

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

January 12, 2016

The following Members of Council were present: Mr. Cobb, Mr. Dempsey, Mr. Hemphill, Mr. Smith and Mr. Spencer. Mr. Wadkins arrived shortly thereafter. The following were also present: Mayor Lou Bertrand, Village Solicitor Tom Reitz, Fiscal Officer Susan Skrovan, Fire Chief Bill Byers, Fire Captain Gary Bott, Police Chief Ed Samec, and Village Administrator James McGee.

The following persons were present: Hiram College Chief of Staff; Cristine Boyd, Hiram Township Trustee; Kathy Schulda, Doug McGee, Park Board member; Susan Merrill, John McNeil & Matt with PC Surgeons.

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 nominate Council President for 2016. A motion to nominate Tom Wadkins as Council President was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor.

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. Hemphill and seconded by Mr. Smith. The result of the voice vote was 5-0 in favor.

The Mayor asked for a motion to approve the calendar for 2016. A motion to approve the Council Meeting Calendar for 2016 was made by Mr. Dempsey and seconded by Mr. Spencer. The result of the voice vote was 5-0 in favor.

The Mayor asked for a motion to approve the regular minutes of 12/8/15 as presented. A motion to approve the minutes as presented was made by Mr. Cobb and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor.

The Mayor asked for a motion to approve the proposed agenda as presented. A motion to approve the agenda as presented was made by Mr. Spencer and seconded by Mr. Smith. The result of the voice vote was 5-0 in favor.

GUEST AND PUBLIC COMMENT

Hiram College Chief of Staff; Cristine Boyd wanted to convey her appreciation to members of Council for allowing Hiram College representatives to be a part of executive session at their last meeting. She asked Council to consider their conversations at that meeting when they discuss the two pieces of legislation regarding Police and Fire fees.

Mr. John McNeil, co-owner of PC Surgeons presented their proposal to monitor the Village's computer systems at a cost of \$240.00 per month. John was asked by the Village Administrator to also look at the Village's current telephone service and see if any improvements could be made. John said through his contact, Laura Hatrick with Time Warner Cable, who came out and looked at the Village's system, sees a potential savings of \$200 per month to switch phone lines over to TWC.

Susan Merrill, Park Board member, thanked the Mayor for sending out thank you cards to all the park volunteers who worked on the fence. She also thanked the Village Service Department for hanging the garland along the new fence at the park. Susan spoke on their recent volunteer day; they had 19 volunteers! They would have liked to have seen members of Council and the Mayor there to participate.

Mr. Doug McGee updated Council and the Mayor on the Hike & Bike trail project. Appraisals came in higher at \$38,000, which is great. To remove the trees, they have changed the rules; it has become more complicated. They are looking to cut the trees along the proposed trail before April 1st. They want to wait until we have ownership of the property. Solicitor Tom Reitz spoke briefly on the transfer documents; the legal descriptions seem to be in proper order so he is having all the deeds and easements prepared. No other agreement document is needed; there should be no hold ups with the project. Doug added the County is asking for the Village to re-do the plat map. Doug McGee contacted Riverstone Survey; there will be an extra cost to update the map. Contacts at ODNR told Doug McGee to go ahead with the map updates; it can be a part of the grant with them. Doug let Council know the estimate for the map updates would be, at the worst \$10,000, more likely \$3-\$5,000. Council discussed their options. Solicitor Tom Reitz informed Council they could give authority for the map update up to a certain amount.

A motion to allow for the plat map updates to be made at a cap of \$5,000 was made by Mr. Cobb and seconded by Mr. Hemphill. The result of the voice vote was 5-1 in favor, with Mr. Smith voting no.

Doug McGee continued that ODOT would prefer Ohio Edison, who has 5-6 acres there, sign off on a standard highway or public road easement. Doug is meeting with them on January 18th; he does not see a problem.

