

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

November 6, 2023

Mr. Barbera called the meeting to order at 6:45 PM.

Present: Richard Barbera, Carlene Klinec, Kevin Bittaker (Superintendent), Tiffany Shultz (Office Manager)

Absent: Brian Greer (President)

Mrs. Klinec moved to approve the minutes of October 16, 2023. Motion seconded by Mr. Barbera. The motion passed unanimously.

Mrs. Klinec moved to approve the payment of the bills. The motion was seconded by Mr. Barbera. The motion passed unanimously.

Privilege of the floor:

Council Member Miller would like to know if there is a new job description for the office manager in regard to the recent raise, after receiving previous increase in July. The job description the council has is from 1992. Mrs. Shultz was not sure if there was a more recent one. Council Member Miller would also like the previous meeting minutes to be amended to include what the office manager was making prior to the raise received. Council Member Miller contacted the Village of Wellington to see what their pay range is. Wellington is a charter and doesn't have a BOPA, but the finance director is a 25-year employee and makes \$74,000.00. The Village of Lodi has no fiscal officer. Council Member Miller is appalled at the amount of \$71,000 given to the office manager and would like an explanation. Mr. Barbera stated part of his reasoning involved the fact that over the last 3 years, the position was filled multiple times and Mrs. Shultz ended up being hired as a consultant. Mr. Barbera's perspective, in part, was to want to keep good employees.

Mayor Carter stated that the job description hasn't been updated since 1992 and what kind of changes to the job would justify that kind of pay increase. Employees on the administrative side have received wage increases but those included a job description update. Mayor Carter contacted the township trustees and stated they were flabbergasted. Mayor Carter thinks there are certain jobs that are certain pay and doesn't think that \$71,000 is in line for the office manager position. Mayor Carter also stated that the wage scales were not meant for having the tier level jump from level 2 to level 3. Mayor Carter also stated that there was nothing on the agenda in regard to having the discussion of giving an employee a raise. Council Member Vierheller also questioned where this was discussed. Mr. Barbera agreed that the job positions at BOPA have changed, and they should look at all the positions. Mayor Carter stated that that should have been done prior to the raise.

Council Member Miller is sure that the positions have changed and knows that the credit card processor the office adopted didn't work out. Mr. Barbera stated that when working with a salesperson and signing a contract, the actual fees associated with the credit card processor were not what BOPA understood them to be.

Council Member Miller said to get back to her original question, she was asking for the criteria for the \$13,000 pay increase.

Mayor Carter stated that she had a discussion with Mr. Greer, wondering why the website wasn't being used to put power outages on the website.

Council Member Vierheller questioned the fiscal responsibility of the board for giving a wage increase when there are big projects in the works that will require large funds.

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

November 6, 2023

Council Member Rhoads stated that the wage scales were adopted a while ago and that they need to take another look at those. The wage scales were created to attract and retain good people with good criteria for those scales. Council Member Rhoads stated that to move to different levels it's usually an updated job type or that the criteria was met, and that may be the case here, but it just wasn't made clear to the council and to tighten that up and answer all the questions.

Mayor Carter stated that compared to other job descriptions in the village, like the police, streets, and linemen departments, it's absurd that the office manager makes the salary of \$71,000.00.

Council Member Frey stated that she respects the decision of the board.

Mrs. Klinect stated that part of her rationale in the thought process, and not being familiar with the salaries of what others make in the village, she based it partly on what her salary is and felt that that was alright for a manager's salary.

Mr. Barbera stated that their concerns are valid, the council has given points to think about and it never hurts to look at everything and will not be ignored.

Utility Committee Report:

Council Member Demiter reported that Nelson Kilgore has retired from the police department. The police department has offered a position to Tim Reed. Council member Demiter also reported that Jennifer Gray was offered a position with the administration office. Mayor Carter clarified that Mrs. Gray's first day was today, November 6, 2023.

Superintendent's Report:

Mr. Bittaker asked that council pass the Resolution 2023-11 as emergency language at the next council meeting for bidding on the waterline project to begin. Mr. Bittaker stated that it's important that the council passes this due to some of the timeframes for spending some of this money.

Mayor Carter wanted to add that the grant the village was hoping to get of 2.5 million has been reduced to 1 million. Mr. Bittaker clarified that that was only a verbal agreement for a different project in the wastewater department and that the project is a few years away and there is time to still try for additional funds. Council Member Miller asked if we had ever heard a reason for the Commissioner's Office decreasing our initial grant dollar amount. Council Member Sturgeon stated that he heard that the money will be used to reinvest in buildings in Medina County.

Office Manager's Report:

None

Unfinished Business:

None

New Business:

None

Mrs. Klinect moved to adjourn the meeting. The motion was seconded by Mr. Barbera. The motion passed unanimously at 7:08 PM.

SEVILLE BOARD OF PUBLIC AFFAIRS

Minutes

November 6, 2023



---

BRIAN GREER  
PRESIDENT



---

JAMES CARRICK  
FISCAL OFFICER