

**CITY OF SOUTH LEBANON  
REGULAR MEETING MINUTES  
January 4, 2024  
6:00 P.M.**

1. Mayor Burke opened the meeting at 6:00 p.m. with a Prayer and the Pledge.

2. ATTENDANCE

Linda Allen – Present  
Sharon Carmack – Present  
Brenda Combs – Present

Lisa Fedor – Present  
Maryan Harrison – Present  
Rolin Spicer – Present

3. GUESTS

Karie Novesl, Client Service Executive with Hylant Administrative Services – gave a presentation regarding the city’s liability insurance.

4. Mayor Burke opened the floor to the public after New Business.

No public comments.

Mayor Burke closed the floor to the public.

NEW BUSINESS

5. ORDINANCE 2024-01, FIRST READING, AN ORDINANCE RESCINDING ORDINANCE 2004-07 AND DIRECTING THE RECORDS COMMISSION OF THE CITY OF SOUTH LEBANON, OHIO TO DEVELOP AND UPDATE ALL NECESSARY RECORDS RETENTION SCHEDULES FOR PUBLIC RECORDS

6. RESOLUTION 2024-01, A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO RENEW THE CITY’S LIABILITY INSURANCE WITH OHIO PLAN RISK MANAGEMENT, INC. FOR CALENDAR YEAR 2024, AND FURTHER AUTHORIZING PAYMENT OF THE ANNUAL PREMIUM, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Combs, seconded by Spicer, all yeas. By title only, Resolution 2024-01, a motion to adopt was made by Allen, seconded by Combs, all yeas.

7. RESOLUTION 2024-02, A RESOLUTION APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FISCAL YEAR 2024 (FY2024) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION AND FURTHER AUTHORIZING THE CITY ADMINISTRATOR TO PROCESS THE APPLICATION WITHOUT DELAY TO THE WARREN COUNTY OFFICE OF GRANTS ADMINISTRATION, AND DECLARING AN EMERGENCY

Combs questioned the need for this to be an emergency to which Haddix stated that the application is due by Friday, January 12, 2024.

A motion to waive the two-reading rule was made by Combs, seconded by Spicer, all yeas. By title only, Resolution 2024-02, a motion to adopt was made by Allen, seconded by Combs, all yeas.

#### 8. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$179,809.98) was made by Allen, seconded by Harrison, all yeas.

#### 9. APPROVAL OF MEETING MINUTES

Special Meeting – December 13, 2023

Regular Meeting – December 21, 2023

A motion to adopt the minutes was made by Combs, seconded by Spicer, all yeas.

#### OLD BUSINESS

No old business.

#### COMMUNICATION ITEMS

#### 10. COMMUNICATIONS & REPORTS

##### Mayor Burke

- a. Mayor Burke stated that Michael Wells had resigned from the Records Commission. She is recommending the appointment of Steve Vidic – 78 Bridgewater Drive, South Lebanon to the opening.

**A motion to approve appointing Steve Vidic to the Records Commission was made by Combs, seconded by Allen, all yeas.**

- b. Thanked everyone for attending the Council meeting.
- c. There will be more appointments made at the next Council meeting on January 18, 2024.
- d. In the future she will be offering office hours on Monday/Wednesday/Friday.
- e. Her door is always open for discussions.
- f. We will begin live streaming the Council meetings beginning on January 18, 2024.

- g. Workshops will begin again.

Director of Finance Tina Williams

- a. Nothing to report.

Administrator Jerry Haddix

- a. Will provide more updates at the next Council meeting on January 18, 2024.
- b. There are lots of road projects beginning to move forward.
- c. There will be a preconstruction meeting in 2 weeks for the Pike Street Bridge project.
- d. The Hobart Street bid opening was at the county today; this should begin in the spring.

Law Director Andrew Meier

- a. Nothing to report.

Sgt. Corey Adams

- a. Nothing to report.

Rolin Spicer

- a. Hoped everyone had a Merry Christmas and a Happy New Year.
- b. He is looking forward to working with the new Councilmembers and Mayor in the upcoming year.

Lisa Fedor

- a. Thanked everyone, adding that she is excited for the opportunity as she has lived in South Lebanon since 2008.

Sharon Carmack

- a. Thanked everyone for electing her. She is glad to be here and is looking forward to the future.

Maryan Harrison

- a. Congratulated the new Mayor, Vice Mayor, and Councilmembers.

- b. Thanked Sgt. Adams for his work.
- c. She is looking forward to working together.
- d. Thanked everyone for being there and for their support.

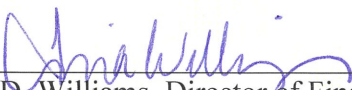
Linda Allen

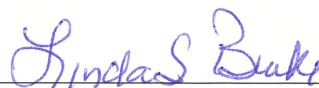
- a. Requested an update on the business at State Route 48/Mason-Morrow-Millgrove Road. Haddix remarked that they are stocking and should open in January or February.
- b. Asked about the Flood Insurance Certification and who will be notified since the 90-day appeal period is over. Haddix stated FEMA will send out the new official maps and documentation. Once that occurs everyone else will get the information. Further stating that he will be notified, however he is unsure who else will be. He will send out notice on the utility bills, etc.

Brenda Combs

- a. Welcomed the new Mayor and Councilmembers, she is looking forward to working with them.
- b. Thanked everyone for coming.
- c. Thanked Sgt. Adams for everything that his department does.

11. Mayor Burke asked for a motion to adjourn the meeting at 6:23 p.m. A motion was made by Allen, seconded by Combs, all yeas.

  
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Petrina D. Williams, Director of Finance/Clerk

  
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Linda S. Burke, Mayor

For an audio copy of the January 4, 2024 City of South Lebanon Council Regular Meeting, please contact the Director of Finance at [twilliams@southlebanonohio.org](mailto:twilliams@southlebanonohio.org).