

Hiram Township

Hiram Township Trustees Meeting Minutes

February 2, 2016 at 7:00 PM at the Hiram Township Hall

Present: Chairman Kathy Schulda, Jack Groselle, and Steve Pancost

Chairman Kathy Schulda 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 2016-06 Jack Groselle motioned to approve the January 19, 2016 minutes. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Fiscal Officer:

Diane Rodhe presented the following items:

Village of Hiram Police Contract 2015 payment report was provided to the Trustees.

Copies of the Amended Certificate of Available Resources from the Portage County Auditor were provided to the Trustees.

All 2015 W2, W3, and 1099's have been completed and mailed. Copies of 2015 W2 and RITA withholdings have been prepared for Village of Hiram.

Zoning Amendments from 2011-2015 have been prepared and mailed to Betty Howe, County Recorder.

2015 Bank Reconciliations have been presented to the Trustees.

Portage County Township Association will hold a meeting on February 20, 2016 at the Northeast Ohio Medical University Campus.

Copies of the Employee Handbook have been provided to Tom Matota.

Diane requested approval for an expense of \$400.00 to have Charles E. Harris & Associates prepare our "Notes" to be submitted with End of Year Reports to Auditor of State. The expense was approved.

Public Comment:

Dave Auble, presented a quote for Health Coverage from Medical Mutual.

Resolution 2016-07 Jack Groselle motioned to accept Dave Auble's Healthcare plan with Medical Mutual Insurance. Steve Pancost seconded the motion. Roll call vote was taken. Kathy AYE, Jack AYE, Steve AYE.

Resolution 2016-08 Jack Groselle motioned to deduct the employee share of healthcare premium one time per month in place of one time per pay. Steve Pancost seconded the motion. Roll call vote was taken. Kathy AYE, Jack AYE, Steve AYE.

Fire Report:

Officer Banes reported that there was a garage fire in the township on Wheeler Rd with support from Garrettsville Fire Department.

Resolution 2016-09 Jack Groselle motioned to have the Fire Department (Chief Byers) continue the Preventative Maintenance Program on the Public Warning Sirens in the township which includes the newest siren. The Fire Department (Chief Byers) also has authorization to approve battery replacement and minor repairs if they are recommended in order to save a second trip and service call. Steve Pancost seconded the motion. Roll call vote was taken. Kathy AYE, Jack AYE, Steve AYE.

Old Business:

Kathy Schulda presented an update on the local tax being paid to RITA for time worked in the Village of Hiram. Kathy has provided a list of the 2015 hours worked (40.1 HRS) by Elected Officials in the Townhall with a statement for each Elected Official to sign and submit to the Village. Kathy asked Diane to continue submitting the 2016 minutes to the Village of Hiram Clerk as verification of time spent in the Townhall. Diane recommended that we continue to allow for a minimum of two hours per meeting when she splits the wages in order to be consistent. The minutes will reflect the actual amount of time spent in the Townhall.

Resolution 2016-10 Jack Groselle motioned to have Diane continue to split out a minimum of two hours of wages per meeting as subject to the 2% local tax. Steve Pancost seconded the motion. Roll call vote was taken. Kathy AYE, Steve AYE, Jack AYE.

Steve Pancost received a resident concern about the poor internet service in Hiram Township. Time Warner Cable told her that there was enough interest to get improvements made by petition. Steve will contact Time Warner Cable for more information.

Kathy Schulda reported on Part Time Employee Annual Hours. Currently, one part-time employee is limited to fifteen hundred hours per year and his PTO and Holiday hours are in addition to the fifteen hundred. Newly hired part-time employees will be limited to twelve hundred hours with PTO and Holiday hours in addition to the twelve hundred hours. New part-time employees will be considered as contract employees on call twelve months per year.

Kathy Schulda confirmed our township mileage to be 19.943 miles. The Trustees signed the Certified Road Mileage document and Diane will send it to the Portage County Engineer.

