

CITY OF AMHERST, OHIO

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Minutes of the Executive Committee Meeting held March 2, 2026, at 7:00 P.M. Present in Council Chambers were Chairman Nahorn, Mr. Dembinski, Mr. Wachholz, Mr. Mowcomber, Mr. Janik, Mr. Winiarski, Ms. Harmych, Council President Wasilk, Mayor Costilow, Auditor Phillips, Treasurer Miller, Assistant Law Director Ward, Mr. Jeffreys. Mr. Pecora had a letter on file stating that Mr. Ward would be present at the meeting in his place.

A-26-13 Create a full time position called Payroll, Accounts Payable, Budget Assistant in the Auditor's Office. This position should be added to the non-bargaining ordinance; emergency.

Mrs. Phillips spoke to the need for this ordinance and position. Gwen Melbar is the Deputy Auditor. They are looking at their office and sure they can take care of the workload. This position had been full-time prior to 2006. Starting in 2006 through 2022 the position was part time. In 2023 the position became full-time again with the additional title of HR & Payroll manager and remained full time until April 2024 when an Ordinance for a part time Payroll/Accounts Payable/Budget assistant was created to replace the HR and Payroll Manager. They are now asking to make the position full time again due to the increase of job duties in the implementation of the time clock system and budget assistance areas.

A full-time position is a good idea, it is budgeted. This will also provide an opportunity for this person to move up to Deputy Auditor. That would make two full-time positions. The full-time position will also provide for further education. Overtime should be avoided. To cover stability and cover workload, a full-time position is needed.

Mr. Dembinski liked that for a wage ordinance, we group it together. He asked if one line was sufficient in the ordinance? This is a new position being created. Mr. ward stated we can draft an ordinance tailored to the one position. Mr. Dembinski asked about precedent. Mr. Ward stated this was full-time. Are we going back? Mr. Dembinski stated no. The overall staff is increasing by one. Mayor Costilow stated that in the past,

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they've just added like this. This should make the position official. He would create this, then build an ordinance to cancel the other part-time position. Mr. Ward stated the ordinances would have language to repeal conflicting ordinances. Mr. Dembinski stated it really isn't like that. Mrs. Phillips stated that the intention of their office to cover two position is difficult. Eventually do a clean up. Mr. Dembinski agreed. Mr. Ward stated he'll add a line addressing the point. Mr. Dembinski agreed that this would cover his concerns.

Mr. Winiarski asked about a job description. Mayor Costilow stated that descriptions change, and that isn't specifically part of the ordinance. Mr. Winiarski stated there used to be 1 ½ people, now one person. How can we help Gwen? Mrs. Phillips said she had talked to Mr. Merthe of the Utilities Department as there are changes in the Utilities Department. Mayor Costilow said his staff will pitch in.

Mr. Janik asked Mrs. Phillips the difference between the Deputy Auditor and this position, without the job description. Mrs. Phillips described the position. Mr. Janik asked about the subject - will the position HR responsibilities. Mayor Costilow said "possibly." Mrs. Phillips said finding people of the position has been challenging, using various tools. She asked if there were Tools. Mr. Janik stated there is a program/service.

Mr. Winiarski motioned to send this to the floor of council with the emergency. Seconded by Mr. Wachholz. Voice vote 7-0 to send to the floor of Council with emergency.

Mr. Dembinski motioned to adjourn. Seconded by Mr. Wachholz. Vote 7-0 to adjourn. The meeting adjourned at 7:16 p.m.

Matt Nahorn, Chairman
Executive Committee