



FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 02/02/26

Call to order at 7:21 p.m.

Present: Amelia Bartosch (Alternate Chair), Dennis Gordon (Member), Randy Eby (Member), Leslie Miller (Member), Paul Brilla (Member), Jessica Harper-Bigley (Fiscal Officer).

Absent: Kathy Rhoads (Chair)

Approval of Minutes: Mrs. Miller made a motion to approve minutes from the 01/05/26 meeting. The motion was seconded and carried. The minutes were approved as written.

Amendments to the Agenda: N/A

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.

Mr. Eby made a motion to approve Financial Reports ending 12/31/25. The motion was seconded and carried. Upon Roll Call: YEAS: *Bartosch, Brilla, Eby, Gordon, Miller*, NAYS: *None*. The motion passes.

Fiscal Officer Report:

- Auditors (Charles E Harris & Associates) are finalizing the 2024 audit but will extend it until we have our audit from Local Government Services.
- Plan to enter into a contract with Local Government Services (LGS) to review 2024 reconciliations and bank statements due to transition issues between 2024 and 2025; ordinance to be sent after approval at next council meeting.
- Auditors (Charles E Harris & Associates) will prepare Hinkle notes to close out 2025; document gathering in progress.
- Training: Fiscal officer and Mr. Gelles to attend Local Government Official Training March 18–20.
- Proposal to change Mr. Gelles' title from Admin Assistant II to Deputy Fiscal Officer to reflect backup duties and tax/payroll responsibilities. Will work with solicitor on job description and wage scale information.
- Plan to add step-based progression to Administrative Assistant position. It is the only position that does not currently have steps.
- Proposal to reduce bank signers from five to four for security and stability.
- Proposed signers: fiscal officer, deputy fiscal officer, mayor, chair of finance committee.
- Star Ohio account: plan to transfer funds from Huntington Bank to Star Ohio; paperwork received.

Privilege of the floor: Mayor Carter spoke regarding her support for the changes in the Admin Office. She acknowledged there were past gaps during staff transition and she feels this will help to maintain continuity and secure operations.

New Business:

- **Clothing Allowance update for Streets & Parks:**
 - Mr. Manges shared a proposal to increase clothing allowance for streets and parks employees from \$300 to \$600 due to cost increases (boots ~\$200; pants ~\$60–\$65; shorts ~\$40)
 - Comparisons: Wellington at \$550; West Salem at \$700 per employee.
 - Note that the “\$300” allowance may be department policy rather than ordinance. He will consult with solicitor for clarification. The Committee agreed to the increase but no motion made pending policy/ordinance review.
- **Donation consideration to SGFD for police cruiser being replaced:**

Chief Taylor Deal reported they are replacing two Ford Explorers with Chevy Tahoes. The fire department is interested in one Explorer for use as a chase vehicle, training transport, and investigations support without tying up the pickup that tows the ATV trailer. The police department is asking if they can donate one of the Ford Explorers to the Fire Department.

 - Requires an ordinance; recipient must be a public entity; fire department to pay title transfer fees.
 - Equipment handling: police retain dash camera and radio; light bar blue cells replaced with red cells; non-transferable modules remain with police.

Mr. Eby made a motion to recommend to Council the donation of one Explorer to the Fire Department. The motion was seconded and carried. The motion passes

- **Seville Police Department applying for the PEP grant**

Chief Taylor Deal would like to apply for the PEP grant for \$1000 to purchase more snow ban signs that are needed near the new development.

Mr. Gordon made a motion to recommend to Council for police to apply for the PEP grant. The motion was seconded and carried. Motion passes.

Old Business:

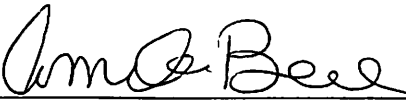
- **44 West Main** – Mike Hill of 15 E Main Street spoke regarding his interest in the building to run a silk-screen t-shirt business with his partner Jason Parrish. He did some research to get an idea of the cost for updating the building for use. For essential repairs he is estimating around \$70,000. Mr. Manges will aim to get a full appraisal within a week and it will be added to the Council agenda.
- **Zoning Inspector Pay** -Last meeting Mrs. Harper-Bigley asked about an increase for the Zoning inspector and the committee requested more information:
 - Current salary \$12,000/year (~\$9.62/hour at ~24 hours/week); recommended increase to \$16,000/year (~\$12.82/hour).

- Rationale: comparable to zoning inspector pay in surrounding areas; increased workload (permits, neighbor issues, zoning changes); uses personal vehicle; no village vehicle provided.

Mr. Eby made a motion to recommend to Council to approve increase in Zoning Inspector's salary to \$16,000 per year. The motion was seconded and approved. Motion passes.

Privilege of the Floor: None

Mr. Eby made a motion to adjourn. The motion was seconded and carried. The meeting was adjourned at 7:58 pm.

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Amelia Bartosch (Alternate Chair)