

Hiram Township

Hiram Township Trustees Meeting Minutes

December 29, 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 2015-120 Steve Pancost motioned to approve the December 15, 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.

Jack Groselle and Diane Rodhe have signed Oath of Office documents to be delivered to Village of Hiram for signature by Dave Joyce.

A Verizon replacement phone will be delivered to Rich Gano at 9448 Windham-Parkman Rd on Thursday, December 31, 2015.

Dominion has sent an offer to lock in a rate of \$3.21/McF. We are already locked in at \$2.71/McF so we will not pursue the offer.

The closing of Fund(s) Special Levy 2192, Permissive Sales Tax 2241, and Miscellaneous Special Revenue 2901 have been completed by resolution and with approvals from Attorney Chris Meduri and Morell Mendiola from Charles E. Harris & Associates.

A Fund Status Report was provided to the Trustees.

Ohio Open the Books has sent a public record request for 2014 Employee Wages and General Information. Diane Rodhe will respond to the request.

A new pay schedule for Ohio Elected Officials has been received from Attorney Chris Meduri. There will be a 5% increase for newly elected officials only.

Robinson Med Center One has changed. It is now called University Hospitals Portage Working Partners. A copy of the information has been provided to Tom Matota.

The Property Tax Exemption has been approved for the township property located at 6352 State Route 82.

Portage County Combined General Health District performed an inspection on the waste treatment at the Ryder Rd garage and a passing certificate has been provided.

A notice was received from the office of Bonnie Howe, Portage County Recorder. All Zoning resolutions and amendments must be filed from 2015. The fee is \$50.00 for Resolutions and \$20.00 for Amendments. Rich Gano has asked Kellie Durr to send all to PC Regional Planning. The fees will be paid by PC Regional Planning. Diane has sent a copy to Rich Gano and Kellie Durr.

Auditor of State UAN will be providing a new printer in late February. Kathy Schulda's mailing address was provided for shipping.

All accounts have been reconciled up to November 30, 2015.

Diane Rodhe will be attending the Ohio Township Association Conference in January 2016. The Auditor of State Training will be held March 22-24, 2016.

Diane Rodhe presented a Temporary Budget for Resolution.

Resolution 2015-121 Kathy Schulda motioned to accept the Temporary Budget for 2016. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Old Business:

Steve Pancost will be following up with Arborist, Tom Franek regarding the maple trees in the cemetery. Jack Groselle suggested asking Tom Franek or Jim Pochedly what type of tree would be good to use for replacements.

Kathy Schulda reported on medical insurance for 2016.

Resolution 2015-122 Kathy Schulda motioned to continue paying \$2000.00 per person of the deductible expense in 2016. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Resolution 2015-123 Kathy Schulda motioned to make medical insurance available to employees and Elected Officials in 2016 plus employees eligible for Medicare will utilize Medicare first before the township will provide coverage. Medicare will be considered first coverage for any employee Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Discussion regarding the hiring of a part time employee ensued.

The Employee Handbook (Section 4-5) was discussed for further revisions. Jack Groselle suggested combining hours for sick time and vacation time to be called Personal Time Off. There will be a base of 40 hours for each employee which replaces sick time and the vacation hours will continue to be based on years of service. Employees need to have extended periods of PTO pre-approved by the Trustees. The Employee Handbook will need to have all "Sick" and "Vacation" time changed to "PTO".

Resolution 2015-124 Kathy Schulda motioned to allow forty hours of Personal Time Off plus hours per length of service prorated on 2080 hours to employee's anniversary date with zero hours carried over from year to year to begin on January 1, 2016. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Discussion followed regarding compensatory time and Personal Time Off pay outs for retirement or resignation.

Jack Groselle asked if Mike Mascheck returned for his building permit. Rich Gano reported that Mr. Mascheck had not returned. A fee of \$300.00 will be applied upon application for the next building permit.

New Business:

Steve Pancost sent an email to Senator John Eklund and State Representative Sara LaTourette regarding our recent grant application for moving the Townhall and for the Helipad. Chief Bill Byers also provided letters from the Cleveland Clinic to be forwarded to Senator Eklund regarding the helipad.

Jack Groselle provided a quote from Sam Bixler, Superior Insulation for completing the utility shed roof insulation.

Resolution 2015-125 Kathy Schulda motioned to accept the bid from Superior Insulation as long as we find out what the guarantee provides. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Fire Report:

Zoning Report:

Kathy Schulda reported that all BZA and Zoning Board Members will be paid \$30.00 per meeting beginning January 2016.

