

Finance, Wages & Audit Committee Meeting Minutes
Wednesday, November 15, 2023
6:30 p.m. Town Hall Council Chambers

The Finance, Wages & Audit Committee met on Wednesday, November 15, 2023. In attendance were Committee Members Louise Estep and Rachel Smith, along with Mayor John Berry. Martha Frantz was ill. Also present were Councilperson Lynn Sylvain and Peggy Seab.

Estep stated the meeting was scheduled to review/revise the current wage ordinance. Chad Beyer was appointed Village Administrator, and the current wage ordinance doesn't have that position on it, so he continues to be paid from the Public Works Technician II position. He has not received any additional compensation.

Estep distributed Ordinance 2022-1 (current wage ordinance) and a rate of pay comparison for Village Administrators for Tontogany, Weston, McClure and Haskins. Chad Beyer's current rate of pay is \$26, which is comparable to the other Villages. It was noted his rate is probably higher because of licenses and certificates he holds for the water/sewer department. Currently, Jeremy Weaver is working on his license. Per the current ordinance, once obtained, he will get an additional 7 ½ percent raise.

Ordinance 2022-1 was reviewed. It was suggested that "Village Administrator" be added as follows:

4. Village Administrator with a rate of pay of \$26 per hour. There would be a 3% increase January 1, 2024, and a 3% increase January 1, 2025 as the current ordinance states.

Estep then stated that Chad also performs the duties of Zoning Inspector and is not being paid for this position. In 2021, 11 zoning permits and 3 sign permits were issued. In 2022, 11 zoning permits, 3 sign permits and 3 right of way permits were issued. So far in 2023, 15 zoning permits, 3 sign permits and 2 right of way permits were issued. The rate of pay for a Zoning Inspector was compared. Tontogany currently pays \$150 per month and Weston pays \$375 per month. The last time the "Zoning Inspector" position was on the wage ordinance was 2014 and the rate of pay was \$2,543 per year. It was suggested that "Zoning Inspector" be added as follows:

5. Zoning Inspector with a rate of pay of \$250 per month (payable first pay of each month). There would be a 3% increase January 1, 2024, and a 3% increase January 1, 2025.

Under (3) Rate Range, the Village Administrator's range would be \$25.00 - \$35.00 per hour and the Zoning Inspector's range would be \$250 - \$500 per month.

Estep stated she checked to make sure the 2023 Appropriation Ordinance and 2024 Proposed Temporary Appropriation Ordinance would cover the proposed wages and they do. Smith stated we haven't been paying for this position so there are monies available.

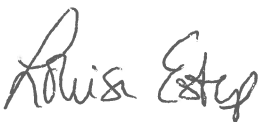
It was discussed that this proposal would be submitted to the Village Solicitor to review and to see if the above changes could be made effective June 1, 2023 – when Chad Beyer was appointed Village Administrator. Smith suggested that the Hourly Rate Ranges be adjusted, and it was decided that will be done before the end of the 2025 year since the current ordinance covers raises through 2025.

Councilperson Sylvain made several comments, some of them included: Chad doesn't meet the qualifications, there needs to be a growth plan and training programs for Chad, he has a lack of understanding for some of the ordinances, the Village needs to hire a City Manager to mentor Chad and we need a Grants Writer. Sylvain stated that since Chad doesn't meet the qualifications, we can't pay him for the positions we are proposing. She asked if he is exempt or non-exempt? Estep stated she is proposing the Village Administrator position be non-exempt which means hourly and eligible for overtime.

Previously, Estep had asked the Finance Committee to take a look at the Ohio Checkbook program to see if this is something the Village should participate in. Peggy Seab had suggested the Village join this program. She suggested looking at Weston's website since they use this program from the State of Ohio. The timeline to enroll is during the year-end process. Once Kristel finalizes the yearly report through the UAN System, the data could then be uploaded to the Ohio Checkbook, which would be mid to late February.

Louise asked the Committee if they had any other Finance topics to discuss tonight and they had none. Louise adjourned the meeting.

Respectfully submitted,



Louise Estep
Chair, Finance, Wages & Audit Committee