

Hiram Township Trustees

Hiram Township Trustees Regular Meeting Minutes

January 19, 2021 at 7:00 PM, Hiram Township Townhall

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

Fiscal Officer Diane Rodhe 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 2021-1: Fiscal Officer Diane Rodhe opened the floor to nominations for Trustee Chairman. Steve Pancost nominated Jack Groselle. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-2: Fiscal Officer Diane Rodhe opened the floor to nominations for Vice Chairman. Jack Groselle nominated Steve Pancost. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-3: Debra Blake motioned to continue with a monthly salary for the Trustees and the Zoning Inspector. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Resolution 2021-4: Debra Blake motioned to approve a Purchase Order for the 1st Quarter payment to the Village of Hiram Fire and EMS Department. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Resolution 2021-5: Steve Pancost motioned to approve all Purchase Orders up to \$3000.00. Debra Blake seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Resolution 2021-6: Debra Blake 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 Collins 21.39; Kustra 21.39; Firtik 23.01; Matota 28.70; and Rand 21.39. The overtime rate will be 1.5 the regular rate. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE

Resolution 2021-7: Steve Pancost motioned to increase Rich Gano's salary to 975.00 per month. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-8: Steve Pancost motioned to pay Zoning and BZA members 35.00 to attend each meeting and mileage for required meetings outside of Hiram Township. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-9: Debra Blake 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. Steve Pancost seconded the motion. Roll call vote was taken. Steve AYE, Debra AYE, Jack AYE.

Resolution 2021-10: Debra Blake motioned to increase Roberta Zuver's pay to 35.00 for each cleaning of the Townhall. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-11: Jack Groselle motioned to pay Charles E. Harris to assist with 2020 Hinkle Note preparation. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-12: Debra Blake 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. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE

Resolution 2021-13: Steve Pancost motioned to approve the posted 2021 IRS Mileage Rate of .56 for reimbursement of 2021 travel expense. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Resolution 2021-14: Jack Groselle motioned to continue on schedule of monthly Trustees meetings to be held on the 3rd Tuesday of each month. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Tom Matota completed the Asset Confirmation Report for 2021. The Report will be forwarded to the Portage County Engineers' Office.

Reading of the Minutes:

Jack Groselle motioned to approve the December 22, 2020 Meeting Minutes. Steve Pancost 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:

Charles E. Harris will conduct our 2019 & 2020 Audit. A request for documents has been received.

The Census Bureau sent a request to confirm boundary changes if any. This has been completed.

Middlefield Bank needs to have a renewal agreement signed for ACH but the documents have not been made available electronically.

State of Ohio Treasurer needs to have an annestation signed electronically but the website has not been available.

Tom Matota has submitted the four driver's abstracts for the year.

Fire Report: December response time was 6 minutes and 44 seconds.

Old Business:

Steve Pancost reported on Portage County Regional Planning and he continues to monitor the progress or lack of progress on improving internet availability in the Hiram area.

Jack Groselle reported that the Hiram Fire Department is working on a notice about leaning trees for our website.

Hal Stamm reported on the new building. The Portage County Building Department will not be cashing Hiram Township Warrant #11234 of \$1438.50 for permit fees. An invoice will be generated at the time of inspection. Diane will void Warrant #11234 from August 18, 2020.

New Business:

Chief Byers and the Hiram Fire Department received an award from the Ohio Committee for Ohio ESGR for going "Above and Beyond" in their service to the community. Congratulations to Chief Byers and the Fire Department.

Jack Groselle reported that the Hiram Fire Department also received a grant for \$26,000.00 from Fire House Subs.

Steve Pancost will begin to get quotes for the 2021 Healthcare Renewal. Ohio Health Benefits sent a notice with an 11% increase for 2021.

Zoning:

Rich Gano reported that he has several pending permit applications and it has slowed down a little from previous months. He continues to follow up with several reported problems in the township.

Road Report:

Tom Matota reported on the 2014 truck getting the new tires. The salt spreader is in and they will be having them mounted on the truck.

Tom has four speed limit signs for Rolling Meadows. Portage County has provided instruction on where to place the signs.

Tom met with Windstream to have an underground line re-routed on Asbury Rd.

Jack Groselle motioned to adjourn the meeting at 8:00 PM. Debra Blake seconded the motion.

1/19/2021 Meeting Payments and Receipts				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5101.78	
electronic	Wages	Salary	4371.49	
electronic	Wages	Wages	4660.92	
electronic	OPERS	2020 Dec Contributions	5833.07	
electronic	IRS	2020 Dec WH	2667.71	
electronic	State of Ohio	2020 Dec WH	433.85	
electronic	State of Ohio School District	2020 Dec WH	167.68	
electronic	United Health Care	2021 Feb Healthcare	5658.65	
electronic	Frontier	DSL	48.98	
11360	Village of Hiram	Water Townhall and Garage	15.19	
11361	Ohio Edison	Electric 402, 180, 821, 936, 162, 729, 149	798.25	
11362	Roberta Zuver	Cleaning Townhall - Nov & Dec	60.00	
11363	Dominion East Ohio	Natural Gas - Townhall & Garage	129.00	
11364	void	void	0.00	
11365	Hal L Stamm	Construction Consulting	360.00	
11366	Kayline Company	Sanitizer Kits	483.77	
11367	ESA	Random Drug Screen	35.50	
11368	Motorola Solutions	Fire Department Radios - CARES	41127.00	
11369	Village of Hiram	1st Quarter 2021 Fire 85% & EMS 90% Levy	72557.23	
11370	Hiram Police Department	Patrol & Mileage	2012.50	
11372	Tom Matota	Reimbursement	43.00	
11373	Mantua Hardware Lawn & Garden	Supplies	7.47	
11374	Industrial Connections	Supplies	71.46	
11375	Cerni Motor Sales, Inc	Repairs	640.35	
11376	The Record Courier	BZA Advertising	21.67	
11377	Superior Dental	Dental & Vision	164.54	
	Ohio Bureau Workers' Compensation	Employer Premium Refund		123.93
	Ohio Bureau Workers' Compensation	2020 Employer Premium Refund		45.60