

CITY OF SOUTH LEBANON
REGULAR MEETING MINUTES
November 21, 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 – Absent

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

3. GUESTS - No guests present.

4. Mayor Burke opened the floor to the public.

No public comments.

Mayor Burke closed the floor to the public.

NEW BUSINESS

5. ORDINANCE 2024-23, FIRST READING, AN ORDINANCE AMENDING ORDINANCE 2023-34 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

6. ORDINANCE 2024-24, FIRST READING, AN ORDINANCE SETTING RATES OF COMPENSATION FOR FULL-TIME CLASSIFIED EMPLOYEES OF THE CITY OF SOUTH LEBANON

7. ORDINANCE 2024-25, AN ORDINANCE CREATING THE POSITION OF EXECUTIVE ASSISTANT/CLERK OF COUNCIL, ESTABLISHING COMPENSATION, AND DESIGNATING COMPENSATION, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Fedor, all yeas..
By title only, Ordinance 2024-25, a motion to adopt was made by Allen, seconded by Fedor, all yeas.

8. ORDINANCE 2024-26, AN ORDINANCE CREATING THE POSITION OF EXECUTIVE FINANCE SPECIALIST, ESTABLISHING COMPENSATION, AND DESIGNATING COMPENSATION, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Fedor, all yeas..
By title only, Ordinance 2024-26, a motion to adopt was made by Allen, seconded by Carmack, all yeas.

9. ORDINANCE 2024-27, FIRST READING, AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE 2024-07 FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF SOUTH LEBANON, STATE OF OHIO, FOR THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2024
10. RESOLUTION 2024-46, A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO EXECUTE CHANGE ORDER #1 WITH BENCHMARK LAND MANAGEMENT,LLC FOR THE FOREST AVENUE RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Carmack, all yeas. By title only, Resolution 2024-46, a motion to adopt was made by Allen, seconded by Fedor, all yeas

11. **A motion to authorize a \$300.00 Christmas bonus for all full-time employees was made by Harrison, seconded by Carmack, all yeas.**

12. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$120,058.53) was made by Allen, seconded by Fedor, all yeas.

13. APPROVAL OF THE OCTOBER 2024 FINANCIAL STATEMENTS

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

14. APPROVAL OF MEETING MINUTES

Regular Meeting – October 3, 2024
Regular Meeting – October 17, 2024

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

OLD BUSINESS

15. RESOLUTION 2024-39, FIRST READING, 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 BOAD OF COMMISSIONERS FOR POLICE PROTECTION IN THE CITY OF SOUTH LEBANON FOR CALENDAR YEAR 2025

By title only, Resolution 2024-39, a motion to adopt was made by Harrison, seconded by Fedor, all yeas.

16. RESOLUTION 2024-40, FIRST READING, A RESOLUTION CONFIRMING THE APPOINTMENT OF ANDREW P. MEIER AS LAW DIRECTOR FOR THE CITY OF SOUTH LEBANON, OHIO, AND ESTABLISHING COMPENSATION

By title only, Resolution 2024-40, a motion to adopt was made by Harrison, seconded by Allen, all yeas.

17. RESOLUTION 2024-41, FIRST READING, A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN A PRE-ANNEXATION AGREEMENT WITH ROBERT & ANITA OEDER FAMILY TRUST, ANITA OEDER SUCCESSOR TRUSTEE OF PER DOC# 2022-015538, (1/3 INT) & JOANNE PARKER REVOCABLE LIVING TRUST DATED DECEMBER 6, 1997, JOANNE PARKER, TRUSTEE, (1/3 INT) AND RONALD LEE OEDER REVOCABLE TRUST AGREEMENT DATED SEPTEMBER 20, 2004, AS AMENDED, RONALD LEE OEDER, TRUSTEE, (1/3 INT) (COLLECTIVELY KNOWN AS “THE OEDER FAMILY”

By title only, Resolution 2024-41, a motion to adopt was made by Allen, seconded by Fedor, all yeas.

18. ORDINANCE 2024-22, SECOND READING, AN ORDINANCE AMEMDING SECTION 5.06 (ON-CALL DUTIES) OFF THE CITY’S PERSONNEL POLICY MANUAL

By title only, Resolution 2024-22, a motion to adopt was made by Allen, seconded by Carmack, all yeas.

COMMUNICATION ITEMS

19. DISCUSSION: Request for Utilities – Forest Avenue Property

- a. Haddix provided an overhead view of the two properties requesting utilities. The properties are owned by the same property owner, and they are located on the West end of W. Forest Ave. in Union Township. Jerry stated the properties are in the flood plain and have multiple zoning issues and cannot be serviced by Warren County for utilities. Typically, we would require an annexation for sewer service, but in this case, based on the location and complexity of it, he would recommend allowing access to water and sewer services on a one-time basis. We have connections for both water and sewer at that end of Forest Ave.. They would still need to pay the tap fees.
- b. Allen commented that since the properties are in a flood zone, they would have to build to specifications.
 - Haddix affirmed. They would be required to get a flood development permit and build to the elevation specifications.
- c. Haddix stated the other options would be to allow them to annex and go through the process or not allow utilities or accept the annexation.

