

December 13, 2022 Personnel & Finance Committee Meeting Summary

This provides a summary of the December 12, 2022 Personnel & Finance Committee Meeting. The meeting was delayed slightly at the request of Council Prues and started at 4:40 p.m. and ended at 5:38 p.m.

Members Present: Mayor Ewing, Council Member Larry Prues, Council Member Dennis Dalton, and Mary Allen, Council Member and Committee Chair. Interim Police Chief, Jason Mallott, Fire/EMS Chief Tim Feldkamp, and Interim Administrator, Bob Lindhorst

Absent: Fiscal Officer, Joel Gilpin

Guests: Councilman Ryan Woodruff

Discussion Topics:

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

Finance Committee – Report by Fiscal Officer, Joel Gilpin

1. UAN vs. Paycor

Advised and the Committee agrees that we should switch from Paycor to UAN and process payroll in-house. It would save roughly \$500 per month (\$6,000 annually). UAN is the Ohio recommended accounting and finance software.

- Easier for him
- Easier to take care of any errors

He has received the approval from the state and we'll start with UAN on December 16th. 2022 W-2's will come from Paycor and Paycor will do the 1st quarter taxes, which are for the 4th quarter of 2022. After that, we'll produce the quarterlies.

2. Star Ohio Investment Account – State Asset Reserve of Ohio

This account has been dormant for about 18 months. Joel has recommended and the Committee agrees that we should put some or all of our unappropriated funds, especially our emergency reserve, into this system. Lynn hadn't been using it, because she felt there was more risk than she wanted to manage. But Bill Gilpin has been using it for Ohio Township and Bethel and also recommends we do this.

We earned \$1,248 in the JAS quarter and he believes we could have earned \$4,100 in one month had the money been in the Star Ohio account vs. a savings account.

He gave Star Ohio updated information in anticipation of our approval. Their rate varies but he would transfer back and forth as needed to our advantage.

We'll need to decided how much we want to move over and we'll want monthly updates.

3. We have a resolution to approve year-end expected Appropriation changes and amendments

4. Resolution to transfer money for a \$200 loan payment
5. Developer Engineering Fees – through discussion with Dave Kennedy, we should have received engineering fees from developers. It's a percentage of the value of the development. This hasn't been done since Dave left. We're not sure who was responsible for managing and collecting this. He anticipates we're due about \$13,000. It should have been paid with the zoning fee. He Bob, and Lynn have discussed changing the zoning fee form to include this.
6. Sewer payment to the General Fund
Years ago, you had to repay within a year. The auditors have loosened the timing and now they just want you pay it back to the appropriate fund. So, we can pay whatever over whatever period we want.
7. Joel had a request and is recommending that we add Domestic partnership benefits to our medical insurance. The Committee agrees and asked Joel to work with Nest Benefits to get this established.

***The Committee has reviewed all checks and electronic payments for the month November 2022.**

Motion: Motion to pay the bills.

Interim Village Administrator – Bob Lindhorst

Requested we increase Tom Welsh from \$14.00 to \$16.00 starting December 30, 2022. He's taken on more responsibilities and aligns him with others in the water and street departments.

Motion: Motion to increase Tom Welsch's hourly rate from 14.00 to \$16.00 effective December 30, 2022.

Police Department – Interim Police Chief Jason Mallott

Jason Spradlin has resigned to take a position with the Hamilton County Sheriff's Office effective, Dec. 9th.

Motion: Motion to accept the resignation of Jason Spradlin effective December 9th. He leaves in good standing.

Interim Chief Mallott stated he is short-handed and has found an officer who wants to work for us full time. He's experienced and could start immediately. Because he's still employed, we won't release his name until he accepts.

Motion: Motion to authorize Interim Chief Mallott to offer the perspective officer a Full-time officer position at \$20.00 an hour. His start date will be as soon as he's available.

Eric Williams has accepted our officer to serve as Police Chief. He's starting date will be march 6, 2023.

Councilman Prues asked Interim Chief Mallott if he'd update his police salary recommendation that he provided earlier in the year to reflect Eric's salary.

Interim Chief Mallott asked if we'd allow him to carry 96 hours of vacation into 2023.

Motion: Motion to allow Interim Chief Jason Mallott to roll over 96 hours of vacation into 2023.

Fire/EMS Department – Chief Tim Feldkamp

Chief Feldkamp will be applying for a state grant to reimburse the department for fire classes. This is around \$4,500.00.

Motion: Motion to remove Chief Feldkamp from probation effective December 16, 2022.

Miscellaneous Discussion:

Councilwoman Allen stated we should consider a special recognition for Michael Findlan for all the years he has served on the Planning Commission. Several things were discussed, members thought a Proclamation and lunch at Front Street Café would be nice.

Personnel & Finance Agenda – December 12, 2022

Finance Topics

1. UAN vs. Paycor

Switching from Paycor to UAN and processing payroll in-house. He's trying to get the payroll module activated in UAN now. He'd had the ability to process direct deposit through RiverHills Bank. It would save roughly \$500 per month (\$6,000 annually).

- Easier for him
- Easier to take care of any errors

Start Date: I asked if January 1 or immediately - he said depends on if the auditor turns the module on in time. If not, he'll use Paycor but enter the information in UAN later. That way W-2's will be correct at the end of next year.

2. Star Ohio Investment Account – State Asset Reserve of Ohio

This account has been dormant for about 18 months.

We have about 1M (1,000,000) in our emergency reserve fund that could be better managed in the Star Ohio account. His Dad uses this in Ohio Township and Bethel. Lynn hadn't been using it, because she felt there was more risk than she wanted to manage.

We earned \$1,248 in the JAS quarter and he believes we could have earned \$4,100 in one month had the money been in the Star Ohio account vs. a savings account. We've missed out on some interest. We already have the account so why not take advantage of it.

He gave Star Ohio updated information in anticipation of our approval. Their rate varies but he would transfer back and forth as needed to our advantage. Lynn said that pre-covid Park's interest was higher than they are now.

- Appropriation Changes and amendments – legislation on the agenda for tomorrow – there is a pretty long list – he's provided the complete list to the Personnel & Finance Committee
- State Infrastructure Bank (SIB) – received \$128,400 – planning money for the roundabouts. It's been expected, but there was no appropriation made. Some money was spent from the Street department. We'll need to appropriately appropriate and amend to put money where it actually goes.
- Electric bills
- Fire Dept. has money in fund just need appropriation changes
- Amend garbage fund

3. Resolution to transfer money for a \$200 loan payment

4. Developer Engineering Fees – through discussion with Dave Kennedy, we should have received engineering fees from developers. It's a percentage of the value of the development. This hasn't

been done since Dave left. We're not sure who was responsible for managing and collecting this. He anticipates we're due about \$13,000. It should have been paid with the zoning fee. He Bob, and Lynn have discussed changing the zoning fee form to include this.

5. Sewer payment to the General Fund

Years ago, you had to repay within a year. The auditors have loosened the timing and now they just want you pay it back to the appropriate fund. So, we can pay whatever over whatever period we want.

Interim Village Administrator – Bob Lindhorst

Increase Tom Welsh from \$14.00 to \$16.00 starting with the first day of the first pay period in January 2023. He's taken on more responsibilities and aligns him with others in the water and street departments.

⊙ Motion: to increase the hourly rate

Police Department

Jason Spradlin has resigned to take a position with the Hamilton County Sheriff's Office effective, Dec. 9th. He leaves in good standing.

⊙ Motion: to accept the resignation.

Fire/EMS Department

MIKE FINDLAN