



## FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 8/5/2024

Call to order at 8:46 p.m.

**Present:** Kathy Rhoads (Chair), Dennis Gordon (Member), Brad Demiter (Member), Randy Eby (Member), Matt Sturgeon (Member), Lisa Nemastil (Fiscal Officer)

**Absent:** Leslie Miller (Member)

**Approval of Minutes:** Mr. Eby made a motion to approve minutes from the 07/01/24 meeting, the motion was seconded and carried. The minutes were approved as written.

**Privilege of the floor:** NONE

**Amendments to the Agenda:** NONE

**Approval to pay the bills:** Mr. Gordon made a motion to pay the bills. The motion was seconded and passed to pay the bills.

**Approval of Financial Reports ending 5/31/24:** Mr. Demiter made a motion for approval of the Financial Reports ending 06/30/24. The motion was seconded and passed.

**Fiscal Officer Report:** See Fiscal Officer Report

Mr. Demiter made a motion per Mrs. Rhoads to sign a waiver addendum for secondary approval for Fiscal Officer requirement for treasury management. In her absence, the approval will have to wait for her return to approve. The motion was seconded and approved.

### **New Business:**

- **Uniform Time Sheet**

Each department is turning in different time sheets with things in different places. It would be helpful and easier to do payroll if the all were on one uniform timesheet. Mrs. Rhoads made a motion to allow the Fiscal Officer to investigate automated time clocks in conjunction with the work she wants to do to standardize time sheets. The motion was seconded and approved.

- **2025 Budget for handbook/job descriptions/wage scales:**

Wage scales are not going to be reviewed this evening due to time allotted. This will be added to the agenda for next month. If unable to get to it next month, a work session will be scheduled.

A year to date report for all employees that shows total paid salary and benefits was included. It was totaled for all employees and then totaled for each department. Mrs. Rhoads would like to keep adding to this through 2024 to use as part of budgeting process as well.

The Committee did discuss some of the benefits we offer our employees. It was felt after our medical insurance renewal is complete, sending a letter to our employees with a list of all benefits that are currently offered might be helpful.

- **Legislation to appropriate \$3805 to approve at next Council Meeting for Police**  
Mr. Sturgeon made a motion for legislation to appropriate \$3805 for the Police. The motion was seconded and carried. The motion was approved.

**Old Business:**

- **Fraudulent deposits were made on the Bridge Payment Donation Account – refunded.** These have all been refunded.
- **Wage scale and Job Description review follow up**

The committee discussed briefly earlier. It will be put on the agenda for next month or a work session will be scheduled.

- **Operating expenses request for Fiscal Officer**

Local Government Services provides training for \$50 an hour for up to 80 hours which would be \$4000. We would only have to pay for what we use.

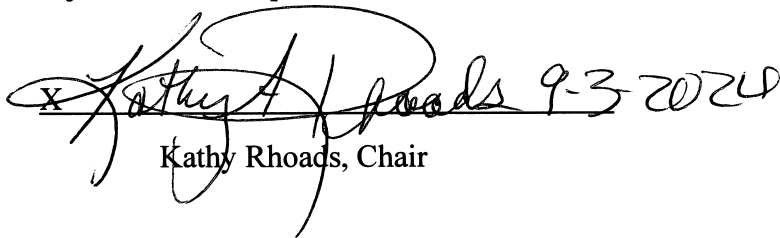
Mr. Sturgeon made a motion to approve to appropriate \$4000 from General Fund to the Contractual Services Fund for the purpose of operating expenses requested by the Fiscal Officer in relation to Local Government Services for training. The motion was seconded and carried. The motion was passed.

- **Update on Special Revenue Funds**

\$2,491.58 from the Leohr Park Fund and \$11,173.38 from the New Park Improvement fund have been transferred into the General Fund per Audit recommendations. Those need to be moved to the Park fund. Mrs. Rhoads said to move it to Park's Contractual Fund. Mrs. Nemastil will check with our Solicitor to see if we need legislation.

Mrs. Rhoads made a motion that the committee is in favor of moving those funds to general fund and eventually putting them in Park's Contractual Fund. The motion was seconded and passed.

Mr. Eby made the motion to adjourn, the motion was seconded and carried. The meeting adjourned at 9:28 p.m.

 x Kathy Rhoads 9-3-2024  
Kathy Rhoads, Chair