

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

February 13, 2018

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

The following persons were present: Debra Blake; Hiram Township Trustee, Mark Trushel; President of Mantaline Corp., Doug McGee, Stacy Turner; reporter with The Weekly Villager, Debra Stall & Stan Carlisle with Portage County Health District.

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 remembering the two officers killed in Westerville followed by the pledge to the flag.

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

The Mayor asked for a motion to approve the regular meeting minutes of 1/9/18 as presented. A motion to approve the minutes as presented was made by Mr. Dempsey and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

GUEST AND PUBLIC COMMENT

Debra Stall and Stan Carlisle with Portage County Combined General Health District addressed Council to personally invite everyone to their advisory council meeting on Wednesday, March 21st at 6:00 pm. Hiram Village will receive an official invitation. Debra explained how the Health Department has evolved over the last several years. Stan Carlisle went onto explain the programs through the Health District including homes in disrepair, inspections at restaurants as well as jail inspections. They have a nursing division. Debra said they have so many programs besides doing inspections, they are trying to connect with communities to provide an awareness of these programs. One new program that was developed is to replace failing septic systems throughout the County. This program is designed for low income homes in the Townships. Stan provided handouts to Council and the public. The Mayor thanked both of them for attending the Council meeting.

DEPARTMENT HEAD REPORTS

Police Chief Brian Gregory provided their monthly report. They had 229 offense reports for January which are down from previous months. Traffic stops are also down.

Annual Pancake breakfast fundraiser for Shop with a Cop will be March 17th, St. Patrick's Day, from 9-1:00 pm. None Under 21 is scheduled at Hiram College for April 17, 2018. Distracted driver course will be held on April 4, 2018. An internet fraud class will be upcoming in the near future; Brian will provide the date when it is set.

Mantaline Corporation is now running 24/7.

Fire Chief Bill Byers provided their monthly report tonight. The Fire Department has had another good year. Bill included some pictures to highlight some of the calls they went on as well as their training classes. The Fire Department did end the year with approximately 40 more calls than the prior year.

When it comes to influenza, which has been very bad this year, a person can reduce their risk of getting sick by 50% if they wash their hands 5 to 6 times a day.

Chairman Wadkins brought up that we do not have a contract with Hiram College at this point, is that correct. Do we have anything in the works. The Mayor and Mr. Wadkins have been invited for a lunch with President Varlotta at the College at noon on Thursday. Mayor Bertrand said the Police Chief has provided some information to him and if the Fire Chief has anything, please email him the information as well.

Village Administrator James McGee presented the monthly water/sewer report. James noted his report is new for 2018 with some of his numbers looking much better. He reviewed those numbers with the Fiscal Officer and found that some of them were incorrect. They were being carried over from month to month, throwing it off. Chairman Wadkins noticed the amount of uncollected revenues are lower than they have been for the entire year of 2017; the numbers are looking good.

James worked with Susan and brought up at the last Finance meeting, figures for cost of living raises for employees and any merit raises. Cost of living went up by 1.6%. James would ask Council to consider a 2% increase. Susan updated her spreadsheet from 2016 showing different options for raises, either by percentage or a flat amount. Council wishes to take a look at revenue numbers for 2018 versus 2017; increases or decreases to see where we are at this time before making any decision about raises. Susan did provide Council with a comparison of year end balances for our major funds. There are advances still to be returned to the General Fund.

James brought up for discussion the current condition of the water tower; repairs versus replacement. The water level is down below the leaks; to about 1/3 of the tank. The agitator has been down; James was not sure for how long. The anodes; there are none at the top causing the tank to rust, even with the glass lining. Ohio Public Works Commission provides for emergency funding. If our water pressure drops below 20 psi, the whole Village is put on a boil alert and James must contact the EPA. Our reporting system is also very antiquated; that is our #1 priority. James should have some numbers by Finance.

MAYOR'S FEBRUARY 13, 2018 REPORT TO COUNCIL

PLANNING & ZONING COMMISSION:

The Commission met on February 6th and approved the requested zoning permit for the modernization of antennas on the Cell Tower on Hiram College property.

