

# Hiram Village Council Meeting

Rosser Municipal Building  
11617 Garfield Road, Hiram, Ohio 44234

June 14, 2016

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

The following persons were present: Stacy Turner; Reporter for the Weekly Villager, Chris Szell, Park Board Chairman, and Cristine Boyd with Hiram College.

Mayor Bertrand called the regular meeting to order at 7:02 pm. He asked that all cell phones be silenced. There was a moment of silence for the recent tragedy in Orlando, Florida and for the death of former Governor George Voinovich followed by the pledge to the flag.

The Mayor asked for a motion to approve the regular minutes of 5/10/16 as presented. A motion to approve the minutes as presented was made by Mr. Hemphill and seconded by Mr. Smith. The result of the voice vote was 4-0 in favor.

The Mayor asked for a motion to approve the proposed agenda. A motion to approve the agenda was made by Mr. Spencer and seconded by Mr. Cobb. The result of the voice vote was 4-0 in favor.

## GUEST AND PUBLIC COMMENT

Chris Szell, Park Board Chairman, spoke about their upcoming meeting on Friday, June 17<sup>th</sup>. Chris passed around a budget to show where the Park Board stands now. The Village's share for park improvements has been reduced. There are three pieces of legislation before Council this evening. Chris would like to see the one, Ohio Prairie Nursery, to be an emergency. The playground equipment could go three readings. The next step is to contract with Aquila Architectural so that they can prepare documents for Planning and Zoning. There are flyers around town for the 23<sup>rd</sup> of July. The Park Board is holding a community yard sale fundraiser in conjunction with the Police Department's Pet Pantry event. Home yard sales will be provided a packet and will be on the map. The Park Board will also accept donations for the yard sale to sell. The Mayor added this should all be put in the Communicator.

Cristine Boyd with Hiram College spoke on the students now being gone from the campus, but a lot of activities are still going on including band and athletic camps as well as the alumni weekend set for this weekend. Cristine also noted the generous donation from Sodexo of labor and materials from Enviroscope to improve the campus grounds.

## DEPARTMENT HEAD REPORTS

Police Chief Ed Samec provided his monthly report. They had 221 offense reports for the month of May. His department has had some departmental training; broken down in his report.

Brian Gregory has been promoted from Corporal to full-time Sergeant.

The Police Department was awarded \$500 from the Step Outside grant which will fund the Cops and Kids Fishing Day event held on August 13<sup>th</sup> at Camp Asbury.

The Police Department's new cruiser, through the insurance replacement, is completely outfitted and ready to go.

Chief Samec announced his medical disability retirement date of July 5<sup>th</sup>. Brian Gregory came on full-time on June 5<sup>th</sup> giving them an opportunity to spend time together to go over the operations of the department. After that, Chief Samec would like to become a consultant to the Police Department for grant work and community events.

**Fire Chief Bill Byers provided his monthly report.** Preventive maintenance has been completed on the squads; next month they will begin PM on the larger fleet items.

Chief Byers and others in the department attended retired firefighter Ken Miller's funeral in Rittman, Ohio.

The dispatch contract, he believes, will be tabled for now. They are waiting for the final numbers from Aurora to make a comparison. We have 90 days to terminate the contract with Mantua Village. Aurora's would be a 1-year contract; both Chiefs are comfortable with Aurora's capabilities.

Squad #2 is at F&S Automotive; they experienced shaking in the front end and are looking at some steering work. F&S recommends replacing the shocks and alignment; the parts are on order. We are down to one squad.

**Village Administrator James McGee presented his May monthly water/sewer report.**

James updated Council on the following projects;

- Hike & Bike Trail Project/Sidewalks on State Routes: there is a meeting scheduled with ODOT for tomorrow at District 4. We have purchased the property from Ohio Edison.
- Expansion of Safety Services building: James said we should receive all the documents this week.
- Water/Sewer Improvement Projects: James said they are preparing a grant application to the Ohio Public Works Commission. The Village's portion of the project would cost \$96,000 with a \$50,000 OPWC loan. The total improvement project would be \$480,000. Getting the loan should help us to secure the grant.
- CT Consultants has put together a road improvement grant application. This would be for the remainder of Bancroft, Dean and Brown Streets. The Village's cost would be \$30,000; the grant would be for \$50,000.
- Water/Sewer Report: we are losing approximately 7% of our water generation which is under the threshold and not high enough to incur additional costs to try and locate the leaks. That is the recommendation.
- Police Chief Samec and the VA, James McGee, performed an audit on the Village's speed limit signs to determine compliance with State requirements and for high visibility. Many of our signs will need to be replaced; the sizes are non-compliant.

***Mayor Lou Bertrand's report:***

### MAYOR Lou BERTRAND'S REPORT TO COUNCIL FOR JUNE 14, 2016

#### PLANNING AND ZONING COMMISSION:

P&Z did not meet this month. However, the Commission in March unanimously approved the purchase of the office and industrial building and parking lot containing 8 acres by MANTALINE CORPORATION from Win-Pro. Mantaline Corporation's grand opening is scheduled for some date in July since the County did not issue the occupancy permit as of yet.

