

The Council for the Village of Monroeville met on Tuesday, September 23, 2025, at 6:00 PM, for a special meeting for the purpose of passing financial legislation, passing legislation for new software, and to transfer a liquor license.

Present at roll call
Chris Raftery
Mark Miller
Sue Rogers
Tammy Schlachter
Bob Whitacre
Sam Wiley

and: Joseph Galea, Mayor
Tom Gray, Village Administrator
Eunice A. Collene, Fiscal Officer

Also attending: Tom Vitaz.

APPROVAL OF AGENDA

Sam Wiley made a motion, seconded by Mark Miller, to approve the agenda as presented. Motion carried with no discussion.

TRANSFER OF LIQUOR LICENSE

The Mayor requested Council put forth a motion to review and authorize the Mayor to sign the Ohio Department of Commerce-Division of Liquor Control, transfer of license for Zanaib Food Mart, Inc., 150 Sandusky Street, Monroeville. Sue Rogers proposed this motion, which was seconded by Chris Raftery. Per the Economic Development Transfer Form previously submitted to the Council, Sam Wiley inquired whether Section E accurately states that this business/project will generate only 4-6 jobs, or if the 4-6 jobs pertain specifically to the employees responsible for handling alcohol. Both Tom and the Mayor said they are unaware. Mark questioned whether these individuals are the ones reopening the gas station, to which the Mayor confirmed. The Mayor explained that this motion permits the owner(s) to transfer the liquor license. Tom said he has consulted with the attorney overseeing this process, who mentioned that there are opportunities within the state for permit transfers and movements. Bob raised a concern about potential drawbacks to approving this motion. The Mayor responded that the only drawback he could identify is the addition of one more liquor license in the Village, which relates to the density of licenses in the Village, based on personal opinions. The motion was carried without any further discussion.

ORDINANCES & RESOLUTIONS FOR PASSAGE

The Mayor asked for a motion to suspend the rules for the following legislation. Chris Raftery made that motion, seconded by Sue Rogers. Motion carried with no discussion.

Ordinance 2025-17 *An Ordinance amending or supplementing certain funds for appropriations Ordinance no 2025-05, and declaring an emergency* was presented for passage. Chris Raftery made a motion, seconded by Tammy Schlachter, to pass Ordinance 2025-17 by title only. Bob inquired whether these are typical additions that should be included in the budget. Eunice mentioned that she addressed this during the last Council meeting. A significant portion of these expenses pertains to salaries and wages. Eunice said she is unsure of how the budget was originally calculated. For example, the wages in the Administrative Office for Eunice and her staff are divided between the enterprise funds and the General Fund. Last year, the General Fund incurred over \$135,000 in wage expenses. This year, only \$82,000 was appropriated. Eunice encountered a similar situation regarding the Village Administrator's wages.

Eunice explained that one of the appropriations is designated for the initial down payment on the new VIP software. Eunice communicated with SSI (Software Solutions Incorporated) yesterday. The subsequent payment from the Village to SSI is expected in either December or January. Eunice said this is why she has not yet allocated funds for the full payment, only the 10% down payment at this time. Sam questioned whether the remaining payment would be included in next year's budget or if the Council would need to authorize budget adjustments this year. Eunice indicated that those figures will be factored into next year's budget. She met with the department heads to discuss VIP and ensure their agreement with the purchase. Eunice expressed her belief that the department heads were not involved in prior discussions regarding software, but she strongly believes they need to be accountable for their budgets and to operate within the financial limits assigned to their departments, while also considering potential emergencies.

Eunice stated that her objective is to minimize the number of amendments to the budget each month. Earlier today, Eunice spoke with the state auditor's office, and they indicated that the Village should focus on minimizing the transfers that are made. Eunice said that she has set this as a priority for the upcoming budget year. The Mayor inquired whether the auditor was referring to appropriations made after the initial budget approval. Eunice confirmed, noting that the auditor had mentioned it during a phone

conversation earlier today and that the issue had also been noted in previous audits. Eunice said she noted this in her agenda for the auditor's exit interview as well.

Bob said that he is not familiar with this situation regarding new software and the need for a different software system, and asked Eunice if she had more information. Eunice explained that there are multiple reports needed, including one utilized by Tom for the kilowatt-hour tax, which the existing Civica CMI software is unable to generate. Eunice mentioned that she and her staff have encountered challenges in the Administrative Office, where, in comparison to at least three other companies that were evaluated, our current software does not allow for the reopening of a previous fiscal month once it has been closed. Recently, the Administrative Office faced a problem where a journal entry had not been accurately recorded in a previous month; however, the staff was unable to reopen that prior fiscal month to rectify the error, which could potentially be flagged in a future audit. The only solution to correct this would involve our current software provider restoring a backup from an earlier date, after which Eunice and her staff would need to manually re-enter all data, after being two weeks into the current month. Additionally, there is a certification requested by the state technology auditor that Civica CMI does not possess. Also, Civica CMI cannot implement certain changes requested by the Administrative Office.

The software vendor we are acquiring is customer-driven, and their training programs are excellent. The VIP software will enable utility customers to access their accounts online, review their billing history, and usage. Village employees will have the ability to log into a payroll system to view their pay stubs, obtain W-2 forms, submit leave requests, and more. Mark inquired about the cost difference between our current software provider, Civica CMI, and the vendor we are purchasing from, SSI. Eunice clarified that we paid Civica CMI over \$100,000 in a previous year. The one-time payment to SSI will be \$55,100, with an annual fee of \$44,400. The renewal fee for Civica CMI this year was approximately \$20,000, which covered the utility and finance systems, and we are still awaiting an invoice for the payroll system. The annual fee for SSI encompasses all three systems: utility, finance, and payroll, and includes Cloud backup services. In the event of a ransomware attack while using Civica CMI, we would be at the mercy of the hackers until we pay to retrieve our data. If a ransomware attack occurs while we are with SSI, they can restore our system from the Cloud, allowing us to resume operations within a day. Bob asked if Eunice was familiar with the software. Eunice confirmed that she has utilized SSI's VIP software during her prior employment with the City of Galion. Sam inquired whether the new software is compatible with our electronic meter, to which Eunice confirmed. She mentioned that many staff members at SSI previously worked for Civica CMI and are knowledgeable about transferring our data. Additionally, VIP is equipped with a tool called a "Sandbox" that Eunice referenced in a previous meeting. This allows staff to run test data without affecting the live data in the software system. When audited, Eunice will be able to grant the auditor read-only access to the software to locate necessary information.

Resolution 2025-15 *A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the county auditor was presented for adoption. Sam Wiley made that motion, seconded by Chris Raftery. Motion carried with no discussion.*

ADJOURNMENT

There being no further business to discuss, Sam Wiley made a motion, seconded by Sue Rogers, to adjourn. Motion carried with no discussion. The meeting adjourned at 6:23 PM.

Eunice A. Collene

Joseph Galea, Mayor

The minutes of this meeting were recorded by Administrative Specialist Heather Alicea. Fiscal Officer Eunice Collene examined them for both form and content, subsequently approving them as transcribed.

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