

**CITY OF SOUTH LEBANON
REGULAR MEETING MINUTES
February 1, 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. PUBLIC HEARING
ZONING UPON ANNEXATION RE: THE LENIG ANNEXATION
556 MASON-MORROW-MILLGROVE ROAD
(1.003 ACRES, PARCEL ID 12-01-126-009)

Haddix provided a brief explanation stating that this property was officially reported in the Warren County Recorder’s Office for the annexation on March 21, 2023. The county zoning for this property was previously zoned B2 Community Commercial Business and our closest zoning code is B2 General Business. The City Planning Commission met on December 12, 2023 for the required public hearing and they unanimously recommended the proposed zoning of B2 General Business. This was advertised in the newspaper on December 31, 2023 as required by the city zoning code.

There were no public comments.

4. GUESTS

Larry Sims, Warren County Sheriff - provided a “Year in Review 2023” report and briefly discussed the past year’s highlights including the new video equipment in the cruisers, their partnership with the Kings School District, their use of drones, and the SWAT/Tactical team which won a Team of the Year award from the Ohio Tactical Officers Association. The K9 units were discussed as well as officers who are currently at the Police Academy.

5. Mayor Burke opened the floor to the public.

No public comments.

Mayor Burke closed the floor to the public.

6. PUBLIC HEARING
ZONING UPON ANNEXATION RE: THE HUDAWN ANNEXATION
1770 MASON-MORROW-MILLGROVE ROAD
(6.603 ACRES, PARCEL ID 12-07-100-003-1 AND 12-07-100-003-2)

Haddix provided a brief explanation stating that this property is owned by 1770 MMM LLC and is located on Mason Morrow Millgrove Road between the Lebanon Bike Trail and Columbia Road. This property was officially reported in the Warren County Recorder's Office for the annexation on July 13, 2023. This public hearing is a required post annexation hearing to determine the permanent zoning of the annexed property. The current county zoning is B2 Community Commercial Business. The Planning Commission met on December 12, 2023, conducted the required public hearing, and unanimously recommended the approval that the permanent zoning be B2 General Business. This was advertised in the newspaper on December 31, 2023 as required by the city zoning code.

There were no public comments.

NEW BUSINESS

7. ORDINANCE 2024-02, AN ORDINANCE CREATING THE POSITION OF PART-TIME ASSISTANT CITY ADMINISTRATOR, ESTABLISHING COMPENSATION, AND DESIGNATING COMPENSATION OF CERTAIN CITY EMPLOYEES TO SPECIFIC CITY FUND(S) FOR THE NEWLY CREATED POSITION OF PART-TIME ASSISTANT CITY ADMINISTRATOR, AND DECLARING AN EMERGENCY

Haddix gave a brief explanation stating that Jeff Boylan, who retired in December 2023 as the Assistant City Administrator, would come back for 20-25 hours per week until the full time Assistant City Administrator position is filled.

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

8. APPOINTMENTS TO BOARDS AND COMMISSIONS

a) City Board of Zoning Appeals (BZA) (2 appointments)

Mayor Burke recommended Randy Bader, Jr., and Graham Hastings.

Motion to appoint Randy Bader, Jr. to the Board of Zoning Appeals was made by Allen, seconded by Spicer, Allen – yea, Carmack – yea, Combs – abstain, Fedor – yea, Harrison – abstain, Spicer – yea. Motion carries.

Motion to appoint Graham Hastings to the Board of Zoning Appeals was made by Combs, seconded by Harrison, all yeas.

b) Tax Review Board (2 appointments)

Mayor Burke stated that she is recommending Matt Nolan to the Tax Review Board, and he has accepted.

Motion to approve Matt Nolan to the Tax Review Board was made by Allen, seconded by Spicer, all yeas.

Mayor Burke recommended Gary Duffield to the Tax Review Board. Combs asked if he had experience to which Mayor Burke stated that he does.

Motion to appoint Gary Duffield to the Tax Review Board was made by Allen, seconded by Combs, all yeas.

Mayor Burke stated that there is 1 opening left on the Tax Review Board and asked Council for recommendations further remarking that it cannot be a Council Member.

