FINANCE COMMITTEE
REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 08/03/26

Call to order at 7:29 p.m.

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

Approval of Minutes: Mr. Eby made a motion to approve minutes from the 07/06/26 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. Brilla made a motion to pay the bills. The motion was seconded and carried. The motion passes to pay the bills.

Ms. Bartosh made a motion to approve Financial Reports ending 6/30/26. The motion was seconded and carried. Upon Roll Call: YEAS*: Bartosch, Brilla, Eby, Gordon, Miller, Rhoads* NAYS: *None.* The motion passes.

Fiscal Officer Report:

- **Ordinance Codification and Scanning Project**
  - A quote was received for the first round of ordinance codification at approximately $54,000 from American Legal Publishing
  - A quote was received from ScanWorks that is valid through April 2027, to scan all ordinances.
  - The committee agreed that having ordinances scanned and searchable would greatly improve efficiency, even if full codification is not pursued immediately.
  - The necessity of codification was discussed, noting the village's growth has made it difficult to find definitive answers and fulfill public records requests.
- **Conclusion**:
  - Mrs. Miller made a motion to recommend to contract with ScanWorks for up to $5,000 to scan all current ordinances and resolutions in this budget year.
  - Mrs. Roads made motion to include up to $60,000 for the codification project in the preliminary 2027 budget. The motion was seconded and approved.
- **Employee Compensation and Pay Ordinance Study**
  - The committee discussed the need for an external payroll/compensation study for 2027, as the current pay ordinance has not been substantially updated since 2013. Prior internal efforts were deemed insufficient.

- A quote of roughly $18,000 was received from Clemens-Nelson Associates to conduct a pay study. The vendor has historical records, and the quote is valid through April 2027.
    - The study would help ensure the village's pay scales are marketable and competitive for recruitment and retention. The goal is to set a five-year path forward, and the vendor will be asked to include projections.
    - The scope would include all departments.
- **Conclusion**:
    - The committee supports including a payroll study in the 2027 preliminary budget and will pursue at least two additional quotes and asking all departments to pitch in for the cost.
      Mr. Brilla made a motion to include a payroll study as part of the 2027 preliminary budget. The motion was seconded and passed.
    - The decision on Merit vs. COLA increases for the upcoming budget year will be discussed at the council work session that is scheduled for September 3, 2026 at 5:30p.m.

Employee Insurance and Benefits

- The Medical Mutual plan saw a 13% decrease from 2024 to 2025. A 2% increase is expected for 2027, which is still below the 2024 cost.
- The plan provides a 50% refund of unused claim funds, with an estimated $20,000 refund expected this year against a $11,000 cost increase.
- An alternative insurer had competitive numbers but potential hidden costs and a smaller network.
- Life and dental insurance costs (with Guardian) will remain the same.
- The recommendation is to stick with Medical Mutual due to cost-effectiveness, network stability, and employee satisfaction.

Audit Status and Requirements

- LGS has resumed work on the 2024 audit, and the 2025 audit must begin promptly upon its completion.
- A costly single audit will be required for 2026 because grant funding will exceed $750,000. Another audit expense will occur in 2027.
- The team is aware of the audit timeline and its budget impacts.

New Business: None

Old Business:

- **Codification – update – See Fiscal Officer Report**

Privilege of the Floor: Chief Taylor Deal commented as part of the budget he includes a significant amount for the HRA reimbursement just in case it is needed but usually has a large carry over. This should be considered when looking at all the health insurance information. Also, when considering the Merit vs Cola conversation, many of the Police Officers are at step level 5 which is based on years of service and are ineligible for Merit raises.

Mr. Eby made a motion to adjourn. The motion was seconded and carried. The meeting was adjourned at 8:19 pm.

X Kathy L. Rhoads 9-8-2024

Kathy Rhoads (Chair)