

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 9/8/25

Time: 6:00 PM

In Attendance: Jessica Susor, Rob Myerholtz, Stephanie Monts, Brittney Klockowski

Committee Summary

- Approved minutes from the previous meeting.
- Discussions on the Employee handbook, pay schedules, and reviews were continued. There are multiple options for conducting employee reviews including dual reviews by the mayor individually and separately by council that are being considered. Subject to Paul's answer on Ohio driver's licenses, recommending to approve sections 4 and 5 of the employee handbook.
- The discussion of utilizing the PEP faithful service insurance over bonds reemerged. The cost difference is \$75 more to have all employees, volunteer board members, council, and mayor fully covered with a broader scope of insurance that protects the village and the individuals. Versus our current system of utilizing bonds for select individuals; all bonds excluding the fiscal officer are up for renewal in December. Recommending to start the resolution readings if council approves.
- Reviewed the Delta Institute MOU. The program does not require funding to be added to their pilot program, but does require a point person be assigned to the project.
- Reviewed the MOU with the details for the Village of Weston to complete durapatching for Weston Township. Recommending to move forward.
- 2026 project requests are scheduled to be in by the October Administrative Process meeting. As is, without the project requests being turned in, the 2026 budget appropriations were discussed and the committee will need to cut an estimated \$73,000.
- The committee received a request from Paul Skaff and Ken Taylor to reconsider tearing down the shed at the property on Maple proclaimed a nuisance by the court. It was requested to take into consideration the money that was spent on filing through the court system to deem the property a nuisance. Things to consider:
 - The court order has allowed the Village to complete the task of clearing other garbage and debris from the area. The Village has not prior made practice of tearing down sheds or accessory buildings on private property. At the last council meeting it was announced that the Village would not take the building down due to insufficient funds in contractual services. With the new request being presented Stephanie reported that there is \$1518 remaining in capital outlay that could be reallocated to be used for the project quoted by Rudolph Construction at a cost of \$1198. However, it is important to understand that the threshold for our operating reserve is suggested by the State Auditor to be at 25% and no lower than 15%. The Village's current reserve threshold is at 17% with the approval of the Sycamore St. project.
- Considering changes in our economic climate and the Village's current financial standing, the committee is requesting information on the process and timeline for adding either an income tax increase or a levy to the ballot potentially in 2027. This research and information is being collected with the intent to be passed on to the 2026 committee members for discussion in conjunction with the storm water utility through Northwest Water Sewer. The

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

current committee will be focusing on 2026 budget appropriations and other immediate needs for the remainder of 2025.

- It was reported that WSIA has received their 501c3 designation and is officially operating independently; Congratulations!. Therefore, it was discussed that a village liaison as council representation is no longer necessary. Further, WSIA should communicate their needs, questions, and ideas for spending down the Village funds earmarked for the ball program through previously discussed channels. A second resolution can be drafted now so that when the fund is empty we can finalize the process without delay.

Actionable Items

- Recommending to approve and start the process to switch to PEP faithful performance insurance.
- Recommending to sign the Delta Institute MOU and assign a point person,
- Recommend signing the Weston Township MOU for durapatching.
- Vote on whether to tear down the shed at the nuisance property on Maple St.
- Sign the Building Maintenance Agreement for WSIA (doesn't need 3 readings) while the resolution will continue on schedule with its 2nd reading.

Updates

- 9/9/25 Received email update from Paul Skaff that Ohio does not mandate that the driver's license has to be from Ohio to be eligible for employment.
- 9/13/25 Jessica Susor sent an email to the WSIA board members with the updates that were discussed in the meeting.
- 9/15/25 Paul Skaff sent an email regarding council's participation in employee reviews, which may impact the committee's recommendation.