

Hiram Township Trustees

Hiram Township Trustees Regular Meeting Minutes

July 20, 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:**

Steve Pancost motioned to approve the June 8, 2021 Meeting Minutes. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Public Comment:**

John Harris from Portage County Library attended the meeting to advise the Trustees of activities and discuss the upcoming Levy. Mr. Harris spoke about how the library managed to provide services to the public throughout the pandemic. The 1 Mill, 10-year Levy is estimated to cost homeowners approximately 35.00 per year. The library would like to expand operating hours and possibly start a Bookmobile.

**Fiscal Officer:**

Diane Rodhe presented the following items:

Integra Excavating, LLC has provided a Certificate of Liability for one million dollars.

UAN updates have been completed.

NOPEC applications are complete for the Community Event and NEC.

Purdue Pharma US Bankruptcy alert has been received.

Portage County sent the Semi-Public wastewater permit. Diane gave this to Tom Matota.

A Public Notice was submitted for the part time employee.

Middlefield Bank is still not able to process payments to more than one credit card. A principal needs to be assigned to the account before any changes are made.

**Resolution 2021-56:** Jack Groselle motioned that Diane Rodhe serve as principal to the Middlefield Bank VISA account in order to have one account, one payment for all three credit cards. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Diane will apply for a reimbursement of the 3800.00 electric line installation from the NOPEC Grant fund.

Portage County Township Association is looking for volunteers for the Randolph Fair township tent.

The 2022 Budget was completed and submitted in June.

Diane prepared a packet of financial reports for the Trustees.

Diane would like to purchase a cabinet instead of a desk. All agreed.

Diane inquired about using funds to complete the digitalization of our records. All agreed to pursue this project.

Tom Matota received the newest version of I-9 Forms.

American Rescue Plan has listed Hiram Township as receiving \$251,402.54 which is 75% of 2019 Budget. Townships must register before Sept 4<sup>th</sup> with a plan for disbursement of the funds.

**Police Report:** No report provided.

**Fire Report:** June response time is 5 minutes and 10 seconds.

**Old Business:**

Steve Pancost provided an update on options for the solar powered light at the Rapids Cemetery.

**New Business:**

Hal Stamm inquired about Change Order 1 for the ultra-violet light and touchless faucets. The PO is in place for 10,000. After discussion, Hal informed us that he will not approach Integra to provide an itemized list nor will they reduce the cost of the Change Order as related to the actual cost of materials.

Integra has presented Change Order 5 for a six-week extension on the completion schedule due to material delays. The cost for not meeting the schedule is 500.00 per day.

**Resolution 2021-57:** Jack Groselle motioned to approve Change Order 5 for a six-week extension with a revision to Change Order 2 to lengthen the swail installation. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-58:** Jack Groselle motioned to approve Change Order 2 for the swail installation and Hal Stamm will discuss the extension of the swail with Integra because we are granting the six-week extension on the schedule without penalty. Steve Pancost seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

Hal Stamm asked if Hiram Township is getting grant money from the state for the septic system? There is no application for grant money.

Hal Stamm inquired about a water well. Tom Matota suggested that we inquire about getting water from Village of Hiram. Jack will look into the cost of running water from the village.

Hal Stamm informed the Trustees that there are no current plans for the heated floor to be completed in the office area so flooring and a heating system will need to be installed.

Diane Rodhe requested a more detailed approval from Hal Stamm when he approved Integra Invoices.

Diane also asked Hal Stamm for written approval for Invoice 7Rev. Hal said he would send the approval.

Steve Pancost reported that Portage County Regional Planning has approved the combined lots and subdivision regulations.

Jack Groselle received an inquiry regarding the Village Gate Impact Fee. He also received an inquiry about the intersection of State Route 700 and Pioneer Trail. The resident was concerned about safety and wanted to understand why the intersection is a 3-way stop.

Jack Groselle asked Tom Matota about mowing the grass at the new building to clean up where the swail is being installed and in front of the building. Tom is concerned about the mowing tractor being too heavy. Steve Pancost is going to look into other options.

Jack Groselle reported the Sheriff's Office as volunteering to clean up roadsides in Hiram Township. After discussion, it was agreed to decline the service.

Jack Groselle reported that Bill Steiner from Portage County Recycling called to discuss the option of moving the pickup of recycle to every other week. All agreed that Hiram would prefer to maintain the weekly schedule.