OTHER INFORMATION OF INTEREST

- I have scheduled a meeting this week with President Varlotta to discuss matters of mutual concern.
- The Ohio Public Works Commission awarded a 50/50 grant to the Village of \$67,500, which will be awarded in July of 2018. Mantaline Corp. will contribute \$57,000 of the local share to complete the Constance Avenue repair construction. The Resolution is before Council as an emergency.
 - In December, **RESOLUTION 2017-25** WAS ENACTED PLACING THE .025% INCOME TAX INCREASE ON THE MAY 8, 2018 ballot. I don't have to remind all that the State has cut the Village's share of local government funds [*SALES TAXES*] from approximately \$130,000 to now \$56,000.
 - In December, **ORDINANCE 2017-29** Council passed the Village's 2018 Annual Budget totaling **\$3,126,177**. Last year's Budget was \$3,403,312. [The Village has spent substantially more money on various public projects.]
 - I urge Council to reconsider its January action to purchase the new 2017 F550 Plow and Dump Truck from various funds for cash and instead finance it over a 4-5yr period through a cash collateral loan with Middlefield Bank at a 3% APR. [4 yrs. interest is \$5,575 or approx. \$1,395 per yr. | 5 yrs. interest is \$6,850 or approx. \$1,370 per yr.]

Submitted by:

MAYOR LOU BERTRAND
February 13, 2018

The Fiscal Officer Susan Skrovan presented the monthly financial reports.

The following reports were provided to Council for this meeting:

Bank reconciliation report for December 2017 is complete and available for signing by the Mayor & Council.
The January 2018 bank reconciliation report cannot be generated until all year-end procedures are closed and will be available in March along with the February bank reconciliation.
Cash Summary by Fund as of January 31, 2018 was provided before Council tonight.
The list of bills as of February 9, 2018 was provided in Council packets.
Council meeting minutes for January 9, 2018 was provided in Council packets.
R.I.T.A. income tax receipts YTD report was provided in Council packets.
R.I.T.A. income tax receipts Annual Report was provided before Council tonight.

Susan is still in the process of closing out 2017. The UAN allows the fiscal officer to work in both 2017 and 2018 for a period of up to 60 days while working on closing out the prior year.

Susan informed Council that we did receive a letter from the Ohio Public Works Commission regarding the Constance Avenue project. An agreement will be released by the Commission on July 1, 2018 and that we cannot award a construction contract or begin construction until the agreement has been executed and returned.

Susan received a letter from the Portage County Regional Planning Commission for an orientation meeting to be held on February 26th at 6:00 pm. It is for Council, Township Trustees and Zoning members. Copies were provided.

Our audit should be starting sometime in early March.

Susan has reviewed our income tax collections numbers for the last ten years; only one year was down, 2014.

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

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

HIRAM TOWNSHIP REPORT

Hiram Township Trustee Debra Blake had no new business to report.

LEGISLATION

ORDINANCES

2018-02: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE CONTINUING PROFESSIONAL TRAINING FUND (2272) BY \$2,500.00 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Smith and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor. A motion to approve as an emergency was made by Mr. Wadkins and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor.

2018-03: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE DRUG LAW ENFORCEMENT FUND (2081) BY \$490.00 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Wadkins 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. Hemphill and seconded by Mr. Spencer. The result of the voice vote was 6-0 in favor.

2018-04: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN SEVERAL FUNDS AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Spencer and seconded by Mr. Wadkins. 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. Spencer. Rob Dempsey wanted to comment that Finance seems to be micro-managing too much; we have four professional people running our Village. The board is supposed to be setting policy.

Rob believes we should be financing the vehicle. He felt the cost of interest is a small price for having the cash on hand. Council members further discussed the financing. Paul Spencer felt we discussed this and made a decision to pay for it outright. The Mayor reminded Council that at the time, we did not have all the financing figures available. Dave Smith felt we should pay for it now. Frank felt it was beneficial to have the funds on hand if we need them. Chairman Wadkins asked the Village Solicitor if we have four on Council right now that desires to go with a cash collateral loan, where do we stand with prior actions. Tom Reitz said, as far as your prior actions, there are two things essential to do this evening. One is to authorize the payment for the truck, which you have done. The second thing is to pass the legislation ratifying that purchase. You must do those two things. You were faced with a true immediate emergency at your last meeting; which was the significant action. How you pay for it you can still adjust. To pay for the purchase by moving amounts from various funds to the General Fund; Tom recommends that we do that. If you want to replenish those funds by taking a cash collateral loan; there is nothing that prohibits you from taking that action. Council discussed their options with the legislation before them.

