

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

March 12, 2019

The following Members of Council were present: Mr. Dempsey, Mr. Greenwood, Mr. Hemphill, Mr. Spencer and Mr. Szell. The following were also present: Mayor Lou Bertrand, Village Solicitor Tom Reitz, Fiscal Officer Susan Skrovan, Police Chief Brian Gregory, Fire Chief Bill Byers, Village Administrator James McGee and Assistant Village Administrator Steven Schuller.

The following persons were present: Debra Blake; Hiram Township Trustee, Steven Smith; Magistrate running for Judge, Stacy Turner; Reporter with The Weekly Villager, Gary Spencer, Mr. & Mrs. Burdecki and John Evers.

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. Rob Dempsey mentioned his great grandson who has been in the Navy for a year; just graduated from his training at Camp Lejeune.

The Mayor asked for a motion to approve the regular meeting minutes of 2/12/2019. A motion to approve the minutes as presented was made by Mr. Hemphill 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 proposed final amended agenda. A motion to approve the proposed agenda as presented was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor.

GUEST AND PUBLIC COMMENT

Magistrate & CPA Steven Smith introduced himself and announced his plans to run for Portage County Judge. Judge Barb Oswick is age limited and cannot run again; he is running for her seat and will be on the May 7th ballot.

DEPARTMENT HEAD REPORTS

*Police Chief Brian Gregory provided their monthly report. There were a total of 293 offense reports for February including 58 traffic stops and 31 traffic citations. Motorist assists were up at 13 assists for the month.

Our new K-9 Officer, Guapo, passed his state certification today along with his handler, Cpl. Devin Brown. Blueline Unlimited, a first responder fundraising non-profit group, held a K-9 raffle for our K-9; raised \$4,500!

The Police Department was awarded the Edward Byrne Grant, \$4,500. It will be used to order three additional MARCS Radios which will bring his department to a total of five radios.

The pancake breakfast fundraiser will be on Saturday, April 6th from 9:00 am to 1:00 pm at the Hiram College Kennedy Center Dix dining hall. This is a fundraiser for the Shop with a Cop program.

Tuesday, April 16th, Hiram College will be hosting the None for Under 21 event again. It is a great program!

AAA Alcohol Awareness event at the Kennedy Center will be on Wednesday, April 24th from 9:00 am to 1:00 pm.

Our new patrol vehicle has been outfitted and is on the road.

*Fire Chief Bill Byers provided their monthly report emailed and copied for tonight. Chief Byers reported the department's response times are off on the report. There were four walk-ins at the station.

*Village Administrator James McGee presented the monthly water/sewer report. James reported his department has been working around the shop and finishing up some painting in the Village Hall. They have also been conducting routine maintenance on their tractors and small equipment. Tomorrow they will be looking for some road patch.

Paul Spencer asked James about the hole on Ryder Road. James said they have put three bags of concrete in that hole; it keeps sinking. Mr. Greenwood said there was a large hole on his walk to the College gym; it looks like they filled it with what they tear up from the pavement. Steven Schuller said the College purchased a truckload of regrind last summer. Our supply of regrind is all gone.

MARCH 12, 2019 | MAYOR'S REPORT TO COUNCIL

PLANNING & ZONING COMMISSION:

The Commission did not meet in March as no business and/or zoning applications were pending. [Evie Bixler and Sam Bixler have moved out of the Village, so that their positions on the ZONING COMMISSION and PARKS BOARD are now open, if any on Council or in the community know of a candidate, please communicate that to me.] The Mayor publically thanked both Evie and Sam for their service to Hiram Village.

PENDING MATTERS:

In November, Council authorized the application for a Grant and Loan for the construction of a replacement water tower with the OHIO STATE SMALL GOVERNMENT FUND. [PRETTY GOOD CHANCE IN MID-MAY FOR DECISION]

Also, the Village will submit an application before the Ohio Public Works Commission Issue II monies for the same project.

