

Hiram Village Council Meeting

Rosser Municipal Building

11617 Garfield Road, Hiram, Ohio 44234

February 11, 2020

The following Members of Council were present: Mr. Dempsey, Mr. Greenwood, Mr. Hemphill, Mr. Smith, Mr. Spencer and Mr. Szell. The following were also present: Mayor Lou Bertrand, Village Solicitor Tom Reitz, Fiscal Officer Susan Skrovan, Police Chief Brian Gregory, Fire Chief Bill Byers and Village Administrator James McGee.

The following persons were present: Stacy Turner; Reporter with The Weekly Villager, Ed Frato-Sweeney with Hiram College, Debra Blake; Hiram Township Trustee, Dan Brokos; Beautification Committee Chair and Phil Chercot with the 2020 Census Bureau.

Mayor Bertrand called the regular meeting to order at 7:00 pm. The Mayor 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 nominate Council President for 2020. A motion to nominate Robert Dempsey as Council President was made by Mr. Hemphill and seconded by Mr. Spencer. The result of the voice vote was 5-1 in favor with one abstention from Mr. Dempsey.

The Mayor asked for a motion to adopt the rules of Council. A motion to adopt the Roberts Rules of Order 10th edition was made by Mr. Smith 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 calendar for 2020. A motion to approve the Council meeting calendar for 2020 as the second Tuesday of every month at 7:00 pm was made by Mr. Spencer and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

Mayor asked for a motion to approve the regular meeting minutes of 12/10/2019. A motion to approve the minutes as presented was made by Mr. Hemphill and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

Mayor asked for a motion to approve the special meeting minutes of 12/17/2019. A motion to approve the special minutes as presented was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

Mayor asked for a motion to approve the proposed agenda. A motion to approve the proposed agenda as presented was made by Mr. Greenwood and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

GUEST AND PUBLIC COMMENT

Chris Cobb, formerly a member of the Hiram4th fireworks committee, asked about the fireworks for this year. Preparations should have already begun for the fireworks on the 4th of July. Chris Cobb provided a program from the past year for members of Council to review. Chris said he would be willing to help for the first year with a new committee. The original committee consisted of two; Ed Frato-Sweeney and Chris Cobb. Fire Chief Bill Byers said he has reached out to the Fire Association to see if they would be willing to pick up the program. The Fire Association meets the third Monday of the month. They could help with the grant application due mid-April.

Dan Brokos, Chairman of the Hiram Beautification Committee, was introduced by Michael Greenwood. Michael went onto explain who attended the recent classes of the Tree Academy. Dan Brokos provided a PowerPoint presentation of the Hiram Tree Plan. Bare root saplings would be staked and fenced to protect them. Discussion turned to the location of the saplings off the tree lawn and other details of the plan.

Hiram Township Trustee Debra Blake, introduced Mr. Phil Chercot with the 2020 Census Bureau. Mr. Chercot explained the task at hand and that they do need census takers to go door to door. There are 550 jobs left in Portage County at \$16.00 per hour. This is great for retirees and for students. Work begins on April 1st. There are twelve questions on the census form. It is estimated to take 4 weeks to six months for the job to be completed.

The first letters have been mailed out. If you cannot go online, they will mail it out to you. Please don't ignore the letter! The census count helps to bring necessary funding into Portage County; every person is important!

Ed Frato-Sweeney mentioned that he is working closely with the Tree Academy members for the April 24th Arbor Day festivities.

DEPARTMENT HEAD REPORTS

**Police Chief Brian Gregory provided their monthly report.* There were a total of 308 offense reports for January which is really high! The annual police report was presented at the last Finance meeting and to others tonight.

Brian mentioned that he is working on an "Impound Release Fee" of \$25.00 for vehicles that are towed. He is also talking about raising other fees; legislation should be before Council in April.

The Annual Pancake Breakfast will be Saturday, April 4, 2020 from 9-1 pm.

The MARCS radios are set up; they still need to be programmed.

Aurora dispatch is in the middle of arbitration. Dispatch costs may go up or they may stay the same.

**Fire Chief Bill Byers provided their monthly report for tonight.* Chief Byers reported E2 had a minor crash with two deer; the damage was superficial to the vehicle. The Chief provided their annual report to Council for review.

