

**FINANCE COMMITTEE
MEETING MINUTES**

Location: 120 Royal Crest Drive, Seville, OH 44273
Council Chambers
Date: 05/01/2023

MEETING DETAILS:

Meeting Chairwoman: Kathy Rhoads
Recorder: Lisa Nemastil
The meeting was called to order at 8:22 p.m.

ATTENDEES:

Kathy Rhoads
Leslie Miller
Matt Sturgeon
Rick Vierheller

ABSENT:

Brad Demiter
Sue Frey

AMENDMENTS TO THE AGENDA:

- Mr. Vierheller made a motion to go into Executive Session to discuss personnel after new business and there will be no business discussed after that. Mrs. Miller seconded. The vote was unanimous.
- Mr. Sturgeon made a motion to add acknowledgement of emails of changes for access of UAN under New Business. Mr. Vierheller seconded. The vote was unanimous.

APPROVAL OF MINUTES:

Mr. Vierheller made the motion to approve minutes from April 3, 2023. Mr. Sturgeon seconded. Ayes all votes, the motion passed unanimously.

ACCEPT FINANCIAL REPORTS:

Mrs. Miller moved to make a recommendation to accept financial reports for the period ending in 03/31/2023. Mr. Vierheller seconded. Ayes all votes, the motion passed unanimously.

PRIVILEGE OF THE FLOOR: Mayor Carter took the floor to say that she is requesting the probation status to be removed for Lisa Nemastil. Her hire date was 9/26/2022 and started full time 12/13/2022. She also requested a pay increase. The pay increase will need to be done by ordinance because a pay scale has not been established for the administrative assistant position. Mrs. Rhoads asked that establishing a pay scale for an administrative assistant to be added to the June Finance meeting agenda.

Mayor Carter also asked about getting a sample letter to the solicitor for review that will be included with conditional zoning notices. Mrs. Nemastil will provide it to the solicitor.

NEW BUSINESS: Mrs. Rhoads acknowledged that she asked Jim to make some changes to UAN access. Training for Tiffany Shultz had been under her own User ID and password. Mrs. Rhoads asked if the user ID and password for Mrs. Shultz had been deactivated, and Mr. Carrick said no. Mrs. Rhoads asked for the login to be deactivated because the training had been stopped. The Mayor had been asking for security credentials for UAN, after talking to Mr. Carrick the best way to do that is to have a secondary user. Instead of setting the secondary user as the Mayor Mrs. Nemastil will be added since it is her job description.

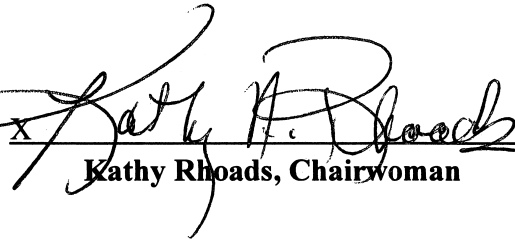
Mrs. Rhoads mentioned that Kevin Bittaker will be in contact to add an item of a salary explanation for a position with in BOPA for the June meeting as well.

OLD BUSINESS: None

- Executive session to discuss personnel began at 8:29 pm. Mr. Carrick, Mayor Carter, David Randolph and all members of Finance Committee were invited in.
- Motion to end executive session by Mr. Sturgeon. Mrs. Miller seconded. The vote was unanimous. Executive session ended at 9:23 pm.

ADJOURNMENT: Mr. Sturgeon made a motion to adjourn. Mrs. Miller seconded. The meeting adjourned at 9:24 pm

Minutes approved by:


Kathy Rhoads, Chairwoman