

**CITY OF SOUTH LEBANON  
REGULAR MEETING MINUTES  
May 5, 2022  
6:30 P.M.**

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

2. ATTENDANCE

Linda Allen – Present via Zoom  
Linda Burke – Present  
Brenda Combs – Present

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

3. GUESTS

No guests were present.

4. Mayor Smith opened the floor to the public.

Bryan Corcoran, 424 Creekborough Court, South Lebanon – updated the Council and provided a handout containing a press release and additional information regarding the Veteran’s Memorial Dedication.

There will be a volunteer meeting on Wednesday, May 11, 2022 at 6:00 p.m. in the Municipal Building Council Chambers.

Mayor Smith closed the floor to the public.

NEW BUSINESS

5. RESOLUTION 2022-18, FIRST READING, A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH CHOICE ONE ENGINEERING FOR AN ASSET MANAGEMENT PLAN FOR ROADWAYS, CURBS, AND SIDEWALKS WITHIN THE CITY

6. RESOLUTION 2022-19, A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH INVOICE CLOUD INC. TO PROVIDE ONLINE PAYMENT PROCESSING FOR UTILITY BILLING, AND DECLARING AN EMERGENCY

Tina Williams provided a video presentation of what utility customers can expect with online payment processing. This agreement is with a third-party vendor who works with our current software company to provide the online platform.

With this new process the formatting of the bills will be changing from postcard size to full page size.

Discussion ensued regarding what credit card charge back fees are, how we currently absorb these fees and how it would relate to using a third-party vendor.

A motion to waive the three-reading rule was made by Madison, seconded by Burke, all yeas. By title only, Resolution 2022-19, a motion to adopt was made by Madison, seconded by Combs, all yeas.

7. ORDINANCE 2022-15, AN ORDINANCE AMENDING ORDINANCE 2020-24 REGARDING THE CITY'S OBSERVED HOLIDAY SCHEDULE AS DEFINED IN SECTION 6.01 OF THE CITY OF SOUTH LEBANON'S PERSONNEL POLICY AND PROCEDURE MANUAL, AND DECLARING AN EMERGENCY

Currently, the City observes eleven (11) holidays. This amendment would add the new federal holiday, Juneteenth, passed by Congress on June 17, 2021.

A motion to waive the three-reading rule was made by Combs, seconded by Burke, all yeas. By title only, Ordinance 2022-15, a motion to adopt was made by burke, seconded by Combs, 5 yeas (Allen, Burke, Combs, Harrison, Madison), 1 nay (Spicer).

Madison questioned the observation of Good Friday to which Williams stated that she had placed a memo in this Council packet asking if Council would prefer to observe Good Friday as a floating holiday or observe the actual day. Further stating that the City's Human Resources consultant suggested that we make it a floating holiday as to not be recognizing one particular religious holiday.

Burke commented that she believes it should be a floating holiday so that employees can recognize their religious beliefs.

Discussion ensued regarding how to determine who would be off as to not make it more difficult for other employees. Williams shared that we have more employees now and there should not be a hardship on any employee.

Williams stated that she will put a draft together for the next Council meeting to add a personal day to our policy manual.

8. ORDINANCE 2022-16, FIRST READING, AN ORDINANCE APPROVING ZONING MAP AMENDMENT TO A CERTAIN PROPERTY IN THE CITY OF SOUTH LEBANON, CONSISTING OF 4.4565 ACRES FROM I-1 [LIGHT INDUSTRIAL DISTRICT] TO B-2 [GENERAL BUSINESS DISTRICT]

9. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$626,141.85) was made by Madison, seconded by Burke, all yeas.

10. APPROVAL OF MEETING MINUTES

Regular Meeting – April 21, 2022

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

OLD BUSINESS

11. RESOLUTION 2022-14, THIRD READING, A RESOLUTION EXPRESSING THE COUNCIL’S INTENT TO SELL UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY BY INTERNET AUCTION AND REQUIRING PUBLICATION OF THE SAME; AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO EXECUTE ON BEHALF OF THE CITY A CONTRACT WITH GOVDEALS, INC. FOR THE CALENDAR YEAR 2022

By title only, Resolution 2022-14, a motion to adopt was made by Madison, seconded by Harrison, all yeas.

12. ORDINANCE 2022-13, THIRD READING, AN ORDINANCE AMENDING ORDINANCE 2020-24 REGARDING THE CITY’S SICK LEAVE POLICY AS DEFINED IN SECTION 6.03 OF THE CITY OF SOUTH LEBANON’S PERSONNEL POLICY AND PROCEDURE MANUAL

By title only, Ordinance 2022-13, a motion to adopt was made by Burke, seconded by Spicer, all yeas.

13. COMMUNICATIONS & REPORTS

Mayor Smith

- a. Gave an update on the Veteran’s Memorial stating that the poles have been set and once Duke Energy places the meter the electric will be tested; this should be completed in the next couple of days, .

Fiscal Officer Tina Williams

- a. Nothing to report.

Administrator Jerry Haddix

- a. Thursday, May 12, 2022 there will be a public hearing for the Vibrant Oil rezoning. This will be a Special Meeting and will also contain the second reading of this proposed ordinance.
- b. Yesterday we had employee training with the Ohio Plan; we are looking into having similar training for Public Officials.

