

ADMINISTRATIVE PROCESS COMMITTEE MINUTES

Meeting Date: 5/13/2025 Time: 6:00pm

In Attendance: Jessica Susor, Craig Warner, Rob Myerholtz, Stephanie Monts, Rick Easterwood, Brittney Klockowski

Committee Summary

- Rob gave a brief update on EMS and his discussions regarding contracts with Weston Township, Liberty Township, Milton Township and Jackson Township.
- Referenced budget concerns outlined in the 5/5 Fiscal Officer report.
 - Awaiting a quote for Village Hall and Post Office inspections, with plans to identify funding for this within the current budget.
 - Village Hall Cleaning Service: An RFP has been prepared and will be posted to gather quotes, with the purpose of planning and budgeting for cleaning services in 2026. Stephanie will also reach out to other clerks to see if they utilize a cleaning service.
 - Weston App: Agreed to continue using the website and social media for communication. The mailed newsletter will be discontinued, with the final edition going out in the fall. Beginning in 2026, newsletters will be available through opt-in mailing and printed copies at local pickup locations.
 - The display bulletin board at the concession stand has a missing key and old plexiglass. It was noted that replacing it would be more cost-effective than repair. Stephanie will look for a replacement under \$100.
 - Installation of fencing around the recycling dumpsters will be put on hold due to budget constraints and the pending grant application for the parking lot.
- Reviewed the Sidewalk Budget and related concerns, and it was ultimately agreed that both the current sidewalk line item and the reserve line item—totaling \$20,000—will be set aside for engineering costs associated with the TAP Grant Sidewalk Project to Dollar General. We are still awaiting confirmation on whether the ODOT Sidewalk Project will be awarded.
- Discussed the impacts of the paving project and the pending OPWC award. OPWC is currently waiting for existing projects to close in order to allocate remaining funds toward our award. The only paving project potentially moving forward outside of OPWC funding is Washington Street. We are currently awaiting a quote for the full length of Washington Street, as well as a separate quote for just the section between Brown and Brooke Lane.
- Mr. Myerholtz pointed out that the Village has been operating on "old money" and suggested it's time to consider looking into a levy or income tax increase. This would help determine the Village's actual needs, such as storm water management or road paving. The recommendation is for the council to vote on whether Administrative Process should be allowed to discuss and research this further.
- The employee pool discussion was revisited, with the understanding that it was previously agreed to revisit in the fall, allowing Harold to utilize cemetery employees. Stephanie noted that the Village Administrator has duties

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outlined in the ORC, one of which is the ability to hire employees that meet his needs, while council sets the budget for those salaries and the pay schedule. The rest of the hiring process is not within the council's scope. It was ultimately recommended that Stephanie and Rick meet with Harold to review his staffing needs, and report back to the committee for budget review.

- Discussed fiscal policy regarding back dating reimbursements for items without prior authorization and/or purchase order. Specifically, reimbursements for past seminars and events that did not receive council approval prior to authorization.
- Reviewed the Employee Handbook update recommendations from Stephanie. It is recommended to approve the highlighted changes in Section 3.1 regarding monthly pay and to remove the Job Descriptions section, as these are already maintained separately in the HR binder. Additionally, Stephanie has been instructed to include in the handbook the other updates she is recommending—specifically addressing the lack of clear guidelines for salaried employees—for review at the next committee meeting. It was also recommended that the handbook include clear guidelines for conducting employee reviews.

Actionable Items

- Update Section 3.1 of Employee Handbook & Remove Job Descriptions
- Update the Professional Development Policy to clarify eligibility for certain reimbursements (such as mileage) and to define the travel distance criteria for overnight stays for employees.
- Levy or Income Tax increase research by Administrative Process
- Vote on recommendation to fund building inspections.