

Hiram Township Trustees

Hiram Township Trustees Emergency Meeting Minutes

November 17, 2020 at 7:00 PM, Hiram Township Townhall

**Present:** Trustees; Steve Pancost, Jack Groselle, Debra Blake, and Fiscal Officer Diane Rodhe

Trustee Chairman Steve Pancost 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.

**Reading of the Minutes:**

Jack Groselle motioned to approve the October 20, 2020 Meeting Minutes. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

**Public Comment:** None

**Fiscal Officer:**

Diane Rodhe presented the following items:

The MORE Grant application will be due before the end of the year. After discussion, Diane will submit the proof of purchase for safety uniforms, road safety signs, fire safety equipment, and registration fees for the OTA conference.

A copy of the State Employee Rights for COVID related time-off was provided to the Trustees and Tom Matota.

A public records request was received from the Appalachian Unconventional Survey.

Dominion sent a statement regarding a future rate increase.

UAN is planning to send a new computer in 2021.

The Bureau of Workers' Compensation sent the invoice for 2021 early payment to receive a discount. BWC also sent a dividend check.

The 2021 OTA Winter Conference will be a virtual meeting with training sessions.

**Fire Report:**

The October Fire Report response time is 5 minutes and 43 seconds with 35 runs.

Chief Byers thanked the Trustees for the Halloween donation as well as the purchase of equipment from Stryker Medical with the CARES Fund Grant money. He also reported that all fleet maintenance is complete.

The department is proposing a purchase of Motorola MARKS radios for \$41127.00 with the additional CARES Fund distribution. See resolution 2020-56.

**Old Business:**

**Resolution 2020-56:** Jack Groselle motioned to approve the following disbursement of the CARES Grant Funds. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Resolution 2020-56 CARES Act Fund Distribution						
Date	PO #	Vendor	Item	Fund 2272 - Acct	CARES Spent	CARES Received
30-Sep			1st CARES Distribution			39485.68
30-Sep			2nd CARES Distribution			19742.84
16-Oct			3rd CARES Distribution			86485.79
13-Oct	2020-94	Stryker Medical	AED LifePak CR2, Accessories	230-740	39305.98	
18-Nov	2020-108	Motorola Solutions	Marks Radio & Accessories	230-740	41127.00	
17-Nov	2020-109	Integra Excavating	Change Order - Touchless Fixtures and UAV	120-730	10000.00	
17-Nov	2020-110	Kayline Company	Germicidal Fixture	230-430	569.85	
17-Nov	2020-111	Warren Fire Equipment	TBD	230-740	33000.00	
17-Nov	2020-112	Stryker Medical	Rescue & Safety Equipment	230-740	18000.00	
17-Nov	2020-114	Cure UV	Handheld UAV Surface Sanitizer	230-430	549.99	
17-Nov	2020-115	Warren Fire Equipment	Safety Gear	230-740	3159.86	
17-Nov					145712.68	145714.31

Jack Groselle and Chief Byers agreed on the Fire Department training the Road Crew on use of the AED.

**Resolution 2020-57:** Jack Groselle motioned to compensate Hal Stamm at 120.00 per hour for managing the construction of the new building. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Jack Groselle reported that Josh Johnston maintains our website domain name as part of our contract.

**New Business:**

**Resolution 2020-58:** Jack Groselle motioned to approve the early payment of 2021 Bureau of Workers' Compensation fees. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

**Resolution 2020-59:** The Portage County Auditor's office sent an Amended Certificate of Estimated Resources after Diane submitted the CARES Grant amount of \$145,714.52 as received into Fund 2272. Jack Groselle motioned to accept the Amended Certificate of Estimated Resources. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Jack Groselle reported a cost of \$20,000.00 to hook up natural gas at 6352 State Route 82 so Integra is pricing electric or propane for heat. Integra will try to complete site work before winter weather sets in.

Steve Pancost reported Hiram Village Council as addressing the setup of the Fire Fund. Jack Groselle will talk to Mayor Bertrand about getting assistance from Ann Spicer in 2020 to have this completed before year end and use our open Purchase Order.

Steve Pancost reported that Regional Planning is in the process of applying for another Broad Band service grant.

**Zoning:**

Rich Gano reported 250.00 in fees received from Zoning permit applications and Mylar signing. He has received forty-one permit applications so far in 2020.

**Road Report:**

Tom Matota ordered the new salt spreader.

Tom has been using the crack filler in Rolling Meadows but he is proposing that the road be ground down and re-laid because heavy garbage trucks are breaking down the outside edge. The road was chip and sealed one time since being installed and it has been dug up in multiple places to insert patches. The cement driveways will create a need to grind the road surface down to meet the cement instead of adding layers of asphalt on top of the existing surface. Tom suggests bringing in Ronyak or the Portage County Engineer to get an opinion on how much cost is involved. Debra suggested that Tom contact the Village of Garrettsville because they just finished a similar project.

