FINANCE COMMITTEE **NOVEMBER 5, 2026**

AGENDA **TIME: 6:15 P.M.**

Council Chambers
3760 Darrow Rd.
Stow, OH

Committee Members: John Baranek, Chair; Cyle Feldman, Vice-Chair; Kyle Herman and Kim Young

Meeting will begin immediately after the Roads and Safety Committee meeting.

Meeting will be Live Streamed and Archived on the City Council webpage
https://stowohio.org/244/City-Council and on You Tube @CityofStowOhio

1. **Call To Order**

2. **Roll Call**

3. **Approval of Minutes**
   Approval of Minutes of the Finance Committee of

   a. October 22, 2026
   2026-10-22 Finance Committee Minutes - DRAFT.pdf

4. **Finance Director's Report**
   Budget / Financial Reports

5. **Consideration Business Items**

   a. 2026-177 AN ORDINANCE AMENDING ORDINANCE NO. 2026-005 INCREASING THE AUTHORIZATION OF EXPENDITURES WITH PITNEY BOWES FOR POSTAGE FOR THE CLERK OF COURTS OFFICE AND THE JUDGES FOR THE CALENDAR YEAR 2026, WITHOUT THE NECESSITY OF PUBLIC BIDS AND DECLARING AN EMERGENCY
   History: 2026-005
   2026-177 FC BOC Memo - Pitney.Clerks.pdf
   2026-177 Amending 2026-005_Pitney_Bowes.pdf
   2026-005 Pitney Bowes - Muni Court.pdf

6. **Public Comment Period**

7. **Adjournment**

ALL PERSONS WITH DISABILITIES:
The City of Stow will make the transition of all city business accessible via any reasonable accommodation. Please contact the Clerk of Council or Commission Secretary 48 hours in advance for the necessary arrangements.

PLEASE TURN OFF ALL CELL PHONES BEFORE THE MEETING

(Agendas, Minutes, Packets and Legislation posted at www.stowohio.gov)

Minutes of the Finance Committee held on Thursday, October 22, 2026, 5:55 pm

Call To Order

Roll Call

Council Members Present:	John Baranek, Cyle Feldman, Kyle Herman, and Kim Young
Council Members Absent:	None.
City Officials Present:	Matt Riehl, Kelly Coffey, Kelly Toppin, Angela Revay, Drew Reilly, Steve Hooten, Don Brooker, Mike Jones, Pete Wearstler, Heather Prusha, Mike Lang Jr., Samantha Arnold, and Sonya Mottram

Approval of Minutes

- October 8, 2026 Meeting

2026-10-08 Finance Committee - DRAFT.pdf

Motion made by Kyle Herman, seconded by Cyle Feldman, to approve. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

Finance Director's Report

Mr. Toppin reminded department heads to contact Lisa Jarvis about purchase orders they would not fully use, so the unused funds could be closed out and not carried over unnecessarily.

Consideration Business Items

- 2026-165 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS WITH WICHERT INSURANCE SERVICES, INC. AND LOVE INSURANCE AGENCY FOR GENERAL INSURANCE COVERAGE, AND DECLARING AN EMERGENCY

Mr. Toppin presented Ordinance 2026-165, the annual renewal of the city's property, casualty, and cyber insurance. He said the current contract was in its third and final year, the premium had increased by 4%, and the city would need to issue an RFP in 2027 for a new three-year contract.

History: 2025-205 General Insurance - Wichert and Love.pdf

2026-165 FC BOC Memo - Wichert Love.pdf

2026-165 General Insurance - Wichert_and_Love.pdf

Motion made by Cyle Feldman, seconded by Kyle Herman, to forward to this evening's regular council meeting History: 2025-205. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

• 2026-166 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A RENEWAL CONTRACT WITH THE GUARDIAN LIFE INSURANCE COMPANY OF AMERICA AND AUTHORIZING RELATED EXPENDITURES FOR CITY OF STOW EMPLOYEE LIFE INSURANCE, VISION, AND DENTAL COVERAGE, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY

2026-166 Guardian_Life_Vision_Dental_2027.pdf

2026-166 FC BOC Memo for Guardian.pdf

Samantha Arnold represented the Human Resources Department outlined the city's employee-benefit renewals for 2027. She said the partially self-funded health-benefit program would continue through December 31, 2027. She continued the MMO administrative services were capped at $170,000, and stop-loss coverage at $630,000, based on projected enrollment of 225 employees. She also described a one-year renewal of Guardian life, AD&D, dental, and vision coverage, capped at $68,500.
Ms. Young asked whether the insurance covered only administration or also police and fire. She was told it covered everyone. Mr. Feldman then asked about deductibles, and Mrs. ReVay began explaining that dental deductibles were $50 for single coverage and $100 for family coverage, while medical deductibles were $450 for single coverage and $900 for family coverage.

