

Hiram Township

Hiram Township Trustees Regular Meeting Minutes

February 20, 2018 at 7:00 PM, Hiram Township Townhall

Present: Jack Groselle, Steve Pancost, Debra Blake

Steve Pancost 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 January 16, 2018 minutes. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE, Debra AYE.

Fiscal Officer:

Diane Rodhe presented the following items:

Attorney Chris Meduri was contacted regarding the reimbursement payment from the Mascheck Court Decision. Mr. Meduri will contact the clerk and the payment should be coming to the township.

Fraud Reporting Documents have been distributed to all elected officials and employees of Hiram Township to read and sign for the employee files.

Tom Matota has provided the Driver's Abstract for our road crew employees, which makes our township eligible for a discount on our OTARMA Liability Insurance.

Ohio.gov sent a notice regarding changes in the distribution of Motor Vehicle Fuel Tax. Effective 1/1/18 and pursuant to H.B. 26, revenue that flowed through the State and Local Government Highway Distribution Fund 7068 will be directed to the Gasoline Excise Tax Fund 7060. There will be one distribution instead of two.

The tax tables have been updated to reflect the new tax rates effective with February paychecks.

A statement has been mailed to the Board of Elections with a current list of elected officials for 2018.

The 2018 Occupational Drug Screening will be conducted at University Hospitals Employer Solutions (Ravenna).

NOPEC sent a statement of rates for April 2018 through December 2019. Our natural gas price will be 3.39 per Mcf for April through June of 2018.

The Ohio Department of Transportation sent information regarding the closure of roads in Portage County and Hiram Township. State Route 700 will be closed between Hankee Road and State Route 82.

The Portage County Engineer's Office sent a notice regarding the Portage County Board of Commissioners Resolution 2018-0078 listing all Portage County bridges that have been posted with weight reductions.

Public Comment:

The Portage County Combined General Health District was represented by Maryann Takacs, Sally Nichol, and Stan Carlisle. They discussed the upcoming Annual Advisory Dinner and invited the Trustees to attend. The Health Department is busy with immunizations, management of communicable diseases, handicap children's medical insurance, and emergency preparedness. They are also involved with providing car seats along with safety training, senior programs, and bike helmet programs. Stan Carlisle discussed the inspection of camps and festivals within the township as well as the regular safety inspection of the many food establishments in the area.

Tim Kasper represented the CEAC. Tim presented a CEAC Document of Recommendation 2018-1 with the steps for the creation of a township park. Tim also brought a proposed Resolution. The main goal of the CEAC is to establish a destination point for residents who would like to use the park and to help make the park available to all residents 7 days per week. Tim mentioned signage, a kiosk with a map, designated parking, and marked trails. Tim also mentioned the desire for a buffer strip between the field and the trails. Steve Pancost suggested a logo contest. The items on the proposed resolution were discussed at length but not adopted by resolution. Jack Groselle motioned that a verbal agreement remain in place for items 1, 2, 3, and 4. Steve Pancost seconded the motion. Jack maintained that plans need to be finalized for the proposed garage before designating other locations within the park. All agreed that a sign for public parking is needed as well as a Message Board with a trail map and other information for local residents.

Tim Kasper made an inquiry as a concerned township citizen. Tim asked, "Why was the property purchased in the township when the Townhall and Road Garage located within the Village of Hiram are available to use?" Jack Groselle responded with the following reasons. The township is out of space. The Townhall has limited parking and limited capacity for meetings. It would be beneficial to gather all of our buildings to one area. Debra Blake said that township residents want to have their Townhall in the township. Tim continued to make his point about the cost of purchasing the property and if was due to the Village of Hiram charging township employees RITA tax. Tim expressed his concern about the cost of moving the existing historic building when it may not be necessary and he mentioned that if a new building was going to be built, it should set the standard and be a state of the art facility.

Diane Rodhe reported on the Portage County Township Association Meeting held on February 17th. The Board of Elections announced new language that is required for levy applications. Janet Esposito said that townships requesting a Local Government Funds hearing would be scheduled in the second week of March. Guest speakers included the Portage County Combined Health District and the Portage County Sheriff's Department.

Diane Rodhe gave an update on the 2015-2016 Audit and asked the Trustees if they would like to schedule a final review meeting with the auditors. The Trustees would like to see the report before deciding if we need an Audit Review Meeting.

Dave Auble from Ohio Health Benefits was in attendance to review the quotes provided by Anthem, Medical Mutual, and Summa Care. It was agreed to renew the Anthem Blue Cross and Blue Shield Healthcare Insurance. Tom Matota asked a question about the description of coverage on the quote page for prescription drugs. Dave Auble was going to review the page and respond back to the Trustees. 2018 Coverage will be provided for two full time employees and two elected officials.

Resolution 2018-14: Jack Groselle motioned that Hiram Township Trustees elect to purchase Anthem Blue Cross and Blue Shield (Anthem Silver Blue Access PPO 4200E/5500 Plus with HSA) for elected officials and full time employees through Ohio Health Benefits beginning March 1, 2018. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE. (See attached Resolution 2018-14).