Williams shared that according to our Tax Ordinance we are required to have a Tax Review Board made up of 3 individuals from the public to hear any appeals of the Tax Administrator decisions. This is a board for individuals to go to if they do not agree with the Tax Administrator's tax assessment. We have had the board for many years however no appeals have ever gone to the board. We need to get this established in case anything is to ever come up. Per the ordinance, the Mayor appoints one member and the Council appoints two members. Council can make a recommendation on the 3rd appointment, or we can make a recommendation to you if Council does not have one. There are no specific qualifications, however tax experience, work in accounting, bookkeeping, or finance fields would be beneficial. Haddix added that they do not have to be a resident of the city either.

A motion to table the recommendation for the Tax Review Board until the next Council meeting was made by Allen, seconded by Combs, all yeas.

9. AUTHORIZATION OF TRAVEL EXPENSES

A motion to authorize travel expenses for Councilmember Carmack and Councilmember Fedor to attend the Ohio Municipal League's Newly Elected Council Training seminar was made by Harrison, seconded by Combs, all yeas.

10. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$33,450.44) was made by Allen, seconded by Combs, all yeas.

11. APPROVAL OF THE DECEMBER 2023 FINANCIAL STATEMENTS

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

12. APPROVAL OF MEETING MINUTES

Regular Meeting – January 18, 2024

Correction on page 2, item 10 the word COMMISSIONS is missing after the word and.

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

OLD BUSINESS

13. RESOLUTION 2024-03, SECOND READING, A RESOLUTION ADOPTING BOND SCHEDULES FOR THE MAYOR'S COURT OF THE CITY OF SOUTH LEBANON, OHIO

By title only, Resolution 2024-03, a motion to adopt was made by Combs, seconded by Allen, all yeas.

COMMUNICATION ITEMS

14. COMMUNICATIONS & REPORTS

Mayor Burke

- a. Thanked everyone, including staff, Meier, Council, and Sgt. Adams.
- b. Reminded everyone that the Council meetings are now on Live Stream and can be watched on YouTube.

Director of Finance Tina Williams

- a. Discussed the approved December Financial Statements and yearend balances for 2023.

Administrator Jerry Haddix

- a. The Pike Street Bridge project has begun, with traffic being diverted to Broadway Street. There will potentially be 13 more weeks of traffic diversion.
- b. Vibrant Express is now open.

- c. Finalizing plans for the Forest Avenue and Morrow Road projects; they will be going out to bid in the spring.
- d. We are working on the OPWC project on Mason Morrow Millgrove Road; this will be going on this summer.
- e. As for the Hobart Street sidewalk project, the county has awarded that project and we have had the preconstruction meeting. This project will begin as soon as it dries up.

Law Director Andrew Meier

- a. Nothing to report.

Sgt. Corey Adams

- a. Nothing to report.

Rolin Spicer

- a. Stated that he would like to schedule a Parks and Recreation meeting in the next couple of weeks. Asking committee members Fedor and Combs to get back with him on days available.

Lisa Fedor

- a. Nothing to report.

Sharon Carmack

- a. Nothing to report.

Maryan Harrison

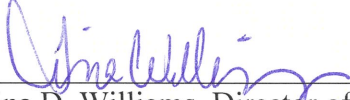
- a. Nothing to report.

Linda Allen

- a. Asked Haddix who the Hobart Street project was awarded to. Haddix stated that it was a company out of Harrison Ohio – Huspac Construction, he will pass this information along.
- b. Asked Haddix about the Hudawn annexation on Mason Morrow Millgrove Road and if we are still in negotiations on how to supply the water & wastewater. Haddix stated that it is part of the deal with River Creek Lofts; the plans are being finalized. Discussion ensued.

Brenda Combs

- a. Stated that she has had a couple of residents enquire as to where we are on the chicken issue. Haddix stated that from a zoning standpoint a zoning amendment must be initiated by a member of the public who files an application, the Planning Commission can initiate a zoning amendment, or the City Council can initiate a zoning amendment. It must be specific and in the past the holdup has been - missing details.
 - b. Thanked Sgt. Adams, the deputies, Union Township, and Chief Napier for keeping us safe.
 - c. Thanked the Council and Mayor Burke for working hard on things that need to be taken care of.
 - d. Thanked the public for coming.
15. Mayor Burke asked for a motion to adjourn the meeting at 6:40 p.m. A motion was made by Allen, seconded by Combs, all yeas.



Petrina D. Williams, Director of Finance/Clerk



Linda S. Burke, Mayor