Kathy Schulda has requested that Attorney Chris Meduri file a lawsuit against Mascheck and Wurm for non-payment in reference to the Village Gate Siren Memo of Understanding. The revenue from permits

that are issued in the Village Gate Development will be subject to escrow. Kathy Schulda will get more information on setting up an escrow account.

The Village of Hiram Police Report has been provided. The number of speeding citations needs to be corrected to five instead of six for the month of January 2016. Kathy Schulda reported that no progress has been made on recouping citation revenue back to the township. The Portage County Clerk of Courts has discretion as to whether or not the funds can be forwarded to the Township via the Village of Hiram Police Department. Kathy will reach out to the Clerk of Courts to request that the funds be forwarded.

New Business:

Jack Groselle mentioned the article in the Record Courier where Senator John Eklund has announced that Township Trustees can obtain Recycling Services for their residents and it can be billed through the property taxes.

Steve Pancost mentioned that Brad Cromes, Portage County Treasurer would like to come to a meeting to speak about Property Tax.

Zoning Report:

Rich Gano reported on the Zoning issue at Herr Drive. A letter has been sent out to advise the residents that January 21, 2016 starts the thirty day limit to make corrections. Attorney Chris Meduri will write a second letter if Mr. Herr goes past the thirty days.

Rich Gano presented a concern regarding the financing of replacement structures in the event of a loss (50% or greater) or damage to the structure. An Amendment from November 7, 1996 could prevent a resident from obtaining financing based on the replacement requirements.

Rich provided a suggested amendment for the "replacement/rebuilding" portion of the amendment. A Zoning Meeting will be scheduled for further discussion.

Road Report:

Tom Matota noted an error in the Employee Handbook and asked for clarification on a few items.

Tom Matota has received a state bid quote from Miner Tractor Sales, Inc. for a New Holland T6S120 tractor in the amount of \$54,000.00. The tractor will be used for roadside mowing and will also require the purchase of a new mower with a twenty-one foot reach. The entire unit will cost approximately \$100,000.00 or more. Tom feels that our current tractor and mower is worth \$12,000.00-\$14,000.00.

Resolution 2016-11 Jack Groselle motioned to issue a purchase order to Miner Tractor Sales, Inc. for the purchase of the New Holland tractor at \$54,000.00. Steve Pancost seconded the motion. Roll call vote was taken. Kathy NAY, Jack AYE, Steve AYE.

Tom Matota presented the Trustees with a resignation letter from Don Bello effective February 29, 2016. After discussion, it was agreed to advertise for two permanent part-time employees with a Class

B CDL. Interested parties should call the township garage between the hours of 7:00 am and 8:00 am. Diane will place ads in the Record Courier, The Weekly Villager, and the Good News. Tom Matota will request applicants to supply a resume and references.

Resolution 2016-12 Jack Groselle motioned to pay the bills. Steve Pancost seconded the motion. Meeting was adjourned at 8:52PM.

Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	\$4,514.18	
electronic	Wages	Wages	\$4,023.07	
electronic	Salary	Salary	\$4,744.93	
electronic	Ohio Dept. of Taxation	Withholding	\$427.94	
electronic	IRS	Withholding	\$2,240.64	
electronic	OPERS	Retirement	\$4,119.15	
electronic	Frontier	DSL	\$6.00	
9492	Kellie Durr	Handbook Revisions	\$56.25	
9493	Diane Rodhe	Ohio Township Association Conference	\$171.72	
9494	Tom Matota	Driver Abstract Reimbursement	\$17.00	
9495	Kathy Schulda	Office Supplies	\$18.61	
9496	Windstream	Garage Phone	\$50.48	
9497	Portage County Recorder	Filing Zoning Amendments	\$100.00	
	Portage County Auditor	Local Government HB 64		518.50
		Local Government		2,445.98
	Portage County Auditor	License Tax		578.16
		Permissive Tax		782.25
		Cents Per Gallon Tax		2,275.80
		Gasoline Excise Tax		4,606.95