**Village Administrator James McGee presented the monthly water/sewer report.*

Clearwater Operations, the company handling our water plant operations, has been working out well with the EPA. James, Steven and Simon have been operationally lab certified. Adam is now certified to run the laboratory. James is looking to raise their wages maybe by as much as a \$1.00 per hour for each; if the budget would allow. Right now, Steven comes strictly out of the Street Operating funds; James would like to adjust that by a percentage to each department he performs work in.

His department is working with CT Consultants on the water tower project.

Water meter replacement project will be funded out of the water & sewer capital funds and will begin late summer.

Sewer operations; Dan Vair is still handling.

There are two pumps for the Winrock lift station that need replaced. Each station has two pumps which alternate.

The vehicle lift is scheduled to be installed this week.

The generator is finally done! James is still going to work on installing some bollards to protect it.

James brought up the circular slide at Jagow Park is cracked. It is still under warranty, however, how much they will cover on the replacement is uncertain. They want to prorate the cost.

MAYOR'S FEBRUARY 11, 2020 REPORT TO COUNCIL

OHIO REVISED CODE §733.41 states: *“At the first regular meeting in January of each year, and at such other times as the mayor deems expedient, the Mayor shall report to the legislative authority concerning the affairs of the municipal corporation, and recommend such measures as seem proper.”*

REPORT TO COUNCIL

This is the 114th annual meeting of HIRAM VILLAGE COUNCIL and I again report that HIRAM MUNICIPAL GOVERNMENT is in stable financial condition operating in an efficient manner and providing good service to the general public, village residents, businesses, Hiram College students, staff and faculty.

This is my 13th Annual Mayor's Report given in my 13th year as the elected Hiram Mayor, furthermore, this is my 41st year as an elected official in HIRAM VILLAGE.

FINANCIAL HISTORY

At the end of 2007 when I took office, the total balances in all funds were **\$1,367,231.**, twelve (12) years later at the end of 2019 the balances in all funds were **\$1,814,791.** This is an increase of **\$447,560.**

Again this coming year with the fluctuation in Hiram College enrollment, the Village must be cautious in its economic future.

PURCHASE OF RESIDENTIAL PROPERTY - 11605 GARFIELD ROAD., HIRAM VILLAGE, PARCEL# 22-028-10-00-023-000

There was an appraisal on November 8, 2019 Spalding/Emig Co. of FMV of \$105,000. Subsequently, the Village Council authorized a home inspection by Mr. David Testa received on December 26, 2019. Mr. Testa met with the Finance Committee on January 28, 2020. It was the considered opinion and motion of the Finance Committee that the Village should offer 10% less than the appraised value for some obvious repairs that will be needed on the property. The Mayor asked for a motion from Council to make an offer in writing.

A motion to make an offer on the property located at 11605 Garfield Road of 10 percent less than appraised value was made by Mr. Spencer and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor.

OVERVIEW OF THE PAST YEAR

Last year Council considered approximately 42 Ordinances and 44 Resolutions, the highlights are:

LEGISLATION:

- In January and February, the legislation and Resolution for the installation of a new water tower costing approximately \$1,000,000 together with the appropriation of 0.7178 acres of land needed for the site of this structure.
- In March, the Village began the sidewalk construction and repair project authorized with a cash collateral loan of \$300,000 from Middlefield Bank. The bid by Alba Contractors for \$266,848 was accepted by Council in May. In addition, there was tree cutting in preparation of sidewalk construction of an additional \$30,000.
- Also in May, the purchase of a new fire engine was authorized by Council for **\$227,687.** The trade-in allowance was \$4,000 with a down payment from Village funds of \$60,000. June 8, 2010, the Township and Village agreed in Section 2 B by written contract that the Township will provide 60% of the funding necessary for new Department equipment purchases and share ownership equally with the Village. Thus the Township as of the purchase date owes the Village **\$172,612.20** + interest since the purchase date. (SEE: Exhibit “A” Attached hereto.)
- The new driveway in the MUNICIPAL BUILDING was completed for \$66,848 plus repairs to Ryder Road of \$16,000.
- In September, the Village/College contract for specific POLICE AND FIRE/EMS services was inked retro-active to July 1, 2019 until June 30, 2020 in the amount of \$30,000 paid in quarterly installment payments.
- In September, the Water Meter Replacement Project was approved by OPWC totaling approximately \$200,000.

