

Hiram Township

Hiram Township Trustees Budget Hearing Meeting Minutes

July 10, 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 June 19, 2018 minutes with corrections. 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 Bureau of Workmen's' Compensation is offering a grant program with 3:1 matching funds and up to \$40,000.00 for the purchase of safety equipment.

The Portage County Budget Commission will meet to review the Local Government Fund distribution after July 20, 2018.

A Public Records request came from Ohio Secretary of State for our roster of Elected Officials.

NOPEC confirmed our discounted rate at 6352 State Route 82.

The Zoning and BZA Board Member Roster has been revised and submitted for the website.

A letter was received in error from Attorney Kehres regarding the Soinski property in Nelson Township.

The Ohio EPA sent a Citizens Advisory letter regarding the Cuyahoga River Gorge Dam project.

The funds for the NOPEC Grant have been received into our Middlefield Bank Checking Account on behalf of the CEAC.

The Broom Tractor has been advertised as "For Sale" at the upcoming Edinburg Auction.

A reminder for the Trustees that we have deposited a check from the Weigel's for \$350.00 and we need to find out if it will be refunded or not.

A reminder for hiring of part time employees: the board must pass a resolution stating that we are hiring for full or part-time, the wage, and with completed drug screen and background check.

The OTARMA Renewal is due this month and the documents are ready to be submitted to Ellerhorst Insurance and OTARMA. The old broom tractor has been removed and the new broom tractor has been added. Diane thanked Tom Matota for completing the employee driver abstracts each year.

The Budget Worksheets have been prepared for discussion and approval.

Diane reviewed the Sunshine Law responsibility for each Trustee. Auditor of State expects to see record of each elected official completing the training one time per term. The Fiscal Officer is the current point person for Public Records requests. Jack Groselle motioned to publish our Public Records Policy on our website with the point of contact being clerk@hramtownship.org. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE

Public Comment: None

Fire Report: Fire Report response time was 5 minutes and 51 seconds.

Old Business:

Jack Groselle requested that 2017 End of Year Minutes be resent to Josh Johnston for our website records.

Steve Pancost will provide the Ohio Edison email contact to Diane for the purchase of a new light fixture at 6352 State Route 82. Jack Groselle motioned to allow Diane to purchase the light fixture. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Tom Matota advised that the Norton Road ditch has been dug out to prevent water from flowing across the road.

Tom Matota requested confirmation of the pay rate for new part time employees as being \$19.48. All agreed. Tom also requested that the township cover the cost of hiring a new employee who needs a Background Check, a Driving Abstract, and a Drug Screening. Debra Blake will contact the Sheriff's Department to see if we can set up an account for payment.

Jack Groselle recommended paying Hal Stamm from Fund 2031 for preparing the new building drawings.

New Business:

Resolution 2018-40: Jack Groselle motioned to sign the EPA documents for the septic system application at 6352 State Route 82. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-41: Jack Groselle motioned to take the BWC Grant application to Portage County Regional Planning for assistance. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Steve Pancost inquired about our current level of safety discussions with the road crew. Tom responded that he and the crew have a good history of maintaining excellent safety.

Resolution 2018-42: Jack Groselle motioned to re-appoint Kathy Schulda as Alternate to the BZA Board for a one year. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-43: Jack Groselle motioned to re-appoint Don Prall as Alternate to the Zoning Board for a one-year term. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Jack Groselle motioned to put the last two years of Zoning Records on the website. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-44: Jack Groselle motioned to advertise a Public Notice accepting bids until August 20th for drawings and installation of the electrical system at 6352 State Route 82. The notice should include Tom Matota's phone as point of contact for a copy of drawings. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Resolution 2018-45: Jack Groselle motioned to advertise a Public Notice accepting bids until August 20th for drawings and installation of the HVAC system at 6352 State Route 82. The notice should include Tom Matota's phone number as point of contact for a copy of drawings. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Jack Groselle mentioned that Ravenna Township and City of Ravenna would be paying \$4.75 for Recycling, which is an increase of 25 cents.

Steve Pancost reported that he received a complaint from an Allyn Rd. resident about Kimble Solid Waste Service. Kimble did not pick-up on the Saturday following the holiday. Kimble promised to come out on Tuesday but they never did. Jack Groselle will call Kimble.

Zoning:

Steve Pancost will follow up on the Wheeler Road – Byler Floral and Bakery business to see if there is any further action needed from the township

Rich Gano is going to seek advice from Attorney Chris Meduri on how to handle the \$350.00 application fee that has been paid by the Weigel's.