- c. The Ohio Municipal League's conference will be June 24, 2022 at the Marriott on Fields Ertel. Road. Anyone interested in going needs to let Haddix know; Combs and Harrison both remarked that they would like to go.
- d. There are still some virtual Sunshine Law training sessions available (June, July, September, October). You can also go to an in-person session in Oxford during October. All Council members must have this training by the end of their term.
- e. The Planning Commission met last night and approved the Redwood Homes final plat – conditionally.
- f. March 20, 2022 there was a sewer backup on Main Street and cleanup was required at Jasper Shepherd's residence. The City did pay for the cleanup however he has requested a water and sewer credit for 1 month.

A motion to credit one month's water and sewer charges for Jasper Shepherd was made by Madison, seconded by Combs, all yeas.

- g. House Bill 172 is the fireworks law that will go into effect July 1, 2022. Andrew Meier will discuss this further.

Assistant Administrator Jeff Boylan

- a. We have a 750-dump truck/plow on order, but we have no idea when it will be delivered, it may not be until next year.
- b. There is a 250 truck with a service body also on order that is designated for the sewer department. We do not know when this will be delivered either.
- c. We have ordered a Gator with a cage on it, which also may not be in until next spring.
- d. Hopefully at the next meeting I will discuss GIS/GPS system where we would mark our water & sewer lines, hydrants, valves; mark everything we possible can. This information is something that we need for infrastructure/asset management plan. Haddix shared that this system will keep track of maintenance on all the infrastructure. The data is ours, but we will pay a hosting fee annually, eventually we plan to maintain this information in-house. Boylan remarked that we are just waiting on a quote. Williams added that this will help her with valuing our infrastructure.
- e. The Railroad Street barn needs some emergency work done as one of the walls is pushed out. A stabilization company from Cincinnati will be doing this work as the barn needs to be functional until another Public Works building is built which may still be five years out.

- f. Larry Easterly, maintenance worker, is a good asset to the City and we should expect high things.

Solicitor Andrew Meier

- a. House Bill 172 loosens the prohibitions on fireworks and permits the possession, discharge, ignition, or exploding of fireworks under very specific conditions and on other days of the year, not just July 4th. Municipalities can pass an ordinance and opt-out of House Bill 172 and maintain their current fireworks restrictions/regulations. He will create an ordinance for the next Council meeting containing reasonable rules and regulations regarding possession, discharge, days, and enforcement.
- b. The Charter Commission has been established with 15 members being elected to it. The Commission is its own entity/public body subject to meeting rules that govern public bodies. Once the votes are certified by the Board of Elections the individuals will be sworn in and will then have their 1<sup>st</sup> organizational meeting. The City can fund the Committee, such as entering into agreements with a facilitator; Kathryn Cunningham is willing to serve as a facilitator and will be sending a proposed fee agreement hopefully by the next Council meeting. The facilitator would advise the Commission as to decisions that need to be made. At the first organizational meeting the Commission will need to vote on positions and committees. The next phase will be the educational phase followed by the decision-making process in developing the document that will become the Charter. The objective is to have a complete document by the end of the year with the goal of being placed on the ballot in May 2023. The Council will approve placing the Charter document on the ballot with a yea/nay vote. If anyone were to leave the Commission during the year the Council can appoint a replacement.

Sgt. Corey Adams

- a. Nothing to report.

Bill Madison

- a. Asked about some patchwork on Pike Street and if something more permanent was going to be done to which Mayor Smith stated that it will need some upgrades as erosion due to the weather had caused the issue.

Brenda Combs

- a. Questioned if/when the Community Yard Sale would be occurring. Haddix commented that usually once an HOA asks, they set the date however at the next Council meeting they could choose the date.

- b. Stated that she had been asked if there are plans for developing a dog park in the future.

Linda Burke

- a. Asked about tablets for the Council to which Williams stated that they are in however we do not have cases for them yet as they are backordered.
- b. Thanked the staff that will be assessing the streets, curbs, and sidewalks.
- c. Thanked Sgt. Adams for all he does.
- d. Thanked Meier for all his time with the Commission.
- e. Thanked Mayor Smith and Bryan Corcoran for all their work on the Veteran's Memorial.
- f. When will a concession be built at the ball park to which Mayor Smith stated that they are working on it now but they will be starting with the parking lot.

Linda Allen

- a. Thanked Haddix and Williams for all their work.

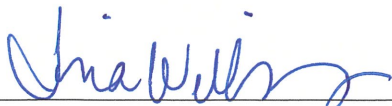
Maryan Harrison

- a. Thanked the Mayor for all his work on the Veteran's Memorial.
- b. Thanked Sgt. Adams for taking care of us. Remarking that she would like to do a ride-along with the police.
- c. So excited for the online utility billing.

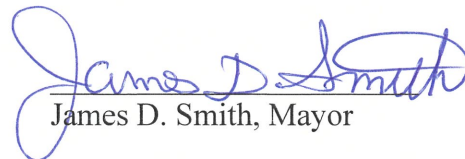
Rolin Spicer

- a. Nothing to report.

14. Mayor Smith asked for a motion to adjourn the meeting at 7:39 p.m. A motion was made by Madison, seconded by Burke, all yeas.



Petrina D. Williams, Fiscal Officer



James D. Smith, Mayor

For an audio copy of the May 5, 2022 minutes of the City of South Lebanon Council regular meeting, please contact Fiscal Officer at [twilliams@southlebanonohio.org](mailto:twilliams@southlebanonohio.org).