A motion to direct the Fiscal Officer to secure a cash collateral loan for a period of four years and pay out of the General Fund appropriations was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 4-2 in favor.

A motion to amend ordinance 2018-04 as stated under section 1 and delete funds 2031, 2101, 5101 and 5201 and under the General Fund change the additional appropriations to \$80,070.50 making the new total appropriations in the General Fund \$1,027,508.16 was made by Mr. Wadkins and seconded by Mr. Szell. The result of the voice vote was 4-2 in favor. A motion to suspend as amended was made by Mr. Wadkins and seconded by Mr. Dempsey. The result of the voice vote was 5-1 in favor. A motion to adopt the legislation as amended was made by Mr. Wadkins and seconded by Mr. Dempsey. The result of the voice vote was 4-2 in favor.

RESOLUTIONS

2018-01: 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. 2nd READING. Mr. Smith wanted to pass this tonight on second reading. Solicitor Tom Reitz brought up something Chris Szell pointed out to him about this legislation. In section 2, the third line shows an inconsistency. Two words should be deleted, "Board or". Making the sale authorized by the officer. A motion to amend the legislation as noted was made by Mr. Hemphill and seconded by Mr. Smith. The result of the voice vote was 6-0 in favor. 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 amended on second reading was made by Mr. Smith and seconded by Mr. Wadkins. The result of the voice vote was 6-0 in favor.

2018-02: A RESOLUTION AUTHORIZING AN IMPROVEMENT AND DEDICATION AGREEMENT FOR CONSTANCE AVENUE AND DECLARING AN EMERGENCY. 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 as an emergency was made by Mr. Hemphill and seconded by Mr. Dempsey. Paul Spencer asked why this has to be done now as an emergency since we cannot award a contract until July. Solicitor Tom Reitz explained that Mantaline would like the assurance that this is completed. Mark Trushel with Mantaline spoke on the steps that have been taken to reach this goal. James McGee said the Village agreed to pay the \$10,500 engineering costs, which is part of the \$67,500 local match with Mantaline paying \$57,000. The result of the voice vote was 6-0 in favor.

2018-03: A RESOLUTION AUTHORIZING THE PURCHASE OF A 2017 FORD F550 PLOW AND DUMP TRUCK AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Wadkins and seconded by Mr. Dempsey. The result of the voice vote was 5-1 in favor. A motion to approve as an emergency was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 5-1 in favor.

ANY OTHER BUSINESS:

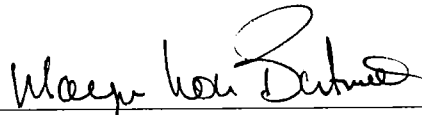
Chairman Wadkins wanted to discuss the sidewalks. Susan provided the ballot language for the .25% income tax increase. He would like a clear language on what we intend to do with those funds to pay for the sidewalks.

We have a survey now on the current condition of our sidewalks. More discussion followed. Would the .25% increase go to repairing the sidewalks or would our current legislation be maintained in that the property owners would repair the sidewalks on their property. Solicitor Tom Reitz went over the current codified ordinances; section 901.04, paragraph B where it states, "it shall be the property owners' responsibility to make repair and to replace missing portions of the sidewalk per the Village specifications". Tom felt this was in opposition to the ballot language and should be adjusted. The second place is in the section where it speaks about installing sidewalks on existing streets where none exist; the Village shall bear a portion of the costs of any sidewalk found necessary and the property owner shall pay the balance of the costs up to 50 percent of the costs. Does Council want our solicitor to work on this language? Tom Reitz will work on the language for Council to review what is proposed in draft form. Chairman Wadkins would like to see a tri-fold created to explain the increase and what it will cover and how it would affect the residents. And, this tri-fold would be passed out and placed around the Village.

Rob Dempsey wanted to publicly thank our Police Department; his wife had an accident and while we were in the hospital, patrolman Yoder was sent over to ask if there was anything the Police Department could do.

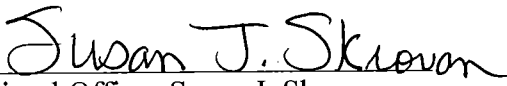
A motion to adjourn was made by Mr. Hemphill and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor. The meeting adjourned at 9:13 pm.

These minutes are pending approval by Council.



Mayor Lou Bertrand

ATTEST:



Fiscal Officer Susan J. Skrovan