Doug brought up the project will need to have permits from Hiram Village for the construction. Planning & Zoning will need to do a site plan review; Doug could go to the Zoning Inspector. Doug mentioned to Council that he had underbid his contract. He requested Council to allow him to bill the Village at a higher rate, when it is required. Council felt he could communicate with James McGee what needs to be done and therefore, reduce his own hours on the project. The original agreement with Doug McGee was for two years and not to exceed \$24,000.

DEPARTMENT HEAD REPORTS

Police Chief Ed Samec provided his monthly report. They had 232 offense reports for the month of December. They have also had some departmental training.

On December 19th, they held their Shop with a Cop program in conjunction with the Garrettsville Police Department. The program helped 12 families; 6 from Garfield School District and 6 from the Crestwood School District. A total of 42 children participated; it was a huge success!

The Hiram Police Department was recognized by AAA Platinum Award for the fourth consecutive year!

Chief Samec thanked Hiram Township for donating \$100.00 to the Shop with a Cop program.

Chief Samec addressed Council regarding their participation in the Drug Task Force. They provided a used vehicle originally which has since been replaced. This vehicle is inoperable; he wanted to ask Council for a motion to sell the vehicle to the Academy Commander, who has a similar vehicle. He offered to pay \$300.00 for the vehicle. Susan said the title she has for the Buick Century is a 1997. Ed said it has 139,000 miles on it. This would be above the scrap value.

A motion to authorize the Police Chief to sell the vehicle for \$300.00 was made by Mr. Hemphill and seconded by Mr. Dempsey. The result of the voice vote was 6-0 in favor.

Fire Chief Bill Byers provided their monthly report. Current response times are about five and a half minutes. All went smooth with Santa Claus going around the community and distributing presents; Bill thanked everyone for their support of this program.

Village Administrator James McGee presented their monthly report. Water budget ended up at a negative \$32,855.57 due to the debt payments of \$80,000 in 2015. The Sewer budget ended with over \$100,000 to the positive. Our debt is very low for Sewer; around \$1,000. Chairman Wadkins ran an average of the uncollected monies against what we do collect; it came in as a good number.

James reported on sludge being hauled away as well as some repairs made to the Village Gate lift station and a pump on the Route 700 lift station that had to be pulled for rebuilding; they had another pump to use in the interim.

There was damage to the fire hydrant on Ryder Road; someone ran into the stop sign and hydrant; it has been fixed.

The Street Department has been patching roads in the good weather. His department has been purging and cleaning out of the garage. Now that the snow is here, they are ready to snowplow. Chairman Wadkins brought up the issues last year with the snow removal and the damage that was done. Does Council wish to provide some direction to James when snow gets very high and needs to be moved? James said with the different elevations, it is hard to tell where you are with the backhoe when you are digging down under the snow. Hauling the snow with a truck is very labor intensive and depending on the weather; you may not have that time to move it and may only be able to push back. His department will make sure they are mindful of resident's yards and fix any damage.

James has made a list of outdated and obsolete equipment in the shop he would like to dispose of and working to update the inventory. He will be bringing that before Finance. There is an inventory through our insurance.

All the holes at Bancroft Park have been filled in before winter.

Regarding the GIS mapping updates; James asked for a large map to be placed on the wall. He felt we received a lot more than Council anticipated from CT Consultants. They added some information from the utility department. The project is about 98% completed. Susan said she believes it has all been paid for at \$6,500.

Trees need to be removed for the Hike and Bike Trail project as well as the sidewalks project. James is trying to get the same contractor to do both if the timing is right. For the sidewalks; James will be addressing Finance to discuss the resident's share of 50% for the cost of sidewalks. We will need to figure out what those charges will be based on their linear foot so that we can send out notification. Chairman Wadkins asked if the Village will be absorbing any of that cost. James said the residents would be responsible for 50% of the Village's 20 percent match. Doug said the Village's original share was \$68,000. The Mayor felt James should prepare to discuss this at Finance.

James received copies this evening of the plans for the building expansion to provide to Council. He will be meeting with Joe Bodnar next week and bring a larger print to allow them to review it and mark it up as needed.

