expenses and other expenditures for the period of January 1, 2022 through December 31, 2022; and

WHEREAS, the annual appropriations must be amended to increase appropriations in the General Fund for additional payroll expenses in Mayor’s Court due to the vacation payout of a former employee; and

WHEREAS, the annual appropriations must be amended to increase appropriations in the Sanitation Fund for additional expenses associated with Rumpke trash service contract; and

WHEREAS, immediate action is required to make appropriations for current expenses and other expenditures of the City of South Lebanon, State of Ohio, for the period of January 1, 2022 through December 31, 2022, and such action is necessary in order to preserve the public peace, health, safety or welfare of the City.

NOW, THEREFORE, BE IT ORDAINED By the Council of the City of South Lebanon, Ohio at least two-thirds of the current members elected thereto, concurring that, to provide for the current expenses and other expenditures of the said City of South Lebanon during the period of January 1, 2022 through December 31, 2022.

Section 1. The following sums are hereby set aside and appropriated as follows:

General Fund - 1000

Mayor’s Court

Personal Services	Increase	\$ 2,000.00
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Sanitation Fund - 5601

Refuse Collections & Disposal

Operating Expenses	Increase	\$ 46,000.00
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Section 2. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 3. That this Ordinance is hereby declared to be an emergency measure in accordance with Ohio Rev. Code § 731.30 for the immediate preservation of the public

Ordinance 2022-27 Supplemental Appropriations

peace, health, safety and general welfare; and, this Ordinance shall be in full force and effective immediately upon its passage.

Section 4. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this 17th day of November, 2022.

Attest: _____
Petrina Williams, Fiscal Officer/Clerk James D. Smith, Mayor

Rules Suspended: / /2022 (if applicable)	Effective Date – / /2022
Vote - ____ Yeas ____ Nays	
First Reading – / /2022	Effective Date – / /2022
Second Reading – / /2022	
Third Reading– / /2022	
Vote - ____ Yeas ____ Nays	

Prepared by and approved as to form:

ANDREW P. MEIER
CITY SOLICITOR
SOUTH LEBANON, OHIO

By: _____
Date: _____



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
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MEMORANDUM

To: Mayor & City Council

CC: Andrew Meier, Solicitor
Jerry Haddix, Administrator

From: Tina Williams, Fiscal Officer

Date: November 15, 2022

Subject: Add an annual Personal Day to Employee Benefits

The Personnel Committee met on April 20, 2022, and during that meeting discussion was had on whether to add Good Friday as a holiday for employees. Our Human Resources Consultant, Ryan Woodward, from Clemans & Nelson, advised that we keep our holiday schedule to the statutory holidays but consider giving employees an annual personal day. This way employees would have flexibility to use the day to observe Good Friday or another religious holiday of their choice.

The attached ordinance would grant one personal day per year to all full-time employees, as of January 1st of each year.

I'm requesting that the ordinance have three readings (11/17, 12/1, 12/17) and then be past as an emergency on 12/17 to allow the ordinance to be effective January 1, 2023.

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2022-28**

**AN ORDINANCE AMENDING ORDINANCE 2020-24 AND APPROVING THE
ADDITION OF ONE PERSONAL DAY PER YEAR FOR FULL-TIME EMPLOYEES
AS OF JANUARY 1ST OF EACH YEAR AS PART OF THE CITY OF SOUTH
LEBANON'S PERSONNEL POLICY AND PROCEDURE MANUAL**

WHEREAS, with the assistance of human resources consultant Clemans Nelson & Associates, the City (formerly Village) created and the Council approved Ordinance No. 2020-24 on November 5, 2020, placing in effect the City's (formerly Village) Personnel and Policy Procedure Manual for the City's employees; and

WHEREAS, Section 6.0 of the City's Personnel and Policy Procedures Manual defines the type of leave of absences allowed by an employee; and

WHEREAS, it is the recommendation of the Personnel Committee that the policy be amended to add one personal day equal to eight hours off with a pay as an employee benefit to full-time employees as of January 1st of each year; and

WHEREAS, said changes shall become effective January 1, 2023

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That the Council does hereby amend Ordinance No. 2020-24 for the proposed changes to Section 6.0 of the City's Personnel Policy and Procedure Manual, a copy of which is attached hereto and incorporated herein by reference.

Section 2. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 3. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2022.

Ordinance 2022-28 Personal Day

Attest: _____
Petrina Williams, Fiscal Officer/Clerk

James D. Smith, Mayor

Rules Suspended: / /2022 (if applicable)	Effective Date – / /2022
Vote - ____ Yeas ____ Nays	
First Reading – / /2022	Effective Date – / /2022
Second Reading – / /2022	
Third Reading– / /2022	
Vote - ____ Yeas ____ Nays	

Prepared by and approved as to form:

ANDREW P. MEIER
CITY SOLICITOR
SOUTH LEBANON, OHIO

By: _____
Date: __/__/

A. POLICY

Each full-time employee of the City shall be granted one (1) personal day [eight (8) hours of personal time] off with pay during each year of employment. Personal days are granted in January of each year. Personal leave days are to be taken in the year that they are earned and are lost if not used.

Part-time employees are not entitled to personal days.

Such day(s) shall be requested in advance in the same manner as vacation days. Personal days are required to be used in not less than four (4) hour increments.

Employees who separate from employment for any reason shall not be entitled to payment for personal days