

Finance Committee Meeting Minutes
November 21, 2025, 3:15 p.m. Village Hall

Present: Chairman Canton, Council Member Porter, Council Member Berger, Fiscal Officer Romanowski, Solicitor Matheney, Misha Alexander

The meeting was called to order at 3:17 pm

Transfer from STAR Ohio to Huntington:

- On November 14, \$500,000 was transferred from STAR Ohio to Huntington Bank to fund upcoming expenses.

Competitive Bidding:

- Fire and emergency services contracts are exempt from standard competitive bidding. This exemption exists to allow municipalities flexibility in urgent or emergency circumstances.
- Professional services (architects, engineers, attorneys, accountants) are not subject to competitive bidding.
- Joint purchasing programs (e.g., playground equipment purchases) can be used in lieu of bidding because vendor vetting is completed through the program.
- Current Competitive Bid threshold is \$77,500 for 2025, increasing 3% annually.
- It was suggested that a lower threshold (initially \$5,000) should be required of comparative quotes.
- Items to be considered:
 - Lower limit below which quotes are not required.
 - Concern that \$5,000 is too restrictive and would burden department heads, especially in urgent operational needs (e.g., cemetery burials, equipment repairs).
 - Suggestions ranged from \$3,000 to \$10,000; consensus favored \$10,000.
 - Between \$10,000 and \$50,000:
 - Require three written quotes, if reasonably obtainable.
 - Allow exceptions if only one vendor provides a quote (sole source situations).
 - Over \$50,000:
 - Full competitive bidding is required unless state bid / joint purchasing / safety exceptions apply.
- Examples given:
 - Sugarbush dredging project had only one available vendor.
 - Tree removal project: Chief solicited multiple email quotes even though it was well under the bidding threshold; last-minute quote offered significant savings.
 - Copier purchases: historically handled via 3 quotes even when below major thresholds.
- Solicitor will revise the draft ordinance to reflect:
 - \$10,000 minimum threshold
 - \$50,000 upper limit for comparative quote requirement
 - Clarification on state-bid and joint purchasing exemptions
 - Ordinance to be forwarded to Finance Committee prior to future council action.

Adjustments for 2026 Draft Budget

- FO reviewed budget adjustment summary sheet. This was included in council packets for review.
 - Several funds exceed certified county budget figures: Street Maintenance, Special Road, Permissive Tax Fund
 - Temporary reductions will be made until year-end cash balances are certified in January.

Bike & Pedestrian Trail

- Updated cost estimates received:
 - North Side: approx. \$1.4 million
 - South Side: approx. \$1.8 million
- Grant contribution maxes out at \$800,000.
- Discussion emphasized need for further committee review before budgeting engineering costs.

2026 Salary increase recommendation

- HR Committee recommends a 4% payroll increase for 2026.
- Justification:
 - 0% healthcare premium increase
 - No increases in pension or other payroll-related costs
 - Inflation alignment
- Budget worksheet draft has been updated to reflect 4% pending council approval.

Remote Check Scanning Proposal (Huntington Bank)

- FO reviewed benefits of changing to an electronic remote scanning of bank deposits.
 - Deposit transaction cost and per check cost is less to do electronically.
 - Scanner copies checks and prepares reports for reference
 - No staff time to travel to and from bank
 - Check deposits could be made daily. Cash would still have to be deposited in person, but is not frequent.
- Committee agreed to have the Solicitor review the agreement.

Policy Consideration: Handling Cash Payments Without Pennies

- Due to the federal government stopping production of the penny, the Finance committee should consider a rounding policy.
- Traditional model discussed:
 - 0–2 cents → round down to .00
 - 3–4–5 cents → round to .05
 - 6–7 cents → round down to .05
 - 8–9 cents → round up to .10
- To be further reviewed in 2026.

December Council Meetings

- FO explained that the last regular council meeting of the year is scheduled for December 8th.
 - She will be asking Council to consider a proposed Special Meeting, perhaps the morning of December 29th to wrap up any end of the year items – such as approving the Hemlock project payment which the invoice and paperwork isn't expected prior to December 18th.
 - IT is easier to cancel if it is not needed, but better to have it scheduled.

Meeting adjourned at approximately 4:12 PM