

Village of Hiram

Finance/Safety Committee Meeting Minutes

July 25, 2023

Call to Order: Mayor Lou Bertrand called the meeting to order at 6:01 pm.

Committee Members Present: Lou Bertrand, Mayor
Beth Greenwood, Councilperson
David Smith, Councilman
Paul Spencer, Councilman
Susan Skrovan-DeYoung, Fiscal Officer

Committee Members Absent: Chris Szell, Chairman

Hiram Officials Present: Frank Hemphill, Councilman
Brian Gregory, Police Chief
Bill Byers, Fire Chief arrived at 6:08 pm
Jason Groselle, Asst. Fire Chief arrived at 6:30 pm
James McGee, Village Administrator

Others: Randy & Matt with MSRC, LLC (formerly PC Surgeons)

Minutes: A motion to approve the meeting minutes of June 27, 2023 as presented was made by Mr. Spencer with a second from Mr. Smith. Motion passed unanimously, 5-0.

Agenda: A motion to approve the proposed agenda. The Mayor wanted to move our IT people up on the agenda under guest and public comment to have them speak first. A motion to approve the agenda as amended was made by Mr. Smith with a second from Mr. Spencer. Motion passed unanimously, 5-0.

Guests/Public: Representatives with MSRC, LLC, Randy and Matt were present to provide a status report of the Village's email address updates and the monitoring of our computer system. Randy passed out what they call an executive summary of what they have done over the last four months. They are providing James with an executive summary every month. They maintain any patches for our computers as well as our security updates.

The 365 Office update had some issues to get approval for the .gov portion; 365 office has been installed. They are still waiting on the approval of the .gov which should be resolved within 10 days.

They provided an estimate to update the hardware for higher security. Matt added that this will also segregate the different departments for better security. Brian stated that he no longer receives any emails from the FBI because they will not send them to our Gmail account; it is not secure!

Beth Greenwood asked who is the agency approving the .gov domain? Randy said it is an agency under the Federal Government. The approval process does take a while. We are waiting on the approval of our new website of: hiramvlgohio.gov. Registrar.gov@.gov

Brian asked how this will all work once we do get our new emails; will our current contacts just roll over or will we have to contact every one of them? Randy explained there will be an auto reply on your Gmail which will point them to your new .gov email. Email folders will have to be exported.

More discussion on what the costs will be and who will need to have the 365 office. They still have not been able to access the computers in the Fire Department's office. There is a small help icon at the bottom of everyone's computer screen for contacting Randy. When people leave, we need to let Randy or Matt know. Passwords would need to be changed. Randy, as the administrator, can access even if an employee locks their computer down!

Randy could not stress enough, even with a good firewall and security, if you open an email that pretends to be someone legitimate but is malware, you will be compromised! Usually, you only get compromised when you open the link or attachment to that email. Brian asked about secure websites with the https and a lock. Matt said that just means the website you are communicating with has paid for a certificate to have the https; they are \$10.00 a year! David Smith said with a lot of our police and firefighters part-time; they are on the internet a lot, what protection do we have from them. Is there a public internet and one more secure for the Village? Matt said you have a guest network now, but it is the same one everyone is using. Randy said if they are using their own personal devices, they would get the virus on their own device. We are going to separate the two and have a "guest network" set up.

Department Updates:

Police Department: Police Chief Brian Gregory reported the Annual Car Show is set for Saturday, August 5th from 9:00 am to 2:00 pm. Brian asked the Mayor to be there at 1:00 to pick the best car.

Fishing with a Cop will be on Saturday, August 19th. Waiting to see about the ODNR grant. We did receive a donation last year and the NOPEC grant so we do have funds in the account.

Brian has a Hiram College student who started last Thursday working as an intern; she needs 120 hours of community service. He was more than happy to help her out. It has been a pleasure having her; she is learning a lot.

Brian is still working with Wendelin to reduce the number of rings when a call comes into his 569-3236 number. It should transfer to the sheriff's office after five rings; it is going to seven rings and then it rings there three more times! It has to be done through Spectrum.

Brian has an issue with a new resident! If he complains to anyone in the Village; Brian asks that they come to him. This resident already has thirteen protection orders against him. He harasses his neighbors. Members were familiar with this resident.

Fire Department: Fire Chief Bill Byers reported having been to the sheriff's office; they have new radios and are working on a new dispatch center for the dispatchers. Cost of project has broken \$1 million. They used some of their ARPA funds with some funds coming from the Commissioners.

Bill attended the County sponsored crisis management class last month. Good class.

He was also asked by EMA to sit in for a full-scale mass casualty crash test training later this year; in October.

Bill reported both us and Community EMS being busy at the Nelson Ledges quarry park with several incidents this past weekend. More discussion. The Mayor asked if there was any way to shut that park down due to a lack of police? Brian said no, we had a big meeting with all of law enforcement in Portage County when they wanted to bring in the Insane Clown Posse. As long as they keep bringing the money in, they will keep bringing in events, drugs or not, they do not care about having police protection.

