

Village of Hiram

Finance/Safety Committee Meeting Minutes

February 27, 2024

- Call to Order:** Chairman Chris Szell called the meeting to order at 6:00 pm.
- Committee Members Present:** Chris Szell, Chairman
Anne Haynam, Mayor
Beth Greenwood, Councilperson
David Smith, Councilman
Susan Skrovan-DeYoung, Fiscal Officer
- Committee Members Absent:**
- Hiram Officials Present:** Brian Gregory, Police Chief
Bill Byers, Fire Chief
Steven Schuller, Village Administrator
- Others:** Mark Russell with Ellerhorst Russell Insurance Agency, Andy Leitch representing Burnham & Flower of Ohio and Mr. Len Sippel; Hiram College CFO.
- Minutes:** A motion to approve the proposed 1/30/2024 meeting minutes as presented was made by Mrs. Greenwood and seconded by Mr. Smith. Motion passed unanimously 5-0.
- Agenda:** A motion to approve the proposed agenda as presented was made by Mr. Smith with a second from Mrs. Greenwood. Motion passed unanimously 5-0.
- Guests/Public:** Chairman Chris Szell asked the public to limit their comments to three minutes and please state your name and affiliation for the record.

Len Sippel had no comment. Mark Russell & Andy Leitch presented a casualty & liability insurance quote comparison from Burnham & Flower utilizing the Public Entities Pool of Ohio program. Mark Russell with Ellerhorst Russell Insurance would be our point of contact for the coverage. Andy Leitch represents Burnham & Flower. The PEP plan currently has 620 members including townships, villages and several fire/EMS departments and health districts. Finance members reviewed their proposal. There was discussion to increase the replacement cost coverages on a couple of our fire vehicles. Andy noted that there is training available free of charge online for the Village's police & fire personnel. There is also a \$1,000 safety grant available to the Village under the PEP plan.

Motion to recommend to Council to go with replacement costs on the 2011 & the 2017 Mini Pumper on the proposed insurance premium was made by Mrs. Greenwood with a second from Mr. Smith. Motion passed unanimously 5-0.

Department Updates:

Police Department: Police Chief Brian Gregory reported he has training scheduled in March.

March 30th will be the Police Department's pancake breakfast fundraiser from 9:00 am -- 1:00 pm at the Kennedy Center of Hiram College.

Chief Gregory said they are taking applications for non-paid parking bureau personnel. Our speed cameras program should be up and running soon.

MARCS radios by July of 2025 will all need to be re-programmed. Cost of approximately \$1,000 per radio.

Regarding the status of the Hiram College bar; Hiram College is waiting for the notification from Portage County. They have their liquor license; Len Sippel said he will send a copy to our Police Chief.

Chief Gregory brought up the ongoing problem with the cat condos near Hiram College; they lead to racoon problems.

Fire Department:

Fire Chief Bill Byers reported Hiram Township wants to increase their payments to the Village for their new fire levy that passed even though they are not yet collecting that amount; \$32,500 quarterly payments for the fire department and the Village can stay where they are now at 35%. The Township would be at 65%. Their Fiscal Officer will let our Fiscal Officer know the additional amount so that we can send a bill for the difference on the first quarter billing cycle.

Chief Byers brought up the fire siren; we usually have an annual maintenance contract for its upkeep. Bill would ask for a motion from Finance to continue with that maintenance contract.

Motion to enter into a contract for the Fire Siren maintenance was made by Mr. Szell with a second from Mr. Smith. Motion passed unanimously 5-0.

There was minor damage to our fire truck on the step.

Chief Byers brought up the annual volunteer firefighters dependents fund for review. We pay a semi-annual payment of \$105.00 to have the coverage. Bill would ask for a motion to continue.

Motion to ratify the Fire Chief's past actions for the contract with the Volunteer Firefighters Dependents Fund was made by Mr. Szell with a second from Mayor Haynam. Motion passed unanimously 5-0.

Village Adm/Utilities:

VA Steve Schuller reported replacing all the outside lights on the Rosser Municipal building. Their plan room is complete; it includes engineering plans and Village infrastructure plans. His department is working on our caustic room; currently waiting on parts.

Steve Schuller asked Finance members what dates should be set for the Village's branch pickup. Members discussed and determined the last Fridays of April – September and maybe into October depending on the weather.

Steve has been working with our Police Chief on setting up the T2 handheld parking units. These would be ordinance based. The cost of the program is \$3,600 per year which includes the insurance and Verizon coverage. It could be reduced to \$2,700 per year using our own Verizon account.

Steve met with an IT company recommended by our Council President Chris Szell; RJ Technology. Unfortunately, we are not big enough for them. The Street Department did obtain two quotes from our current IT company, MSRC, LLC to upgrade our system.

- \$3,022.00 to upgrade our router system
- \$4,559.30 to upgrade our system to a server-based system

Finance members discussed the differences in the two quotes and what would work best for our departments. This would be paid out of our General Fund.

Motion to proceed with upgrading our router at this time was made by Mr. Szell with a second from Mr. Smith. Motion passed unanimously 5-0.

Finally, Steve reported spring break for the Hiram College students starts Friday; they will be working on striping the parking areas around town.

Mayor:

Mayor Anne Haynam reported the Public Forum held on February 22nd was well attended.

The Communicator is now being delivered in a new way. It is no longer mailed out, instead it is made available at the post office and on the Village's website.

Fiscal Officer/Admin: Susan Skrovan-DeYoung reported she is on the final turn to complete and close the year-end.

The total compensatory time payout for 2023 was \$11,103.88.

Next month, BancCard will bring out a unit to accept credit and/or debit payments.

Susan has not seen any revenues for the bed tax; she will inquire with her assistant as to when the paperwork was sent and then contact the State.

Susan also noted the passing of Norm Christley; a former member of our P&Z Commission.

Bills List:

Bills list was reviewed. A motion to pay the bills was made by Mrs. Greenwood with a second from Mayor Haynam. Motion passed unanimously 5-0.

New Business:

a. Water Bills: We are in better shape now with having actual reads; we are catching up.

b. Light Plant Bids: Steve Schuller presented two bids; both from Hiram College.

- \$75,010.00 with a contingency on Ohio Edison re-doing their easement.
- \$52,110.00 no strings attached. (This is below the minimum required bid)

Len Sippel with Hiram College spoke briefly about their plan for the property and having a clear title. Steve said he will call and have a deed search performed either with our Solicitor, Jennifer Berendt or with Ohio Edison. We should have legislation ready to possibly re-advertise for bids on the sale of this property.

c. Township Payment to Police: An invoice was hand delivered by Chris Szell at the Hiram Township meeting and discussed.

d. Council Seat to Fill: We have two candidates interested; two more are thinking about it. Chris said he will be asking for a one-page letter of interest and it will be discussed in Executive Session at Council.

Unfinished Business: None.

The next Finance/Safety Committee meeting is scheduled for Tuesday, March 26, 2024.

Adjournment: A Motion to adjourn the meeting was made by Mayor Haynam with a second from Mr. Smith. Motion passed unanimously. Meeting adjourned at 8:10 pm.

Respectfully Submitted by:

Attest:


Susan J. Skrovan-DeYoung, Fiscal Officer


Chris Szell, Finance Chairman