

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

December 13, 2016

The following Members of Council were present: Mr. Wadkins, Mr. Cobb, Mr. Dempsey, Mr. Hemphill, Mr. Smith and Mr. Spencer. The following were also present: Mayor Lou Bertrand, Village Solicitor Tom Reitz, Fiscal Officer Susan Skrovan, Fire Chief Bill Byers, Fire Captain Chris Sanchez, Sgt. /Acting Chief Brian Gregory and Village Administrator James McGee.

The following persons were present: Stacy Turner; reporter for the Weekly Villager, Frank Hairston and Clayton Popik from the Portage Area Regional Transit Authority (PARTA), Park Board Chairman; Chris Szell, Ed Frato-Sweeney with Hiram College, high school students McKenna Randall and Peilin Yang.

Mayor Bertrand called the regular meeting to order at 7:00 pm. He asked that all cell phones be silenced. There was a moment of silence followed by the pledge to the flag.

The Mayor asked for a motion to approve the regular meeting minutes of 11/8/16 as presented. A motion to approve the minutes as presented was made by Mr. Wadkins and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

The Mayor asked for a motion to approve the proposed agenda as amended. Resolution 2016-34 has been added. A motion to approve the agenda as amended was made by Mr. Spencer and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor.

GUEST AND PUBLIC COMMENT

Frank Hairston and Clayton Popik from the Portage Area Regional Transit Authority (PARTA) asked to address Council. Clayton provided an overview of PARTA's schedules and services. The number of people using PARTA in Hiram is low. They are looking to see what Hiram needs in services; can your residents be surveyed. The Mayor noted that we have 700+ students on campus. PARTA wants to work with representatives from Hiram and Hiram College to tailor services to this area. Mr. Ed Frato-Sweeney, who represents Hiram College, would be willing to talk with PARTA. Currently, there are three daily stops to Hiram. However, at the present time, there are no evening runs for students and residents.

Mr. Ed Frato-Sweeney introduced himself to everyone. He is the director of residential and citizenship education for Hiram College. He was asked to serve as the liaison between the College and Village Council.

Park Board Chairman Chris Szell informed Council they will be holding a meeting on Friday, December 16th. They are still reviewing the bid received for the new park. They are looking at some cost saving measures, which he will bring before the next Finance meeting. The GameTime contract was submitted, there should be an invoice before Council tonight for payment approval. They are getting to a more palatable number for the park improvements.

Notre Dame Cathedral Latin (NDCL) High school students McKenna Randall from Hiram and Peilin Yang, an international student from China, were present to observe their local government and present their report to class.

DEPARTMENT HEAD REPORTS

Police Sergeant Brian Gregory provided the monthly report. They had 298 offense reports for the month of November. His department has had some training. They have been working with Aurora to get everything up and running for our dispatch services. We will be replacing our repeater antenna and the cabling at a cost of approximately \$4,100; compared to adding an antenna to our water tower at \$15,000. Call volume is up.

Our Shop with a Cop program is this Saturday, December 17th beginning at 10:00 am. All volunteers are welcome and should plan to arrive by 9:30 am. We need volunteers to help with the shopping and with wrapping gifts. We have six families from the James A. Garfield Schools and six families from the Crestwood School District.

Fire Chief Bill Byers provided their monthly report last night by email. Bill provided in their report some thank you notes and cards they have received. Santa Claus delivered presents on our fire truck this past Saturday, December 10th. Our volunteers visited 19 homes and received a \$500 donation to the Fire Association!

His department had some work done on vehicles; engine #1 suffered a mechanical issue with the onboard generator. This truck is a 1993 and required a new gear box replaced in house by Lt. Groselle. Last month we had a throttle problem with engine #3, it corroded where the throttle pedal connects and our service department jumped in with the help of Troy Machine who milled a custom piece and did not charge us for it. Hats off to Try Machine!

His department has received awards from both MADD and DARE.

Village Administrator James McGee presented the November monthly water/sewer report. Council will notice the uncollected amounts are a little high; his department is working on that situation. Next month expenditures will probably be a little bigger with all the work they are doing on repairs and maintenance.

The Kimble Company, who handles our recycling and trash pickup, will have their rates going up this coming year. Our contract will need to be renewed for either 1 year or 5 years. James has had some complaints about their service. James would like to have a hearing to determine if we want to continue with Kimble. The recycling will be going up \$1.50 per month. The Mayor said he saw Bill Steiner with Portage County Recycling; he would like an opportunity to bid for recycling and trash pickup. Chairman Wadkins said our current contract is expiring; we will need action tonight. James said the new rates will be for trash from \$10.69 to \$10.90 per month and the recycling will be going up from \$1.95 to \$3.50 per month, almost double. Hiram Township signed on for five years.

