



Village of Seville Finance Meeting Minutes

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 11/04/2024

This meeting began at 7:53 p.m.

PRESENT:

Randy Eby, Kathy Rhoads, Leslie Miller, Matt Sturgeon, Dennis Gordon

ABSENT: Brad Demiter

Approval of minutes from 10/07/2024: Randy Eby made a motion to approve the minutes, the motion was seconded, and carried.

Privilege of the floor:

Brian Greer, President of BOPA reminded everyone to Vote on Tuesday

No other privilege of the floor.

Amendments to the agenda:

The agenda was amended to include Financial Reports Review under new business.

Matt Sturgeon made the motion to approve, seconded by Leslie Miller

Roll call was taken with the following members present:

Randy Eby

Kathy Rhoads (chair)

Leslie Miller

Matt Sturgeon

Dennis Gordon

Approval of the bills: Matt Sturgeon made a motion to approve the bills,

Dennis Gordon 2nd the motion

Roll Call was taken by all members present, **Motion passed**

Approval of The Finance Reports ending in 10/31/2024: Leslie Miller made a motion to approve the financial, Randy Eby 2nd the motion. Roll Call was taken motion passed

Amendments to the Agenda - no other additional - handled earlier in the meeting

Discussion:

- Agreed to hold off on voting until after the Financial Reports Review
- After the Financial Reports were Reviewed, the committee returned to this agenda item and decided to not vote during the October meeting as we did not have all the reports through 10/31/2024. The Committee agreed to add this to the agenda for next month

New Business

- Financial Reports Review
 - Martha introduced the following reports and related material:
 - Terminology - 2 pages of definitions to help explain the reports (include as a attachment to the meeting minutes)
 - Certificate of Estimated Resources
 - Appropriation Status
 - Revenue Status
 - Fund Status
 - Martha's recommendations based off the Financial Reports Review
 - Encouraged Finance Committee Members to use the reports listed above each month
 - Committee asked that these reports listed above be provided each month through the last day of each month e.g. In the November Finance meeting the reports will be presented with numbers through 10/31/2024
 - Jessica and Martha agreed to provide the reports through month end at each subsequent Finance Meeting - if this is not possible we will review in the following months meeting

2. Cross-training of staff

- The Fiscal Officer will focus on Budgeting , Bank Reconciliation, and related operation and strategic functions.
- The Fiscal Officer will have back up from Administrative Assistant and a Patrolman from the Police Department (Curt)
- Curt will focus on Payroll, HR type questions from the staff, and other duties as needed in addition to his patrolman duties
- Curt and Jessical will cross-train for the purpose of having the office run efficiently in the event of vacations, and days absent.
- The Administrative Assistance will have backup from Curt and the Fiscal Officer Jessica as needed so that we can get through vacations and several days of absence.
- The Committee agrees that cross-training is necessary and is in full support of that approach. Recommendation will be passed to Council
 - First motion Leslie Miller
 - Second motion Dennis Gordon
 - The Finance Committee approved cross-training of staff, with a roll call vote with a yes by all present. (Please add to Council agenda)

3. Consider asking the Board of Public Affairs to consider paying an additional percentage of the Fiscal Officer Salary (Martha handed out a note with the current yearly contribution and the yearly contribution if increased from 6% to 20%.

- 6% of Fiscal Officer's salary is \$3,990 annually
- Propose 20%, which is \$13,300 annually
- Kevin Bittaker, Superintendent of BOPA reminded the Finance Committee that BOPA contributes in other ways including:
 - Provides water, sewer, and electricity to all Village buildings and the Seville-Guilford Fire Department (this is at cost about \$90,000 per year.)
- The committee agreed to take this under advisement - no action was taken by the committee during the November Finance meeting.

4. The police need to hire an additional officer due to next year's retirements and changing staff needs

- The Committee agrees that hiring an additional officer is necessary and is in full support of that approach.
 - First motion Leslie Miller
 - Second motion Randy Eby
 - The Finance Committee approved hiring an additional officer with a roll call vote with a yes by all present.
Recommendation will be passed to Council (Please add to Council agenda)

New Business

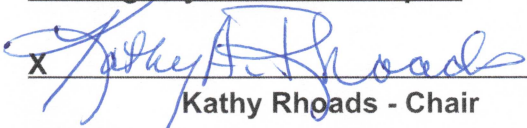
- Bank Signatories
 - Jessica is being added
- Training options
 - No further discussion beyond what was covered earlier in the meeting as part of Martha Evan's recommendations and subsequent committee actions.

Leslie Miller - made a motion to adjourn the meeting

Matt Sturgeon - 2nd the motion

Roll Call was taken by all members present, **Motion passed**

Meeting Adjourned at 8:49 p.m.

X 
Kathy Rhoads - Chair