

Village of Hiram

Finance/Safety Committee Meeting Minutes

January 30, 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:** Keith Holmes, Councilman
- Hiram Officials Present:** Brian Gregory, Police Chief
Bill Byers, Fire Chief
Jason Groselle, Assistant Fire Chief
James McGee, Village Administrator
Steven Schuller, Asst. Village Administrator
- Others:** Jennifer Kangas Berendt, Solicitor, FF/EMT Jason Daily, Ed Frato-Sweeney and Madison Palm; member of the Student Senate at Hiram College.
- Minutes:** A motion to approve the proposed 11/28/2023 meeting minutes as presented was made by Mr. Smith with a second from Mrs. Greenwood. Motion passed unanimously 5-0.
- A motion to approve the proposed 12/19/2023 meeting minutes as presented was made by Mr. Smith and seconded by Mayor Haynam. 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.
- No comments.
- Department Updates:**
- Police Department:** Police Chief Brian Gregory reported there was some confusion on the exhibits that were provided at Council with Ordinance 2023-25; exhibit A is now 309.1. Changes were made under section 309.4 Penalties. Chris asked to hold this discussion until they get to the New Business on the agenda.
- Brian provided an update on the speed cameras. Trevor Elkins will be here for the February 22nd meeting. We should be live in March but will not see any revenue until probably May.

Fire Department: Fire Chief Bill Byers reported their equipment is holding up well; they did perform some preventive maintenance work.

On the solar eclipse coming in April; his department is anticipating a large influx of traffic. The parks and Hiram College may be very busy. It is a total solar eclipse on Monday, April 8, 2024. It could also cause some communication disruptions, even GPS. Our police & fire are ready. You do not want to be in Kent that day; they are inviting everyone to come for a big party.

Village Adm/Utilities: VA James McGee reported the water tower Sensus system is back up and reporting data.

Asst. VA Steve Schuller brought up the PC Surgeons contract from 2021. There is no backup system with this contract. To have a server onsite to backup everyone, it would cost \$3,000. For individual backups the cost would be \$4,600. There needs to be training on the new 365 Outlook and knowing how to backup to the cloud. Chris Szell recommends a couple companies come in, audit what we do and quote us on how we could do it better. MSRC, LLC, formerly PC Surgeons, needs to instruct everyone how to migrate their Gmail accounts. More discussion followed on our current IT provider and archiving our electronic documents.

Steve reported the leaf machine legislation is before finance members tonight to review; cost is \$26,500. The water & sewer truck replacement is on a separate piece of legislation that is not complete yet; we are looking at Klaben Ford through our fleet account at \$58,600 with a trade-in of our 2012 Colorado of \$6,500 towards a Ford F250 4x4 gasoline engine with a plow. Long term plans are to replace our 2012 Chevy Truck; the Street Department would take over this 2024 Ford F250 and purchase a utility bed truck for our water/sewer department. Financing will be through our bank, Middlefield Bank at 5.42% APR for four years, paid in quarterly payments. The loan will be paid 1/3 each out of water, sewer and streets. Members discussed the leaf machine, their current options for leaf pickup and costs.

Motion to recommend advancing the leaf machine legislation to Council with the noted corrections was made by Mr. Smith with a second from Mrs. Greenwood. Motion passed unanimously 5-0.

Members asked about the permitting process for the composting facility. Steve explained the EPA representative was just here last week to look at our site. Certified letters will need to be sent out to notify certain agencies to inform them that we are doing this composting from our own fire department to the National Parks. Once that is done, hopefully, we will be good.

Motion to support bringing the truck legislation before Council was made by Mr. Smith with a second from Mayor Haynam. Motion passed unanimously 5-0.

The street sweeper is in and it is the right one. The S.R. 305 generator is up and running, the rental is gone and the company is adjusting some of the invoices to reduce the overall costs.

Mayor: Mayor Anne Haynam announced there is a public forum set up for Thursday February 22nd at the ballroom in the Kennedy Center of Hiram College. Trevor Elkins with Targeting and Solutions will be present for a Q&A period on the speed camera system.

The Mayor brought up a fiscal efficiency test or a performance audit she wants to have conducted by Deb Wordell. Deb is the finance director for NOACCA as well as she has been a fiscal officer for a number of communities and a Council member. She would be reviewing reports and providing a recommendation to Council at how best to serve our residents.

Members felt we need to have a clear scope of her duties and where she will be focusing. This would be a proposal not to exceed \$3,000. Members were in favor of moving forward.

Our casualty & liability audit/renewal should be presented at our next Finance meeting. Renewal is 4/1/2024. General discussion followed on our insurance coverages.

