

Hiram Township

Hiram Township Trustees Regular Meeting Minutes

January 16, 2018 at 7:00 PM, Hiram Township Townhall

Present: Jack Groselle, Steve Pancost, Debra Blake

Diane Rodhe 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.

Jack Groselle motioned to approve the December 28, 2017 minutes with corrections. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE, Debra Aye.

Fiscal Officer:

Diane Rodhe opened the floor for nomination of Trustee Chairman and Trustee Vice Chairman.

Resolution 2018-1: Jack Groselle nominated Steve Pancost as Chairman of the Trustees. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE.

Resolution 2018-2: Steve Pancost nominated Jack Groselle as Vice Chairman of the Trustees. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE.

Resolution 2018-3: Jack Groselle nominated Steve Pancost as our representative to Portage County Regional Planning. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE.

Resolution 2018-4: Jack Groselle motioned to raise the salary of Zoning Inspector Rich Gano to \$900.00 per month beginning January 1, 2018 and approve all hourly compensation at the rates below. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Per the Board of Trustees : Matota 26.15 per hour, Firtik 20.96 per hour, Collins 19.48 per hour, Kustra 19.48 per hour.

Resolution 2018-5: Jack Groselle motioned to approve the pay rate for our Zoning & BZA Board Members at 30.00 per attended meeting. Alternates are paid to attend if they are completing the five board member requirement. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-6: Jack Groselle motioned to pay our Zoning & BZA Secretary, Eric Hankinson a rate of 75.00 per attended meeting to include the preparation of the meeting minutes. In addition, Eric will receive a rate of 15.00 per hour for other duties as requested by the Board of Trustees.

Resolution 2018-7: Jack Groselle motioned to maintain the rate of 20.00 per cleaning for Roberta Zuver to clean the Townhall one time per month or as needed.

Resolution 2018-8: Jack Groselle motioned to schedule our Monthly Meeting one time per month on every third Tuesday at 7:00 PM. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Public Comment:

Josh Johnston was in attendance to represent JWJWeb Designs. There were no questions and Josh was thanked for his attendance. Diane Rodhe suggested that we update our website with pictures of the new property. Steve Pancost offered to take pictures and send them to Josh with a short description of the development activities.

Fire Report: The December Fire Report was submitted with a response time of 6 minutes and 46 seconds. Jack Groselle and Diane Rodhe will be scheduling a meeting with Sue Skrovan and Chief Bill Byers to discuss the Fire and EMS contract.

Old Business:

NOPEC sent a check for \$5081.00 as final disbursement on the Grant that was closing December 2017.

Our Zoning Board is still seeking an alternate for the 2018 one year term.

Resolution 2018-9: Jack Groselle motioned to revise our Employee Handbook to remove “requirement of one month notice prior to taking Personal Time Off”. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-10: Jack Groselle motioned to accept the language as written by Trustee Kathy Schulda and Attorney Chris Meduri for the Umbaugh Property Covenant. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-11: Jack Groselle motioned to give our old Auditor of State laptop computer to Eric Hankinson for Zoning and BZA use. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Steve Pancost suggested that we look into creating an electronic version of our Public Records for safe keeping. Jack Groselle mentioned that we need to ask Eric about the proper destruction of the current Zoning computer hard drive.

Per the agreement between Mike Mascheck and Hiram Township, we should be receiving the escrow money from the (3) applications to build new homes. Diane will contact Attorney Chris Meduri.

Diane Rodhe received and completed a Public Records request for (BAS) Boundary Survey from the US Census Bureau.

Diane Rodhe is registered to attend the Ohio Township Conference.

Diane can get Labor and Minimum Wage posters from the Ohio Township Association.

Quarterly RITA taxes have been filed and the documents are ready for the Village of Hiram. Debra Blake will deliver them.

Steve Pancost is still trying to reach Charter Communications.

New Business:

Diane received the 2018 premium price sheet from Anthem Insurance. Dave Auble will be invited to attend our February meeting.

Diane received the Portage County Resolution for “Reduced Load Limits” on Portage County roads and bridges. The document was given to Tom Matota.

Diane mentioned the addition of the Old Hickory Building to Mark Russell of Ellerhorst Insurance. Coverage of 5000.00 was added with no additional fee.

Jack Groselle mentioned the Portage County official that was discovered to have a criminal background. Discussion followed and it was determined that our Zoning and BZA Board members do not require a background check but we should continue with our policy of using a background check when hiring new employees. Steve suggested that we have a standard written policy to complete background checks on all Hiram Township employees and Board Members. The Portage County Sheriff’s Department will complete the background checks for \$37.00 each.

Resolution 2018-12: Jack Groselle motioned to revise our Employee Handbook and require all new employees and Board members to pass a criminal background check prior to employment with current (as of January 16, 2018) employees and board members being grand-fathered in. Debra Blake seconded the motion. Roll call vote was taken. Steve, Jack AYE, Debra AYE.

