

CITY OF SOUTH LEBANON
REGULAR MEETING MINUTES
November 6, 2025
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. Mayor Burke opened the floor to the public.
4. GUESTS

NEW BUSINESS

5. **ORDINANCE 2025-23**, AN ORDINANCE AMENDING ORDINANCE 2024-23 AND APPROVING REVISIONS TO THE MINIMUM AND MAXIMUM PAY RATES OF THE CITY'S COMPENSATION PAY SCALE AS PART OF THE CITY'S PERSONNEL POLICY MANUAL

Allen stated that there was a Personnel Committee meeting on October 29, 2025. She further stated that the Committee made a recommendation to Council to approve revisions to the pay rates of the City's Compensation Pay Scale.

6. **ORDINANCE 2025-24**, AN ORDINANCE SETTING RATES OF COMPENSATION FOR FULL-TIME EMPLOYEES OF THE CITY OF SOUTH LEBANON

Haddix stated that the compensation rates are for full-time employees' pay, which is not set by City Council.

Mayor Burke corrected classified employees to all full-time employees' pay which is not set by City Council.

7. **ORDINANCE 2025-25**, AN ORDINANCE AMENDING ORDINANCE 2021-45 AND FIXING THE RATES FOR WATER USAGE
8. **RESOLUTION 2025-43**, A RESOLUTION APPROVING AND AUTHORIZING MAYOR AND DIRECTOR OF FINANCE TO EXECUTE AN ADDENDUM TO THE AGREEMENT WITH THE WARREN COUNTY SHERIFF AND THE WARREN COUNTY BOARD OF COMMISSIONERS FOR POLICE PROTECTION IN THE CITY OF SOUTH LEBANON FOR THE CALENDAR YEAR 2026

9. **RESOLUTION 2025-44**, A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT TO JOIN THE CENTER FOR LOCAL GOVERNMENT BENEFITS POOL FOR EMPLOYEE HEALTHCARE BENEFITS AND DECLARING AN EMERGENCY

Williams stated that the Personnel Committee met on October 29, 2025, to discuss employee health benefits. Discussed that due to the significant increase in health premiums received from Anthem (27.27% in 2025 and 20.3% in 2024), administration has been exploring alternative solutions to help lower our health insurance costs for both the employee and the city. Stated that the Personnel Committee made a recommendation to switch to the new health insurance plan.

Allen discussed that the Personnel Committee reviewed various health insurance plans. Discussed the City's 60% front load contribution to a Health Savings Account. Further discussing employees saving on deductibles and out-of-pocket expenses.

Williams stated that if Council passes Resolution 2025-44, meetings with employees will be held to discuss the health insurance coverage changes.

Mayor Burke stated that the City will save significantly by joining the Center for Local Government Insurance Pool

A motion to waive the two-reading rule was made by Combs, seconded by Fedor, all yeas. By title only, Resolution 2025-44, a motion to adopt was made by Allen, second by Fedor, all yeas.

10. **RESOLUTION-2025-45**, AN ORDINANCE AUTHORIZING A HIGH-DEDUCTIBLE HEALTH INSURANCE PLAN AND EMPLOYER CONTRIBUTIONS TO HEALTH SAVINGS ACCOUNTS FOR FULL-TIME CITY EMPLOYEES AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Combs, all yeas. By title only, Resolution 2025-45, a motion to adopt was made by Harrison, second by Carmack, all yeas.

11. **RESOLUTION-2025-46**, A RESOLUTION SETTING A PUBLIC HEARING ON THURSDAY, DECEMBER 11, 2025, AT 6:00 P.M. AT THE SOUTH LEBANON MUNICIPAL BUILDING TO CONSIDER THE RECOMMENDATION OF THE PLANNING COMMISSION IN ACCORDANCE WITH ZONING REGULATIONS SECTION 15.7.7 RELATED TO THE [INITIAL] ZONING UPON ANNEXATION OF VARIOUS PROPERTIES ALONG ZOAR ROAD CONTAINED IN THE OEDER-THORNTON ANNEXATION IN ACCORDANCE WITH SECTION 15.7.13, AND PUBLISHING NOTICE OF THE SAME, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Combs, all yeas. By title only, Resolution 2025-46, a motion to adopt was made by Allen, second by Carmack, all yeas.

Mayor Burke asked Haddix if a date is set for the Special Meeting regarding the Public Hearing.

Haddix stated that the Special Meeting is set for December 11, 2025, due to the timing requirements of the zoning codes.

Mayor Burke stated that Public Hearing will be published.

12. APPOINTMENT OF BOARD OF ZONING APPEALS MEMBER

Haddix stated that Graham Hastings resigned from the Board of Zoning Appeals. Haddix recommended the appointment of William Pollack to the Board of Zoning Appeals.

Combs made a motion to approve William Pollack to the Board of Zoning Appeals, seconded by Allen, five yeas, Spicer recused.

13. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$86,206.89) was made by Fedor, seconded by Combs, all yeas.

14. AUTHORIZATION OF A "THEN & NOW" CERTIFICATE FOR PAYMENT TO CORE & MAIN RELATED TO AN ANNUAL SUBSCRIPTION FOR WATER SOFTWARE.

Allen asked for clarification of the Then & Now Certificate.

Haddix discussed the reason for payment of the annual subscription for the water meter software.

