



FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 12/01/25

Call to order at 7:12 p.m.

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

Absent: Brad Demiter (Member)

Approval of Minutes: Mrs. Miller made a motion to approve minutes from the 11/03/25 meeting. The motion was seconded and carried. The minutes were approved as written.

Amendments to the Agenda: Mr. Kilgore made a motion to add to new business discussion of Jeni Gray's (Administrative Assistant I) position to be re-evaluated for an increase in pay. The motion was seconded and carried.

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 10/31/25: Mrs. Harper-Bigley stated these are not finished yet. She explained we have two accounts. One is a sweep account. UAN was not balancing and we found out today there was a sweep on October 31st that did not show up until November. Since it was just found today, they were unable to get the reports finished for tonight's meeting. These reports will be reviewed in January along with November's financial reports.

Fiscal Officer Report: Mrs. Harper-Bigley stated all the bank statements came in today and US bank also sent an annual statement so she is hoping they can resolve the issues they have had with the bond payoff. During the Audit, we were looking back at all previous year's audit reports. There were a lot of inflating and deflating bank errors for years past. Last year, the fiscal officer was trying to reconcile and had errors as well trying to build off of previous years. When we had the auditors here, we asked them to help us clear it all up. As they dug into things they seemed to find more things that did not make sense. They recommended we call LGS (Local Government Services). This is through the state. We do get 4 free hours of services provided through them however; our need would exceed 4 hours. Mrs. Harper-Bigley read the email from them stating after looking at the prior year's reconciliations and the number of bank accounts we have used, they estimate it will take close to 170 hours. LGS bills at \$50 per hours for this service, therefore the cost will be \$8500.00 looking at 2024. If the village would also like for LGS to reconcile any additional months for 2025, it will cost no more than \$750 per each additional month. It does seem like a lot but it will be helpful to get us on track. Mrs. Rhoads would like to see if we can still pay for it out of 2025 budget instead of waiting until 2026. Mrs. Harper Bigley said she will look through to see if it can be done and give a report at the Council Meeting.

Mrs. Harper-Bigley reported Tiffany from BOPA was able to get all the unclaimed funds finished so we can close out the Huntington Bank account at the end of the year.

Mrs. Harper-Bigley stated she will send the committee the quotes she has received for HVAC replacement to the committee and it will be added to the agenda for next month.

Privilege of the floor: Brian Greer of BOPA commented that he feels \$50 per hours for LGS seems reasonable for what they do.

New Business:

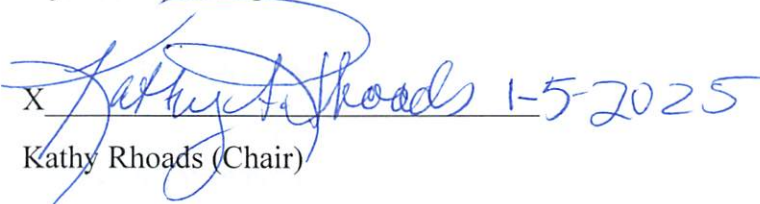
- **Discussion of Administrative Assistant I position to be re-evaluated** – The Committee has talked about re-evaluating job descriptions in the past and tonight they are talking specifically about Jeni's position – Administrative Assistant I. Mrs. Rhoads stated we would go through the solicitor's office and use Jamie, the HR specialist, to evaluate the position and update what is needed. Mr. Kilgore stated he mentioned it at the handbook session last week to the department heads and asked them to let us know if there were any other positions that needed to be evaluated. He has not heard anything. Mrs. Rhoads stated if there are any other positions that need to be evaluated, please let the committee know. Mayor Carter stated the Administrative Assistant II position needs to be evaluated as well.

Old Business:

- **2026 Preliminary Budget Review** Mrs. Harper Bigley stated Streets & Parks and Police have turned in their budgets. BOPA approved their budget tonight at their meeting so she will probably be receiving that soon.
- **Cash Handling Policy** – Mrs. Harper Bigley stated we have started this and it is going well.
- **44 West Main** – Mayor Carter stated there are no updates on the appraisal at this time.

Privilege of the Floor: None

Mrs. Miller made a motion to adjourn. The motion was seconded and carried. The meeting was adjourned at 7:34 pm.

X  1-5-2025
Kathy Rhoads (Chair)