Resolution 2015-126 Steve Pancost motioned to appoint Wendell Schulda to replace Stan Fisher (deceased) on the Board of Zoning Appeals. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Kathy Abstain, Steve AYE.

A list of Zoning and BZA representatives will be sent to the Trustees by Diane.

Rich Gano reported that the letter that was sent to Mr. Herr has gone past the deadline.

Rich Gano reported that Mr. Patterson has been updating the electrical work at the Thrasher Rd property and a permit to build a fence was requested.

Road Report:

Tom Matota reported that they have been doing ditch work. Tom also inquired about Rich Gano helping out with snow plowing on an "as needed" basis. Rich replied that he would be willing to help out in a pinch.

Tom Matota encouraged further discussion regarding the hiring of a part time employee. He feels that it is important hire another part time person. Tom would like to advertise for part time help in February or March.

Tom Matota inquired about the balance of Vacation and Sick hours currently on the books for 2015. It was agreed that based on earlier discussion, all employees will receive a payout if they have a balance of "sick" or "vacation" hours so that we have zero carry over into 2016. Diane will take care of the payout on the December 31st payroll. The township employees will begin 2016 with the following balances of PTO:

Matota 240 HRS, Firtik 240 HRS, Bello 116 HRS

Tom Matota expressed his concerns about the moral of the employees. While Tom understands the changes, he feels that the Employee Handbook discussion regarding the pay out of hours upon resignation is not fair to the employees. Tom also asked for feedback from the Trustees regarding the performance of the road crew. All agreed that the township roads are in great shape. Tom and Kathy Schulda further discussed the balance of road crew employees to the work load.

Tom Matota asked Diane who was going to file the annual report with Ohio Bureau of Workmen's Compensation. It was agreed that Tom would complete form 300AP and Diane will send it to BWC.

Resolution 2015-127 Steve Pancost motioned to pay the bills. Kathy Schulda seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Kathy Schulda suggested that Stan Carlisle be contacted in advance regarding the repayment of costs incurred during his term as fiscal officer. Jack Groselle will make contact.

Resolution 2015-128 Kathy Schulda motioned to pay elected officials 12 times per year. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Resolution 2015-129 Kathy Schulda motioned for Regular Trustee Meetings to be held on the first and third Tuesday of each month in the Townhall at 7 PM. All Emergency or Cancelled Meetings will be advertised as Public Notice or posted.

Resolution 2015-130 Jack Groselle nominated Kathy Schulda as 2016 Chairman of Trustees. Steve Pancost seconded the nomination. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Resolution 2015-131 Kathy Schulda nominated Steve Pancost as Second Chair of Trustees. Jack Groselle seconded the nomination. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Resolution 2015-132 Kathy Schulda nominated Steve Pancost as representative to Portage County Regional Planning Board. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Kathy AYE, Steve AYE.

Meeting was adjourned at 8:48PM

Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	\$4,034.18	
electronic	Wages	Wages	\$4,885.16	
electronic	Salary	Salary	\$4,341.30	
electronic	Ohio Dept. of Job & Family Service	Unemployment	\$6.30	
electronic	Ohio Dept. of Taxation	Withholding	\$473.87	
electronic	IRS	Withholding	\$2,370.32	
electronic	OPERS	Retirement	\$3,865.89	
electronic	Frontier	DSL	\$39.99	
9462	Tom Matota	Water	\$15.50	
9463	Windstream	Garage Phone	\$64.89	
9464	Ohio Edison	Street Lights 729, 149	\$308.08	
9465	Arms Trucking Co., Inc.	Material	\$481.00	
9466	Marie Louise Stehli	Professional Services	\$220.00	
9467	Morton Salt	Summer Salt Contract	\$23,507.92	
9468	Municipal Signs & Sales, Inc.	Markers & Delineators	\$128.75	
9469	Bob Summerral Tire Co.	F150 Truck Tires	\$502.96	
9470	Middlefield Farm & Garden	Repairs	\$91.73	
9471	Robinson Health Affiliates	Drug Safety Training	\$111.00	
9472	Carter Lumber	Supplies	\$40.70	
	Portage County Auditor	License Tax		\$529.34
		Permissive Tax		\$854.93
		Cents Per Gallon		\$2,745.60
	Middlefield Bank	Nov Interest		\$1,001.54
	Portage County Auditor	Local Government HB 64		\$518.50
		Local Government		\$2,424.33
	A.R.M. Construction LLC	Fence Permit		\$50.00
	Edinburg Auction Sales, Inc.	1999 Dump Truck Sale		\$12,755.00
	Portage County Auditor	Gasoline Excise Tax		\$4,879.23