



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

Wednesday, July 20th, 2022 @ 6:00pm

1. Call to Order by Chairman Corcoran at 6:04 p.m.
2. Roll Call:
Charter Commission members present: Donald Burke, Aubrey Corcoran, Bryan Corcoran, David Frasure, Peter Geraci, Ginger Mandelstein, Arthur McFarland, William Melzer, Nate Smith, Michael Wells, Angela Vick (Clyde Adkins, Susanne Mason, Brian Payne, – Absent)

Staff: Jerry Haddix, City Administrator, Andrew Meier, City Solicitor

Visitors: Catherine Cunningham and Tom Pannett, Kegler, Brown, Hill & Ritter
3. Pledge of Allegiance
4. Review & Approval of Minutes of July 6, 2022, Meeting
Mr. Burke made a motion to approve the minutes of the July 6, 2022, meeting, seconded by Ms. Corcoran. VOTE TAKEN: All yeas.
5. Chairman Corcoran notified the Charter Commission that, due to health reasons, David Parsons, has resigned from the Commission. Chairman Corcoran submitted the name of Jason Harvey, to recommend as a replacement for Mr. Parsons. Mr. Corcoran gave an overview of Mr. Harvey's background. Mr. Geraci made a motion to recommend Mr. Harvey to the City Council to be appointed to the City Charter Commission, seconded by Mr. Wells. VOTE TAKEN: All yeas.
6. Chairman Corcoran, as he mentioned in the previous meeting, wanted to give each Commission member 2-3 minutes to get their initial impression of the Commission, what each member would like to see going forward and their thoughts on the forms of government that have been presented so far.

All of the Commission members had an opportunity to speak regarding these items.

Chairman Corcoran said that he thought this was very helpful.

7. Next item on the agenda was a discussion on the City's organizational chart. Ms. Cunningham discussed the reasons why we are reviewing it. At the meeting, it was decided that presenting the City's current organizational structure would be helpful for the Commission. Mr. Meier then proceeded to give an overview of each position on the organizational chart and which positions are appointed and which are elected. A discussion ensued re: the number of Councilmembers and their terms. Also, the subject of wards was discussed.

Chairman Corcoran asked the Commission members if they were in favor of making the Solicitor position an appointed position. They all agreed.

Mr. Melzer suggested that the Fiscal Officer to be an appointed position as well. Mr. Meier explained the differences on how the Solicitor and Fiscal Officer are currently appointed.

Mr. Burke recommended that the Administrator be appointed as well. Mr. Meier described the process of appointing the Administrator.

The Commission was in favor of making these three (3) positions appointed positions.

Chairman Corcoran brought up the idea of having six (6) Council members being elected in intervals of 3 in lieu of the current process where four seats are elected at the same time and the Mayor and 2 Council seats are elected together. A discussion re: how to transition from a "4&2" cycle to a "3&3" cycle for the election of Council members. Different options were discussed.

A discussion ensued re: the concept of wards. It was a consensus that wards would not be a good idea for City or that it should be included in the Charter.

Ms. Cunningham explained to the Commission members how the Charter can be amended and how the charter amendment process can be incorporated into the charter.

Chairman called for a short break.

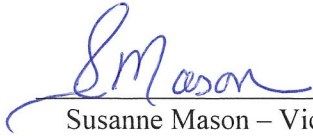
8. Jason Harvey was introduced by Chairman Corcoran to the Commission. Mr. Harvey gave an overview of his background and reasons for wanting to serve on the Commission

9.

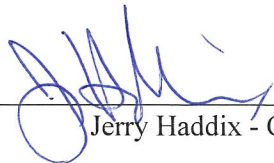
10. Chairman Corcoran began a discussion on the relationship between the Mayor and Administrator. As having a "strong mayor" system currently, he is in favor of retaining that system. . A discussion ensued re: the employment status of the three (3) appointed positions. The Administrator and Fiscal officer are full time employees of the City. The Solicitor is a contracted employee. The auditing requirements of a City was discussed and how it relates to the Fiscal Officer position. Chairman Corcoran asked Ms. Cunningham what you would call the current form of government of the City. She said it is a "Mayor-Council-Administrator" form. Other forms were discussed as well as the checks & balances that can be built in the Charter. Chairman Corcoran asked the question as to whether the Commission should start addressing some of the other positions on the organizational chart. Mr. Meier explained that the Commission has already addressed the key positions, such as

the Council and law director. The other positions further down the chart are positions created by the Council and are appointed by the Administrator with the consent of the Mayor. The position of Tax Administrator as an example of a position that could be spelled out in the Charter or a position created by the Council.

11. Ms. Cunningham discussed the planning schedule and that the next meeting will be focused on the City Council. This meeting will be focused on the details of the Council. Then, there will be different topics for each of the following meetings.
12. Mr. Burke pointed out a couple of errors in the schedule. Due to other commitments, the meeting of 7/27 is canceled. The next meeting is scheduled for August 3, 2022, at 6:00 p.m. Mr. Corcoran will be out-of-town so Susanne Mason, the Vice-Chair, will conduct the meeting.
13. Adjournment-
Motion to adjourn at 7:57 p.m. presented by Mr. Wells, seconded by Mr. Frasure, Vote taken ALL YEAS.



Susanne Mason – Vice-Chairman



Jerry Haddix - Clerk