The idea of an impound lot was brought up for discussion. Developing our own impound lot and/or installing a gate and/or doing booting. There is \$14,400 in outstanding parking tickets from 2021 to date. Anyone can boot. Some members felts boots make more sense than an impound lot. Mayor Haynam has been keeping the College up to date on all of these options. To get the boots instituted, what do we need to do? Brian said just legislation and to add it to our codified ordinances. Jennifer asked if members wanted the legislation for the next Council meeting. Chris would recommend moving this along to Council on three readings. Steve did inform Finance members that he looked into getting actual ticketing machines. Where you use a cell phone as a printer, the copies are waterproof and it would keep a database. It would not be like the one used on campus which will not work on ordinance-based tickets. It is basically an app on a Samsung phone with a printer that is blue tooth. The other option would be like other communities have done, giving their old tickets over to the Attorney General's office.

Fiscal Officer/Admin: Susan Skrovan-DeYoung reported our current interest rate with Middlefield Bank is held through March. Lisa Muldowney with MB is coming in on Thursday to meet with the Mayor. Tomorrow we also have a gentleman coming in from the bank to discuss setting up credit card payments. This would be at the window for water bills, parking tickets etc. We are working to eventually go to online payments through our website.

Susan reported the Village earned \$71,216.39 in total interest for 2023. That is all the interest from our accounts at Middlefield Bank received into our earnable interest funds; not all of our funds earn interest. There are nine funds that earn their own interest per ORC. We have a Money Market and a NOW checking account.

Susan brought up paying for the unemployment insurance for a laid off officer Devin Brown. She received her first invoice for the fourth quarter in 2023 and would ask Finance to allow her to use some of the ARPA funds that were approved for the police department's payroll last year. Council approved \$15,000; however, the police department only used about \$11,000. Chief Byers wanted to make sure whatever the members decide, that they stay consistent throughout all Village departments. Members felt this was an appropriate use of those funds.

Motion to approve using the remaining ARPA funds allocated to the Police Department last year to pay \$2,612.81 of unemployment insurance for Devin Brown for the 4th quarter of 2023 was made by Mayor Haynam with a second from Mrs. Greenwood. Motion passed unanimously 5-0.

Chris Szell would like this committee to be actively forecasting revenues and expenditures.

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: The question was raised, are they accurate? James explained, as long as the data entry was accurate, the reads they took manually should have been accurate. The reads from 12/29 to 1/24/24 should be accurate; they will run tomorrow.

b. Light Plant Advertisement: It has been advertised starting on January 14th for five consecutive weeks. Sealed bids are due on Friday, February 16, 2024 at 2:30 pm.

c. Township Payment to Police: There has been discussion with Hiram Township Trustees to bill them ahead for a year of patrol services. Those funds would then be placed into a new Special Revenue Fund account for use by our police department.

Motion to recommend to create a Special Revenue Fund and invoice Hiram Township for a year of patrol services was made by Mr. Smith with a second from Mrs. Greenwood. Motion passed unanimously 5-0.

d. Ordinance 2023-25 Parking Bureau: We will have an appeal form in place for our records. This is allowing civilians to work in the parking bureau; there is a test to pass and they must know the ordinances. Exhibit A will be 309 (new chapter). Chris Szell mentioned on the last page we mention, 351.04 F1; it should mention F2 or just be F. 309 Penalties under D; 351 will be captured under D. The Mayor would like to see parking spaces striped.

Under Chapter 351, Section 2, a lot has been stricken. Anything under the parking bureau cannot be a minor misdemeanor offense. More discussion followed on offense fines.

On page 2, we still have under A17; 2-6 a.m. Signs say 2-5 a.m., we need to correct the legislation to reflect 2-5 a.m.

On page 140, 351.13A, since we crossed out 2, we need to strike, "do either of the following". Jennifer felt we need to do two separate pieces of legislation; one to approve 309 on third reading and a new one for Section 351 for first reading.

e. Reduce Size of Village Council: Members discussed what this would take and the savings of \$2,736.00 annually. The Village and the College are smaller. This was tabled until either the next Finance or Council meeting. This would go to the electors first and then to the State.

Unfinished Business: None.

EMS Collections: None. This can be removed from the agenda.

The next Finance/Safety Committee meeting is scheduled for Tuesday, February 27, 2024.

Adjournment: A Motion to adjourn the meeting was made by Mrs. Greenwood with a second from Mr. Smith. Motion passed unanimously. Meeting adjourned at 8:08 pm.

Respectfully Submitted by:

Attest:


Susan J. Skrovan-DeYoung, Fiscal Officer


Chris Szell, Finance Chairman