

Hiram Township

Hiram Township Trustees Meeting Minutes

December 15, 2015 at 7:00 PM at the Hiram Township Hall

Present: Chairman Jack Groselle, Kathy Schulda and Steve Pancost

Chairman Jack Groselle opened the meeting with the Pledge of Allegiance.

This meeting is being taped to facilitate the written minutes. Once the minutes are approved, the tape will be reused.

Resolution 2015-115 Steve Pancost motioned to approve the November 17, 2015 minutes with corrections. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Fiscal Officer:

Diane Rodhe presented several items.

A letter was received from the Ohio Department of Taxation regarding the tax exempt status for the property at 6352 State Route 82. Jack Groselle will inquire further when he goes to the County Auditor's office.

Attorney Chris Meduri has approved the closing of Fund 2192 and Fund 2901 by resolution. Fund 2241 is being reviewed further before a transfer is completed.

Public Comment:

Ravenna Township Trustee Vince Coia attended the meeting and announced his candidacy for Portage County Commissioner.

Old Business:

Resolution 2015-116 Kathy Schulda motioned to transfer the balance from Fund 2192 Special Levy (NOPEC) and Fund 2901 Miscellaneous Special Revenue to the General Fund. The transfers are Pursuant to RC 5705.14(D) and all activity for which these funds were established has been terminated and all obligations incurred and payable from these funds have been paid. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Steve Pancost reported that Todd Peetz advised him of a grant that is available for possible assistance with the expense of moving the Hiram Townhall building. Steve completed an application for \$50,000.00 in assistance through AMATS. Steve also applied for \$45,000.00 in assistance for completing the helipad.

Steve Pancost is still working on plans for the repair of the headstone in the cemetery.

Kathy Schulda investigated the renewal dates for our township levies. The township does not need to have any of the levies on the upcoming ballot. Kathy will provide the renewal schedule for each levy.

Kathy Schulda reported on the revenue due from traffic tickets issued in the township. Chief Samec advised that none of the tickets issued so far have any reference to identify them as "township". Chief Samec will continue to find a way to separate the Township and Village traffic tickets.

Resolution 2015-117 Kathy Schulda motioned to donate \$100.00 to Village of Hiram Shop with a Cop. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Kathy Schulda met with Dave Auble to discuss health insurance for 2016. Currently, our maximum out of pocket is \$8700.00 which compares very well with Portage County Road Department. The township is currently paying \$2000.00/person of the deductible with employees paying \$50.00/person per paycheck towards the premium. Tom Matota suggested that the township pay an additional \$1000.00/person of the deductible. There will be more discussion. Kathy Schulda reminded all that the Trustees need to have a policy in place by December 29th regarding health insurance coverage for 2016.

Kathy Schulda received a phone call from a resident in Hidden Hills. The resident is concerned about the damage being done to the road and surrounding area by the contractor who is building a home in Hidden Hills. Tom Matota has been out to the site and he met with the contractor to discuss the cracks in the road surface and plans for repair.

Kathy Schulda is still working with Kimble Recycling to provide smaller recycle containers for the residents on Allyn Rd.

Kathy Schulda and Rich Gano reported that there has been no further activity on the building permit that was initially denied to Mike Mascheck since Attorney Chris Meduri contacted him about making a payment of \$300.00 in addition to the cost of the permit during the application process.

Kathy Schulda reported that Cal Lommler is inquiring about the expiration date on the RUMA for Allyn Rd. The County Engineer has informed the Trustees that there is no expiration date on the RUMA. Kathy suggested that the concerned residents should attend a County Commissioners Meeting to voice their concerns. Kathy will find out when the next meeting is scheduled and she will inform Mr. Lommler so he can invite the residents.

Kathy Schulda asked if a quote was received from Gano Automotive for the truck tires. Tom Matota said that he did not get a quote and the tires were purchased from Bob Summerall Tire.

Kathy Schulda suggested that the website be updated to inform residents that the bridge on Norton Rd will remain closed until spring. Tom Matota stated that ODOT drilled 100 feet and did some concrete work but it will not suffice and the work will not be resumed until May 2016.

New Business:

Per the State of Ohio, Liquor Permits will be able to extend their hours.

Steve Pancost went out to look at the Maple trees at the cemetery. Tom Matota suggested that if the trees are cut down, the logs could be hauled to the garage and advertised for sealed bids. After discussion, it was agreed to ask Arborist, Tom Franek to take a look at the trees before our next meeting. Gary Bott made a suggestion for planting replacement trees.

Jack Groselle let us know that Kimble Recycling is using a mini truck that handles both trash and recycling in separate compartments to go up Herr Drive.

Kathy Schulda provided an update on the Employee Handbook revisions. The following items were discussed for revisions.

“Employee Contract” will change to “Employee Handbook”.

2D - add “receive 8 hours of Holiday pay”.

7 – Jack Groselle ok with “as is” per Chris Meduri suggested change.

9 – Add “this does not give the employee the right to enter buildings that are gun free”.

Employees with a permit to carry (CCW) must provide a copy of their permit.

Blank page after Page 3 needs to be removed.

Policy 4 – give part time employees four shirts.

Policy 5 – Keep “as is”.

Drug Testing – employee drug test records (positive or refused to take a test) are retained for 10 years.

