

Hiram Township Trustees

Hiram Township Trustees Regular Meeting Minutes

January 21, 2020 at 7:00 PM, Hiram Township Townhall

Present: Trustees; Jack Groselle, Steve Pancost, and Fiscal Officer Diane Rodhe. Trustee Debra Blake was not in attendance due to a family emergency.

Jack Groselle opened the meeting with the Pledge of Allegiance.

This meeting is being recorded to facilitate the written minutes. The tape will be preserved until the minutes are approved.

Resolution 2020-1: Fiscal Officer Diane Rodhe opened the floor to nominations for Trustee Chairman. Jack Groselle nominated Steve Pancost. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-2: Fiscal Officer Diane Rodhe opened the floor to nominations for Vice Chairman. Steve Pancost nominated Jack Groselle. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Reading of the Minutes: Jack Groselle motioned to approve the December 17, 2019 minutes. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-3: Jack Groselle motioned to accept the 2020 Official Certificate of Estimated Resources (1st Amendment). Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-4: Steve Pancost motioned to continue with a monthly salary for the Trustees and the Zoning Inspector. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

Resolution 2020-5: Steve Pancost motioned to approve a Purchase Order for the 1st Quarter payment to the Village of Hiram Fire and EMS Department. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

Resolution 2020-6: Steve Pancost motioned to approve all Purchase Orders up to \$3000.00. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

Resolution 2020-7: Steve Pancost motioned to continue to follow the Portage County Engineers' schedule for pay increases and personal time off for our road department. Current wages are set at 19.97 Collins & Kustra, 21.48 Firtik, and 26.80 Matota. The overtime rate will

be 1.5 the regular rate and the current contract with the Teamsters calls for a retro pay back to November 1, 2019. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE

Resolution 2020-8: Jack Groselle motioned to increase Rich Gano's salary to 950.00 per month. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-9: Jack Groselle motioned to pay Zoning and BZA members 30.00 to attend each meeting and mileage for required meetings outside of Hiram Township. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-10: Steve Pancost motioned to maintain Eric Hankinson's pay at \$75.00 to attend a meeting and prepare the minutes. Eric will receive \$15.00 per hour for additional duties. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

Resolution 2020-11: Jack Groselle motioned to increase Roberta Zuver's pay to 30.00 for each cleaning of the Townhall. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-12: Jack Groselle motioned to pay Charles E. Harris to assist with 2019 Hinkle Note preparation. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE.

Resolution 2020-13: Jack Groselle motioned the following Credit Card Policy.

Pursuant to R.C Ch. 504; The account is in the name of Hiram Township Trustees. Hiram Township Trustees appears on each card along with the name of cardholder. Authorized users include the Fiscal Officer, Zoning Inspector, & Zoning Clerk. Purchases are limited to 5000.00 and the card can be used for travel expense, purchases where accounts are not established, electronic purchases, payments where advance payment yields a discount, and other purchases approved by the Board of Trustees. Each authorized cardholder is responsible for reporting lost or stolen cards per the Middlefield Bank reporting procedure. There are no associated checks with this credit account. Each cardholder is responsible to present a dated receipt to the Fiscal Officer for each expense on a monthly basis. The monthly expenses and receipts will be presented to the Board of Trustees with each monthly payment. An attestation will be attached to the monthly statement and related receipts to be reviewed and signed by the Board Chairman stating the Board has reviewed and approved the credit card transaction details. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Steve AYE

Resolution 2020-14: Jack Groselle motioned to approve the posted 2020 IRS Mileage Rate of .575 for reimbursement of 2020 travel expense. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE Steve AYE.

Tom Matota completed the Asset Confirmation Report for 2020. The Report has been forwarded to the Portage County Engineers' Office.

We received a notice from UH Hospital services for ODOT Random Drug Screening.

Public Comment: None

Fiscal Officer:

Diane Rodhe reviewed the following items:

Hiram Township has received the BWC Rating of 0.3% and our BWC 300AP Report has been filed.

2019 W2's have been distributed. There are no 1099's for 2019.

Diane reported on the Boundary Annexation Survey to the Census Bureau with no boundary changes.

The Police report was received for December.