- In November and December, the Village retained Engineer Timothy Lannon for routine engineering advice at an annual fee of \$3,000 and also CT Consultants for their design and total engineering costs for the new water tower of \$98,000.
- Also in November, Council passed Ordinance regarding abandoned structures and unoccupied lots.
- In December, the Village and Township retained jointly Charles E. Harris & Associates (*Certified Public Accountants*) to perform a special audit of the Fire and EMS services to determine the fair and reasonable rates that Hiram Township should be charged for services of the Fire and EMS Services.
- Also in December, Council authorized the expenditure of \$25,000 for the purchase and installation of a 30,000 lb. lift in the service garage.

COMMITTEES FOR 2020

THE APPOINTED COMMITTEES ARE AS FOLLOWS:

FINANCE & SAFETY: Smith, Spencer, Dempsey & Hemphill

INVESTMENT: DEMPSEY

BEAUTIFICATION, RECREATION & PARKS: Hemphill, Chris Szell and Ed Frato-Sweeney

PUBLIC RECORDS RETENTION: Chris Szell

ECONOMIC DEVELOPMENT: Spencer, Dempsey & Tom Bollenbacher [tbollen@windstream.net | Smart phone: 330-685-2747]

FIRE & EMS ADVISORY: Smith

PLANNING & ZONING COMMISSION: Spencer

BLIGHTED PROPERTIES & SIDEWALKS: DEMPSEY, SPENCER, ED FRATO-SWEENEY and SMITH

WEB SITE COMMITTEE: Chris Szell

Submitted by:

MAYOR LOU BERTRAND

***The Fiscal Officer Susan Skrovan presented some monthly financial reports for December & January.**

The following reports were provided to Council for this meeting:

The December & January Bank Reconciliations are not available at this time until temporary mode in the UAN is closed out and at that time, they can be completed and presented for signing by Mayor & Council.

Cash Summary by Fund as of December 31, 2019 & January 31, 2020 were provided in Council packets.

The list of bills as of February 11, 2020 was provided in Council packets.

Council meeting minutes for December 10, 2019 were provided in Council packets.

Council special meeting minutes for December 17, 2019 were provided in Council packets.

R.I.T.A. income tax receipts YTD report was provided in Council packets.

The Comparison of Budgeted and Appropriated YTD report was provided in Council packets.

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

A motion to approve the bills list was made by Mr. Spencer and seconded by Mr. Smith. Dave Smith asked about the dedicated phone lines for the lift stations. James and Susan explained. The result of the voice vote was 6-0 in favor.

HIRAM TOWNSHIP REPORT

Debra Blake reported that Hiram Township has finally got an electrical engineer that will complete the survey and the drawing for their new garage! Other than that, Hiram Township is doing well.

LEGISLATION

ORDINANCES

2020-01: AN ORDINANCE RATIFYING THE PAST ACTIONS OF THE FISCAL OFFICER OF THE VILLAGE OF HIRAM IN ORDER TO AUTHORIZE THE NECESSARY PAYMENTS ON INVOICES RECEIVED INTO THE VILLAGE BETWEEN THE LAST COUNCIL MEETING IN DECEMBER AND THE FIRST COUNCIL MEETING IN 2020 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Smith and seconded by Mr. Szell. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Hemphill and seconded by Mr. Smith. The result of the voice vote was 5-1 in favor with an abstention from Mr. Dempsey.

2020-02: AN ORDINANCE SETTING BASE COMPENSATION RANGES FOR EMPLOYMENT POSITIONS AT THE VILLAGE OF HIRAM, REPEALING ORDINANCE 2019-40 AND OTHER INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Smith and seconded by Mr. Greenwood. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Hemphill and seconded by Mr. Greenwood. Paul Spencer asked about the salary caps with regard to the request from the Village Administrator to give step increases of \$1.00 to certain personnel with lab certifications; will the salary caps cover the increase? James said he has not had a chance to speak with Susan about this; it will have to be revisited. Council determined the effective date of the legislation will be February 11, 2020. This will be further discussed at the next Finance Committee meeting. Dave Smith requested a spreadsheet be presented for all the full-time employees as well as the part-time patrol showing their salaries and hourly rates. The result of the voice vote was 6-0 in favor.