Mayor Lou Bertrand's report:

MAYOR LOU BERTRAND'S 2016 STATE OF HIRAM VILLAGE ADDRESS JANUARY 12, 2016

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, he shall report to the legislative authority concerning the affairs of the municipal corporation, and recommend such measures as seem proper.*"

This is the 110th 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.

FINANCIAL HISTORY

At the end of 2007 when I took office the total balances in all funds was **\$1,367,231.** , seven (7) years later at the end of 2014 the balances in all funds were **\$2,135,667.** , this is an increase of **\$768,436.**

However, with the recent downturn in Hiram College enrollment, the Village must be extremely cautious in its economic future. Also, with the closing of Win-Pro's facility this past year, that will impact the Village's tax base. We should strive to work with the College and others to reinvigorate the Village's economic future.

OVERVIEW OF THE PAST YEAR

LEGISLATION:

Last year Council considered approximately 41 Ordinances and 35 Resolutions, the highlights are:

- In March 2105, Purchase of both Fire and Police 2015 Ford SUV Explorer -Interceptors for a total expenditure of approximately \$53,000.
- ALSO IN MARCH APPROVAL OF AN APPLICATION FOR A \$76,500 ODNR NATURE WORKS GRANT THROUGH THE GENEROSITY OF REIGN HADSELL THROUGH THE HIRAM COMMUNITY TRUST.
- THEN IN MAY A GRANT APPLICATION WAS APPROVED WITH ODNR THROUGH THE FEDERAL LAND AND WATER CONSERVATION FUND FOR THE HIRAM SCHOOL PARK FOR \$109,000.
- IN JUNE THE VILLAGE AND TOWNSHIP ENTERED INTO A SECOND AGREEMENT FOR HIRAM PD TRAFFIC ENFORCEMENT IN THE TOWNSHIP.
- IN AUGUST THE VILLAGE ENTERED INTO AN AGREEMENT WITH AQUILA ARCHITECTURAL GROUP, LLC TO DESIGN AN EXPANSION OF THE MUNICIPAL BUILDING FOR THE NEEDS OF THE GOVERNMENT, FIRE, EMS AND POLICE.
- IN MAY 2014 IN RESOLUTION 2014-10, CONTRACTS WITH HIRAM COLLEGE AND CT ENGINEERING FOR DESIGN AND CONSTRUCTION OF THE HIRAM HIKE AND BIKE TRAIL WERE FINALIZED. THEN AT THE OCTOBER 2014 FINANCE COMMITTEE MEETING, STEVE JONES; CFO AND CRISTINE BOYD; CHIEF OF STAFF OF HIRAM COLLEGE ATTENDED AND STATED THEY NO LONGER COULD SPONSOR THE 0.53 MILE HIKE & BIKE TRAIL. WITH THE ASSURANCE THAT THE COLLEGE WOULD CONVEY THE HIKE TRAIL PROPERTY TO THE VILLAGE AND PAY THE ENGINEERING COST OF \$19K, COUNCIL IN NOVEMBER 2014 RELEASED THE COLLEGE FROM ITS MAY 2014 AGREEMENT. IN NOVEMBER 2015 COUNCIL PASSED RESOLUTION 2015-33 AUTHORIZING THE MAYOR TO ENTER INTO THE CONTRACT WITH ODOT.
- BEGINNING IN JULY 2014, THE VILLAGE INCOME TAX COLLECTION WAS TURNED OVER TO THE REGIONAL INCOME TAX AUTHORITY [R.I.T.A.]. MY UNDERSTANDING THAT SO FAR IN 2015, THE HIRAM VILLAGE INCOME TAX COLLECTIONS HAVE INCREASED **OVER \$50,000** OVER THE PAST YEARLY COLLECTIONS. [IN THAT CONNECTION, DUE TO THE CHANGE IN STATE LAW, HIRAM [SB2] AMENDED ITS INCOME TAX CODE IN ORDINANCE 2015 PASSED IN NOVEMBER 2015]. I HAVE PURSUANT TO SEC. 182.18 OF THE NEW TAX CODE APPOINTED MR. GEORGE RANDELL, CPA TO THE VILLAGE TAX BOARD OF APPEALS; NOW IT IS COUNCILS' DUTY TO APPOINT TWO (2) OTHER ELECTORS TO THIS TAX APPEALS BOARD.
- ALSO IN NOVEMBER THE SPONSORSHIP OF THE HIKE AND BIKE TRAIL WAS UNDERTAKEN BY HIRAM VILLAGE, BECAUSE HIRAM COLLEGE DECIDED TO BREACH ITS CONTRACT SIGNED IN MAY 2014, EXCEPT THE REIMBURSEMENT OF ENGINEERING FEES OF APPROX. \$19,600 DUE CT ENGINEERING. [THE APPRAISALS FOR THE TRAIL PROPERTY WERE VALUED, FMV, AT ALMOST \$38,000.]