Village Adm/Utilities: VA James McGee reported the foundation for our new water tower is under construction.

James received a request from the Latter-Day Saints who want to come on Saturday, September 9th to volunteer for the National Day of Service (9/11). He will meet with their representatives. He wants them to work on painting the rails down the hike & bike trail and maybe cleaning up some stones at the cemetery. If anyone has any ideas, please let James know. David Smith mentioned leaf cleanup around the building and park area. Susan mentioned the fence around the historical building; the plastic fence is really dirty. Some benches may need to be repaired.

His department has made application for a grant through David Joyce's office. We have a \$1.5 million grant going into the 2024 State budget for upgrades to our water treatment plant. We put in for our intersection but have not heard anything about the intersection.

James reported that on Saturday he forgot about a family burial! It was for the Klinzing family. He tried digging it by hand but the ground was too hard so he had to run the equipment up to drill the hole in front of them. James told her he would do it for just \$50.00; he was not aware that she had already paid the \$350.00. He would like to refund her the cost of the burial. Susan wanted it noted that this was cremains for her husband that passed in June of 2020.

A Motion to refund \$300.00 to Mrs. Klinzing for the error made by the Village was made by Mayor Bertrand with a second from Mr. Spencer. Motion passed unanimously, 5-0.

David Smith asked about flushing the fire hydrants. James explained what they have done and which ones need work. We may be able to rebuild them or they may have to be replaced. He wants to get a total of all that need work and then see what the best plan of attack would be.

Mayor:

The Mayor attended a reception at the Aurora Inn with Rep. Gail Pavliga and Lt. Governor John Husted. Many were in attendance; they talked about Jobs Ohio bringing jobs to Ohio.

The Mayor wants to advertise for a Village Solicitor. Members discussed whether this person should be offered OPERS. We have paid for OPERS with Tom Reitz; he is a contract employee. The Mayor felt we should also consider a contract with the Portage County Prosecutor's office for court cases at maybe \$10,000 per year. The Mayor has set up a solicitor committee which will include the Police Chief, Fiscal Officer, President of Council and Mayor.

Fiscal Officer/Admin: Susan Skrovan-DeYoung reported our 2024 Budget has been submitted to the Portage County Auditor before the deadline on the 19th. At the same time, Susan had the 99-year lease with Hiram College recorded with the Portage County Recorder. We have received back our official stamped copy of the recorded documents which a copy has been provided to our Asst. VA Steve Schuller. Steve plans to submit all the necessary paperwork to the Ohio EPA to request a composting facility.

The Hiram Energy Special Improvement District (ESID) audit is now set for August 9th.

We have had no unusual General Fund spending during last month except for the Kimble bill received for the Village clean up day which was for \$1,600.

A bill received from Pearson Surveying for \$2,100.00 for the 99-year lease property came in \$100.00 higher than what was approved by Council. Finance members asked that Susan bring this before Council to amend their motion. Susan then asked whether the motion to pay Mrs. Klinzing the \$300.00 back was a recommendation that should go to Council for a motion? Paul said no, we will go ahead and pay that, that is out of the cemetery fund; there is no legislation to work around. Susan said it is merely a refund of a receipt. Paul said a clerical error.

Bills List: Bills list was reviewed. A motion to pay the bills was made by Mr. Spencer with a second from Mr. Smith. Motion passed unanimously, 5-0.

New Business: None

Unfinished Business: a. **Solar Panels:** Steve Schuller said he is gathering information on this now.

David Smith asked about the Plum Ridge property? Paul Spencer said they were going to send letters out but then we have to be able to act on them and Council has tied their hands with paying for legal action. They did submit the Hanlon property; he is required to get permits. Other properties were also discussed including Great Northern apartments regarding zoning and hydrants. Some of these properties do not conform to our current zoning codes.

James brought up that Kimble trash contacted him; their contract is up and we will be on our three-year option. It will go up 3 percent or whatever the current CPI is. He plans to see what that increase is, it would be effective 9/1.

David Smith asked James about the tire clean up day; it looked like it was successful. James said yes, it went well. He had about fifteen from the Village here, several from the Township. It was opened to anyone from Portage County. The next one will be held in Streetsboro.

EMS Collections: None.

The next Finance/Safety Committee meeting is scheduled for Tuesday, August 29, 2023.

Adjournment: A Motion to adjourn the meeting was made by Mayor Bertrand with a second from Mrs. Greenwood. Motion passed unanimously, 5-0. Meeting adjourned at 7:17 pm.

Respectfully Submitted by:

Attest:


Susan J. Skrovan-DeYoung, Fiscal Officer


Chris Szell, Finance Chairman