2020-03: AN ORDINANCE TO AMEND SECTION 303.083 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF HIRAM TO IMPOSE AN ADMINISTRATIVE IMPOUND RELEASE FEE. 1ST READING.

2020-04: AN ORDINANCE AMENDING THE TEMPORARY APPROPRIATIONS IN SEVERAL FUNDS FOR THE PURCHASE AND INSTALLATION OF A HYDRAULIC LIFT IN THE SERVICE GARAGE AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Dempsey and seconded by Mr. Szell. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Szell and seconded by Mr. Greenwood. The result of the voice vote was 6-0 in favor.

2020-05: AN ORDINANCE AMENDING THE TEMPORARY APPROPRIATIONS IN THE CAPITAL IMPROVEMENTS FUND (5701) FOR WATER AND (5702) FOR SEWER AND AUTHORIZING A TRANSFER AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Smith and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Smith and seconded by Mr. Szell. The result of the voice vote was 6-0 in favor.

2020-06: AN ORDINANCE AMENDING THE TEMPORARY APPROPRIATIONS IN THE CAPITAL IMPROVEMENTS FUND (5702) FOR SEWER AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Szell and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Greenwood and seconded by Mr. Dempsey. Dave Smith asked whether the pumps that we purchase for the lift stations are all interchangeable? James replied that, unfortunately, they are all different pumps with each of our lift stations. The result of the voice vote was 6-0 in favor.

RESOLUTIONS

2020-01: A RESOLUTION AUTHORIZING THE INTERNET SALE OF UNNEEDED, OR UNFIT, OR OBSOLETE PERSONAL PROPERTY, INCLUDING MOTOR VEHICLES AND EQUIPMENT OWNED BY THE VILLAGE OF HIRAM. 1ST READING.

2020-02: A RESOLUTION APPROVING THE SETTLEMENT OF A CERTAIN LAWSUIT ENTITLED VILLAGE OF HIRAM V. JOHN R. GROSELLE ET AL., RATIFYING ACTIONS TAKEN TO SETTLE THE LAWSUIT AND AUTHORIZING VILLAGE OFFICIALS TO ACCOMPLISH ACTIONS NECESSARY TO CARRY OUT THE TERMS OF AN AGREED JUDGMENT ENTRY. 1st READING. Solicitor Tom Reitz explained that even though this is on first reading, he would request Council suspend the rules and pass this on first reading. Tom Reitz explained this legislation does not have to be an emergency because it is administrative action; there is no chance for a referendum. A motion to suspend the rules was made by Mr. Smith and seconded by Mr. Spencer. The result of the voice vote was 6-0 in favor. A motion to approve on first reading was made by Mr. Hemphill and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

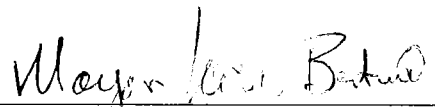
2020-03: A RESOLUTION AUTHORIZING A CONTRACT WITH THE ENGINEERING FIRM CT CONSULTANTS, ENGINEERING DESIGN SERVICES FOR THE WATER METER REPLACEMENT AND AMR SYSTEMS PROJECT AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Greenwood and seconded by Mr. Szell. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Szell and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

ANY OTHER BUSINESS:

Susan brought up to Council paperwork her office just received regarding an application renewal for farmland within Village limits under the CAUV designation. Copies were provided to Council in their packets. This is something Council considers every five years. The property is owned by Mr. Harold Porter; it is 65.80 acres. Council will need to set a public hearing. Council set the public hearing for March 10, 2020 at 6:45 pm right before their next regular Council meeting. Susan will advertise for the hearing.

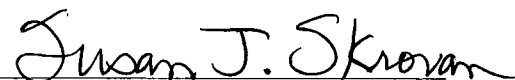
A motion to adjourn the meeting was made by Mr. Szell and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor. The meeting adjourned at 8:55 pm.

These minutes are pending approval by Council.



Mayor Lou Bertrand

ATTEST:



Fiscal Officer Susan J. Skrovan