

CITY OF SOUTH LEBANON
REGULAR MEETING MINUTES
July 16, 2026
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
David Smith – Present

3. GUESTS

Frank Krailler of the Garland Company

Mr Krailler, presented an overview of the proposed community center roof replacement project. He explained that the project would involve a full tear-off of the existing roof and a redesign of the drainage system to correct the current flat profile. The replacement system would be a two-ply modified built-up roof carrying a 30-year non-prorated warranty, meaning coverage is equal in year one and year twenty-nine alike. Mr. Krailler noted that the system requires minimal maintenance over its lifetime—primarily cleaning drains and occasional repainting of flashings—and represents the lowest life-cycle cost option available. He indicated that the contracting firm is currently completing work at Miami Township Civic Center in Milford and at the YMCA in East Butler, and that this project would follow on their schedule, with an anticipated start the following month. Councilmember Smith asked about the time frame. Mr. Krailler estimated 55 to 60 working days to completion. Mayor Burke acknowledged the urgency of the project, noting that the building had been experiencing significant leaks. Mr. Krailler emphasized that the warranty is held by the Garland Company directly, not the contractor, and that the company has operated debt-free since 1895. He also noted that annual inspections would be provided.

Angela Veasey, Regional Income Tax Agency (RITA)

Angela Veasey, Government Liaison for the Regional Income Tax Agency (RITA), presented a comprehensive overview of RITA's tax administration services as a potential option for the City of South Lebanon. Ms. Veasey explained that RITA is a nonprofit member of the Regional Council of Governments (RCOG), currently administering taxes for over 400 Ohio municipalities and processing approximately \$2.5 billion in annual collections for more than one million taxpayers.

Ms. Veasey outlined RITA's full-service approach, which covers everything from taxpayer registration through collections and, when necessary, legal action. Key features of the service include real-time taxpayer data access for the city's finance staff, a dedicated landing page for South Lebanon on the RITA website, and a robust suite of online tools allowing taxpayers to file returns, make payments, check account history, and enroll in payment plans. She highlighted

RITA's Federal Tax Information (FTI) compliance program, which uses access to federal and state tax data to identify non-filers and under-reporters through a flagging system, recovering revenue that would otherwise go uncollected. RITA also offers a biennial non-filer letter program at no cost to member municipalities and an administrative subpoena program at one dollar per subpoena. A legal program with partnerships extending to the Ohio Attorney General's office is also available for the most difficult collection cases.

On the matter of cost, Ms. Veazey presented estimates based on South Lebanon's 2025 collections of approximately \$3.1 million. The projected annual cost of collections under RITA would be approximately \$61,000 to \$67,000, representing 1.95% to 2.5% of collections. Based on the city's current budget for income tax personnel and operations, Director of Finance Tina Williams indicated the estimated savings would be approximately \$164,000 to \$170,000 per year.

Councilmember Allen, speaking from her professional experience as a tax preparer, offered strong endorsement of RITA's services, specifically praising the efficiency of the filing process and the effectiveness of the FTI compliance program.

Councilmember Smith asked if agents were in Ohio. Ms. Veazey replied that they have 4 offices in Ohio and all are located in Ohio.

Councilmember Smith asked whether the transition to RITA would eliminate existing city staff positions. Director Williams clarified that the intent is to retain an income tax administrator. She clarified the context for bringing this proposal forward: the city's tax clerk recently transitioned to an administrative role, prompting the question of whether to hire one or two additional tax clerks to manage growing demand—particularly with the River Creek Lofts development of approximately 460 units coming online—or to transition to RITA's shared-service model.

Councilmember Smith also asked about the stability of RITA's estimated cost percentages, and Ms. Veazey indicated that RITA's estimates have historically been 96% accurate.

Mayor Burke thanked Ms. Veazey for the presentation and expressed that the proposal merited serious consideration.

4. Mayor Burke opened the floor to the public

Gabrielle Wilson, residing at 1772 Amberwood Way, addressed the Council on behalf of Keep Knocking, an advocacy group focused on voter participation and civic engagement, particularly among residents aged approximately 20 to 27. Ms. Wilson expressed interest in collaborating with the city on outreach efforts to boost voter awareness and registration. Mayor Burke and Councilmember Allen expressed support for the initiative. Councilmember Allen, noting her role as precinct captain for the area, offered to connect with Ms. Wilson to explore opportunities for collaboration.

5. **ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE AUTHORIZED UNDER SECTION 121.22(G)(1) OF THE OHIO REVISED CODE FOR CONFERENCE WITH THE CITY LAW DIRECTOR TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE.**

A motion to enter executive session at 6:46 p.m. was made by Allen, seconded by Combs, all yeas.

A motion to exit out of executive session at 6:53 p.m. was made by Smith, seconded by Fedor, all yeas.

Mayor Burke stated that there was no action taken.

Following the return from executive session, Mayor Burke requested a motion to amend the agenda by removing Emergency Ordinance 2026-13, setting the rate of compensation for the City Administrator, indicating that the matter would be returned to a future agenda.

