

Village of Mantua  
Processes Committee Meeting Minutes  
Monday, June 2, 2025 6:00 p.m.  
Mantua Village Hall  
4650 West High St. Mantua, Ohio 44255

- I. **Call to Order** 6:00 p.m.
- II. **Roll Call**
  - Members Present:** Dawn King, Denise DiLellio, Kevin Maloney
  - Others present:** Steve Thorn, Maryann Fabian Fiscal Officer
- III. **Citizens**
  - Maryann spoke on salary and budget
  - Road Salt and Chip and Seal was discussed
- IV. **Approval of minutes:**
  - Kevin asked for motion to approve minutes from May 5<sup>th</sup> 2025. Kevin made the motion. Dawn second. All ayes.
- V. **Old Business:**
  - Discussion on pay scales
  - Kevin made a motion to have Bill Mason draft an update of the pay scale ordinance to present back to this committee at the next meeting. Denise second. All ayes.
  - Kevin will draft standardized employee review form
  - Record retention policy and procedures
    - Discussion on policy in place for employees who leave to have records retained
    - Discussion on a process in place for retaining text records
    - Official procedure in clarifying how things should be done
    - At the next meeting in July, Dawn will draft something for record retention
  - Discussion on minutes and how descriptive they should be
- VI. **New Business**
  - EMA training
    - Discussion on drafting an Emergency Management Plan
    - Discussion on whether to have a special meeting on what a disaster recovery plan would like to the Village
    - Portage County Emergency Management contact Ryan and his depth of knowledge and what he can help with
  - Addressed text messaging communication from the Village
    - We had ING text messaging in the past for water
    - We can use this for notifications for meetings, surveys, updates, emergencies, etc
    - This feature would make it easier for open communication with the public on dispatch and other situations
    - Ways to receive resident cell phone numbers: posters, mailings, website, and the company can get 60% of citizen's phone numbers for them to opt in
    - We need to research whether we can advertise special events coming up
    - Take to each committee for their opinions and then we can bring to finance

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- Discussion on decorum 2025-20

**VII. Motion to Adjourn:** Kevin moved to adjourn at 7:20 p.m. Dawn second. All ayes.

**Next Processes Committee Meeting will be held July 7<sup>th</sup>, 2025.**