- d. Mayor Burke asked Jerry and Andrew for their recommendations and how we should move forward.
 - Haddix said he would recommend allowing access to the utilities on a one-time basis.
 - Meier agreed, as long as they are responsible for paying the tap fees.
 - Haddix said they would have to pay the current tap fees.
- e. Allen asked what the estimated cost would be for the City to connect.
 - Haddix answered that water and sewer connections are right on the edge of the property and they would have the expense to extend them.
- f. Allen asked if we annexed and/or allowed the services to go there, would they still have to come back to the City before they could build.
 - Haddix said they would have to rezone it as well as combine the two lots and address the road frontage issue. It is currently zoned B1 through Warren County.
- g. Carmack asked if a business went there, would they have to have the structure elevated?
 - Haddix answered yes. Any new structure, whether it is residential or non-residential, would have to meet flood plain regulations.
- h. Spicer stated he does not see a problem with allowing them to have water or sewer.
- i. Fedor stated the tap fees that would be paid should be applicable to whenever they build.
 - Haddix affirmed and said we will come back to the next meeting if they still want to pursue this.

20. COMMUNICATIONS & REPORTS

Mayor Burke

- a. Announced that the State Auditor, Keith Faber, will be at the City building 11-22-24 at 10:30am to present a certificate to the City and Tina, honoring us for having a clean audit. This is a great honor. Only 10% in the State get this award. Congratulations to Tina. This is a first for the City of South Lebanon.
- b. We have been very busy with different projects, including the Forest Ave. project getting finished, a Veterans Day event for the veterans, a records retention meeting, a planning and zoning board meeting and the Events Committee is now planning the holiday party for staff and affiliates for December 20th at 11:00am. Also on December 20th, is Larry Simms retirement ceremony located in the Lebanon Commissioners room on Justice Dr. from 1:00 to 2:00pm.

- c. Stated she met with the new Warren County Sheriff elect, Barry Riley and also met with Janice Baker from the Lebanon Chamber.
- d. The Events Committee has been working on the horse parade and “Light Up Main” that will be on December 4th.
- e. Thanked the Public Works Department for getting the Christmas banners up.
- f. Announced the Warren County Municipal League dinner will be at the Manor House on December 4th from 5:30 to 8:30.

Director of Finance Tina Williams

- a. Reported that our new Deputy Director of Finance, Tax Administrator, Sam Fogle, will be starting on Monday. He comes to us with 10 years of experience and has his accounting degree.
- b. Provided a handout and overhead presentation on the drafted 2025 Capital budget.
- c. Stated she would like to set up a Finance Committee meeting, either Tuesday 12-3 or Wednesday 12-4, to review the completed budget in preparation to present it to the Council on December 5th.

Administrator Jerry Haddix

- a. Stated that next year will be busy with a lot of big projects coming up. The Public Works Director, Harry Holbert, has started working on these projects. He has a lot of experience administrating these government construction projects. He will be at the next meeting to give some updates.
- b. The paving with the Forest Ave project should be done by next week.
- c. The sidewalk on Hobart is scheduled to start tomorrow and should be finished by next week.
- d. The construction season is wrapping up, so we are gearing up for 2025.

Law Director Andrew Meier

- a. Nothing to report

Sgt, Corey Adams

- a. Nothing to report

Rolin Spicer

- a. Nothing to report

Lisa Fedor

- a. Reminded everyone about the Horse Parade and Santa Claus. Also, the public works department did a great job putting up the banners.

Sharon Carmack

- a. Nothing to report

Maryan Harrison

- a. Nothing to report

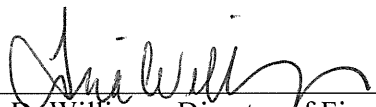
Linda Allen

- a. Asked if there were any updates about the unmaintained building on Section Street.
 - Haddix answered that he talked to the previous owner but will need to follow up about the issue.
- b. Allen asked if there were any updates about the two vacant lots the City was buying on Hobart St.
 - Haddix answered that the City now owns them. They were cleared out by the adjoining property owner. We will need to mark them so we know where the boundaries are located.

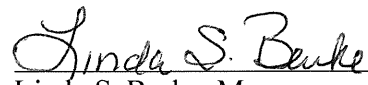
Brenda Combs

- a. Absent

21. Mayor Burke asked for a motion to adjourn the meeting at 6:44 p.m. A motion was made by Fedor, seconded by Allen, all yeas.



Petrina D. Williams, Director of Finance/Clerk



Linda S. Burke, Mayor

For an audio copy of the November 21, 2024 City of South Lebanon Council Regular Meeting, please contact the Director of Finance at twilliams@southlebanonohio.org.