A motion to amend the agenda to remove Emergency Ordinance 2026-13 was made by Allen, seconded by Combs, all yeas.

6. **Approval of Minutes of Prior Meetings**

Regular Meeting – July 2, 2026

A motion to adopt the minutes of July 2, 2026 was made by Allen, seconded by Carmack, all yeas.

NEW BUSINESS

7. **ORDINANCE 2026-12 AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE 2025-27 FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF SOUTH LEBANON, STATE OF OHIO, FOR THE PERIOD OF JANUARY 1, 2026 THROUGH DECEMBER 31, 2026, AND DECLARING AN EMERGENCY**

A motion to waive the two-reading rule was made by Allen, seconded by Combs, 5 yeas, Smith recused.

Law Director Kirby noted for the record that Councilmember Smith recused himself from this item on the same basis as the prior meeting, due to a relationship with Rebekah Lantz.

A motion to adopt by title only, Ordinance 2026-12, was made by Combs, seconded by Carmack, 5 yeas, Smith recused.

8. **RESOLUTION 2026-20**, A RESOLUTION AUTHORIZING THE MAYOR AND FINANCE DIRECTOR TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM[S] AND TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY.

A motion to waive the two-reading rule was made by Fedor, seconded by Allen, all yeas. A motion to adopt by title only, Resolution 2026-20 was made by Combs, seconded by Fedor, all yeas.

Following the vote, Councilmember Allen inquired about the operational impact of the rehabilitation work on water tower. City Administrator Hacker explained that the project would involve a combination of exterior work (sanding, grinding, and repainting) and interior work. He noted that the city has redundant water feeds, so water pressure to residents would not be affected overall. During interior work phases, the tower would be isolated, water levels in the tank lowered, and the system secured and cleaned, while the redundant feeds continued to serve residences uninterrupted.

9. **RESOLUTION 2026-21**, A RESOLUTION APPROVING AND AUTHORIZING THE ISSUANCE OF A NOTICE OF AWARD TO TANK AND TOWER RESTORATION LLC FOR WATER TOWER PAINTING AND REHABILITATION, AND AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO EXECUTE A CONTRACT FOR THE SAID IMPROVEMENT PROJECT AND THEREAFTER ISSUANCE OF A NOTICE TO PROCEED, AND DECLARING AN EMERGENCY.

A motion to waive the two-reading rule was made by Smith, seconded by Fedor, all yeas. A motion to adopt by title only, Resolution 2026-21 was made by Fedor, seconded by Combs, all yeas.

10. **RESOLUTION 2026-22**, A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO EXECUTE A CONTRACT WITH GARLAND/DBS INC. FOR THE COMMUNITY CENTER ROOF IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY.

A motion to waive the two-reading rule was made by Fedor, seconded by Carmack, all yeas.

Before continuing, Mayor Burke asked if there were any questions or discussion.

Councilmember Smith asked about the timing of grant reimbursements associated with the project. Director of Finance Williams confirmed that the grant is reimbursable in nature, meaning draw-down payment requests would be submitted as project expenditures are incurred.

A motion to adopt by title only, Resolution 2026-22 was made by Smith, seconded by Fedor, all yeas.

11. ACCEPTANCE OF INVOICES

A motion to accept the invoice list of payments totaling (\$145,667.56) was made by Combs, seconded by Harrison, 5 yeas, Smith recused.

12. ACCEPTANCE OF THE JUNE 2026 FINANCIAL STATEMENTS

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

OLD BUSINESS

None

COMMUNICATION ITEMS

13. COMMUNICATIONS & REPORTS

Mayor Burke

- a. Mayor Burke addressed several matters. She provided a debrief on the July 4th celebration, acknowledging a significant fireworks misfire that caused a 15-to-20-minute interruption in the display. She explained that upon resumption, the fireworks were not discharged with sufficient force, resulting in a diminished show. The fireworks vendor responded by issuing a 50% refund and agreeing to provide compensatory product for the following year's event. Mayor Burke emphasized the difficulty of organizing community events with a small volunteer base, noted that all committee meetings are open to the public, and encouraged residents to volunteer. She acknowledged donations of commemorative items including challenge coins, lapel pins, glow accessories, and other materials provided to attendees at no cost to the city.
- b. Mayor Burke also announced that the city is in early planning stages for a special observance marking the 25th anniversary of September 11, 2001, to be discussed at the next Events Committee meeting scheduled for July 22 at 10:00 AM. She reminded everyone about the upcoming Veterans Dinner on July 21, 2026, at 6:00 PM at the Warren County Welcome Hall at the fairgrounds, which is free and open to veterans and their families.

Director of Finance Tina Williams

- a. Director of Finance Williams reiterated the importance of the RITA presentation and encouraged council members to direct any questions to her during the upcoming three-week recess so she could provide thorough answers in advance of any future legislation. She provided additional context, noting that RITA administers taxes for approximately 410 of 625 Ohio municipalities with a local income tax, with roughly 300 of those municipalities having populations under 7,000. She underscored that the shared-services model and access to modern technology, including mobile tax filing—represent a level of service that would require significant capital investment to replicate independently.

