

**Human Resources Committee Meeting**  
**July 15, 2025, 7:30 a.m. Village Hall**

Present: Chairman Bell, Council member Berger, Mayor Koons, Fiscal Officer Romanowski

Bell verified that each department provided feedback related to the cleaning services each receives from the Dustbuster. The Fiscal Officer concurred, but did not know what the next step in the process would be. The Dustbuster will be off in December for an extended period. Berger clarified that it is temporary, and Tim Sustar would like to keep the Village and the Valley Lutheran Church as clients. Sustar did not provide a suggestion for a temporary replacement. Berger thought more details were required for a timeline. The Dustbuster fee was discussed as being \$580 per month. Berger offered to reach out to some part-time janitorial providers to determine interest in filling in for a couple of months. It was discussed that it would not be necessary to go out to bid for this temporary service. Berger asked about the necessary requirements like being bonded and going through a security check for the temporary service. The Fiscal Officer said she forwarded the Dustbuster's service information to the committee. The Mayor said he would talk with a guy who owns Paul Davis to get his advice. Berger wondered if vendors would be willing to set up the process with the Village if it would only be for a short time and not a lot of money. Bell noted that it does not entail a lot of work and is only once per week.

At 7:37 a.m., Bell made a motion to enter into executive session considering employment of a public employee pursuant to Section 121.22 (G)(1) of the Ohio Revised Code and inviting into executive session the Mayor, Fiscal Officer, and committee, seconded by Berger. The committee reconvened at 7:59 a.m.

Regarding salary comparisons for the part-time Administrative Assistants position, comparable rates were gathered, and it was determined that the Village is in line with surrounding communities. Berger offered that when the part-time Administrative Assistant was hired, it was to fill in where and as needed. She did a great job in the Building Department and has been a wonderful employee. There is no need to upset the apple cart at this point. The end of the year is the time to look at pay bands.

Fiscal Officer reported that she looked at the paperwork from PEP insurance about the officials Ethics training and Code of Conduct concern as well as the playground mulch issue. She believes the Newly Elected Officials Handbook may address their concerns with elected officials, and she will review that. As far as the mulch is concerned, PEP's indication was that the mulch depth should be 9-inches. They also offer a \$1,000 safety grant which the mulch would qualify for. The Fiscal Officer explained that it would be purchased by the Village and then once it was done, she would send a copy of the bill, photos and an explanation that the issue was addressed. Berger concluded that with the requirement being 9-inches, it would only be necessary to add 2-inches of material and questioned whether it would be better to have it blown in or dumped and hand spread. He will speak with the Street Commissioner to ensure it gets done. Regarding the safety grant, it is provided once per year and is rotated between the departments.

The Fiscal Officer noted that the part-time Administrative Assistant is actually retired. She had a full career, and her desire is to only work part-time. On the topic of having her work in the Street Department, although she embraces the spirit of teamwork, she is starting to feel some pressure. The Mayor approached her about working in the Street Department, and she shared with the Fiscal Officer that she only has so much band width. Her desire was to remain part-time, and the Fiscal Officer did not want to push her into something she did not want. She is a good fit for the Village, and feels it is important to be in the Police and Building Departments a

couple of shifts each week so that she does not lose the technical/system knowledge she has learned. She has had limited time in Admin since she started, since she was working in the Building Department while the Building Department Administrative Assistant was out. Currently, she is working on the TextMyGov geofencing system project which will be very beneficial to the residents. Bell verified that the part-time Administrative Assistant reports to the Fiscal Officer, and the Fiscal Officer clarified that she reports to the FO and to the Chief.

The Fiscal Officer elaborated that the Mayor had suggested to the part-time Administrative Assistant that she work in the Building Inspector's office when she was engaged in Service Department business. This space is used by the Building Department, and the preference is for it to remain that way. The Fiscal Officer advised she has reached out to the Street Commissioner at least twice to ascertain what his administrative needs were so that she can determine how to best address them. If it involves purchase orders, having the part-time Administrative Assistant there once a week will not help that problem. It might mean having her there an hour every day to get the purchase orders done. But until the Fiscal Officer knows what the Street Commissioner needs, she cannot develop a plan. Berger stated that the Street Commissioner still needs to be able to do the purchase order process on his own regardless of whether he is being assisted with the paperwork by the Administrative Assistant. She could be away, and he would need to know how to handle the process. The Fiscal Officer added that according to the job description, it states that this is a responsibility of the job, and the Street Commissioner needs to understand the process in order to manage it. Berger concurred, and did not want to see it delegated.

The Fiscal Officer stated that the part-time Administrative Assistant position was to be at least 20 hours per week, and the current employee is doing about 32. She is comfortable with this but reminded the Fiscal Officer that she only wants to be part-time. Berger thought it was important to be respectful of the employees. Bell understood that the part-time Administrative Assistant wanted to be a team player, but did not sign up for this.

The Fiscal Officer agreed and added that all the while the injured Service Department employee was off work, no time sheets were filled out by the employee or Department Head, so she has spent a lot of time in the past two days trying to figure out the employee's sick time/vacation time because it was not tracked. Berger commented that this is another example of administrative issues and needs to be discussed. Additionally, the Fiscal Officer advised that although the state audit is not complete, one of the findings brought to her attention was missing time-off request sheets for the Service Department employees. She reached out twice through email asking for these forms to be submitted to her each month so that they can be matched with the timesheets to show the time off was authorized. However, she has yet to receive those.

Bell asked if the Fiscal Officer was having difficulty with Department Heads submitting payroll. The Fiscal Officer explained that she was experiencing difficulty with one department tracking it. Supposedly, the employees were having issues with ADP and could not gain access to their timesheets, but that has been resolved. It is the responsibility of the Department Head to review timesheets to verify accuracy and to enter sick, vacation, and comp time on the department's spreadsheet. However, this had not been done since February, and the employee who was out injured wanted to know his balances. Bell verified that the timecards had not been administered since February, and it is now July. The Fiscal Officer concurred and said she had to go through them to figure it all out for the one employee. Bell stated that for the record, taxpayers are paying for the Street Commissioner to do this job, which he has not done since February. He fully expects the Street Commissioner to do his job, or the taxpayers will not be paying him. Berger concurred. Bell noted that this is

unacceptable, and this is the second time in 24 hours he has used that term regarding the Street Commissioner. He is irritated on behalf of the residents.

Lastly, the Fiscal Officer explained that since the Service Department employees are CDL drivers, they are subject to random testing by the County. The Fiscal Officer is the Designated Employer Representative (DER) since the Street Commissioner is in the pool. The Street Commissioner is the emergency back-up. It is July, and the Street Commissioner has not gotten his certification. He was notified this had to be done shortly after he started with the Village. She was aware that there was some problem in that county office, but she reminded the Street Commissioner of the requirement as late as last month. Once he has completed it, there is a certificate to put in his file as a DER.

Regarding documentation for employee files, the committee told the FO to request the Goals sheets the Mayor had prepared for Department Heads to put in their files as an evaluation of sorts.

Regarding the Mayor's statement that the Admin staff should walk over and speak to the Street Commissioner in person about Cemetery matters, Berger said that the operating procedure for the Cemetery had not been changed, and this would not be necessary.

Berger forwarded the State Employees' Wage Settlement 2024 document to Bell in anticipation of the committee considering increases for 2026. Berger explained that the committee has also looked at medical coverage increases as part of the total package and not just salary. The Fiscal Officer said that starting in September, the employees will do their insurance survey updates. The new health insurance rates should be available by October-November. The renewal date is December 1<sup>st</sup>.

Berger adjourned the meeting at 8:24 a.m.