

Hiram Township Trustees

Hiram Township Trustees Regular Meeting Minutes

April 13, 2021 at 7:00 PM, Hiram Township Townhall

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

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

**Reading of the Minutes:**

Debra Blake motioned to approve the March 16, 2021 Meeting Minutes. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Public Comment:** None

**Fiscal Officer:**

Diane Rodhe presented the following items:

Per Resolution 2021-32 Published Bid Notice for 800 Tons of #8 Air Cooled Furnace Slag, two bids were opened.

LaFarge Quote # Q-275249 @ 32.50 per delivered ton  
Arms Trucking @ 28.50 per delivered ton

**Resolution 2021-33:** Debra Blake motioned to accept the Arms Trucking bid at 28.50 per delivered ton for 800 Tons of #8 Air Cooled Furnace Slag. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE. Tom Matota will advise the bidders of the outcome.

The Portage County Auditor sent the Certificate of Auditor That the Total Appropriations From Each Fund Do Not Exceed the Official Estimate of Resources.

**Resolution 2021-34:** Steve Pancost motioned to accept the Certificate of Auditor That the Total Appropriations From Each Fund Do Not Exceed the Official Estimate of Resources. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

The Portage County Auditor sent the Amended Certificate of Estimated Resources.

**Resolution 2021-35:** Steve Pancost motioned to accept the Amended Certificate of Estimated Resources. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

The 2021 Government Fleet Ohio EPA Reporting is complete.

Middlefield Bank VISA has not sent the necessary maintenance documents (per March 15<sup>th</sup> phone conversation) to revise the VISA accounts assigned to Rich Gano, Eric Hankinson and Diane Rodhe into one account with a 5000.00 credit limit.

Middlefield Bank VISA has not sent the statements to show a credit of late fees as discussed (per March 15<sup>th</sup> phone conversation) therefore, no further payments will be issued.

**Resolution 2021-36:** Steve Pancost motioned to not make any further payments on the Middlefield Bank VISA accounts until all statements have been received with credits applied. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Police Report:**

No tickets were issued in the township.

**Fire Report:** March response time was 5 minutes and 16 seconds.

Chief Byers reported on the sirens. The Motorola Field Tester will be back to work and coding the sirens and the statewide siren test is complete.

Chief Byers also reported that the Village of Hiram is going to receive additional CARES ACT funds. Jack Groselle stated that no additional CARES ACT funds are slated to come to the township.

There have been a number of brush fires in the township and the gator has been very useful in these situations.

**Old Business:**

Jack Groselle summarized conversations with Huntington Bank and Cortland Bank in regards to possibly moving the township checking account from Middlefield Bank. Cortland Bank will apply fees similar to Middlefield and Huntington needs to see current bank statements before any further discussion. Jack asked for a resolution approving the change in banking institutions if further discussion deems it worthy.

**Resolution 2021-37:** Steve Pancost motioned to approve the change in banking institutions if Jack Groselle and Diane Rodhe agree to make the change after further conversation. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-38:** Steve Pancost motioned to approve PO 37-2021 for \$5952.00 to Charles E Harris & Associates for the 2019-2020 Audit. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-39:** Steve Pancost motioned to approve PO 35-2021 for \$85,400.00 to Village of Hiram for 2021 Fire Protection. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-40:** Steve Pancost motioned to approve PO 36-2021 for \$132,400.00 to Village of Hiram for 2021 EMS Protection. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

The US Census request for a monthly construction project report was given to Jack Groselle for Hal Stamm to complete.

Diane Rodhe will contact a vendor to provide a portable toilet for the Hiram Rapids Church, Cemetery and Ballfield.

**Resolution 2021-41:** Debra Blake motioned to approve the Purchase Order necessary to bring in a portable toilet from May 1 – October 31. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-42:** Steve Pancost motioned to approve Purchase Order 41-2021 for \$100,000.00 for Integra Excavating LLC. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Steve Pancost reported on having township records digitalized. He is thinking that we should bring them to the Townhall to see what we have in order to get an estimate.

Steve Pancost reported on the Hankee Rd stone bridge. Per Mr. Jenkins at ODOT, the bridge was inspected in 2018 and at that time, no weight limit was established.

Jack Groselle talked to the Portage County Commissioners about the recycling. They will check into his concerns.

Hal Stamm has advised that a Change Order may be necessary for the new building project due to elevation.

Jack Groselle reminded Diane to be sure that our 2021 NOPEC Grant is secured.

**New Business:**

Jack Groselle signed the Letter of Engagement presented by Charles E Harris & Associates.

Diane Rodhe presented a report on the 2019-2020 audit that is currently underway. The following items have been suggested as best practices and per resolution will be adopted as policy.

**Resolution 2021-43:** Debra Blake motioned to add the following items to our website:

- Meeting Agenda
- Public Records Policy
- Form to be used for making a Public Records Request
- Name of Records Custodian
- Annual Budget
- Chart of Elected Official Salaries

Annual Report  
Audit Report

Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-44:** Debra Blake motioned to include the Public Records Policy in the Employee Handbook. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-45:** Debra Blake motioned to create a record of Public Record Requests in a spreadsheet format. The spreadsheet should include Name of Requestor, Date of Request, Type of Request, Date Request is Filled, Name of Person who Fulfilled the Request. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-46:** Debra Blake motioned to include a signed statement for township employees to acknowledge healthcare reimbursement to be used for healthcare payments. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Diane Rodhe inquired about the purchase of a desk to replace the table currently used by the Fiscal Officer.

**Resolution 2021-47:** Debra Blake motioned to approve the purchase of a desk for the Fiscal Officer. Jack Groselle seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Jack Groselle reminded everyone to tell your neighbors and friends to check their utility bills to be sure that NOPEC appears and discounts are applied.