The Portage County Health Department sent a certificate of approval for the Ryder Rd Garage Septic Tank.

NEFCO sent a notice for an upcoming meeting.

Portage County Commissioners' have sent Resolution 20-0015 regarding a 35% reduction on all county and township roads in Portage County effective January 31, 2020.

The Portage County Board of Elections sent a notice stating that if any elected officials vacate an office for any reason, the Board of Elections must be notified within 10 days.

The Portage County Engineers' Office sent a request for the name and contact information for all elected officials, Road Supervisor, and Zoning Inspector.

The Hiram Township Website has been revised for our description of roads. Hiram Township maintains Ryder Road from ¼ mile south of State Route 82 to Pioneer Trail.

Tom Matota provided reports on Safety Training and Inspection of the Township properties. Both reports will be sent to OTARMA.

OTARMA sent the Legal Defense and Claim Payment Agreement.

OTARMA sent the Faithful Performance of Duty coverage document for 2020.

Per the ORC, a pay increase will go into effect for Jack Groselle beginning January 1, 2020 and April 1, 2020 for Diane Rodhe.

Anthem sent a notice including a premium increase of 31% for 2020. Diane will look into coverage from another provider.

Jack Groselle and Diane Rodhe attended the Swearing In Ceremony for newly elected officials at Koritansky Hall in Hiram.

Jack Groselle requested a report to see the difference between the 2019 Local Government Revenue and the expected 2020 Revenue.

Portage County Recorder, Lori Calcei requested that all Zoning Resolutions and Amendments be filed with the Recorder's Office. Diane will forward the request to Eric Hankinson for reporting and assessing applicable fees.

Portage County Assistant Prosecutor, Chris Meduri sent a sample resolution for townships to use when creating or stating the township policy for advertising the Public Meeting Schedule and Emergency Meeting Schedules. All agreed that Hiram Township policy is to post the Regular Meeting Schedule on the Hiram Township Website. Special Meetings will be advertised in the local paper and Emergency Meetings will be advertised if possible and/or posted at the Townhall.

Jack Groselle has attended his Sunshine Law Training and reminded all that it is required one time per term.

NOPEC sent letters for three grants. The 2018 Grant of \$7516.00 is currently in escrow and must have a disbursement in 2020. The 2019 Grant of \$7142.00 is currently in escrow as well.

Resolution 2020-15: Steve Pancost motioned to accept the 2020 Grant of \$6984.00 and the application needs to be submitted before June 30, 2020. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

The 2020 Grant of \$1000.00 for a Community Event must be applied for before the March 31st deadline and requires a motion to assign the funds to a community group.

Fire Report: None

Old Business:

Per Charles E Harris, the Audit of the Fire and EMS Contract with the Village of Hiram is still pending a contract signature from the Village of Hiram before the audit can begin.

Jack Groselle and Tom Matota met with Portage County regarding the Alpha Rd septic system that is causing problems with the neighboring property. The county was notified after the system was installed. Jack and Tom offered a solution of running the system underneath the road to the opposite ditch.

The streetlight at State Route 82 and Rolling Meadows has been repaired.

New Business: None

Zoning:

Byler - Steve Pancost and Rich Gano met with Brent Benz and a Mediator at the Portage County Courthouse to discuss the Ohio Revised Code and how it applies to the Agricultural Use (51%) and the selling of Baked Goods. Mr. Byler needs to report his records for 51% in February.

42 Permits were issued in 2019.

Soltis - Rich sent a letter to 11777 Abbott Rd regarding the cleanup of junk vehicles.

Cook - Rich has not received a response from the Cook's on Wheeler Rd regarding an unlicensed vehicle.

Janet Pancost attended a meeting regarding the Moore lawsuit.

Road Report:

Tom Matota is having the balance of salt delivered and he will be purchasing new blades for the plows.

Jack Groselle motioned to pay the bills. Steve Pancost seconded the motion.

Steve Pancost motioned to go into Executive Session to discuss litigation and personnel issues at 8:17 PM. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE.

Jack Groselle motioned to come out of Executive Session at 8:25 PM. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Jack AYE. No action was taken.

Jack Groselle motioned to adjourn the meeting at 8:26 PM.

