

Hiram Township

Hiram Township Trustees Special Meeting Minutes

October 3, 2017 at 7:00 PM, Hiram Township Townhall

**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.

Steve Pancost motioned to approve the September 5, 2017 minutes. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

**Fiscal Officer:**

Diane Rodhe reviewed the following items:

Chief Byers has suggested that Village Clerk, Sue Skrovan and Fiscal Officer, Diane Rodhe discuss the Fire and EMS Budget. Diane will be scheduling the meeting to include Chief Byers. Jack Groselle would like to see how the capital fund is managed. He is in favor of the Fire Department carrying a balance if the budget is not spent annually.

2015 & 2016 Audit update:

There will be several recommendations. 1) combine our Public Records Policy and Retention Schedule 2) Create a record for employees to have Personal Time Off approved by the road supervisor in advance of taking PTO time. Diane will create a form and give it to Tom Matota. 3) Use Then and Now Purchase Orders. 4) Diane suggested that we use a checklist for hiring new employees.

The 2017 Election Polling Notice has been received and forwarded to Tom Matota. Galley Proofs were available online and the League of Women Voters has sent a form to publish levy information.

Fire and Police Reports have been received via email.

The Occupancy Permit has been received for the new cold storage building on State Route 82. A balance of \$797.45 remains in the appropriations account.

Ohio Citizens Advisory sent a bulletin regarding the possible compromise of a wetland due to a road construction project over Tinkers Creek.

A Fund Status Report has been submitted to Trustees.

A Withholding Summary Report has been submitted to the Trustees.

OTARMA sent a form for Bond Renewal or Application for New Bond.

Portage County Clerk of Courts sent a postcard stating that Hiram Township was in contempt for not paying a bill. The bill was for the Dye case that was closed without the Trustees knowledge. Diane called the Clerk of Courts and we are not in contempt because the case has been re-opened. A discussion regarding future tracking of any court costs followed and we will be tracking the assignment of court costs with Attorney Chris Meduri.

**Resolution 2017-33:** Steve Pancost motioned to accept the payment of \$4000.00 as final payment on all costs associated with the Donald Kosher property along with the motion for Release of Judgement and the Letter of Certainty that has been submitted by Gordon Kosher and Debra Blake. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

**Public Comment:** None

**Fire Report:**

Chief Byers reported on the following items:

The fire report has been emailed to the Trustees and Fiscal Officer. The new squad is out for graphics. The township will write a check directly to PFund Superior Sales and an invoice for \$30,000.00 will be arriving. The grant application for the loading system is pending.

The subject of 911 service in northern Hiram Township was discussed. Currently, the 911 calls are being transferred from Geauga County into the Hiram Fire Department. Chief Byers would like to get a message out to all township residents with information on how to reach the Fire Department directly. He is requesting funding to assist with the communication because the budgeted Fire Prevention money has been used this year for fire hydrants. A post card would be mailed to all township residents with the direct dial phone number 330-569-7505. Approximately \$500.00 will be needed. Kathy Schulda mentioned Hiram College as a possible source for funds on the mass mailing.

**Resolution 2017-34:** Kathy Schulda motioned to allow up to \$500.00 to send a mass mailing out. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Chief Bill Byers thanked the Hiram Township Trustees and Road Crew as well as Whiting Trucking, and Ronyak Paving for their contributions to the Hiram Township Helipad. The pad was recently used in the air transport of a 16-year-old female to a Level 1 Trauma Center. The conditions were not favorable for the Cleveland Clinic helicopter to communicate or land but because the Hiram Helipad was marked as a hospital helipad, the helicopter was cleared to land. Chief Byers explained that this service may have been the difference between a life saved versus a life lost. Trustee Kathy Schulda returned the appreciation to Chief Byers for having the foresight to suggest and coordinate the helipad project. Chief Byers stated that it was humbling to realize how the community supported the project and worked together to make a difference.

**Old Business:**

Chief Bill Byers reported on the Hiram Rapids Fire Siren. The repairs have been completed with the system being grounded and up to code.

Kathy Schulda reported a reduction in Portage County Recycling phone calls and Jack Groselle reported that he is still receiving a few calls. One resident was in need of a recycling tote and it was taken care of.

**Resolution 2017-35:** Kathy Schulda motioned to continue with increased police patrols for October, November, and December. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Jack Groselle reported on the Local Government Fund Meeting. Based on the current published Certificate of Estimated Resources, townships spend the Local Government Fund at \$418. per person, Cities spend \$2763. per person, and Villages spend \$2273. per person. Village Representation at the meeting proposed an increase from 58% to 70% and representatives from the City of Kent proposed a decrease of .05% based on the county taking 35%. Joann Townsend is putting together a resolution for all townships to sign and send to Janet Esposito as secretary of the Budget Commission. The overall effort is for changing the disbursement to be based on population.

**New Business:**

Steve Pancost suggested that the Trustees check into the idea of having a township newsletter similar to Troy Township. Steve will check into this further to see if there is interest and if there would be sponsors who would like to advertise in a publication.

Kathy Schulda reminded everyone that the new building will need to follow standard fire code and provide keys to the Fire Department. Discussion followed.

**Zoning Report:**

Rich Gano reported the following:

A certified letter has been sent to McCumbers Brady regarding the junk car at the Wheeler Rd residence.