COMMITTEES OF COUNCIL FOR 2016

I AM INCLINED TO KEEP 2016 COUNCIL COMMITTEE MEMBERS THE SAME AS 2015. THEY WERE AS FOLLOWS:

- FINANCE: SPENCER, WADKINS, DEMPSEY & HEMPHILL
- SAFETY: SMITH, DEMPSEY & WADKINS
- INVESTMENT: WADKINS
- BEAUTIFICATION: HEMPHILL, CHRIS SZELL
- PUBLIC RECORDS RETENTION: COBB
- ECONOMIC DEVELOPMENT: SPENCER, WADKINS & DEMPSEY
- FIRE & EMS ADVISORY: SMITH

Submitted by:

MAYOR LOU BERTRAND
January 12, 2016

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The Fiscal Officer Susan Skrovan presented her monthly financial reports.

The following reports were provided to Council for this meeting:

Bank reconciliation report for December 2015 was before Council and the Mayor for signing.

Cash Summary by Fund as of December 31, 2015 was in the Council packets.

Interest distribution as of December 31, 2015

The list of bills as of January 8, 2016

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

Council discussed the fund balances and what is carried over at year end. Chairman Wadkins plans to discuss at Finance whether or not to continue with the 50% of unencumbered monies transferred to capital. Tom Wadkins asked Susan if Finance would be able to affect those funds from 2015 that are to be transferred. Susan said those funds have not been transferred yet, they cannot be transferred until after year end. Solicitor Tom Reitz commented the legislation that was enacted in 2009 cannot be changed; new legislation can be established with new direction to apply prospectively to all the funds that have not been transferred. Tom Wadkins asked to double check this action. Susan said every year there is legislation authorizing her to transfer those funds; that legislation has not occurred.

Councilman Chris Cobb felt there was no need for the Fiscal Officer to provide an interest report moving forward.

Susan provided Council members with a current amortization schedule of the Village's debt; most are water debt.

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.

James asked to have one invoice stricken from the bills list; the Tractor Supply Co. line, it was returned.

A motion to pay the bills as amended was made by Mr. Hemphill and seconded by Mr. Wadkins. The result of the voice vote was 5-1 in favor with an abstention from Mr. Dempsey.

HIRAM TOWNSHIP REPORT

Trustee Kathy Schulda asked Council if they settled the contract with Hiram College. The Mayor felt we are close. For the Police report; she did not receive a copy. Chief Samec provided her with a copy. Kathy asked if the Chief figured out with the County clerk where the ticket money is going. Chief said no. Kathy asked the Police Chief to maybe provide her with the ticket numbers so that she can go to the clerk to find out where the money is going. Hiram Township is not getting the revenue from the tickets issued in the Township; she feels the State is getting it.

LEGISLATION

ORDINANCES

2015-37: AN ORDINANCE ESTABLISHING CHANGES TO THE RULES, REGULATIONS & BY-LAWS OF HIRAM VILLAGE WATER AND WASTEWATER SYSTEMS. 2nd READING.