A motion to continue with Kimble's new rate for one year and have the Village Administrator negotiate with Kimble and/or Portage County Recycling for a longer contract with a rate lock was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

MAYOR'S REPORT TO COUNCIL FOR DECEMBER 13, 2016

PLANNING AND ZONING COMMISSION

The Commission did not meet this month as there was no business before it.

ADVISORY COMMITTEE ON BLIGHTED PROPERTIES

DO EITHER ONE OF THE MEMBERS WANT TO REPORT TO THE COUNCIL ON THE PROCEEDINGS ON THE MEETING OF THE 21ST OF NOVEMBER PAST? THE NEXT MEETING IS SCHEDULED FOLLOWING THE FINANCE & SAFETY MEETING ON JANUARY 31, 2017 BEGINNING AT 6PM.

Chairman Wadkins asked about upcoming meetings in December. The next Finance meeting was moved to December 20th. Do we want to move the next meetings for Blighted properties and for Sidewalks to the 20th as well? After some discussion, the consensus was to have a Blighted/Sidewalks Committee meeting that same night, December 20th, following Finance. Chairman Wadkins thanked our Solicitor Tom Reitz for the definitions he provided to them. Both meetings will be advertised and Ed Frato-Sweeney is willing to serve on the committees.

COMMITTEE TO ADDRESS THE DETERIORATING SIDEWALKS

THOSE APPOINTED ARE: TOM WADKINS, CRISTINE BOYD AND PAUL SPENCER TOGETHER WITH JAMES MCGEE THEY ALSO ARE MEETING ON JANUARY 31, 2017.

ELECTION RESULTS FOR HIRAM VILLAGE

Attached hereto:

ARTICLES FROM THE CLEVELAND PLAIN DEALER

Attached hereto:

MAYOR BERTRAND ATTENDED THE PORTAGE PARK DISTRICT PUBLIC HEARING

On Monday, December 5, 2016 From 7-9pm at REED MEMORIAL LIBRARY in Ravenna, the Portage Park District reviewed the completed an approximately 300 page FINAL DRAFT OF THE COMPREHENSIVE PARKS MASTER PLAN to guide the District and its use of levy funds over the next ten years. Led by planning consultant BRANDSTETTER CARROLL, INC., the Master Plan project included public input through a variety of ways to determine the needs and opportunities for parks, trails and programs across Portage County. The project also included the creation of conceptual park plans to identify appropriate uses and facilities for over 1,000 acres of Park District lands in ten (10) areas that have not yet been opened to the public, info@portageparkdistrict.org or 330-297-7728. Incidentally, I was the only elected municipal or elected county official at this meeting.

Submitted by:

MAYOR LOU BERTRAND

December 13, 2016

The Fiscal Officer Susan Skrovan presented her monthly financial reports.

The following reports were provided to Council for this meeting:

Bank reconciliation report for November 2016 was presented to Council and the Mayor for signing.

Cash Summary by Fund as of November 30, 2016 was provided in Council packets.

The list of bills as of December 8, 2016 was provided in Council packets.

R.I.T.A. income tax receipts YTD

Susan informed Council that she did indeed cut off purchase orders as of November 30, 2016. She did have a lot of purchase orders to enter at this time since department heads were evaluating what they had left in their budgets before creating any new purchase orders. Susan is now looking at closing any purchase orders that are no longer needed or reducing the amount available on them.

Susan asked Council regarding the January meeting; with it being January 10th, it is early and with closing out the year end and payroll hitting that same week, she would ask if it could be moved back a week to January 17th.

A motion to move the January Council meeting from the 10th to the 17th at 7:00 pm was made by Mr. Wadkins and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

Council went onto discuss the two scenarios for employee raises; the first would be a percentage and the second would be a flat amount per hour. A third option, which department heads have discussed, would be to offer an amount to each department and allow the department heads to determine the raise amounts for their employees. Chris Cobb asked about other sources of income in the General Fund besides income tax revenues. Council and the Fiscal Officer reviewed revenue sources. Paul Spencer asked Council to remember that raises are not handed out every year, some years there were no raises. Paul would like to see a flat raise amount per hour.

A motion to approve the Fiscal Officer's report was made by Mr. Spencer and seconded by Mr. Wadkins. The result of the voice vote was 6-0 in favor.

A motion to pay the bills as presented was made by Mr. Spencer and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor.