Phone Policy – approved to use the work phone for personal calls as long as the usage does not exceed the cell phone contract limit for minutes or data.

Safety Policy – include in handbook.

Resolution 2015-118 Steve Pancost motioned to accept the Revised Employee Handbook with corrections. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Tom Matota asked about intentions for hiring a road crew employee. The definition of a part time employee is 1200 annual hours. Tom is concerned that a part time employee (1200 hour) would not be sufficient. Jack Groselle stated that in some cases, the hours could exceed 1200 hours and will be on a case by case basis. Saturday and Sunday will be paid time and a half with a two hour call in notice. Don Bello will remain at 1500 hours annually.

Tom Matota inquired about the hiring process. The Trustees responded that they will need to be involved in all hiring decisions. It was discussed that Rich Gano is available to work if needed. Rich has snow plow experience as well as his required Commercial Driver's License.

Fire Report: Gary Bott reported that all is going well. The November Fire Report is 32 calls for the month with an average response time of 5 minutes and 53 seconds.

Zoning Report:

Rich Gano reported that ODOT will complete a survey for the intersection of State Route 305 and Wheeler Rd.

Kathy Schulda inquired about the minimum acreage requirement for Agricultural Zoning which is 5.01 Acres.

The street light that was out has been reported.

There is a potential buyer for property on State Route 700 who is interested in splitting the property. Rich advised that they will need to contact the Board of Zoning Appeals.

Notice was provided to all to be on the alert for a Paul Detweiler who is logging trees and not paying the property owner.

Rich Gano provided an update on Herr Drive. Per Attorney Chris Meduri, the shed has to be moved from the property line and the parking is considered to be trespassing. The shed on the Mozingo property can be removed without Herr's blocking their access. Rich has sent a letter to the Herr's and he has talked to the Mozingo's.

Road Report:

The work related to the Buckeye Pipeline is going well.

The driveways used for turn-arounds on Norton Road are going to need additional material until the Norton Road Bridge is repaired and open.

Tom Matota suggested that we purchase more snow markers for the winter season. It was agreed that he should go ahead and purchase them.

The truck was sold for \$14,000.00 at the Edinberg Auction.

Resolution 2015-119 Steve Pancost motioned to pay the bills. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Meeting was adjourned 8:32 PM.

Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	\$5,700.79	
electronic	Salary	Salary	\$4,340.06	
electronic	IRS	Withholding	\$1,552.08	
electronic	Ohio Dept. of Tax	Withholding	\$309.34	
electronic	OPERS	Withholding	\$3,854.76	
electronic	Frontier	DSL	\$39.99	
9421	Middlefield Bank	VISA	\$169.94	
9422	Village of Hiram	Water	\$11.80	
9423	Village of Hiram	Fuel	\$239.93	
9424	Village of Hiram	4th Quarter Fire Contract	\$26,747.80	
	Village of Hiram	4th Quarter EMS Contract	\$42,538.50	
9425	Hiram Police Department	Patrol Township Roads	\$860.35	
9426	void	void	\$0.00	
9427	Ohio Edison	electric	\$536.51	
9428	Windstream	Phone - Garage	\$55.13	
9429	Verizon Wireless	Phone Zoning Insp & Road Supervisor	\$59.41	
9430	Dominion East Ohio Gas	Townhall & Garage	\$121.00	
9431	Western Reserve Farm Co-op	Fuel	\$1,066.05	
9432	Airgas	Supplies	\$88.95	
9433	Power Tool & Supply	Supplies	\$74.42	
9434	Doll Lumber	Supplies	\$29.40	
9435	Industrial Connections	Supplies	\$156.13	
9436	Oscar Brugmann Sand & Gravel	Materials	\$111.00	
9437	Quick Service Welding & Machine	Repairs	\$34.00	
9438	Service 1	Radio	\$465.00	
9439	Kepich Ford Mercury	Repairs	\$408.62	
9440	Municipal Signs & Sales	Truck Decal	\$72.00	
9441	East Manufacturing Inc.	Repairs	\$67.60	
9442	Gee-ville Auto Parts	Repairs	\$5.94	
9443	Bob Summeral	Repairs	\$390.20	
9444	Stamm Contracting Company	Materials	\$131.00	
9445	Mantua Hardware Lawn & Garden	Supplies	\$183.98	
9446	Misc Office Work	Misc	\$164.57	
9447-9454	Zoning & BZA Meetings	Board Member Compensation	\$360.00	
9455	Meeting Travel Expense	Mileage	\$173.03	
9456	Healthcare Reimbursement	Healthcare Reimbursement	\$49.15	
9457	Medical Mutual Ins	Healthcare Premium	\$175.00	
9458	Medical Mutual Ins	Healthcare Premium	\$1,661.98	
9459	Treasurer of State	UAN Fees	\$762.00	

9460	Hiram Police Department	Shop with a Cop Donation	\$100.00	
9461	void	void	\$0.00	
	Middlefield Bank	Interest April - October		\$7,807.03
	Portage County Auditor	License Tax		\$653.08
		Permissive Tax		\$829.21
		Cents Per Gallon		\$2,667.26
		Gasoline Excise Tax		\$4,782.69
	Gatto Electric	Credit		\$132.39
	Zoning Fee	Mylar Signing		\$25.00