



FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 5/5/2025

Call to order at 7:21 p.m.

Present: Kathy Rhoads (Chair), Dennis Gordon (Member), Randy Eby (Member), Leslie Miller (Member), Nelson Kilgore (Member), Brad Demiter (Member), Jessica Harper-Bigley (Fiscal Officer)

Approval of Minutes: Mrs. Miller made a motion to approve minutes from the 04/07/25 meeting. The motion was seconded and carried. The minutes were approved as written.

Amendments to the Agenda: None

Approval to pay the bills: Mr. Eby made a motion to pay the bills. The motion was seconded and carried. The motion passes to pay the bills.

Approval of Financial Reports ending 02/28/25 & 03/31/25: Mr. Gordon made a motion to approve the Financial Reports ending 02/28/25 & 03/31/25. The motion was seconded. The motion passes to approve Financial Reports ending 02/28/25 & 03/31/25.

Fiscal Officer Report:

- Fraud Training will be scheduled for June after the Village Council meeting. It is 7 minutes long and needs to be done annually. We have new employees beginning soon so all employees will be invited to attend to complete or it can be done on their own as long as we receive the certificate of completion.
- The Fiscal Officer would like the committee and each department to keep a close eye on this Building Maintenance budget. We did get a quote for carpet cleaning. We are going to try to add this to next year's budget. We are going to have the parking lot paved this year and we are getting quotes for a roof and possibly HVAC since both are older and at replacement stage. The HVAC has never worked properly. The Fiscal Officer would like to include these in a 5 year plan.
- We had an audit last year but there have been many changes since then and we are finding things that need corrected. We have decided to have a single year audit to get caught up and get a baseline.
- Last year Council approved for Jamie Parker, who works with our Solicitor, to do some required training and update our Drug Free Work Place Policy. It was not completed because of staffing changes and staff out on leave. We will be reaching back out to her to get that started and see if she can assist us in updating our Employee Handbook as well. Depending on the price of updating the handbook, we may need to put that on the 2026 budget.
- We are caught up on the monthly reconciliations and are starting on the April reconciliation.

- Mrs. Harper-Bigley has scheduled times with the Police Chief and the Superintendent of Streets and Parks to start working on 2026 budgets. The Finance Committee will meet with them as well.

Privilege of the floor: None

New Business:

- **Police Budget Update**

Mrs. Rhoads went through meeting minutes from a budget meeting for Police. It was kept as a small work session to correct items and misunderstandings from the 2025 budget and start working on 2026 budget. The approved 2025 police budget was different from what was appropriated. She discussed some of the changes and the items that are needed that were not originally included.

The Fiscal Officer explained after working with Mrs. Evans these items are priority and we have the funds to amend the certificate for the needed items. Mrs. Miller made a motion to change the council certification to the Medina County Auditor for the 2025 Police Budget to include \$79,000.00. The motion was seconded. Upon Roll Call: *Yeas: Rhoads, Miller, Kilgore, Gordon, Eby, Demiter Nays: None.* The motion passes.

- **Seville Guilford Fire/EMS request for addition Village monetary contribution**

We need to look at our budget to see if we can financially support contributing. Mr. Eby and the Mayor are going to meet with Chief Cyphert to go over numbers and details. This will be tabled until next month.

- **Medina County Radio Tower**

Sheriff Grice explained as he did at the Safety Committee, that he was being honest and the project will continue whether the Village can contribute or not. The portion they are asking the Village to contribute is the shelter for all of the equipment. The total would be approximately \$44,000. This will be the 7th tower in the County. Chief Deal commented he has hit areas in the Village that he could not reach dispatch and just had an issue while downtown yesterday.

Mrs. Harper Bigley stated that her and Mrs. Evans did talk about the requests from the Fire/EMS Department and the Medina County Radio Tower but did not discuss the exact amounts. She stated the total of both would not be possible for this year.

Mrs. Rhoads made a motion for the Fiscal Officer to look in the 2025 budget to see what is available for the Tower in a range no less than \$20,000 up to \$44,300 to bring to Council to vote. The motion was seconded and carried. Upon Roll Call: *Yeas: Rhoads, Miller, Kilgore, Gordon, Eby, Demiter Nays: None.* The motion passes.

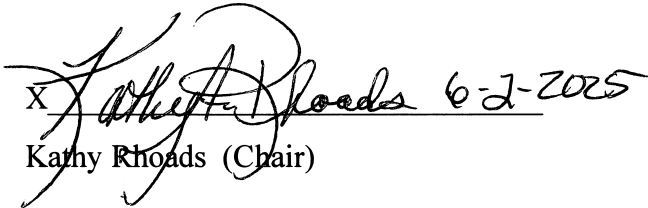
- **Remove Fiscal Officer from 6 month Probationary Period:** The Mayor did an evaluation with the Fiscal Officer last week and is removing her from probation status. She will be receiving an increase based on evaluation. The committee commented how well she has been doing.

Old Business:

- 2025 Budgets - Mrs. Rhoads asked if we had received a price for the single year audit. We have not but can estimate. Mrs. Rhoads suggested a check point of support for seeking a one year audit. Upon Roll Call: *Yeas: Rhoads, Miller, Kilgore, Gordon, Eby, Demiter Nays: None.*
Mrs. Rhoads mentioned that we are not printing all of the financial reports for the committee members because they are approximately 18-20 pages each however, they are being sent to the committee ahead of time digitally. She requested they please take the time to look them over before the meeting. and bring any questions or comments to the meeting. It is important as committee members to ask if they feel they need a printed copy.
- Sound System quote for Council Chambers
Mrs. Miller made the motion not to accept the quote we received. The motion was seconded and carried. The motion has passed not to accept the quote. We can look at other options.

Privilege of the floor: None

Mr. Eby made a motion to adjourn. The motion was seconded and carried. The meeting was adjourned at 8:09 pm.

X  6-2-2025
Kathy Rhoads (Chair)