

VILLAGE OF SEVILLE
November 04, 2013
Government Committee Minutes

Mr. Landis called the meeting to order at 7:32 PM.

Present: Larry Landis, Kathy Rhoads (alternate), Rick Stallard, Barb Schwartz, Roger Kilgore

Absent: Leslie Miller

Mr. Stallard moved to approve the October meeting minutes. The motion was seconded by Mr. Kilgore. The motion passed unanimously with the exception of Mrs. Rhoads who abstained

Scott Varney from Varney-Fink and Associates presented his finding on the recently completed payroll review. A copy of the review is attached.

Mrs. Schwartz asked how the problem of withholding too much local tax from an employee occurred. Mr. Varney explained that it was a problem within UAN setup for that employee and that the problem was corrected. The Fiscal Officer reported that there was a line in the setup page for the employee that was marked incorrectly. Mr. Stallard was concerned about the liability to the Village for the incorrect amount. Mr. Varney said that the Village could make the correction on the employee's local income tax amount prior to the end of the year without any liability. Mr. Varney noted that the other pay stubs from October 18th were reviewed and the local tax withheld was correct.

Mrs. Schwartz noted that the sick time errors for the period occurred because the Fiscal Officer did not override the UAN system calculations as needed.

Mrs. Schwartz asked if any other problems were reviewed. Mr. Varney said that the only the items noted in the attached report were addressed.

Mrs. Schwartz noted that the state tax changed on the salaried employee in question. Cumulative amounts of sick pay for several employees will need to be adjusted.

Mayor Sulzener said that all potential problems with payroll need to be identified and corrections made when appropriate.

No employees have mentioned any issues but the Fiscal Officer said that it was his responsibility to have payroll computed correctly.

Mrs. Rhoads asked what could be done in the future to prevent these issues. Mrs. Schwartz said that more attention to detail and comparing numbers from different payrolls will prevent many of the problems that are occurring now.

The committee will contact Mr. Varney if further reviews are required.

Mrs. Rhoades reported that the State Auditor does not provide training but UAN provides traveling clerk's to help with training.

Mrs. Schwartz asked the Fiscal Officer if there were any tools that were being provided for him to process payroll. The Fiscal Officer said that he needed to do a better job of using the tools provided.

Privilege of the floor:

Rick Stallard announced that he would be out of town and would not be able to attend next week's Council meeting.

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Ordinances under consideration:

Ordinance 2013-08 is tabled and will not be read unless it is removed from the table.

ORDINANCE NO. 2013-08

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, REPEALING ORDINANCE 2005-59 AS AMENDED AND ESTABLISHING AN EMPLOYEE HANDBOOK SETTING FORTH THE PERSONNEL POLICIES AND PROCEDURES FOR VILLAGE EMPLOYEES

The ordinance was tabled on March 11th. The second reading is complete. The committee recommended leaving the ordinance tabled.

ORDINANCE NO. 2013-42

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO REPEALING ORDINANCE NO. 2000-03 AND ADOPTING AN AMENDED SUBSTANCE ABUSE POLICY.

The third reading will be on November 12th. The committee recommended proceeding with the third reading.

ORDINANCE NO. 2013-44

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO AUTHORIZING THE MAYOR AND THE FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF MEDINA COUNTY, OHIO RELATIVE TO THE PURCHASE OF MATERIALS.

The third reading will be on November 12th. The committee recommended proceeding with the third reading.

ORDINANCE NO. 2013-45

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO RATIFYING AND CONFIRMING THE RENEWAL OF AN EXISTING AGREEMENT WITH THE MEDINA COUNTY PUBLIC DEFENDER COMMISSION RELATIVE TO THE COST OF INDIGENT REPRESENTATION.

The third reading will be on November 12th. The committee recommended proceeding with the third reading.

ORDINANCE NO. 2013-47

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, AUTHORIZING THE MAYOR AND THE FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH _____ FOR CONTRACT FOR INFORMATION TECHNOLOGY SERVICES FOR THE VILLAGE AND DECLARING AN EMERGENCY.

The third reading will be on November 12th. The committee recommended the ordinance be tabled.

ORDINANCE NO. 2013-50

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO APPOINTING A VILLAGE PROSECUTOR FOR THE PERIOD OF JANUARY 1, 2014 TO DECEMBER 31, 2015, AND AMENDING SALARIES & BENEFITS CODE §101.02 TO PROVIDE COMPENSATION.

The second reading will be on November 12th. The committee recommended proceeding with the second reading.

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ORDINANCE NO. 2013-52

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, ESTABLISHING APPROPRIATIONS OF THE YEAR 2014.

The second reading will be on November 12th. The committee recommended proceeding with the second reading.

ORDINANCE 2013-55

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, AMENDING ORDINANCE 97-41 AS AMENDED IN 97-60 AND 2009-74 RELATIVE TO THE VILLAGE OF SEVILLE NO.1 COMMUNITY REINVESTMENT AREA.

The second reading will be on November 12th. The committee recommended proceeding with the second reading.

ORDINANCE 2013-56

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE MEDINA COUNTY ECONOMIC DEVELOPMENT CORPORATION.

The first reading will be on November 12th. The committee recommended proceeding with the first reading.

ORDINANCE 2013-57

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, AMENDING THE 2013 APPROPRIATION ORDINANCE NO. 2012-55.

The first reading will be on November 12th. The committee recommended proceeding with the first reading.

RESOLUTIONS:

RESOLUTION NO. 2013-10

A RESOLUTION OF COUNCIL AND OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO AUTHORIZING THE FISCAL OFFICER TO ADVERTISE FOR BIDS FOR INFORMATION TECHNOLOGY SERVICES.

The second reading will be on November 12th. The committee recommended proceeding with the second reading.

Old business:

Mrs. Schwartz noted that there may be asbestos issues with tearing down the building at 6 Spring Street but The Mayor had no update for the committee.

A Handbook work session was scheduled for November 18th immediately following the BOPA meeting that evening. BOPA Office Manager Cathy Kilgore has made a detailed list of changes that still need to be made. Any concerns will be addressed at the meeting on the 18th. Mrs. Schwartz noted that police holiday pay was still a financial issue. The lowest paid officer makes \$178.24 in holiday pay. He would also make \$401.04 in Holiday premium pay if he worked a normal 12 hour shift on the Holiday. The extra day off being given would be another \$178.24 for a total of \$757.52. Costs for Village contributions to the Police Pension Fund would raise the total to \$905.24. Based on current salaries the highest paid officer would cost \$1,030.05 using the same formula. Mrs. Rhoads asked Mrs. Schwartz to send the information to everyone so they could better evaluate the information. Mrs. Schwartz also noted that in one of the Handbook

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work sessions there was discussion of giving the equivalency days only to officers that actually worked on the holiday.

The Brownfield EPA phase 1 is off the zoning agenda. Council has approved the EPA phase 1.

New Business

The new Christmas lights for downtown have arrived and are being readied for installation in the next week. The cost for the lights will come out of the Park Donation Fund.

The Finance Committee would like to create a new fund for building and maintenance and repairs. The Solicitor will have to draft an ordinance for this purpose. The Fiscal Officer will contact the Solicitor to push this forward so a first reading can be done in November.

Mrs. Schwartz moved to adjourn. The motion was seconded by Mr. Landis. The motion passed unanimously. The meeting adjourned at 8:44 PM.



Larry Landis