Fire Report:

The 2017 Year End Fire Report has been received.

The OTARMA Grant application for township emergency services was given to the Fire Department.

The Fire Department has received the \$2500.00 Monsanto "Farmer's Grow Communities" Grant courtesy of Groselle Farms who were awarded the grant to be donated to the community service of their choice.

Old Business:

Steve Pancost checked with Todd Peetz about the Census and they said that it was complete. Portage County Regional Planning will host an orientation meeting on February 26th for all newly elected officials.

Diane talked with Eric Hankinson about destroying the hard drive on the old Zoning laptop computer. Eric said that he would take care of it.

Steve Pancost reviewed the 2018 Mileage Reimbursement rate of 54.5 cents per mile.

Resolution 2018-15: Jack Groselle motioned that we accept the Employee Handbook as currently written per February 20, 2018. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Portage County Regional Planning will hold an orientation meeting on February 26, 2018 for all newly elected officials.

Debra Blake responded to the January 16th meeting request for a new pickup truck. Debra contacted Trustees from eight other townships, OTARMA representative Mark Russell, highway people, and Mr.

John Sedensky. Debra stated that our pickup truck should be utilized until it reaches 350,000 miles. She said that Mr. Sedensky would perform a Quality Assurance check on the truck if needed. She presented statistics of an average of 36-50 miles per day for most townships and she calculated that our truck is travelling approximately 111 miles per day. She feels that we have more miles on our truck than necessary. Tom explained that part of his job includes the travel of township roads on a daily basis. Debra also stated that per the handbook, Tom Matota drives the pickup truck home due to receiving emergency calls and accessing current road conditions due to weather or other situations. Per Debra, Tom has traveled 14667 miles in the last seven years between work and home. Jack Groselle stated that our roads are in good condition because of the work that Tom does and the proactive programs that are in place for tree removal and other road and ROW maintenance. Steve Pancost agreed with Jack that no changes should be made at this time regarding the travel of the pickup truck to the Road Supervisor's home.

Debra Blake suggested the use of logbooks to detail tasks, maintenance records, safety records, and mileage. Debra also suggested that Tom Matota should change the method for managing overtime hours. She determined that responding to emergency calls and overtime hours should go to part time employees that receive less pay per hour in order to save money. Debra contacted Kim Arnold from KLA Consulting (OTARMA) to take our handbook and completely revise it. Jack Groselle responded that he is not interested in making any changes to our Handbook this year and that Debra should travel the township roads and check out the conditions before making suggestions. Jack also responded to Debra that our part time employees are not eligible for more than 35 hours per week or a total of 1508 hours per year.

New Business:

Steve Pancost attended the Portage County Engineer's Meeting to hear about the plans for Portage County Road improvements. In summary, Mickey Marozzi is not planning to make changes that will affect Hiram Township. Steve mentioned that he is grateful for the condition of Hiram Township roads. Jack Groselle also stated the same.

Jack Groselle updated the group on the Soil and Water Annual Report. There are 1100 illicit discharges in the northern part of Portage County. EPA permits will need to be purchased and systems updated before the properties can be sold. The county is making \$500,000.00 available for assistance to those who meet the qualifications in 2018.

Jack Groselle mentioned that NEOMED is offering an education grant along with the Kent State Storm Water project. Crestwood School was awarded 9th place overall for their oral presentation at the Envirothon, which is a state competition.

Diane requested a Resolution for Blanket Certificates.

Resolution 2018-16: Jack Groselle motioned that Blanket Certificates be created for no more than \$3000.00. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Steve Pancost reported that Kimble has not provided a cost for residential dumpsters.

The Record Courier had an article about Mike Kerrigan's commentary in regards to the hiring of an executive director for the Commissioners. Steve Pancost and Jack Groselle made it known that he is not in support of this moving forward.

Zoning:

Rich Gano was not notified about the recent BZA Meeting. He has talked to Eric Hankinson to be sure that he is not overlooked in the future. The BZA Board issued a fine in the amount 150.00 for an addition that was built without a permit. Rich was concerned about the calls that he received from the property owners regarding the outcome of the BZA meeting. Rich mentioned that 519.25 needs to be called out in the Hiram Zoning Book. Jack suggested that Rich call Jim Pochedly to see about updating the book.

Rich Gano contacted the Portage County Building Inspector, about the status of two barns that have been converted into a residence. The Hopkins' sent a copy of the occupancy permit from the Portage County Building Inspector but he has not received any updates or notice regarding the Huffman occupancy permit.

Road Report:

Tom Matota reported the replacement of the hot water tank in the road garage.

Tom also mentioned that Portage County Engineers are going to be replacing their broom tractor and he thinks it would be a good idea to sell Hiram's current broom and purchase the PC broom tractor. He believes it would cost approximately \$6,000 - \$7,000.

Resolution 2018-17: Jack Groselle motioned to negotiate with the Portage County Engineers on the purchase of the used broom tractor. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Tom Matota reported a cracked windshield on the pickup truck. The glass is not covered by insurance and will need to be repaired. The truck will also need tires. All agreed on the repairs.

