

CITY OF SOUTH LEBANON
REGULAR MEETING MINUTES
March 20, 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 – Absent
Brenda Combs – Absent

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

3. GUESTS
4. Mayor Burke opened the floor to the public.

No public comments.

Mayor Burke closed the floor to the public.

NEW BUSINESS

5. RESOLUTION NO. 2025-10, A RESOLUTION APPROVING THE SETTING OF A PUBLIC HEARING ON THURSDAY, APRIL 24, 2025, AT 6:00 P.M. AT THE CITY MUNICIPAL BUILDING TO CONSIDER THE RECOMMENDATION OF THE PLANNING COMMISSION IN ACCORDANCE WITH ZONING REGULATIONS SECTION 15.7.7 FOR A ZONING TEXT AMENDMENT TO CHANGE THE CITY ZONING CODE, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Fedor, all yeas. By title only, Resolution 2025-10, a motion to adopt was made by Allen, seconded by Fedor, all yeas.

6. RESOLUTION NO. 2025-11, A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO EXECUTE A PROJECT GRANT AGREEMENT WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY IN THE AMOUNT OF \$10,000.00 THROUGH THE PUBLIC WATER AUDIT AND WATER LOSS CONTROL GRANT PROGRAM, AND DECLARING AN EMERGENCY

A motion to waive the two-reading rule was made by Allen, seconded by Fedor, all yeas. By title only, Resolution 2025-11, a motion to adopt was made by Allen, seconded by Fedor, all yeas.

7. AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE ELECTRIC AGREEMENT

Discussions ensued regarding the Electric Agreement applying to the original City office agreement and a recommendation for securing the aggregation rate of 7.39 per kWh.

A motion to authorize the City Administrator to execute the Electric Agreement was made by Allen, seconded by Fedor, all yeas.

8. AUTHORIZATION OF INVOICES

A motion to authorize the invoices for payment (\$328,374.92) was made by Harrison, seconded by Allen, all yeas.

9. APPROVAL OF THE JANUARY 2025 FINANCIAL STATEMENTS

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

10. APPROVAL OF MEETING MINUTES

Regular Meeting – March 6, 2025

A motion to approve the minutes of March 6, 2025, was made by Allen, seconded by Fedor, 4 yeas.

OLD BUSINESS

None.

COMMUNICATION ITEMS

11. COMMUNICATIONS & REPORTS

Mayor Burke

- a. Mayor Burke encouraged Council Members to attend the Warren County Municipal League Meetings.
- b. Discussed that the Warren County Municipal League meeting on March 19, 2025, was enlightening and a great source of networking. Discussed that she spoke with a gentleman regarding a Business and Economic Development presentation at the City of South Lebanon's Municipal building.
- c. Stated that she met with the Warren County Health District to schedule a time for the mobile unit to provide services to our community.
- d. Announced that there is an upcoming 2025 Tire Recycling Event on May 3, 2025. Mayor Burke asked Haddix to confirm the location of the Tire Recycling Event.

- e. Reminded everyone of the annual South Lebanon Spring Clean-up set for Saturday, April 26, 2025. A Boy Scout Troop from Clarksville, Ohio volunteered to help with the event. Discussed that we will reach out to Kings High School and Little Miami High School for community service hour volunteers.

Director of Finance Tina Williams

- a. Announced that the City is offering residents two additional after-hours times for tax season on Thursday, April 10th, 2025, from 4:30 p.m.-6:30 p.m. and Saturday, April 12th, 2025, from 8:00 a.m.-12:00 p.m.
- b. Congratulated Tax Clerk Malina Werner on completing her six-month probation period and announced that she has become an asset to the City.

Administrator Jerry Haddix

- a. Stated that Warren County awarded the King Avenue Paving Project at a lower cost. The City plans on getting all of King Avenue re-paved, from McKinley Street to the end of King Avenue.
- b. Stated that the bids opened for the Morrow Road Project from Mary Ellen Street to Mary Lane and the bids came in lower than the estimate, plans to do more paving. Will provide the award for Fillmore Construction, LLC, at the next Council Meeting on April 3, 2025.
- c. Reported that River Creek Lofts is moving forward and working on road improvements
- d. Announced that the Civil Service test was on Saturday, March 15, 2025, and five individuals completed the test. He stated that the Civil Service Commission will meet on April 2, 2025. After the Civil Service Commission approves the eligibility list, the City will start interviewing. He further stated that the Civil Service test is valid for an entire year.
- e. Reported that Warren County Transportation Improvement District bid out the improvements to I-71 and the State Route 48 interchange. The substantial completion of the project is expected to be at the end of the year. There will be a new turn signal heading Southbound on I-71 and re-lighting of the entrance ramp. He plans to provide more information on the project.
- f. Reported that he, the Mayor and the Director of Finance met with the Center for Local Government (CLG) on March 12th and 19th, 2025 to discuss benefits, shared services, participation in the health insurance pool and extensive training programs. Jerry discussed that CLG provides a Public Works Mutual Aid Program to assist during emergencies.

Public Works Director Harry Holbert

- a. Absent

Law Director Andrew Meier

- a. Nothing to Report

Sgt. Corey Adams

- a. Noting to Report

Rolin Spicer

- a. Nothing to Report

Lisa Fedor

- a. There will be an Events Committee Meeting on April 3, 2025, at 5:00 p.m. Discussed that a band and DJ are scheduled for the 4th of July Event. She asked Haddix to provide a stage for the 4th of July Event.

Haddix stated that he plans on finding a stage for the 4th of July Event.

Sharon Carmack

- a. Absent

Maryan Harrison

- a. Reported that the Warren County Municipal League Meeting on March 19, 2025, went well and encouraged Council Members to attend.

Mayor Burke stated that the Warren County Municipal League reduced the number of meetings to quarterly.

Linda Allen

- a. Asked Williams if the green postcard mailed to residents regarding filing tax returns, applies to students filing tax returns that are 18 years or older.

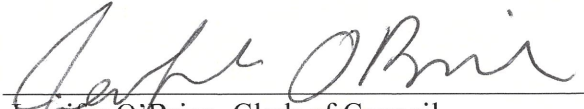
Williams answered “Yes” The green postcard mailed to residents is to inform them of the City’s Tax Ordinance. Encouraged residents to go to our website or call the Tax Department with any questions or concerns.

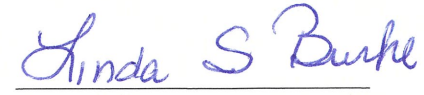
Discussions ensued regarding tax information and the comprehensive plan on our website.

Brenda Combs

a. Absent

12. Mayor Burke asked for a motion to adjourn the meeting at 6:24 p.m. A motion was made by Allen, seconded by Fedor, all yeas.


Jennifer O'Brien, Clerk of Council


Linda S. Burke, Mayor

For an audio copy of the March 20, 2025, City of South Lebanon Council Regular Meeting, please contact the Director of Finance at twilliams@southlebanonohio.org.