

February 13, 2024 Personnel & Finance Committee Meeting Summary

This provides a summary of the February 12, 2024 Personnel & Finance Committee Meeting. The meeting started at 4:30 p.m. and ended at 5:20 p.m.

Members Present: Mayor Glenn Ewing, Councilman Dennis Dalton, Councilman Larry Prues, Mary Allen, Councilwoman and Committee Chair, Police Chief Eric Williams, and Interim Village Administrator Bob Lindhorst

Absent: Fiscal Officer Joel Gilpin and Fire/EMS Chief Tim Feldkamp

Guests: Councilman Richard Feldkamp, Councilman Jon Tharpe, and Lieutenant Firefighter/EMT Boggs

Discussion Topics:

There were discussions in the normal four broad areas: Finance, Village Administration, Police Department, and the Fire & EMS Department.

Finance – Fiscal Officer Joel Gilpin provided his report and it was read by Committee Chair, Mary Allen

- We are only one month into the new year and it is too early to identify any trends.
- He's wrapped up 2023 in the UAN and submitted the Annual Financial Report to the State Auditor.
- He's working on permanent appropriations for 2024. These will include some changes from the temporary appropriations. Mainly in Police and Fire Funds for new vehicle purchases and upfitting. He'll also be adding additional to Water and Sewer funds for anticipated vehicle purchase for the Utility Department.
- We have received our first advance of real estate taxes for the first half totaling \$259,423.68. The increase in property valuation has an anticipated increase to the general fund of approximately \$40,000.
- In preparation for hiring a new Village Administrator, he has researched what the salary was for our previous administrator and found it to be approximately \$54,000-\$55,000 plus benefits. Salary was broken down as 75% General, 10% Water, 10% Sewer and 5% Garbage.

He'll be requesting approval of the Permanent Appropriations when they're ready – this will be for either the February 13th or the 27th council meeting.

He also wants us to pass a resolution authorizing the online sale of surplus property.

***The Committee has reviewed all checks and electronic payments for the month of December 2023.**

Motion: Motion to pay the bills.

Village Administration – Interim Village Administrator Bob Lindhorst
Bob didn't have anything.

Police Department – Police Chief, Eric Williams
Chief Williams had one personnel change.

Hire Elizabeth Dunford as a part-time Police Officer effective February 16, 2024. She has met all the pre-hire requirements for a part-time officer. Chief Williams has a full-time officer that has mentioned that he is resigning. If he does, Chief Williams will ask for Elizabeth to become full-time. She will serve the normal one year

Motion: Motion to hire Elizabeth Dunford as a part-time Police Officer effective February 16, 2024. She has met the part-time officer requirements. She will serve the normal one year probation.

Fire/EMS Department – Fire/EMS Chief Tim Feldkamp is absent but provided his update to Councilwoman Allen before the Committee meeting.

- The department has received the MACRA Grant from the Ohio Department of Commerce, Division of State Fire Marshal in the amount of \$10,000 for the new radios.
- He's seeking approval to purchase a new 2024 RAM 2500 from Jeff Wyler Ft. Thomas in the amount of \$49,600. The vehicle will be used as a Chief/Command vehicle. He has discussed this with Fiscal Officer, Joel Gilpin, and he has the money in his budget.

Miscellaneous Discussion

Village Administrator Position

We did discuss moving forward with interviews for the position of Village Administrator and our high-level thoughts on the candidate resumes we've received. Next steps:

- Discuss starting salary range during the Feb. 13th Council Meeting
- Initial contact to set up the interviews will include advising candidates of the salary range
- Schedule interview with the three candidates that have submitted resumes on either February 26 (4:00 - 5:00 p.m. and 5:30 - 6:30 p.m.) and February 27 (4:30 - 5:30 p.m.)
- Interviewers will be Mayor Ewing, Councilwoman Allen, and Councilman Prues. Invited other participants will be: Fiscal Officer, Joel Gilpin, Police Chief, Eric Williams, Fire/EMS Chief, Tim Feldkamp, and Interim Village Administrator, Bob Lindhorst

Resident Jeff Troxell

Councilwoman Allen met with resident Jeff Troxell about the fines he has incurred from RITA related to non-filing his RITA taxes. He shared his returns with Councilwoman Allen and Clerk of Council, Kelley Snider and he has paid all taxes due, but some of his returns were not received by RITA. There has been much discussion about the delinquency fees and the Committee recommends we forgive 50% of the \$450 of incurred fees.

March Personnel & Finance Meeting

The March meeting will be on March 4th vs. March 11th because Councilwoman Allen will be out-of-town.

Medical marijuana

There was very brief conversation about medical marijuana dispensaries and the potential economic development benefits.

Miscellaneous

- The committee voted to keep the current Personnel & Finance Chair for 2024.
- There was miscellaneous discussion about possible uses of vacant business property within the Village.

Guest Comments: None