While sending a second letter to Bob Andrews/Mike Lally regarding the unpermitted fence, Rich found out that the County Auditor address does not exist so the letter went to the "resident" at the State Route 82 address.

Rich has not received any updates for the barn conversions on Allyn Rd. or Limeridge Rd.

Rich received an email inquiry about an in-law suite and he sent a BZA application.

Rich also sent a BZA application for an inquiry about using a trailer for an in-law suite.

Jim Dye has a permit for an Non Agricultural Building. The permit was signed by Jason Garey. Rich will find out the size of the building and whether or not the Dye property is under CAUV.

**Road Report:**

Tom Matota reported the following:

Chip and seal is complete at \$103,000 total cost.

Salt has been ordered and will begin delivery on November 2<sup>nd</sup>.

The helipad has been graded and seeded with grass for next year.

Grading and grass seeding has been completed around the new building and along the east side of the driveway.

Tom suggested that we check to be sure we have applied for the MORE Grant this year.

Tom estimates that it will cost approximately \$700.00 to build an 11 x 14 office in the new building.

The telephone line for the Ryder Rd Garage was discussed. It was agreed that we could cancel the service and have all calls come in to the Road Supervisor cell phone.

**Resolution 2017-36:** Kathy Schulda motioned to cancel the Windstream Account and use Tom Matota's Road Supervisor Cell Phone 330-569-8908 as the replacement. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE. Diane will cancel the service and have the information posted on the website.

There was some discussion regarding water from the township property on State Route 82 running toward the adjacent Umbaugh property. Tom made some improvements to the area.

Kathy Schulda motioned to pay the bills and adjourn at 8:40 PM. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

10/3/2017				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5016.86	
electronic	Wages	Wages	4496.70	
electronic	Salary	Salary	4523.81	
electronic	State Tax Payee	State Tax WH	432.54	
electronic	IRS	Federal Tax WH	2281.65	
electronic	Ohio Public Employees Retirement	Retirement WH	4250.45	
electronic	Ohio Dept Job & Family Services	Unemployment Tax	20.45	
electronic	Village of Hiram	Local Tax	70.76	
electronic	Frontier	DSL	39.99	
electronic	Anthem Blue Cross Blue Shield	Healthcare Premium	3860.11	
electronic	Treasurer of State	Audit Fees	943.00	
10160	Ohio Edison	Electric Townhall, Garage, Siren, Street lights	564.43	
10161	Windstream	Garage Phone	63.76	
10162	Verizon Wireless	Zoning Cell, Road Supervisor Cell	82.37	
10163	Dominion East Ohio	Natural Gas Townhall, Road Garage Sept	122.00	
10164	Centerra	Fuel	875.68	
10165	Roberta Zuver	Cleaning Townhall	60.00	
10166	Hiram Fire Association	2017 Halloween Party Donation	50.00	
10167	Middlefield Farm & Garden	Supplies	19.62	
10168	Warren Fire Equipment	Annual Certification & Refill	160.11	
10169	Industrial Connections	Supplies	13.19	
10170	Airgas USA	Supplies	12.36	
10171	Municipal Signs	Supplies	244.20	
10172	Mantua Hardware Lawn & Garden	Supplies	128.80	
10173	Kepich Ford	Repairs	741.40	
10174	Waste Oil Inc	Waste Oil Removal	65.00	
10175	East Manufacturing	Repairs	22.21	
10176	TL Service Center	Supplies	29.82	
10177	Bob Summeral Tire	Repairs	400.53	
10178	Gee-ville Auto Parts	Repairs	87.45	
10179	Quick Service Welding & Machine	Repairs	24.00	
10180	North Jackson Hydraulics	Repairs	127.45	
10181	Ohio CAT	Repairs	212.96	
10182	Powerplan	Repairs	169.50	
10183	Hiram Police Department	Township Patrol - August	2029.72	
10184	Hiram Police Department	Township Patrol - September	2028.33	
10185	Zuver Contracting	Road work	1223.68	
10186	Russell Standard Corporation	Material	38917.33	
10187	Federal Field Services	Hiram Rapids Siren Repair	3402.00	

	<b>Zoning Fee - Rockland Homes</b>	<b>House Permit</b>		<b>\$100.00</b>
	<b>Zoning Fee - Craig Smith</b>	<b>Accessory Building</b>		<b>\$50.00</b>
	<b>Zoning Fee - John Selesky</b>	<b>Accessory Building</b>		<b>\$50.00</b>
	<b>Zoning Fee - Parsons</b>	<b>Pole Barn</b>		<b>\$50.00</b>
	<b>Jill Fankhauser, Clerk of Courts</b>	<b>Traffic Tickets issued in Township</b>		<b>\$168.00</b>
	<b>Portage County Auditor</b>	<b>Local Government HB49</b>		<b>\$518.54</b>
		<b>Local Government</b>		<b>\$2,540.58</b>
	<b>Portage County Auditor</b>	<b>License Tax</b>		<b>\$623.37</b>
		<b>Permissive Tax</b>		<b>\$976.50</b>
		<b>Cents Per Gallon</b>		<b>\$2,650.48</b>
		<b>Gasoline Tax</b>		<b>\$4,891.68</b>