Tom Matota asked if the road crew should proceed to remove aging equipment at the Hiram Rapids Ball Field. The field is not being used and there is an equipment box and a few other items that are starting to fall apart and look bad. Steve Pancost is going to contact someone who has more information before any work is done.

Tom Matota requested permission to purchase asphalt grindings as filler material (2.5 ft) to flatten out the parking lot area that has a low spot. It has become a problem because trucks that unload material are leaning while dumping. Tom will find out what is available. All agreed.

Tom Matota has ordered the balance of 100 Tons of salt for a total of 440 Tons per our contract. Tom is managing the salt inventory to ensure using the oldest salt first.

Tom inquired about Mrs. Umbaugh's approval of our future building site. Jack said that it was approved.

Resolution 2018-18: Jack Groselle motioned to accept bids for our Chip and Seal program. Bids for 1000 tons of #8 Furnace Slag and 36,000 gallons of RS2 Emulsion will need to be received by March 20, 2018. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Tom had mentioned the replacement of the excavator during 2018. After discussion, it was agreed that we would not pursue a replacement this year.

Jack Groselle talked to Jim Zella about pricing the building from the proposed plans. Steve Pancost mentioned that he would look into the possibility of finding a grant to help with the cost of the new building.

Diane Rodhe suggested that either we have an appropriations workshop or she can send out the preliminary appropriations for review. All agreed that a worksheet could be sent out in preparation for discussion of permanent appropriations. Diane has been in contact with Attorney Chris Meduri regarding the following items:

- The remaining balance in Fund 2031 will be spent down instead of being moved to the General Fund.
- Funds to be used for the expense of replacement garage?
- EMS Fund use for siren maintenance, repair, and utilities?
- Fund for street light utility bills?

Jack Groselle motioned to pay the bills and adjourn at 9:10 PM. Debra Blake seconded the motion. Meeting adjourned.

2/20/2018				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5,919.08	
electronic	Salary	Salary	4,797.50	
electronic	Wages	Wages	6,013.77	
electronic	OPERS	WH	5,088.03	
electronic	IRS	WH	2,473.89	
electronic	State of Ohio	WH	465.15	
electronic	Ohio Dept of Job & Family Services	Unemployment	129.78	
10292-10297	void	void	0.00	
10298, 10299,				
10300	Anthem Blue Cross Blue Shield	Healthcare Premium	4,378.95	
10301	Village Of Hiram	Water	15.03	
10302	Ohio Edison	electric Townhall, garage, sirens, street lights	578.78	
electronic	Frontier	DSL Dec - Jan	100.97	
10303	Dominion	Natural Gas	122.00	
10304	Verizon	Road Cell & Zoning Cell	82.65	
10305	Portage County Treasurer	Storm Water Taxes	18.46	
10306	Centerra	Fuel	2,485.18	
10307	Hiram Police Department	Mileage & Patrol Hours	1,864.70	
10308, 10309	void	void	0.00	
10310	Village Of Hiram	Fuel	572.76	
10311	Village Of Hiram	Fuel	49.42	
10312	Village Of Hiram	2018 1st Quarter Fire Protection	26,747.80	
10313	Village Of Hiram	2018 1st Quarter EMS Protection	42,538.50	
10314	GateHouse Media	Public Notice	12.15	
10316	The Weekly Villager	Public Notice	10.00	
10317	CareWorks	BWC Group Discount	51.00	
10318	Cargill	Road Salt	4,825.96	
10319	Gee-ville Auto Parts	Repairs	34.89	
10320	Kepich	Repairs	322.18	
10321	Powerplan	Repairs	484.97	
10322	Bortnick Tractor Sales	Generator	1,223.96	
10323	Cleveland Plumbing	Repairs	25.42	
10324	Mantua Hardware Lawn & Garden	Supplies	517.06	
10325	Airgas	Supplies	38.26	
10326	Airgas	Supplies	102.75	
10327	Carter Lumber	Supplies	33.24	
10328	Harrison Machine & Plastic Corp	Repairs	51.14	
10329	Dexter Company	Repairs	1,760.00	
10330	HC Reimbursement	HC Reimbursement	42.97	
10331	Cerni Motor Sales	Repairs	404.43	
10332	Diane Rodhe	OTA Conference Expenses	194.09	
10333	Treasurer of State	Audit Fees	1,968.00	
	Zoning Fee	Leachko Mylar Signing		25.00
	Zoning Fee	Leachko New Home Permit		\$100.00
	Zoning Fee	Paino - Addition Permit		50.00
	Zoning Fee	R&T Fence - Fence Permit		50.00
	Portage County Auditor	License Tax		541.29
		Permissive Tax		777.64
		Gasoline Tax		6214.69
	Jill Fankhauser, Clerk of Courts	Jan Disbursement for tickets issued in twp		\$21.50
	Middlefield Bank Company	Interest		\$1,033.65
	BZA Fee	Weigel - Garage Addition		\$350.00
	Portage County Auditor	Local Government HB49		\$518.54
		Local Government		\$2,917.09