



FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 8/7/2023

The meeting began at 7:49 p.m.

Present: Kathy Rhoads (Chair), Sue Frey, Leslie Miller, Rick Vierheller, Matt Sturgeon, Lisa Nemastil (Recorder)

Absent: Brad Demiter

Motion made by Mrs. Miller, seconded and carried to approve the minutes from 06/05/2023 as written.

Motion made by Mrs. Miller, seconded and carried to recommend to Council to accept the financial reports for the periods ending on 05/31/2023 and 06/30/2023.

Mr. Vierheller made a motion to amend the agenda to include discussion of a server for the Police Department and the ARPA grant award. The motion was seconded and carried for discussion under New Business.

There were no speakers for privilege of the floor.

NEW BUSINESS:

- Discussion to accept payments via credit card – The Village of Seville currently only accepts payments for items such as park reservations, event permits, zoning fees etc. by exact cash or check only. The Committee expressed that this would be convenient for both the applicant and office staff. The payments would be processed through Bridge Payments and there would not be an out-of-pocket cost to the Village; however, the company will charge a 3.5% fee added to the transaction at the cardholder's expense. The options to pay via cash and check will still be available. Mrs. Miller made a motion to recommend to Council the option for accepting credit card payments and have an ordinance drawn up. The motion was seconded and carried.
- Budget item: Cost for Downtown Decorations – The Committee discussed the need to refresh the downtown appearance with holiday decorations and possible cost associated. Previously the downtown merchants donated decorations and those are now looking worn. There were mixed opinions on using money for decorations. The topic will be added to the Parks & Streets agenda for further discussion.
- Allocation review – Administrative Assistant where to place the expense – The payroll expense for the Administrative Assistant is currently in the budget for the Police Department. The committee decided that a more appropriate place to allocate that expense is under the Fiscal Budget because the Administrative Assistants work duties are not only used in the Police Department.
- Flock Cameras – This item was not addressed as it was already discussed in the prior Government meeting. (see the Government meeting minutes from 08/07/2023)
- Police Department Server Discussion – Officer Banks took the floor to present to the Committee that the Police Department is in need of a new server as the current one is outdated from 1994. There are funds available but it is above the spending approval limit which is the reason for the request. Mrs. Rhoads asked if the server would be able to be divided for use with other departments and what the cost is for each license. Officer Banks advised he would check with the Chief of Police.
- Mr. Sturgeon advised that just prior to the meeting he received a notice that the Seville Police Department was awarded grant money through ARPA. At the time of the meeting the details on acceptance of the money was unknown and the Committee agreed to check with legal counsel prior to drafting an ordinance for acceptance.

OLD BUSINESS:

- Establish a pay scale for the administrative assistant – A pay scale for the full-time administrative assistant position was presented for review. The low end at \$20/hr and the high end at \$29/hr. A motion was made by Mr. Vierheller to approve the pay scale, seconded and carried.
- Salary for BOPA – The Board of Public Affairs recently created two job descriptions and since then the legislation and pay scales were approved before this meeting this item was no longer needed for discussion.

Mrs. Miller made a motion to adjourn, the motion was seconded and carried. The meeting ended at 8:24 p.m.

x  10-10-2023
Kathy Rhoads, Finance Committee Chairwoman