Jack Groselle reminded Rich Gano to get \$300.00 per lot when Village Gate sells a lot or combines lots.

Jack reported on the Local Government Fund at 1.66.

The Ohio EPA Permit has finally been approved and will be forwarded to the Portage County Building Department. Hal Stamm is sending the permit to Integra Excavating LLC.

Jack Groselle brought a copy of Levy Notices in the paper and wondered if this is something that Hiram Township will need to do in the future. Diane will follow up.

#### **Zoning:**

Rich Gano presented the following items:

Permits were issued for one new home, one addition, one accessory building, a porch roof, a sunroom, and a deck.

Jack Groselle received a resident complaint about a Washburn Rd property that is accumulating junk. Rich has been out to see the situation and a letter will be going out to the property owner.

A certified letter has gone out to Soltis on Abbott Rd regarding the junk accumulating on the property.

**Road Report:**

Steve Pancost mentioned that he is concerned about a culvert on State Route 700 (north of Winchell Rd) and he called Ron Zollar.

**Resolution 2021-48:** Jack Groselle motioned to continue with United Health Care Medical Coverage and Superior Dental and Vision Coverage for the month of May with all current township policies to continue without revision until the quotes from Ohio Insurance Services Agency can be reviewed and discussed. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Tom Matota reported on the following items:

The Village of Hiram will be installing a new waterway in front of the Townhall.

The 2016 Dump truck needs service estimated at \$700- \$800.00 for service.

The 2014 Dump truck also needs service for an engine noise.

Tom is researching the cost of liquid for chip and seal. He has received the JASA bid documents from Portage County and he will be contacting JASA to see if Hiram can purchase liquid for the same amount.

Steve Pancost motioned to adjourn the meeting at 8:22 PM. Debra Blake seconded the motion.

Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

4/13/2021 Meeting Payments and Receipts				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	5980.21	
electronic	Wages	Salary	4393.41	
electronic	Wages	Wages	5426.56	
electronic	OPERS	2021 March Contributions	4744.77	
electronic	IRS	2021 March WH	2078.56	
electronic	State of Ohio	2021 March WH	315.03	
electronic	State of Ohio School District	2021 March WH	155.87	
electronic	Village of Hiram	2021 1st Quarter RITA	72.12	
electronic	United Health Care	2021 April Healthcare Premium	6461.70	
electronic	Middlefield Bank	ACH Fee March	25.00	
electronic	Frontier	DSL	51.98	
electronic	Oho Dept. Job & Family Services	2021 1st Quarter Unemployment	274.66	
11432	Village of Hiram	Water Townhall and Garage	15.27	
11433	Ohio Edison	Electric 402, 180, 936, 162, 729, 149, 910	749.13	
11434	Verizon Wireless	Road Supervisor & Zoning Inspector	84.20	
11435	Dominion	Natural Gas Townhall & Garage	129.00	
11436	Hiram Police Department	Patrol & Mileage	2052.65	
11437	Superior Dental & Vision	2021 April Premium	164.54	
11438	Superior Dental & Vision	2021 May Premium	164.54	
11439	HC Reimbursement	HC Reimbursement	424.36	
11440	Copley Ohio Newspapers	BZA Notice & Material Bid Notice	47.00	
11441	Portage County	Hazmat Support & Urban Search and Rescue	554.53	
11442	Village of Hiram	2021 2nd Quarter Fire & EMS Contract	72557.23	
11443	Charles E Harriss & Associates	2019-2020 Audit Fees	5952.00	
11444	The Weekly Villager	Meeting Date Change Notice	20.00	
11445	Sedgwick	BWC Group Rate Enrollment	565.00	
11446	Integra Excavating	Invoice #3	27259.86	
11447	Centerra Co-op	Fuel	551.99	
11448	Gee-ville Auto Parts	Supplies	240.70	
11449	Mantua Auto Parts	Supplies	24.49	
11450	Gledhill Road Machinery	Repairs	68.33	
11451	Mantua Hardware Lawn & Garden	Supplies	90.15	
11452	Leppo	On site service	576.09	
11453	Emmett Equipment Company	Repairs	168.02	
11454	DJM Sales	Repairs	41.40	
11455	Powerplan	Repairs	24.68	
11456	Stamm Contracting Company Inc	Supplies	48.90	
11457	Quick Service Welding & Machine	Repairs	68.60	
11458	Cleveland Plumbing	Supplies	38.43	
11459	Airgas USA	Supplies	181.10	
11460	Oscar Brugmann Sand & Gravel	Materials	157.41	
11461	Hartville Hardware	Supplies	243.76	
11462	Municipal Signs	Supplies	276.00	
11463	Morton Salt	Materials	11286.73	
11464	Shook Company LLC	Guardrail Ins Payment	2925.00	
11465	HC Reimbursement	HC Reimbursement	1560.61	

	Zoning Fee - Crawford	House Permit		100.00
	Zoning Fee - Carpentry Works	Mylar Signing		25.00
	Zoning Fee - Moore	Mylar Signing		25.00
	Zoning Fee - Zepp	Accessory Building Permit		50.00
	Zoning Fee - Lott	Accessory Building Permit		50.00
	Zoning Fee - Mascheck	Accessory Building Permit		50.00
	Culvert Replacement - Zepp			175.00
	Portage County Auditor	2021 March License Tax		561.92
		2021 March License Excess Tax		334.42
		2021 March Permissive Tax		721.50
		2021 March Gasoline Tax		10,904.77
		2021 April 2020 1st Half General Property Tax		448,085.40
		2021 April 2020 1st Half Manufactured Home Tax		10,134.00
	Middlefield Bank	2021 March Interest		234.82