



City of South Lebanon
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**Charter Commission Meeting
MEETING MINUTES**

Wednesday, June 22th, 2022 @ 6:00pm

1. Call to Order by Jerry Haddix at 6:00 p.m.
2. Roll Call:
Charter Commission members present: Clyde Adkins, Aubrey Corcoran, Bryan Corcoran, , Susanne Mason, Arthur McFarland, William Melzer, Brian Payne, Angela Vick, Michael Wells, Donald Burke (David Parsons – Absent)

Staff: Jerry Haddix, City Administrator, Andrew Meier, City Solicitor, Tina Williams, Fiscal Officer, Jeff Boylan, Assistant City Administrator, Sgt. Corey Adams, Warren Co. Sheriff's Office, Linda Burke, Councilmember

Visitors: Catherine Cunningham and Tom Pannett, Kegler, Brown, Hill & Ritter
3. Pledge of Allegiance
4. Review & Approval of Minutes of June 8, 2022, Meeting
Ms. Mason made a motion to approve the minutes of the June 8, 2022, meeting, seconded by Aubrey Corcoran. VOTE TAKEN: All yeas.
5. Charter Commission members Brian Payne and William Melzer were given the Oath of Office by Councilmember Linda Burke. Mr. Payne and Mr. Melzer gave a brief introduction of themselves to those in attendance.
6. Ms. Cunningham gave an overview of municipal government. She described the role of the Council and that a charter can determine the makeup of the Council. She described the role of the mayor in a Village, City or through a charter.

She also gave an overview of the administrative functions of the municipal government. Some of the positions can be either elected or appointed, such as the Fiscal Officer. The law director can either be elected or appointed. Boards & commissions are typically appointed. There is also a statutory requirement for cities to have a Civil Service Commission.

7. City Officials Presentations: Jerry Haddix, City Administrator gave the Commission a brief of his background. He gives a brief overview of the City's elected and appointed officials and the organizational chart. He gives an overview of the different departments.

Tina Williams, the City's Fiscal Officer, gives a review of her background and experience. She then gives an overview of her duties and responsibilities with the City and provides information re: her past experiences with other municipalities. Mr. Corcoran asked her about her credentials as a CPA and if she sees that as a prerequisite for the position. She doesn't think it needs to be required. She says that having a financial background is more important.

Sgt. Corey Adams, Post Commander from the Warren County Sheriff's Office (WCSO), gives an overview of his background. He, then, gives an overview of the organizational structure of the WCSO, the current staffing of the post, and duties and responsibilities of the deputies assigned to the South Lebanon. He described the extra benefits of the contract, including the administrative functions, detectives and other resources of the Sheriff's office.

Jeff Boylan, Assistant City Administrator, gave an overview of his background including his experience with the WCSO. He gave a brief overview of the different departments in the City, including the Mayor's Court, Utility office and the Public Works Department.

Andrew Meier, City Solicitor, gave an overview of his background. He, then, gives an overview of the duties and responsibilities of the appointed position of City Solicitor. He also relayed to the Commission that, as it pertains to the Charter, they can pick and choose different from the various forms of government that they think would work best for the City. He also said that, if a Charter is not approved, The City would be subject to the default statutory form of government.

Linda Burke, Councilmember, relayed her thanks to the Commission for undertaking the task of developing a Charter for the City. She gave an overview of her background and the duties and responsibilities of the City Council and its members.


A discussion took place re: the pro cons of electing Councilmembers at-large and through wards.

8. Election of Officer: Clyde Adkins nominated Bryan Corcoran as Chairperson. Don Burke seconded the nomination. No other nominations were presented. Vote: All YEAS. Clyde Adkins nominated Susanne Mason as Vice-Chairperson. Don Burke seconded the nomination. No other nominations were presented. Vote: All YEAS. The Secretary position is going to be a outside 3rd party.
9. Next meeting is scheduled for July 6, 2022, at 6:00 p.m. Mr. Corcoran said he will give Council an update on the Commission progress at their July 7th meeting. He said he also likes the "6:00 p.m. to 8:00 p.m." format.

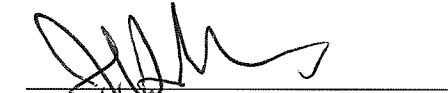
10. Ms. Cunningham gave an overview of the plan for future meetings and relayed that they will be taking direction from the Commission on information they would like to see re: charters, as well as other communities' charters.

11. Adjournment-

Motion to adjourn presented by Mr. Burke, Seconded by Mr. Adkins , Vote taken ALL YEAS.



Bryan Corcoran – Chairman



Jerry Butler - Clerk