**Zoning:**

Rich Gano reported on the following applications for permits.

Camp Asbury – permit for an addition

LDA Builders – new home on Mumford Rd.

**Road Report:**

Tom Matota has not received any applicants for the part time road crew position.

The road sign was replaced at Udall Rd- after being reported as missing.

Chip and Seal plans for 2021 need to be further discussed.

Debra Blake motioned to pay the bills and adjourn the meeting at 8:15 PM. Steve Pancost seconded the motion.

**Resolution 2021-59:** Jack Groselle motioned to go into Executive Session to discuss employees at 8:15 PM. Debra Blake seconded the motion. Roll call vote was taken. Jack AYE, Debra AYE, Steve AYE.

**Resolution 2021-60:** Jack Groselle motioned to come out of Executive Session at 8:45 PM. Steve Pancost seconded the motion. Jack AYE, Debra AYE, Steve AYE.

No action was taken. Meeting adjourned.

7/20/2021 Meeting Payments and Receipts				
Warrant	Payee	Description	Paid	Received
electronic	Wages	Wages	4791.96	
electronic	Wages	Salary	4398.78	
electronic	Wages	Wages	4567.93	
electronic	OPERS	2021 June Contributions	4351.81	
electronic	IRS	2021 June WH	2147.47	
electronic	State of Ohio	2021 June WH	356.69	
electronic	State of Ohio School District	2021 June WH	156.39	
electronic	RITA	2021 2nd Quarter	133.24	
electronic	United Health Care	2021 Aug Healthcare Premium	6461.70	
electronic	Middlefield Bank	ACH Fee May	25.00	
electronic	Middlefield Bank	ACH Fee June	25.00	
electronic	Middlefield Bank	Deluxe Business - Deposit Book	106.19	
electronic	Middlefield Bank	VISA - Postage	86.84	
electronic	Middlefield Bank	VISA - Toner Cartridges	386.71	
electronic	Frontier	DSL	51.98	
11517	Village of Hiram	Water Townhall and Garage	15.27	
11518	Ohio Edison	Electric 402, 180, 162, 729, 149, 910	352.16	
11519	Verizon Wireless	Road Supervisor & Zoning Inspector	85.82	
11520	Dominion East Ohio	Natural Gas Townhall & Garage	332.47	
11521	Hiram Police Department	Patrol & Mileage	2017.45	
11522	Roberta Zuver	Townhall Cleaning	70.00	
11523	Superior Dental & Vision	2021 Aug Premium	164.54	
11524	Miller & Company	Portable Toilet - June & July	226.00	
11525	Centerra	Fuel	1030.11	
11526	Carter Lumber	Supplies	24.04	
11527	Marlboro Supply	Supplies	39.00	
11528	Gee-ville Auto Parts	Supplies	88.47	
11529	Mantua Hardware Lawn & Garden	Supplies	125.16	
11530	Airgas	Supplies	14.05	
11531	Mars Electric	Supplies	219.30	
11532	Cuyahoga Asphalt Materials	Material	286.76	
11533	Industrial Connections	Supplies	52.03	
11534	Mantua Auto Parts	Repairs	65.00	
11535	Hal Stamm	Consultation	240.00	
11536	Ohio Edison	Street Lights Aug 149	286.40	
11537	Oscar Brugmann Sand & Gravel	Materials	417.06	
11538	Integra Excavating	Invoice 7 Rev	29607.62	
	Zoning Fee - Fence One DBA Great Lakes	Fence		50.00
	Zoning Fee - Carpentry Works	New Home		100.00
	Zoning Fee - Carpentry Works	Impact Fee		150.00
	Zoning Fee - Carpentry Works	Impact Fee		300.00
	Zoning Fee - Borrelli	Accessory Building		50.00
	Zoning Fee - Koby	Accessory Building		50.00
	Portage County Auditor	Local Government HB		518.54
		Local Government		4,108.39
	Portage County Township Association	OTA Membership Fee Refund		40.00
	Portage County Auditor	2021 June License Tax		670.08
		2021 June Permissive Tax		988.50
		2021 June Gasoline Tax		12,066.00
	Byler	Culvert Installation		175.00
	Green's Funeral Services	Grave Opening		300.00
	Fleishman	Burial Fee		90.00
	Gall	Culvert Installation		150.00
	Portage County Auditor	Local Government HB		518.54
		Local Government		3,796.27
electronic	Middlefield Bank	2021 June Interest		255.23