Steve Pancost reported that Kimble missed approximately fifty residents during the week of extreme cold. Kimble is now current with service to all township residents. The topic of “unlimited” was also discussed.

Steve Pancost reported that Portage County Regional Planning is organizing a training meeting for all newly elected officials. Steve will keep us informed of the date and time.

Zoning:

Rich Gano reported that he has received fees for 40 permit applications in 2017.

Rich is also following up on two permits that went before the BZA. In both cases, the Portage County Building Inspector would have issued an Occupancy Permit after all BZA conditions had been met for barn structures becoming living quarters. At this time, Rich is not sure what the status is and he has not been able to get the information from the Portage County Building Inspector. Jack Groselle suggested that Rich send a letter to Mr. Corkorin requesting the status of both properties and whether or not they will be required to bring the structure up to code. Jack requested that Rich send a letter stating that “if there is a fire in the structure and someone gets hurt, the building inspector will be held accountable”.

Rich Gano went out to check on the Udall Road property. The residents will need to apply for a permit.

Mr. Dye was in attendance. Rich Gano thanked Mr. Dye for his patience and understanding while the township confirmed the size of his agricultural building and whether or not it met the zoning requirements. The county has the building on the tax map as being 912 square feet. It has been determined that the application was for a 32' x 28' or a 896 square foot building and the actual building measures 37' x 24' or 888 square foot. Mr. Dye's building meets all requirements and he is planning to hang garage doors to complete the building.

Jack Groselle asked Rich if he had checked on the Vaughn Road property yet. Rich has not been out there yet.

The most recent Zoning and BZA mailings have been going to Eric Hankinson's old address. Diane will ask Eric to revise the BZA Application Checklist.

Road Report:

Tom Matota has ordered an additional 150 tons of road salt.

Tom approached the Trustees with the suggestion of replacing the 2011 Ford Pickup truck. He said that the truck is starting to rust out. Tom also mentioned that it is time to replace the excavator with a smaller excavator. Tom feels that the purchase of a mini-excavator could be accomplished by scaling back our chip and seal program for 2018 and using the money that we could get from selling the old excavator.

Tom also suggested the purchase of a portable generator.

Resolution 2018-13: Jack Groselle motioned to approve the purchase of a portable generator up to \$1800.00. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Jack Groselle motioned to pay the bills and adjourn at 8:12 PM. Debra Blake seconded the motion. Meeting adjourned.

1/16/2018				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5,682.89	
electronic	Salary	Salary	4,602.53	
electronic	Wages	Wages	5,998.10	
electronic	Village Of Hiram	Local Tax	83.70	
electronic	OPERS	WH	5,149.47	
electronic	IRS	WH	2,327.00	
electronic	State of Ohio	WH	443.90	
electronic	Anthem Blue Cross Blue Shield	Healthcare Premium	3,860.11	
10264	Village Of Hiram	Water	14.96	
10265	Ohio Edison	electric townhall	60.49	
10266	Ohio Edison	electric garage, siren, street lights	234.29	
10267	Verizon	Road Cell & Zoning Cell	83.84	
10268	Centerra	Fuel	1,116.73	
10269	Dominion	Natural Gas	122.00	
10270	Hiram Rapids Church	2018 Lighting of Flag in Cemetery	250.00	
10271	Josh Johnston	Website Management	450.00	
10272	Hiram Police Department	Township Patrol	2,017.45	
10273	Matota	Expense Reimbursement	42.86	
10274	Powerplan	Repairs	70.62	
10275	Middlefield Bank	Training Meeting Expense	105.00	
10276	Eric Hankinson	BZA & Zoning Meeting	179.30	
10277	Wendell Schulda	BZA Meeting	60.00	
10278	Gary Bott	BZA Meeting	60.00	
10279	Janet Pancost	BZA Meeting	60.00	
10280	Bette Gualtieri	BZA Meeting	60.00	
10281	Marie Stehli	Consult	143.00	
10282	Roberta Zuver	Cleaning	40.00	
10283	void	void	0.00	
10284	Cope Farm Equipment	Repairs	18.19	
10285	Ed Jewett	Snap On Tools Supplies	156.25	
10286	Gee-ville Auto Parts	Repairs	9.84	
10287	Industrial Connections	Supplies	25.98	
10288	Airgas	Supplies	87.41	
10289	Mantua Hardware Lawn & Garden	Supplies	68.40	
10290	Cargill	Salt	715.64	
10291	HC Reimbursement	HC Reimbursement	194.99	
	Portage County Auditor	Local Government HB		518.54
		Local Government		2,337.73
	NOPEC	2017 Grant Allocation		\$5,081.00
	Jill Fankhauser, Clerk of Courts	Traffic tickets issued in township		70.00

	American Risk Pool Consult	MORE Grant 2017		500.00
	Portage County Auditor	Permissive Tax Dec 2017		568.81
		Permissive Tax Dec 2017		867.00
		Cents Per Gallon Dec 2017		2829.41
		Gasoline Tax Dec 2017		\$5,013.48