

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 6/12/2025 **Time:** 6:00pm

In Attendance: Jessica Susor, Craig Warner, Rick Easterwood, Stephanie Monts

Committee Summary

- Approved previous meeting minutes.
- Reviewed 2026 Estimated Revenue
- Quotes: Dash Cams, Village Hall Cleaning, Village Hall/Post Office Inspection, Ash Street Extension
 - Front and Rear Dash Cams were found on Amazon for \$129.99 - will proceed with purchasing 7 Dash Cams under the PEP Safety Grant.
 - No responses yet for Village Hall Cleaning, Stephanie will be reaching out for quotes.
 - Awaiting Quotes from Harold on the Village Hall/Post Office Inspection and Ash Street Extension for Stoning and Asphalt
 - Seeking information on the process of vacating
- Reviewed the proposed ordinance to ban cell phone use during meetings. We'll be checking in with Paul Skaff for input since there could be concerns about rights and potential consequences.
 - A memo will be going out to all departments, boards, and committees as a reminder about Public Meeting laws.
 - In Ohio, all public bodies are required to hold open meetings that the public may attend and observe. This is mandated by the Ohio Open Meetings Act (R.C. 121.22),
- The Employee Handbook needs some updates and cleanup. Stephanie went through it and added notes with suggested changes. The committee will be reviewing it in sections—next meeting will cover the Introduction through Section 2, August will be Sections 3 and 4, and we'll keep going from there.
- Kristi, our grant writer, might have more flexibility or services in her scope than we've been using, which could really help the Village—especially while there aren't many active grant opportunities right now. Stephanie will get a list of services from Kristi to review.
- Craig and Stephanie met with Kristi and Brandon from GLCAP to talk about a Stormwater Strategy. One of the main takeaways was that the Village needs to look beyond just using General Fund money to support stormwater efforts. Brandon recommended considering a stormwater utility, which is something a lot of other communities do.

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The idea would be to see if NWWSD would allow a \$5 surcharge on water/sewer bills, with that money coming back to the Village. This could bring in around \$33,000 a year, before any potential fees from NWWSD. Stephanie will be drafting a letter to NWWSD to see if they're open to partnering on this. If they're not, the Village would need to explore other ways to set up and manage the utility on our own. This kind of dedicated revenue would help fund new stormwater projects and maintain existing infrastructure—and it would also help show that the Village is contributing its share when applying for outside funding.

- The Village was not awarded the ODOT Special Sidewalk Grant. Kleinfelder reached out for an introduction and reviewed some options. A suggestion was ODOT Abbreviated Safety, which is intended for low cost quick turn projects geared towards vehicle or pedestrian safety. This requires a 10% local match and covers both design and construction costs. The TAP grant (Dollar General sidewalk) was discussed and this grant actually has a deadline of August 1, and the match requirements are all engineering costs and 20% of construction.
 - Discussed if we continue utilizing Kleinfelder for engineering or follow Bob Desmond to DGL Consulting. Bob will be attending the Public Works meeting and will discuss options with Bob and review these opportunities further.

Actionable Items

- Recommend approving 2026 Estimated Revenue for County Certification
- Meeting Room to have a sign that says to Silence Devices
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