Administrator Chris Hacker

- a. City Administrator Chris Hacker recognized the recent departure of Code Enforcement Officer Chad Minix and thanked him for his contributions to the city during his tenure. Administrator Hacker announced two new hires: Stanley Jordan, who will serve as the new Code Enforcement Officer beginning Monday, July 20, and Megan Burns, who will join as Zoning Manager beginning Monday, July 27.
- b. Administrator Hacker reported that paving bids were advertised the previous day, covering not only roadway paving but also storm water improvements along North Section which is prone to washout, including the addition of storm sewers. The project also includes restriping of Corwin-Nixon Road from Lebanon Road to State Route 48 for safety purposes. A second notice will be published the following week, with bids scheduled to open on July 29 and a potential award before Council on August 6.
- c. Administrator Hacker also commended Water Department staff members Mike Jones and Don Justison, reporting that due to consistent and proper sampling and reporting practices, the EPA reduced the city's lead and copper monitoring requirement from a six-month cycle to an annual cycle.

Law Director Chase Kirby

- a. Nothing to report.

Sgt. Corey Adams

- a. The Sergeant reported that National Night Out is scheduled for August 7, 2026, from 6:00 to 8:30 PM at Veterans Park across from city building. He noted that West Broadway from Main Street to the park parking area would be closed around 4:00 PM, and the block of High Street in front of the city building would be closed around 2:00 PM to allow for tent setup with assistance from the fire department.
- b. In response to a question from the public forum, the Sergeant confirmed that an accident on Mason-Morrow-Millgrove Road involving a box truck that struck a guardrail and went into a creek had been handled by the Ohio State Patrol. He reported no serious injuries and indicated that the Warren County Engineer's office would assess the damage to determine whether repair or replacement of the guardrail was necessary. Updates were expected to be disseminated via social media.

Councilmember David Smith

- a. Councilmember Smith reported that he had obtained from the Kings Local School District the full roster, grades, and coaching information for the Kings girls' softball team, which completed the season with a 30-1 record. He distributed copies for the record and indicated that he would email the information to Mayor Burke so that a formal proclamation could be prepared. He noted that Little Miami's team also advanced deep into the post-season.

- b. Councilmember Smith requested that the RITA transition proposal be added to the agenda for an upcoming workshop meeting. Director of Finance Williams stated that a workshop could be held to address any remaining questions and requested that members of Council submit their questions in advance so she could obtain the necessary information before the meeting. She added, however, that she had no additional information to present beyond what had already been provided during this evening's presentation.

Councilmember Lisa Fedor

- a. Councilmember Fedor announced that Movie Night in the Park is scheduled for August 1 at dusk, with Mt. Zion Baptist Church again assisting with the event. She reiterated details for National Night Out on August 7. She addressed public commentary on social media regarding food vendors at the July 4th event, explaining the difficulty of securing food trucks and the deliberate strategy of maintaining a manageable number of vendors to ensure a sustainable relationship with those vendors going forward. She offered strong praise for the musical entertainment, including the Dry Run Band, which performed at no charge, and the One Party Band, which reduced their rate for the event.

Councilmember Sharon Carmack

- a. Councilmember Carmack inquired about the status of the small animal ordinance. Law Director Kirby noted that he had not received any proposed ordinance language and invited the submission of a draft or request for legal opinion. Councilmember Carmack indicated she would follow up to ensure the matter was transmitted to Law Director Kirby's office.

Councilmember Maryan Harrison

- a. Councilmember Harrison expressed appreciation to the individual who sang the national anthem at the July 4th event and echoed Mayor Burke's encouragement for community involvement. She encouraged residents to bring their children to National Night Out as an opportunity to meet and build relationships with the officers who serve the community.

Councilmember Linda Allen

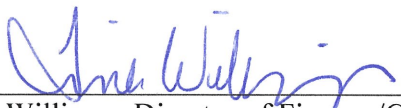
- a. Councilmember Allen raised two topics: she encouraged residents with questions about e-bike regulations to attend National Night Out and speak directly with officers, and she requested that Law Director Kirby prepare materials on the proposed small animal ordinance for discussion at a future workshop meeting, rather than proceeding directly to legislation.

Councilmember Brenda Combs

- a. Councilmember Brenda Combs expressed that she would deeply miss former Code Enforcement Officer Chad Minix, describing his positive impact on the community. She thanked those who offered prayers for her husband's recent surgery.

Mayor Burke noted her intent to enter the July 4th proclamation into the official record at the next meeting.

14. Mayor Burke asked for a motion to adjourn the meeting at 7.30 p.m. A motion was made by Smith, seconded by Combs, all yeas.



Tina Williams, Director of Finance/Clerk



Linda S. Burke, Mayor

For an audio copy of the July 16, 2026, City of South Lebanon Council Regular Meeting, please contact the Director of Finance at twilliams@southlebanonohio.org.