



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


Wednesday, September 28th, 2022 @ 6:00pm

1. Call to Order by Chairman, Bryan Corcoran at 6:00pm.
2. Roll Call:
Present Members – Bryan Corcoran, Susanne Mason, Donald Burke, Peter Geraci, David Smith, Michael Wells, Bryan Payne, Ginger Mandelstein, Richard Bertagna (appeared at 6:10pm)
Absent Members –David Frasure, Arthur McFarland, Clyde Adkins, William Melzer, Angela Vick, Aubrey Corcoran
Staff – Andrew Meier, City Solicitor
Visitors – Catherine Cunningham, & Tom Pannett, Kegler Brown, Hill & Ritter, Tina Williams, Fiscal Officer
3. Pledge of Allegiance
4. Chairman, Bryan Corcoran opens the floor to Fiscal Officer, Tina Williams.
 - A. Tina explains the roles and significance of the Fiscal Officer. She states that her most important role is to ensure that the City remains fiscally responsible for current and future growth, while staying in compliance with state law regulations, federal grant regulations, bidding regulations, etc.
 - B. Tina goes on to talk about the annual budget and how it is spent within the city. Susanne Mason asks Tina if the fees that are collected for a specific service can be spent on a different service for the city. Tina states they cannot according to the Ohio Revised Code. Tina states the budget must be approved by Council, and is typically released by March.
 - C. Richard Bertagna asks if South Lebanon utilizes Warren County Water. Tina states the city uses water from both the County and Cincinnati Water Works.
 - D. Tina goes on to talk about the process for moving money between accounts. She explains that currently Tina can move between accounts within the same departments without Council approval to allow for correct coding recording. Tina recommends maintaining that procedure in the future.
 - E. Tina states there is a finance committee that looks through the budget as well and assists in the creation and approval.

- F. Peter Geraci asks Tina how much time her department spends on soliciting, writing and applying for grants. Tina states that is a duty that is taken on by the City Administrator's office.
 - G. Tina goes on to explain the process for Purchase Orders. Andrew asks if there is any differentiation in process for a minimal contractual obligation. Tina states the revised code allows for an "after the fact" process, but recommends remaining with the current procedure. Bryan Payne asks if Council approves purchase orders. Tina states that Council does not approve the purchase orders, but they do approve the annual budget
 - H. Andrew asks if recurring expenses need to be approved by Council every time or not. Tina states she has seen it done both ways. Michael Wells asks Tina if there is any efficiency to having a dollar amount threshold. Tina states the timing is more efficient because she will not have to spend time waiting on Council approval.
 - I. Tina states she is also the Clerk of Council but believes the role should be separated.
 - J. Bryan Payne asks about payment of purchase orders that are approved. He states that even though the money has not technically been spent, it essentially is spent because the service has already been completed. Tina states that the purchase order was approved under the preapproved budget.
 - K. Andrew asks Tina what financial growth looks like for the city over the next 5 years. Tina states the city has done very well for the year.
 - L. Catherine asks Tina to review debt and debt ratios. Tina states that the City is very conservative when it comes to taking on debt. She states debt ratio is currently very low.
 - M. Richard Bertagna asks Tina if she was required to have a certain amount of money. Tina states it is not a requirement, but it is an option.
 - N. Catherine asks Tina for an overview of her department. Tina states that her department consists of herself and her assistant who has taken on the role of "accounts payable". Tina states she also oversees the tax office which consists of the Tax Administrator and the Tax Assistant.
 - O. Chairman, Bryan Corcoran thanks Tina for her time.
5. Review and Approval of Minutes of September 14th, 2022, Meeting. Motion to approve is made by Richard Bertagna, and seconded by Donald Burke
VOTE TAKEN: All Yeas.
6. Chairman, Corcoran opens the floor to Discussion of Term Limits for elected officials.
- A. Richard Bertagna states he is still undecided after talking to members of the community. Bertagna states he found that a lot of people like the idea of term limits, but are concerned about finding appropriate candidates. He states that.
 - B. Bryan Payne states he also likes the idea of term limits, but is concerned about finding appropriate candidates to run. He states he is leaning more towards being against term limits, as it will restrict and discourage appropriate candidates from running.
 - C. Susanne Mason states that she agrees with Michael Wells that imposing term limits ultimately takes the power away from the people.
 - D. Peter Geraci states he is in favor of term limits for the reason of keeping the intellectual capabilities of the Council rotated. He states that it does not mean it has to be short, but there should be limits as people often get stale in these positions.

- E. Ginger Mandelstein states that she does not believe term limits are right for South Lebanon.
 - F. Arthur McFarland states that term limits takes the power away from the people and does not believe in them.
 - G. Bryan Payne asks if there is any history of a Council Member serving for more than 12 years. Andrew states Bill Madison might be the only one still.
 - H. David Smith states that South Lebanon is not big enough to need term limits, as the mayor position isn't even full time. David Smith asks if anyone knows of any municipalities that have a term limit. Catherine states she does not know of any.
7. Chairman Corcoran opens the floor to Tom Pannett for Review of Draft Charter Provisions relating to Article V – Departments of Law, Finance Public Services and Public Safety.
- A. Tom reads section 2.04 – no comments.
 - B. Chairman Corcoran asks for a motion to approve section 2.04 as written. Motion is made by David Smith and seconded by Richard Bertagna.
VOTE TAKEN: All Yeas
 - C. Tom goes on to read Second 5.01 and 5.02. –
 - i. Peter Geraci asks if this section should include the fact that Tina should have the right to hire, and right to fire. Donald Burke states this idea would first need to be run through Council and all other employees involved in the process. Burke states we should gather other applicable employees before making that decision. Catherine states if we decide to include, it would be included in section 5.03.
 - ii. Andrew states there is currently a personnel committee that conducts interviews of applicants. Tina can make a recommendation, but it is ultimately up to Council to approve on the New Hire.
 - iii. Andrew clarifies that a new position cannot be created without Council approval.
 - D. Chairman Corcoran asks for a motion and second to approve sections 5.01 and 5.02 as written. David Smith makes a motion to approve and is seconded by Michael Wells.
VOTE TAKEN: All Yeas
 - E. Tom goes on to read Section 5.04 and 5.05
 - F. Chairman Corcoran asks for a motion and second for sections 5.04 and 5.05 as written. Motion made by Donald Burke and is seconded by Richard Bertagna.
VOTE TAKEN: All Yeas
8. Tom Pannett asks if there is anything the Commission would like to see in the Charter regarding safety. Chairman Corcoran asks if the Office of Safety is the primary risk management position for the city. He states that term should at least make it into the Charter.
9. Peter Geraci confirms who decides what is depreciated enough to sell. Charter agrees that it is not about depreciation to sell; but more about the fact that the city does not need it. So instead of sitting on it and letting it depreciate, sell it and make the money possible to make for the city.
10. Chairman Corcoran asks for a motion to adjourn. Motion made by David Smith and seconded by Donald Burke

VOTE TAKEN: All Yeas.


Bryan Corcoran – Chairman


Brianna Koutny – Clerk