HIRAM TOWNSHIP REPORT

There was no Township representative to provide a report this evening. Chief Bill Byers mentioned the fire department is working with Hiram Township Trustees and their legal counsel to address accessibility in the winter months to Cheryl & Sherwood Drives. Both roads are private drives.

LEGISLATION

ORDINANCES

2016-22: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE SHOP WITH A COP FUND (2273) BY \$2,500. 3rd READING. A motion to approve was made by Mr. Smith and seconded by Mr. Spencer. The result of the voice vote was 6-0 in favor.

2016-23: AN ORDINANCE AUTHORIZING A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER FOR DEFENSE OF INDIGENT PERSONS CHARGED WITH CRIMINAL OFFENSES UNDER THE VILLAGE ORDINANCES. 3rd READING. A motion to approve was made by Mr. Wadkins and seconded by Mr. Cobb. The result of the voice vote was 6-0 in favor.

2016-25: AN ORDINANCE AMENDING THE VILLAGE OF HIRAM'S EMPLOYEE HANDBOOK, APPENDIX A. 3rd READING. A motion to approve was made by Mr. Dempsey and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor.

2016-27: AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF HIRAM DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017. 2nd READING. A motion to suspend the rules was made by Mr. Cobb and seconded by Mr. Spencer. The result of the voice vote was 6-0 in favor. A motion to approve on second reading was made by Mr. Hemphill and seconded by Mr. Wadkins. Chairman Wadkins asked the Fiscal Officer if our 2017 budget was a flat budget with no increases. Susan said the only increase was for the Shop with a Cop program due to the increase in revenue. The result of the voice vote was 6-0 in favor.

RESOLUTIONS

2016-32: A RESOLUTION AUTHORIZING SPECIFIC ENUMERATED TRANSFERS BY THE FISCAL OFFICER BETWEEN FUNDS OF THE VILLAGE OF HIRAM FROM THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND. 2nd READING. A motion to suspend the rules was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor. A motion to approve on second reading was made by Mr. Wadkins and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

2016-34: A RESOLUTION AUTHORIZING A _____ RAISE FOR ALL EMPLOYEES OF THE VILLAGE OF HIRAM FOR THE 2017 CALENDAR YEAR EFFECTIVE ON _____ AND DECLARING AN EMERGENCY. Council discussed the options of a percentage raise versus a flat dollar amount; the idea originating from the Finance meeting. The consensus from Finance was a flat amount would be fairer for all employees. Susan added that following Finance, the department heads have talked and discussed an idea for Council to provide an amount that each department head would then split between their employees as they so determine based on their performance evaluations. Council felt a merit raise should be separate from a general across the board cost of living raise. Paul Spencer would recommend a .25 cent per hour cost of living raise for all employees. A motion to amend Resolution 2016-34 to reflect a .25 per hour raise to be effective January 2, 2017 was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor. A motion to suspend the rules was made by Mr. Wadkins and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor. A motion to approve as amended as an emergency was made by Mr. Spencer and seconded by Mr. Wadkins. The result of the voice vote was 6-0 in favor.

ANY OTHER BUSINESS:

Village Solicitor Tom Reitz brought before Council the fact that his contract is up at the end of December. Tom said he would like to continue to work for Hiram next year. Tom would ask Council to decide what they wish to do and let him know. Chairman Wadkins asked Tom what he would like for next year; would there be any changes. Tom Reitz said he would like the same cost of living raise that other employees received. Tom would offer for consideration by Council that under his current contract, Hiram is his lowest paying client. He is compensated from Hiram at about 60% compared to that of his private clients. The Village of Windham does not pay him full freight but they do pay him more on an hourly basis; he does get a raise from them every year. Hiram has not gotten into any legal difficulties under his watch. Tom is the most experienced Village Solicitor in Portage County; he would ask Council to consider all of those things. Tom will continue to work into January until Council makes a determination. Council felt it would be best to discuss at their next Finance meeting. There was some general discussion on what raises and adjustments were given in prior years. Solicitor Reitz will have something prepared for Finance to review. Susan will check with other communities to see what they pay their legal counsel. Paul Spencer asked what Tom Reitz was anticipating to ask for his 2017 contract. Tom Reitz said he would ask for the 1.5 percent across the board and probably something above that amount based on his performance. He does not plan to ask to raise his prosecution rate, which is at \$90.00 per appearance.


A motion to adjourn was made by Mr. Cobb and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor. The meeting adjourned at 8:50 pm.

These minutes are pending approval by Council.



Mayor Lou Bertrand

ATTEST:



Fiscal Officer Susan J. Skrovan