Motion made by Kyle Herman, seconded by Cyle Feldman, to forward to this evening's regular council meeting. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

• 2026-167 AN ORDINANCE AUTHORIZING THE CITY OF STOW TO CONTINUE THE PROGRAM OF PARTIALLY SELF FUNDED INSURANCE, FOR PURPOSES OF PROVIDING HEALTH INSURANCE/HOSPITALIZATION COVERAGE, VISION AND DENTAL BENEFITS, SUPPLEMENTED BY FULLY INSURED LIFE INSURANCE, AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE, AND DECLARING AN EMERGENCY

2026-167 FC BOC Memo Group Health Plan 2027.pdf

History: 1981-270 Dental Insurance.pdf

2026-167 Self-Funded_Insurance_Program_Continuation_2027.pdf

Motion made by Cyle Feldman, seconded by Kyle Herman, to forward to this evening's regular council meeting. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

- 2026-168 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS WITH AND THROUGH MEDICAL MUTUAL OF OHIO (MMO) TO SECURE AGGREGATE AND SPECIFIC STOP/LOSS INSURANCE AND ORGAN TRANSPLANT INSURANCE FOR THE CITY OF STOW, AND DECLARING AN EMERGENCY

    2026-167 2026-168 FC BOC Memo Group Health Plan 2027.pdf

    2026-168 MMO_Stop_Loss_2027.pdf

    Motion made by Cyle Feldman, seconded by Kyle Herman, to forward to this evening's regular council meeting. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

- 2026-169 AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A CONTRACT WITH MEDICAL MUTUAL OF OHIO (MMO), FOR HEALTH PLAN ADMINISTRATIVE SERVICES FOR 2027 AND DECLARING AN EMERGENCY

    2026-167_2026-168_2026-169 FC BOC Memo Group Health Plan 2027.pdf

    2026-169 MMO_Administrative_Services_2027.pdf

    Motion made by Cyle Feldman, seconded by Kyle Herman, to forward to this evening's regular council meeting. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

Public Comment Period

There was no public comment this evening.

Adjournment

Motion made by Cyle Feldman, seconded by Kyle Herman, to approve. Vote – Yeas: John Baranek, Cyle Feldman, Kyle Herman, Kim Young. Nays: None. Motion carried unanimously.

The meeting was adjourned at 6:03 PM.

Clerk

Chairman

2026-177
FC 2026-11-05

City OF Stow
Tradition Centered. Future Focused.

Interoffice Memo

Date: **October 28, 2026**

To: **Chairman**
Finance Committee

From: **Don Brooker**
Deputy Director of Public Service

Subject: **Request to Amend Legislation #2026-005 – PITNEY BOWES**
Postage

This request is to amend Ord. 2026-005 by increasing the authorization to expend funds from $75,000.00 to $100,000.00 to Pitney Bowes for postage for the Clerk of Courts Office for the remainder of the calendar year 2026. The extra expense is to try and get through the rest of 2026; we have successfully transitioned back to majority certified mail.

Pitney Bowes is the Sole Source for this purchase because we are leasing the machine from them and they offer a pass-through service which enables you to deposit money into a Reserve Account and add it to the machine as needed. This takes the place of taking the meter to the Post Office; which is no longer possible or efficient.

I hereby certify this purchase to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason that the Clerks Office must send out certified mail on a daily basis.

Your favorable consideration of this request would be appreciated.

Don Brooker
Deputy Director of Public Service

DB/lij

cc: BOC letter email group
Nicole Kowalski, Clerk of Courts
Lisa Jarvis, Purchasing Supervisor

10/28/26
Approved Board of Control Date

2020	$35,000.00
2021	$25,000.00
2022	$35,000.00
2023	$76,000.00
2024	$53,000.00
2025	$60,000.00
2026	$75,000.00

101 General Fund

REQUESTED BY SERVICE DIRECTOR
APPROVED BY FINANCE
ORDINANCE NO. 2026-177 INTRODUCED BY BARANEK

AN ORDINANCE AMENDING ORDINANCE NO. 2026-005 INCREASING THE AUTHORIZATION OF EXPENDITURES WITH PITNEY BOWES FOR POSTAGE FOR THE CLERK OF COURTS OFFICE AND THE JUDGES FOR THE CALENDAR YEAR **2026,** WITHOUT THE NECESSITY OF PUBLIC BIDS AND DECLARING AN EMERGENCY.

WHEREAS, the Service Director has requested authorization to increase expenditures for postage for the Clerk of Courts office and the Judges for the calendar year **2026**, from Pitney Bowes from $75,000.00 to $100,000.00 and

WHEREAS, since the expenditure is over $50,000.00 the Service Director requests legislative approval by this Council; and

WHEREAS, except for the expenditure amount needing to increase, all provisions contained within Ordinance No. 2026-005 are accurate and remain in full force and effect;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STOW, COUNTY OF SUMMIT AND STATE OF OHIO:

SECTION 1. That the Mayor be, and he hereby is, authorized to make and enter into a contract with Pitney Bowes for postage for the Clerk of Courts office and the Judges for the calendar year **2026**.

