

Hiram Township

Hiram Township Trustees Regular Meeting Minutes

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

Present: Chairman Steve Pancost, Jack Groselle, and Debra Blake

Steve Pancost opened the meeting with the Pledge of Allegiance.

This meeting is being taped to facilitate the written minutes. The tape will be re-used once the minutes are approved.

Jack Groselle motioned to approve the February 20, 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:

The audit results were presented in draft version this evening at 6:30 PM.

We have a meeting pending with the Portage County Budget Commission regarding the distribution of Local Taxes.

The township has been receiving requests for tax searches. Diane forwards all requests to Portage County Offices.

A notice has been received from the Portage County Board of Elections for the May election and was forwarded to Tom Matota.

The road mileage certification has been reported to the Portage County Engineer's Office.

Census of Government Survey of Local Government Finances F-28 has been completed.

Hiram Township has received a check for \$900.00 from Jill Fankhauser, Clerk of Courts as payment from the escrow account created during the Mascheck Memo of Understanding Motion.

The Employee Handbook has been updated per the approved revisions and the final copy is ready for Tom Matota and the road crew. All employees need to sign the Receipt and Acknowledgement stating that they have read and are aware of the policies as stated in the Handbook. Tom Matota will ensure that all road crew employees have opportunity to read and sign.

Public Comment: Tim Kasper discussed plans for long term parking as well as designating 5 to 8 spaces for temporary parking with a split rail fence as a designator. Tim also presented the idea of installing a culvert for a footbridge leading to the trails. Tim mentioned that signage could be put in place once the parking and the trail path are confirmed. He presented an example of the type of sign they would propose. Jack Groselle agreed that the parking and the footbridge should move forward.

Tim and the CEAC are discussing a way to have a picnic shelter attached to the existing cold storage building. They will be presenting more on this at future meetings. Further discussion about signage included the reminder that our helipad must maintain clearance.

Tim discussed plans for buffer areas to trails and he suggested creating a path to the picnic shelter so that wheelchairs or scooters could access the shelter. Tim continues to explore grants from Natureworks for a future pavilion and he is reminding everyone of the opportunities for using solar panels for the building that is still in planning stages. Jack Groselle said that he would mention solar panels to Jim Zella. Tom Matota weighed in on the solar panel discussion to remind everyone that weather needs to be considered in the orientation of the building. Tim would like to see the portable toilet delivered to an area near the cold storage building.

Tom Franek and Tim Kasper have walked the trails and the CEAC would like to remind everyone about the option of eventually connecting the Hiram Village and Hiram Township trails.

Resolution 2018-19: Jack Groselle motioned Debra Blake to represent the township on the Hiram Beautification Committee. Steve Pancost seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

The beaver are building dams that are bringing the water up to the current footbridge. The path will need to be maintained if we want residents to be able to use it.

Fire Report:

The February report has been received. Average response time is 6 minutes and 27 seconds.

Old Business:

NOPEC is requesting a candidate for a community grant. The grant is for a community organization that makes programs available to residents of the township. The \$1500.00 grant is based on the number of township residents enrolled in gas and/or electric accounts during the 2nd and 3rd quarters of 2017.

Resolution 2018-20: Jack Groselle motioned that we nominate CEAC as the recipient of the \$1500.00 Grant. Debra Blake seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Debra Blake will attend the Combined Health District meeting.

New Business:

Steve Pancost presented the only bid for #8 Air Cooled Blast Furnace Slag.

Resolution 2018-21: Jack Groselle motioned to accept the bid of \$30.05 per Delivered Ton from Arms Trucking. Debra Blake seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

No bids were received for the RS2 Emulsion. Diane confirmed that the request for the notice went to the Record Courier to be published two times during the week of March 16. We were not able to determine if the ad was published or not. Diane will follow up with the Record Courier.

Zoning:

Rich Gano reported that he went to Moonlit Farms and they showed him around the farm.

There has been one fence permit since the last meeting.

Rich emailed Vicki Kline and Charles Corcoran about the Huffman and Hopkins Certificates of Occupancy. The email response from Building Inspector Corcoran stated that both properties have Occupancy Certificates.

Mrs. Weigel has questions about whether or not payments can be made on the balance of the imposed BZA fine and she does not understand the outcome of the meeting. Rich explained to her that if she is not satisfied with the outcome, the next steps would be through the Portage County Courts. Currently, we have received \$150.00 from the Weigel's. Jack Groselle and Steve Pancost approved having Rich work with them to create a contract for payment. A resolution will be created at our next meeting if both parties agree to the contract terms.

Debra Blake received a question about fence requirements. She will direct the call to Rich Gano.

Road Report:

Ohio Edison stated that we are limited as to what we can put on the pole at 6352 State Route 82. Edison has determined that the pole is not in the ROW and they can install a light that will include maintenance. If we buy the parts, it will cost approximately \$875.00. Diane provided information to Ohio Edison so that we can continue moving forward. Tom advised that we will have our inspection for the electric panel and we would like to proceed with hooking up the electric on our building so we should watch for communication from the county.

Tom talked to the Portage County Engineers about purchasing the Ford 4610 Broom Tractor. They are not interested in selling to Hiram Township because they are committed to selling it at auction. They will be setting a minimum of \$5000.00.