#### MEMORIAL DAY SERVICE:

This year's Memorial Day key note speaker was LTC Jason Kerr (USA), Northern Ohio and Western Pennsylvania Battalion Commander of USAREC, Cleveland Recruiting Battalion. The parade stepped-off exactly at noon, led by the Crestwood Scarlet Guard with Director Mr. Jacob Page. The Reverend I. Green from Hiram Christian Church offered this year's invocation. The National Anthem was sung by Professor Emerita Damaris Peters Pike whose son-in-law Army LTC Fred Daum is buried at Fairview Cemetery.

Thank you to the readers of the roll call of veterans; 22<sup>nd</sup> president of Hiram College Lori Varlotta Ph.D., Hiram Township Trustee Hon. Jack Groselle, Sam Bixler, Maj. Debra Blake USA Army RT., Mr. Dale Lucan USA Army Veteran and Hiram Christian Church Choir Director.

The Mayor did attach the Memorial Day speech from LTC Kerr, which was excellent, to his report.

On legislation, the Mayor felt Council will need to set a special meeting in order to pass any emergency legislation on the agenda that cannot be passed this evening.

Submitted by:

MAYOR LOU BERTRAND

June 14, 2016

*The Fiscal Officer Susan Skrovan presented her monthly financial reports.*

**The following reports were provided to Council for this meeting:**

Bank reconciliation report for May 2016 was presented to Council and the Mayor for signing.

Cash Summary by Fund as of May 31, 2016 was provided in Council packets.

The list of bills as of June 10, 2016 was provided in Council packets.

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

Correspondence:

- Susan presented the final documents for our 2014-15 AUP Audit performed by Alger & Associates, Inc. The auditors are asking whether Council would like to have an exit audit meeting to go over the audit report. If Council chooses to waive the exit audit meeting; we would need a motion to do so.
- The purchase of the Ohio Edison property for the Hike & Bike trail project was completed with a wire transfer to the Chicago Title Insurance Agency. The amount of the transfer was \$7,248.24.
- Wendelin & Susan are planning to attend the annual Regional Council of Governments for R.I.T.A. next Tuesday in Brecksville; the fiscal office will be closed part of that day.

**A motion to waive the exit meeting with the auditor was made by Mr. Cobb and seconded by Mr. Spencer. The result of the voice vote was 4-0 in favor.**

A motion to approve the Fiscal Officer's report was made by Mr. Spencer and seconded by Mr. Cobb. The result of the voice vote was 4-0 in favor.

A motion to pay the bills as presented was made by Mr. Spencer and seconded by Mr. Hemphill. Dave Smith questioned the CT invoice for the additional cost of re-surveying the Hike & Bike trail property. James explained the original pins had been removed; it had to be re-surveyed so that he knew what trees were being removed. The removal of the surveyor's pins is a criminal mischief offense. A report should be filed with our Police Department and also file a claim with our insurance. James will handle it. The result of the voice vote was 4-0 in favor.

## **HIRAM TOWNSHIP REPORT**

There was no Township representative to provide a report this evening.

## **LEGISLATION**

## ORDINANCES

**2016-12: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE SPECIAL REVENUE FUND (2909) AMERICA'S FARMERS GROW COMMUNITIES GRANT AND DECLARING AN EMERGENCY.** This is at 1<sup>st</sup> reading since we do not have the required number of Council present to suspend rules and pass any legislation as an emergency.

**2016-13: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE CEMETERY FUND (2031) BY \$2,000. 1<sup>st</sup> READING.**

**2016-14: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE CAPITAL IMPROVEMENTS FUND (4901) FOR STREETS AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.**

**2016-15: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE GENERAL FUND (1000) BY \$4,376 AND APPROPRIATIONS IN THE SIDEWALKS FUND (4202) BY \$4,376 AND AUTHORIZING AN ADVANCE OF \$4,376 TO THE SPECIAL REVENUE FUND (4202) SIDEWALKS ON STATE ROUTES AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.**

## RESOLUTIONS

**2016-11: A RESOLUTION AUTHORIZING THE APPLICATION FOR AND SUBSEQUENT ACCEPTANCE OF GRANT FUNDS BY THE VILLAGE OF HIRAM AND RATIFYING PAST ACTIONS WHICH ARE NOW AUTHORIZED BY THIS RESOLUTION. 3<sup>rd</sup> READING.** A motion to approve was made by Mr. Hemphill and seconded by Mr. Spencer. The result of the voice vote was 4-0 in favor.