The county installed a catch basin and bored under the road on Alpha to correct the drainage issue. The homeowner and the neighbor are both unhappy with the situation.

Tom will be ordering salt so the invoices will be coming in.

Jack Groselle asked about fallen trees after the recent snow. Tom replied that residents have called to report fallen trees on the utility lines on Udall Road. Tom is concerned because residents think the township removes trees from utility lines.

Debra Blake presented new information for getting the “No Engine Brake” signs placed in the area of Village Gate. ODOT has requested a new resolution and a new map since what we submitted in April was not recorded.

**Resolution 2020-60:** Debra Blake motioned to submit a new resolution to ODOT for two “No Engine Brake” signs (purchased in April) to be placed on State Route 82 and Pioneer Trail as they relate to the traffic noise in Village Gate. Jack Groselle seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE. See attached.

**Resolution 2020-61:** Diane reported the November 1 – 15 payroll did not include the 2% increase per the Resolution. Jack Groselle motioned to add the adjustment to the November 16 – 30 payroll. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Jack Groselle suggested that we move the December meeting to December 22, 2020. Diane will advertise the change.

Jack Groselle motioned to adjourn the meeting at 8:17 PM. Debra Blake seconded the motion.

11/17/2020 Meeting Payments and Receipts				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5065.17	
electronic	Wages	Salary	4371.49	
electronic	Wages	Wages	4423.20	
electronic	OPERS	Oct 2020 Contributions	4655.90	
electronic	IRS	Oct 2020 WH	2517.26	
electronic	State of Ohio	Oct 2020 WH	400.67	
electronic	State of Ohio School District	Oct 2020 WH	159.60	
electronic	United Health Care	Sept 2020 Healthcare	5658.65	
electronic	Frontier	DSL	48.98	
11293	HOLD		0.00	
11294	Village of Hiram	Water	15.19	
11295	Ohio Edison	Electric 402, 180, 821, 936, 162, 910, 729, 149	702.48	
11296	Verizon Wireless	Zoning & Road Supervisor Cell Phone	84.45	
11297	void		0.00	
11298	Roberta Zuver	Cleaning Townhall	60.00	
11299	Middlefield Bank	Postal Charges for BZA	41.70	
11300	Laura A Pavlick, RMR	BZA Court Recorder	288.50	
11301	Stryker Medical	CARES Funding - AED, Lifepaks	39305.98	
11302	The Record Courier	BZA Advertising	21.35	
11303	Middlefield Farm & Garden	Supplies	358.48	
11304	Gee-ville Auto Parts	Supplies	106.76	
11305	Powerplan	Repairs	163.28	
11306	Catalyst Life Services	Uniforms	331.83	
11307	HC Reimbursement	HC Reimbursement	87.90	
11308-11311	Void		0.00	
11312	UH Occupational Health	Random Drug Test	35.00	
11313	North Jackson Hydraulics	Repairs	486.78	
11314	Preston	Repairs	49.95	
11315	Superior Dental	Dental & Vision	164.54	
11316	Hiram Police Department	Patrol & Mileage	2037.80	
11317	Dominion East Ohio	Natural Gas - Townhall & Garage	258.00	
11318	Hal L. Stamm	New Building - Drawings, Contract, Consult	6240.00	
	s Middlefield Bank	October Interest		373.97
	Portage County Auditor	2020 Oct License Tax		661.06
		2020 Oct Permissive Tax		966.00
		2020 Oct Gasoline Excise Tax		11,419.35
	Zoning Fee - Drew	New House		100.00
	Zoning Fee - Byler	Mylar Signing		25.00
	Zoning Fee - Mascheck Construction	New House		100.00
	Zoning Fee - Mascheck Construction	Impact Fee		300.00
	Zoning Fee - D.A.M. Builders	Mylar Signing, Garage, New House		175.00
	Zoning Fee - Brosius	Deck		50.00
	Zoning Fee - Hiram College	Vault Toilet		50.00
	Zoning Fee - Maglionico	Accessory Building		50.00
	Zoning Fee - Kohli/Wiseman	Mylar Signing		25.00
	Zoning Fee - D.A.M. Builders	New House		100.00
	Zoning Fee - D.A.M. Builders	New House		100.00
	Zoning Fee - Power Home Solar LLC	Solar Panel		50.00
	Zoning Fee - Tinker's Creek Roofing	BZA Non Compliance		350.00
	Bureau of Workers' Compensation	Dividend Return from 2019		2,279.66