SECTION 2. That the Finance Director be, and he hereby is, authorized to appropriate, encumber, and pay funds in an amount not to exceed **One Hundred Thousand Dollars and 00/100 ($100,000.00)** to Pitney Bowes for said purchase.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees or subcommittees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. That this ordinance was adopted pursuant to Section 4.11 Charter, and is hereby declared to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason that the Clerks office must send out certified mail on a daily basis and, pursuant to Section 4.13 Charter, shall take effect upon its adoption by Council and approval by the Mayor, otherwise at the earliest period allowed by law.

Fund Account Numbers – 101 General

ADOPTED BY COUNCIL_____

ATTEST

_____ _____
Sonya Mottram, CLERK OF COUNCIL Kyle Herman, PRESIDENT OF COUNCIL

FILED WITH MAYOR_____ APPROVED_____
John Pribonic, MAYOR

FILED WITH CLERK_____

APPROVED AS TO FORM EFFECTIVE DATE_____

_____
Steven M. Hooten, ACTING LAW DIRECTOR

Fund Account Numbers – 101 General

REQUESTED BY SERVICE DIRECTOR
APPROVED BY FINANCE COMMITTEE
ORDINANCE NO. 2026-005 INTRODUCED BY BARANEK

AN ORDINANCE AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO A CONTRACT WITH PITNEY BOWES, FOR POSTAGE FOR THE CLERK OF COURTS OFFICE AND THE JUDGES FOR THE CALENDAR YEAR **2026**, WITHOUT THE NECESSITY OF PUBLIC BIDS AND DECLARING AN EMERGENCY.

WHEREAS, the Service Director has requested authorization to enter into a contract for postage for the Clerk of Courts office and the Judges for the calendar year **2026**, from Pitney Bowes; and

WHEREAS, the purchase is exempt from public bidding pursuant to C.O.S. Sections 173.07(a)(1)G and 173.07(b)(1)A; and

WHEREAS, since the expenditure is over $25,000.00 the Service Director requests legislative approval by this Council; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STOW, COUNTY OF SUMMIT AND STATE OF OHIO:

SECTION 1. That the Mayor be, and he hereby is, authorized to make and enter into a contract with Pitney Bowes for postage for the Clerk of Courts office and the Judges for the calendar year **2026**.

SECTION 2. That the Finance Director be, and he hereby is, authorized to appropriate, encumber, and pay funds in an amount not to exceed **Seventy Five Thousand Dollars and 00/100 ($75,000.00)** to Pitney Bowes for said purchase.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees or subcommittees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. That this ordinance was adopted pursuant to Section 4.11 Charter, and is hereby declared to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason that Clerks office must send out certified mail on a daily basis, and, pursuant to Section 4.13 Charter, shall take effect upon its adoption by Council and approval by the Mayor, otherwise at the earliest period allowed by law

Fund Account Numbers – 101 General

ADOPTED BY COUNCIL 1-22-2026

ATTEST Sonya Mottram
Sonya Mottram
CLERK OF COUNCIL

Kyle Herman
Kyle Herman
PRESIDENT OF COUNCIL

FILED WITH MAYOR 1-23-2026

APPROVED
John Pribonic
MAYOR

FILED WITH CLERK 1-28-2026

APPROVED AS TO FORM
Drew C. Reilly
Drew C. Reilly
LAW DIRECTOR

EFFECTIVE DATE 1-23-2026

1st Reading: 01/08/2026

I, Sonya Mottram, Clerk of Council, do hereby certify that copies of the foregoing were posted in accordance with Section 4.12 of the Charter and 125.01 C.O.S.

Sonya Mottram

Fund Account Numbers – 101 General

City OF Stow
Tradition Centered. Future Focused.

Interoffice Memo

Date: **December 10, 2025**

To: **Chairman**
Finance Committee

From: **Nicholas A. Wren**
Chief of Staff
Director of Public Service

Subject: **Legislation Request – PITNEY BOWES**
Postage – Clerks/Judges

Pursuant to City of Stow Charter, Section 4.11 and Codified Ordinance 173.07(a)(1)G and 173.07(b)(1)A; I am requesting legislation be prepared authorizing the expenditure of up to $75,000.00 to Pitney Bowes for postage for the Clerk of Courts Office and the Judges for the calendar year 2026. This is an estimate for the year based on their current usage.

Pitney Bowes is the Sole Source for this purchase because we are leasing the machine from them and they offer a pass-through service which enables you to deposit money into a Reserve Account and add it to the machine as needed. This takes the place of taking the meter to the Post Office; which is no longer possible or efficient.

I hereby certify this purchase to be an emergency measure necessary for the immediate preservation of the public health and safety for the reason that the Clerks Office must send out certified mail on a daily basis.

Your favorable consideration of this request would be appreciated.

Nicholas A. Wren
Chief of Staff
Director of Public Service

NAW/lij

cc: BOC letter email group
Amber Zibritosky, Clerk of Courts
Lisa Jarvis, Purchasing Supervisor

12/17/25
Approved Board of Control Date

General -- 101

2020	$35,000.00
2021	$25,000.00
2022	$35,000.00
2023	$76,000.00
2024	$53,000.00
2025	$60,000.00 YTD