A motion to approve funds for \$3,700.00 and authorize the payment of said amount to Core & Main related to an annual subscription for software was made by Combs, seconded by Carmack, all yeas.

15. APPROVAL OF MEETING MINUTES

Regular Meeting – October 16, 2025

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

OLD BUSINESS

None

. COMMUNICATION ITEMS

16. COMMUNICATIONS & REPORTS

Mayor Burke

- a. Congratulations to the newly elected Council Members. Remarked that Rolin Spicer will be missed. Asked the newly elected Council Members if they would like to be sworn in before the Organizational Meeting on January 6, 2025, at 5:30 p.m. The newly elected Council Members agreed to be sworn in on January 6, 2025, before the Organizational Meeting.
- b. Encouraged Council Members to attend the Ohio Municipal League training class.
- c. City staff continue to work on the website.
- d. City staff are working on finalizing projects
- e. Mark your calendars for the City Administrator's Retirement Open House Celebration on November 20, 2025, from 1:00 to 4:00 p.m.
- f. Mark your calendar for staff and affiliates' annual Holiday Party on December 12, 2025.

Director of Finance Tina Williams

- a. Discussed the cost savings for the City and employees related to joining the Center for Local Government Insurance Pool.
- b. Plans on formally presenting the budget to Council at the Council Meeting on December 4, 2025, for a First Reading and full presentation. Stated that there will be a Second Reading for the budget to go into effect at the beginning of the year. Stated that the budget will be presented to the Finance Committee a week or so prior to the December 4th meeting.
- c. Discussed that there is an extensive list of capital projects for next year.
- d. Stated that the budget approval is moved up to December for the first time.

Mayor Burke reminded everyone that there will be a Wreath Laying for Veterans Day at 10:00 a.m.

Administrator Jerry Haddix

- a. Stated that the River Corridor Sewer Project is out for bid. Discussed working on the loan information which will be submitted to the EPA and finalized by the end of January.
- b. Remarked that he hoped Holbert has plenty of salt for the roads during the winter season.

Public Works Director Harry Holbert

- c. Provided a report to Council on the happenings within the Public Works Department. The report included information on the City's public roadways, public water and sewer systems.
- d. Confirmed that the City has plenty of salt for the roads during winter season.

Mayor Burke mentioned that the crosswalks and striping on Lebanon Rd (aka Punkin Brown Hill) have been finished.

Clerk of Council Jennifer O'Brien

- a. Reminded Council of the Warren County Veterans with a Breakfast Celebration in The Commons of The Warren County Career Center, Friday, November 7, 2025, at 7:45 a.m.
- b. Attended Choice One Engineering Masters Charity Cup Event with Amy Butler, Malina Werner, Sam Fogle, Keith Nixon, JR. and Amy Butler's Family Members. Stated the event raised 21,000 for Sweet Cheeks Diaper Bank.

Law Director Chase Kirby

- c. Nothing to Report

Sgt. Corey Adams

- a. Nothing to Report

Rolin Spicer

- a. Congratulations to the newly elected Council Members.

Lisa Fedor

- a. There will be a Wreath Laying for Veterans Day.
- b. There will be a Christmas Tree Lighting with Santa at Veterans Park on November 28, 2025, at dusk.
- c. There will be a Christmas Horse Parade on December 13, 2025. Stated that the participants need to arrive at Rogers Park at 3:30 p.m., the parade begins at 4:00 p.m. Reminded everyone to register online with Bella Ledford.

Mayor Burke mentioned that Bella Ledford is working on obtaining a wagon for City Council to ride in the Christmas Horse Parade.

Sharon Carmack

- a. Remarked that the Public Works Department did a fantastic job in Oeder's Park.

Maryan Harrison

- a. Announced that the Warren County Municipal League's Christmas Dinner will be at the Golden Lamb on December 3, 2025, beginning at 5:30 p.m.

Linda Allen

- a. Asked if the Ohio Municipal League's training classes would count towards the City Council ethics class that is required every three years.

The Finance Director stated that the ethics class is provided by the Attorney General's Office.

Discussions ensued regarding the ethics class that is required for City Council.

- b. Asked when the Community Center's roof installation will occur.

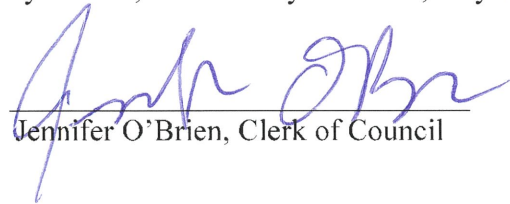
Haddix stated that the roof installation is on hold due to the Government shutdown.

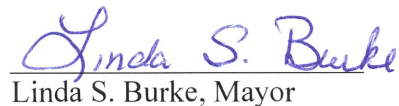
Brenda Combs

- a. Nothing to Report

The Clerk of Council stated that the staff and affiliates' annual Holiday Party is from 12:00 – 2:00 p.m. on December 12, 2025, at the Municipal Building.

17. Mayor Burke asked for a motion to adjourn the meeting at 6:34 p.m. A motion was made by Combs, seconded by Carmack, all yeas.


Jennifer O'Brien, Clerk of Council


Linda S. Burke, Mayor

For an audio copy of the November 6, 2025, City of South Lebanon Council Regular Meeting, please contact the Clerk of Council at jobrien@southlebanonohio.org.