



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

**Wednesday, November 2, 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, William Melzer, Richard Bertagna, Aubrey Corcoran, Michael Wells, Bryan Payne, Arthur McFarland, Clyde Adkins,  
**Absent Members** –David Frasure, Ginger Mandelstein, Angela Vick,  
**Staff** – Andrew Meier, City Solicitor  
**Visitors** – Catherine Cunningham, & Tom Pannett, Kegler Brown, Hill & Ritter
3. Pledge of Allegiance
4. Chairman, Bryan Corcoran asks for a motion to approve the Meeting Minutes from October 26, 2022. Motion made by Clyde Adkins and seconded by Peter Geraci.  
**VOTE TAKEN:** All Yeas
5. Bryan Corcoran opens the floor to Catherine Cunningham to review the final proposed Charter.
  - A. Catherine begins with Section 2.02 and 3.02(C) of the Charter. She states there is a question of consistency. After discussion, the Charter Commission decides that it should be consistent and refer to the “file date” as the point of reference because it should be the same process for the mayor as for council.
  - B. Catherine highlights section 3.12 regarding a special meeting procedure. After discussion, the Charter Commission decides to change the wording to allow for a minimum of 3 members of council to call a special meeting. Donald Burke makes a motion to approve as amended and is seconded by Bryan Payne.  
**VOTE TAKEN:** All Yeas
  - C. Catherine then points out section 10.02(E), and the procedure proposed for special design services, bidding, and their thresholds. After discussion, the Charter Commission decides that separate approval will be necessary for professional services and bidding; and therefore, the Charter Commission decides to create a separate section explaining the different procedures. Bryan Corcoran makes a motion to approve this section as amended and is seconded by Richard Bertagna.

- D. Tom highlights section 3.08 regarding compensation changes. Tom states there is question regarding if only increase will be prohibited, or any change at all. After discussion, the Charter Commission decides to leave the verbiage as it reads.
- E. Catherine discusses and proposes grammatical edits to the Charter, submitted by Vice Chair, Susanne Mason. Bryan Payne refers to 2.07(B) and 2.07(G) and recommends striking "which shall be the seal of the municipality" from section G.
- F. Bryan Corcoran makes a motion to accept the proposed technical revisions, and is seconded by William Melzer.

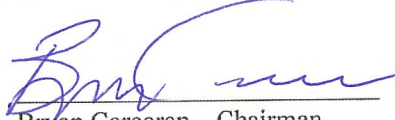
**VOTE TAKEN:** All Yeas


- G. Donald Burke makes a motion to approve the final proposed Charter, and is seconded by Bryan Corcoran.

**VOTE TAKEN:** All Yeas

- 6. Bryan Corcoran makes a motion to adjourn and is seconded by Clyde Adkins.

**VOTE TAKEN:** All Yeas

  
Bryan Corcoran – Chairman

  
Brianna Koutny – Clerk