2016-01: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE GENERAL FUND (1000) POLICE LAW ENFORCEMENT (110) PERSONAL SERVICES BY \$23,300 AND IN OTHER OPERATIONS BY \$3,700 IN ORDER TO CONTINUE TO FUND THE DRUG TASK FORCE AGENT/EMPLOYEE FOR CALENDAR YEAR 2016 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Dempsey and seconded by Mr. Hemphill. The result of the voice vote was 6-0 in favor. A motion to approve was made by Mr. Smith and seconded by Mr. Cobb. Chris wanted to know what happens if we do not do this. Chief Samec spoke about what the Village will lose. Chairman Wadkins asked if this could go to a second reading and review it at Finance. A motion to table Ordinance 2016-01 was made by Mr. Wadkins and seconded by Mr. Smith. The result of the voice vote was 4-2 in favor of tabling with Mr. Dempsey and Mr. Hemphill voting no.

RESOLUTIONS

2015-31: A RESOLUTION ESTABLISHING THE FEES FOR SERVICES PROVIDED BY THE VILLAGE OF HIRAM POLICE DEPARTMENT AND SUPERSEDING INCONSISTENT RESOLUTIONS AND ORDINANCES OR INCONSISTENT PARTS OF RESOLUTIONS AND ORDINANCES. 3rd READING.

A motion to table Resolution 2015-31 on 3rd reading was made by Mr. Cobb and seconded by Mr. Spencer. The result of the voice vote was 6-0 in favor.

2015-32: A RESOLUTION ESTABLISHING THE FEES FOR SERVICES PROVIDED BY THE VILLAGE OF HIRAM FIRE DEPARTMENT AND SUPERSEDING INCONSISTENT RESOLUTIONS AND ORDINANCES OR INCONSISTENT PARTS OF RESOLUTIONS AND ORDINANCES. 3rd READING.

A motion to table Resolution 2015-32 on 3rd reading was made by Mr. Spencer and seconded by Mr. Cobb. The result of the voice vote was 6-0 in favor.

ANY OTHER BUSINESS:

Susan brought up for discussion the old copier. We own it as of October 1st. Does Council wish to sell it or donate it to another community or government entity? Kathy said Hiram Township does not need it. Susan said anyone who takes it will still need to have a maintenance contract. Paul Spencer felt someone in the community like the Hiram Farm or the Day Care Center may be interested. Solicitor Tom Reitz said you need to know the value of the item and then there should be a finding by the Village Council that it is no longer needed for any municipal purpose. At that point, a simple motion will take care of it. It is valued at more than \$1,000; it should be memorialized by Resolution. A motion to authorize the Fiscal Officer to determine the value of the copier so that it can be disposed of was made by Mr. Hemphill and seconded by Mr. Wadkins. The result of the voice vote was 6-0 in favor.

The second item Susan had was regarding her assistant, Wendelin Taylor, who has passed her six month evaluation period. Susan requested Council taking a look at her salary. She will be taking on more responsibilities as she trains to do the utility billing. She was brought in at the lower end of her salary scale. Chairman Wadkins asked Susan to bring this before the Finance Committee for discussion. Her review will be the basis for any merit raise.

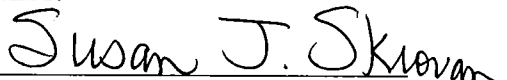
Chairman Wadkins asked Council if they are ready to discuss the College contract and more forward on it. Solicitor Tom Reitz represented to Council that there has been ongoing and positive dialogue. We are at the point where the contract is going to be drafted by him at a reduced level of service. It will be sent to the College for feedback and then presented to Finance Committee for their direction. Tom Reitz is hopeful that this contract will be in a form that is acceptable to the College and to the Village. He plans to bring it before Council in February. Chairman Wadkins reported they will have a number, working with the Fiscal Officer and the Department Heads to prepare for the Finance Committee meeting. It will be an important meeting to attend.

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 9:03 pm.

These minutes are pending approval by Council.


Mayor Lou Bertrand

ATTEST:


Fiscal Officer Susan J. Skrovan