12/17/2019 Meeting Payments and Receipts				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	6670.32	
electronic	Wages	Salary	4495.19	
electronic	Salary	Wages	5082.28	

electronic	OPERS	Nov 2019 Contributions	4627.63	
electronic	OPERS	Oct 2019 Contributions	22.90	
electronic	IRS	Nov 2019 WH	2390.47	
electronic	State of Ohio	Nov 2019 WH	432.84	
electronic	State of Ohio	Nov 2019 WH	165.27	
electronic	RITA	Local Tax	92.59	
electronic	Anthem Blue Cross Blue Shield	December Healthcare	4398.50	
electronic	Frontier	DSL	48.98	
electronic	BWC	2020 Jan Installment	184.43	
electronic	BWC	2020 Annual Premium	2367.00	
10982	Ohio Edison	Electric 402, 180, 821, 936, 162, 910, 729	623.25	
10983	Dominion East Ohio	Natural Gas, Townhall & Garage	21.28	
10984	Verizon Wireless	Zoning & Road Supervisor	83.57	
10985	Centerra Co-op	Fuel	997.38	
10986	Hiram Police Department	Nov Patrol & Mileage	2036.70	
10987	Village of Hiram	Fuel	284.44	
10988	Mantua Hardware Lawn & Garden	Supplies	121.12	
10989	Gee-ville Auto Parts	Supplies	67.68	
10990	GMElectric	Repairs	70.38	
10991	Municipal Signs	Road Signs	691.00	
10992	North Jackson Hydraulics	Repairs	587.61	
10933	Charles Auto Family	Repairs	95.95	
10994	Cerni Motor Sales	Repairs	1063.31	
10995	Powerplan	Repairs	277.78	
10996	Quick Service Welding & Machine	Repairs	165.75	
10997	Ohio CAT	Repairs	1.46	
10998	UH Occupational Health	DOT Drug Screen	1.00	
10999	The Record Courier	BZA Advertising	20.30	
11000	Village of Hiram	Water Bill Garage	15.11	
11001	Mars Electric	Supplies	115.25	

11002	Healthcare Reimbursement	Healthcare Reimbursement	825.00	
11003	Powerplan	Repairs	202.00	
11004	Miller & Company	Portable Toilets	246.00	
11005	Cuyahoga Asphalt Materials	Materials	695.64	
11006	void	void	0.00	
11007	Tierney Bryant	BZA Meeting	30.00	
11008	Eric Hankinson	BZA & Zoning Secretary	444.30	
11009	Gary Bott	BZA Meeting	30.00	
11010	James Pochedly	Zoning Meetings	60.00	
11011	Roger Monroe	Zoning Meetings	60.00	
11012	Clyde Faust	Zoning Meetings	30.00	
11013	Don Prall	Zoning Meetings	60.00	
11014	Tim Kasper	Zoning Meetings	30.00	
11015	Village of Hiram	4th Quarter Fire & EMS Levy	69286.30	
11016	Janet Pancost	BZA Meeting	30.00	
11017	Judy Zidonis	BZA Meeting	30.00	
11018	Tom Franek	BZA Meeting	30.00	
11019	Norman Webb	Zoning Meetings	60.00	
11020	Diane Rodhe	UAN Training - Travel Expense	169.40	
11021	John Groselle 2nd	BZA Meeting	30.00	
11022	Treasurer of State	2019 4th Quarter UAN Fees	762.00	
11023	Clark Equipment dba Bobcat	Mini Excavator	40695.72	
11024	Roberta Zuver	Townhall Cleaning - Nov & Dec	50.00	
	Zoning Fee - Dier	Carport		50.00
	DBA Ryder Groselle Farms	Donation		500.00
	Portage County Auditor	2019 Nov License Tax		651.02
		2019 Nov Permissive Tax		931.50
		2019 Nov Gasoline Excise Tax		12,093.36
	Portage County Auditor	Dec 2019 Local Government HB		518.54
		Dec 2019 Local Government		2,855.97
	Middlefield Bank	Interest		1,292.50

	OTARMA	2019 MORE Grant		500.00
	Shale	Mumford/Norton Donation		150.00