**2016-14: A RESOLUTION OF THE VILLAGE OF HIRAM AUTHORIZING THE ADOPTION OF THE PORTAGE COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN. 3<sup>rd</sup> READING.** A motion to approve was made by Mr. Spencer and seconded by Mr. Smith. Chris Cobb asked before we adopt their plan; what does that mean. Chief Samec said he believes every municipality in the County must come to an agreement with Hazmat. If there was an incident in our Village; they would come in and assist Fire and Police at the scene. Chief Byers added that it is an EMA agreement; a hazard mitigation plan. It was sent directly to the Mayor. Village Solicitor Tom Reitz spoke on the whole document; it is 140 pages in total. Hiram's responsibilities are either on page 99 or 101. The plan is a comprehensive study of all of Portage County; the infrastructure, the water, sewer, type of soil, etc. Solicitor Reitz provided Council with a link to view the 140 page report. Dave Smith commented that without our inclusion in this program, you do not qualify for any County, Federal grants or mitigation grant funds. Paul Spencer called for the question. The result of the voice vote was 4-0 in favor.

**2016-15: A RESOLUTION AUTHORIZING THE MAYOR AND THE FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH THE VILLAGE OF MANTUA FOR THE PROVISION OF DISPATCHING SERVICES TO THE VILLAGE OF HIRAM, WHICH SERVICES INCLUDE DISPATCHING FOR THE HIRAM POLICE DEPARTMENT AND THE HIRAM FIRE DEPARTMENT, INCLUSIVE OF EMS SERVICE DISPATCHING. 3<sup>rd</sup> READING.** A motion to table on 3<sup>rd</sup> reading was made by Mr. Spencer and seconded by Mr. Cobb. The result of the voice vote was 4-0 in favor.

**2016-18: A RESOLUTION APPROVING THE 2017 PROPOSED BUDGET AND AUTHORIZING THE FISCAL OFFICER TO SUBMIT THE BUDGET TO THE PORTAGE COUNTY AUDITOR. 2<sup>nd</sup> READING.**

**2016-19: A RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING TAX LEVY FOR CURRENT EXPENSE PURPOSES AND REQUESTING THE PORTAGE COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.** Solicitor Tom Reitz commented that the Portage County Auditor typically has a very good turnaround on this but by statute, she is allowed up to 10 days. He would recommend, if you can schedule a special meeting to take action to enact this and get it to the County Auditor more than 10 days in advance of the next scheduled meeting. She needs this by July 1<sup>st</sup>.

Council determined they needed to set a Special Council meeting and set it for June 30, 2016 at 7:00 pm and to have all the legislation ready for reading. Solicitor Tom Reitz explained how the legal ad must read; it must include all the items up for consideration and/or passage. Tom Reitz does not have to attend.

**2016-21: A RESOLUTION AUTHORIZING THE FISCAL OFFICER OF THE VILLAGE OF HIRAM TO CREATE A THEN AND NOW PURCHASE ORDER TO PAY THE ENGINEERING FIRM OF CT CONSULTANTS AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.**

**2016-22: A RESOLUTION AUTHORIZING A CONTRACT WITH OHIO PRAIRIE NURSERY TO INSTALL A PRAIRIE IN THE VILLAGE PARK. 1<sup>st</sup> READING.** Solicitor Tom Reitz was not aware this should be an emergency until Mr. Szell presented his report tonight; he will revise this to add emergency language.

**2016-23: A RESOLUTION AUTHORIZING A CONTRACT WITH GAMETIME FOR PLAYGROUND EQUIPMENT AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.**

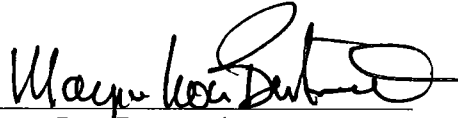
**2016-24: A RESOLUTION AUTHORIZING A CONTRACT WITH THE FIRM AQUILA ARCHITECTURAL GROUP, LLC FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR A PROPOSED GAZEBO AND ASSOCIATED PARK IMPROVEMENTS AND DECLARING AN EMERGENCY. On 1<sup>st</sup> READING.**

**ANY OTHER BUSINESS:**

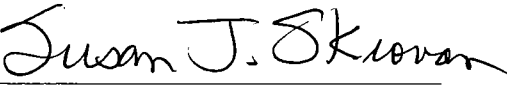
Paul Spencer received a phone call from the Hiram Farm regarding their festival in September. They want to serve alcohol and sell tickets for the event. Chief Samec said they will need to obtain an F Permit from the Department of Commerce. Paul said they also asked him about the house the Hiram Farm occupies; they were told they cannot have their administrative offices on the 3<sup>rd</sup> floor of that home. Paul wondered who told them they could not do that; they did not say. Chief Bill Byers commented that when the Fire Department originally looked at that; they were determining whether to require sprinklers and/or an alarm system. The P&Z Commission wanted to make sure it was safe and what the occupancy limit would be. The alarm system was put in. Chief Byers could not see why it could not be used for offices. His department will certainly look into it. Paul said the P&Z Commission absolutely wants to work with them.

A motion to adjourn was made by Mr. Spencer and seconded by Mr. Cobb. The result of the voice vote was 4-0 in favor. The meeting adjourned at 8:25 pm.

These minutes are pending approval by Council.

  
Mayor Lou Bertrand

ATTEST:

  
Fiscal Officer Susan J. Skrovan