Road Report:

Steve Pancost will find out where we stand with the Portage County Building Department regarding the portable building at 6352 State Route 82.

Tom Matota reported that the 'Zoned Township" road signs will go up this week.

Tom reported that the pickup truck check engine light is on because the turbo's are not working. The rocker panels are rusted out as well. It was decided during the Budget discussion that if we fund a replacement truck, the money should come from the Gas Tax Fund.

Crack Sealing has been completed without any cost for using the machine. The road crew is ready to start chip and seal. Steve Pancost commented on the mess on Allyn Road when the County resurfaces. Tom puts a mix of sand and stone down in the afternoon when the road is sticky to prevent the liquid from coming up and getting on the cars.

Tom asked the Trustees for feedback regarding the supervision of the road department. After the previous meeting and the complaints expressed by Cathie Webb, he wanted to know if the Trustees had any concerns with his performance. Trustees Pancost, Groselle, and Blake all agreed that he does a very good job and the township roads are the best in Portage County.

Jack Groselle motioned to pay the bills at 8:00 PM. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE, Debra AYE.

Diane presented the 2019 Budget Worksheets for discussion.

Resolution 2018-46: Jack Groselle motioned to approve the 2019 Budget after Fund-by-Fund review and discussion. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE, Debra AYE. See attached Resolution 2018-46.

Meeting adjourned at 8:34 PM.

7/10/2018 Meeting Payments and Receipts					
Warrant	Payee	Description	Paid	Received	
electronic	Wages	Wages	4,814.57		
electronic	Salary	Salary	4,754.04		
electronic	OPERS	WH May	4,193.35		
electronic	OPERS	WH JUNE	4,292.16		
electronic	IRS	WH	1,669.21		
electronic	State of Ohio	WH May	384.54		
electronic	Village of Hiram	RITA WH 2ND Quarter	58.89		
electronic	Bureau of Workers Compensation	BWC	299.72		
electronic	Anthem Blue Cross Blue Shield	Healthcare	3,285.00		
electronic	Frontier	DSL	0.00		
electronic	Bureau of Workers Compensation	BWC	299.72		
electronic	Job & Family Services	Unemployment	23.70		
10462	void	void	0.00		
10463	HC Reimbursement	HC Reibursement	1,957.03		
10464	Pete Grava	Broom Tractor	7,360.00		
10465	void	void	0.00		
10466	Ohio Edison	402, 910, 162, 936, 821, 180	348.05	10467-10487	void
10488	Village of Hiram	Water	15.03	10489-10493	void
10494	Village of Hiram	Fuel	52.06		
10495	Hiram Police Department	Patrol & Mileage	2,066.95		
10496	Dominion	Natural Gas - Townhall & Garage	129.27	10497-10498	void
10499	Centerra	Fuel	2,407.10	10500	void
10501	Roberta Zuver	Cleaning Townhall	40.00		
10502	HC Reimbursement	HC Reibursement	160.75		
10503	Laura E. Pavlick, RMR	Court Reporter - BZA Weigel Hearing	120.00	10504-10505	void
10506	Gatehouse Media	BZA Advertising - Weigel Hearing	10.55		
10507	Oscar Brugmann Sand & Gravel	Materials	132.68		
10508	Municipal Signs	Road Signs	376.00		
10509	Stamm Contracting	Supplies	270.00		
10510	Carter Lumber	Supplies	19.16		
10511	Mantua Hardware Lawn & Garden	Supplies	24.71	10513-10515	void
10512	Gee-ville Auto Parts	Supplies	187.35		
10516	Industrial Connections	Supplies	19.27		
10517	Bob SumereI Tire Company	Supplies	258.48		
10518	Stanwade Metal Products Inc	Supplies	31.50		
10519	Dexter Company	Repairs	265.75		
10520	Cerni Motor Sales	Repairs	930.26		
10521	Treasurer, State of Ohio	EPA Application for Bldg Drawings	265.00		
10522	Hal L. Stamm	Drawings	3,000.00		
	Zoning - Permit Fee	Miller Garage Door		50.00	
	Zoning - Permit Fee	Mozingo		25.00	
	BZA Fee	Yoder		350.00	
	Portage County Auditor	June License Tax		679.59	
		June Permissive Tax		940.50	
		June Gasoline Excise Tax		7,488.09	
	Bureau of Workers' Comp	Employer Premium Refund 2016		3,033.65	
	Middlefield Bank	Interest		1,025.39	
	NOPEC Grant Distribution	Recipient CEAC		1,500.00	