Resolution 2018-22: Jack Groselle motioned that Tom Matota be authorized to bid up to \$7000.00 when the tractor goes up for auction. Debra Blake seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Resolution 2018-23: Debra Blake motioned to purchase the truck tires (Firestone Destination with a 50,000 mile warranty) from Summeral Tire at \$568.00. Jack Groselle seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Diane Rodhe presented the draft of permanent appropriations for approval.

Resolution 2018-24: Jack Groselle motioned to accept the Permanent Appropriations with an additional \$250,000.00 appropriated for capital expenditures from Fund 2191 & Fund 2193 (see attached). Steve Pancost seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Tom Matota suggested that a Purchase Order be opened in advance for the purchase of the broom tractor (Resolution 2018-22) to be purchased at auction.

Resolution 2018-25: Jack Groselle motioned to approve a Purchase Order for \$7000.00 for the purchase of the broom tractor to be sold at auction by the Portage County Engineers. Steve Pancost seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Jack Groselle and Diane Rodhe met with Fiscal Officer Sue Skrovan and Chief Bill Byers to review the Fire & EMS Budgets. Jack reviewed the numbers for the Trustees. Jack and Diane will continue to work with the Village of Hiram until we have a good understanding of the accounting. Jack estimates the following:

2015 – Village is short by \$42,173.00

2016 – Village is short by \$30,354.00

2017 – Village is short by \$39,000.00

2018 – Village is short by \$9000.00

Chief Byers is looking for a way to increase hourly pay to improve employee retention. In addition, the Village Council is looking to improve the current building with more room for council offices and a new bay for the Fire Department. Jack is proposing that the township contribute 60% of the cost of a new bay in return for no future rent fees for the Fire Department. There will be more discussion.

Resolution 2018-26: Jack Groselle motioned to move into Executive Session to discuss personnel matters at 8:46 PM. Steve Pancost seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Resolution 2018-27: Jack Groselle motioned to move out of Executive Session at 9:04 PM. Debra Blake seconded the motion. Roll call vote was taken. Pancost AYE, Groselle AYE, Blake AYE.

Jack Groselle motioned to pay the bills and adjourn the meeting at 9:04 PM Debra Blake seconded the motion.

3/20/2018				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5,797.28	
electronic	Salary	Salary	3,976.38	
electronic	Wages	Wages	4,436.11	
electronic	OPERS	WH	4,577.45	
electronic	IRS	WH	2,073.24	
electronic	State of Ohio	WH	463.25	
electronic	Frontier	DSL - Feb	46.98	
electronic	Frontier	DSL - March	46.98	
electronic	Bureau of Workers' Compensation	2018 Installments	507.39	
electronic	Middlefield Bank	OTA, Illuminating, Office Expense	3,841.68	
10334	Salary	Salary	1,039.83	
10335	void	void	0.00	
10336	Village of Hiram	Water	15.03	
10337	void	void	0.00	
10338	Ohio Edison	Electric 402, 180, 936, 910, 162, 729, 149	884.94	
10339	Dominion East Ohio Gas	Townhall & Road Garage	122.00	
10340, 10341,				
10342	void	void	0.00	
10343	Verizon	Zoning & Road Supervisor Cell Phone	82.65	
10344	void	void	0.00	
10345	Clerk, Common Pleas Court	Mascheck Motion Court Fees	244.50	
10346 & 10347	void	void	0.00	
10348	Centerra	Fuel	1,018.95	
10349	E Hankinson	BZA Meetings	309.11	
10350	Gary Bott	BZA Meetings	60.00	
10351	Janet Pancost	BZA Meetings	60.00	
10352	Judy Zidonis	BZA Meetings	60.00	
10353	Tierney Bryant	BZA Meetings	90.00	
10354	Kathy Schulda	BZA Meetings	60.00	
10355	HC Reimbursement	HC Reimbursement	42.97	
10356	Gatehouse Media	BZA Public Notice	9.75	
10357	Hiram Post Master	Post Office Box 6 months	45.00	
10358	Village of Hiram	Fuel	297.63	
10359	Hiram Police Department	Township Patrol	2,052.65	
10360	Advance Auto Parts	Repairs	57.67	
10361	Gee-ville Auto Parts	Repairs	63.52	
10362	Gatto Electric Supply	Repairs	138.82	
10363	Industrial Connections	Supplies	12.99	
10364	Mantua Hardware Lawn & Garden	Supplies	167.70	
10365	Powerplan	Repairs	134.56	
10366	Quick Service Welding & Machine	Repairs	45.20	
10367	Cleveland Plumbing	Repairs	395.50	
10368	Safelite Fulfillment Inc	Repairs	215.90	
10369	void	void	0.00	
10370	Kearney Electric	Service at 6352 St Rt 82	3,250.00	
10371	void	void	0.00	
10372	Feb	Townhall Cleaning	40.00	
	Zoning Fee	Champion Window		50.00
	Portage County Auditor	Feb 2018 License Tax		619.33
		Feb 2018 Permissive Tax		808.50
		Feb 2018 Gasoline Excise Tax		8,342.15
	State of Ohio	Division of Liquor Control		102.20
	Diane Rodhe	OTA Conference Reimbursement		6.00