Respectfully submitted,
MAYOR LOU BERTRAND

*The Fiscal Officer Susan Skrovan presented some monthly financial reports for February.

The following reports were provided to Council for this meeting:

The January & February Bank Reconciliations both balanced with the UAN with no adjusting factors and are available for signing by Mayor & Council.

Cash Summary by Fund as of February 28, 2019 was provided in Council packets.

The list of bills as of March 5, 2019 was provided in Council packets.

Council meeting minutes for February 12, 2019 were provided in Council packets.

R.I.T.A. income tax receipts YTD report was provided in Council packets.

The Comparison of Budgeted and Appropriated YTD report was provided in Council packets.

The 2018 year-end is now closed, temporary mode in the UAN is now closed and the Annual Financial Reports along with the Hinkle notes have been received by the Auditor of State and are available in the fiscal office.

Susan reported her attendance at the 20th Annual Local Government Officials Conference in Columbus on March 6, 7 & 8th. On Wednesday, she attended the 3-hour Certified Public Records Training course. She was able to attend many classes during the two days including;

- Human Resource and Employee Handbook Policies
- A refresher on Bank Reconciliations and Proofs of Cash
- A Round Table discussion for Small Villages
- UAN Accounting Update
- UAN Payroll Update
- Budgeting for Small Governments
- The New Credit Card Legislation and Policies

Susan was able to network with other fiscal officers and save on travel costs by carpooling both ways. Attendees were introduced to the new Auditor of State, Keith Faber, who was the guest speaker for the first day's luncheon.

This is one of the best training conferences to be able to attend throughout the year. It is a great networking tool and Susan wished to thank the Mayor and Council members for supporting this worthwhile conference.

A motion to approve the Fiscal Officers report was made by Mr. Spencer and seconded by Mr. Hemphill. The result of the voice vote was 5-0 in favor.

A motion to approve the bills list was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor.

HIRAM TOWNSHIP REPORT

Trustee Debra Blake brought up Hiram Township is proceeding with their new maintenance garage. The size has been modified to be within the EPA codes. She has been working with the Building Department. They must now call on a structural/mechanical engineer for stamped drawings. The size will be 49'x 49' approximately.

Debra mentioned they received a call from a concerned citizen in Hiram Township on Vaughn Road regarding excessive speeders and 4-wheelers. They asked for an increased police presence in that area. Debra wanted to say how impressed she is with our Police Chief's support and the ease in which to contract with the Village for Police services; it is just wonderful! It all happened within 24 hours; their resident was very pleased.

LEGISLATION

ORDINANCES

2018-31: AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF HIRAM DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019. TABLED ON 3rd READING. A motion to remove Ordinance 2018-31 from the table was made by Mr. Spencer and seconded by Mr. Szell. The result of the voice vote was 5-0 in favor. A motion to approve on 3rd reading was made by Mr. Spencer and seconded by Mr. Hemphill. Paul Spencer asked the Fiscal Officer to indicate to Council what areas in the appropriations have been re-negotiated. Susan explained where appropriations had been reduced and where increases were needed. Call to question by Mr. Spencer. The result of the voice vote was 5-0 in favor.

2019-03: AN ORDINANCE REPEALING ORDINANCE 219 WHICH ADDRESSED THE CARE AND MAINTENANCE OF PUBLIC HIGHWAYS AND SIDEWALKS IN THE VILLAGE. 2nd READING. Mr. Gary Spencer read a letter he provided to Council; he is not in favor of home delivery. Paul Spencer replied to Gary's letter and provided a letter of his own. A third letter was received from Joanne Sawyer and copied for Council. Solicitor Tom Reitz spoke on the codification of the Village Ordinances. Mr. Reitz thinks it should be repealed. The Mayor felt we should hear from our Postmaster; he did invite her to attend our meeting. Mr. Burdecki, a resident, spoke with the Cleveland Post Office; they told him there was no mail delivery to the house because of the Village ordinance! More discussion followed. Solicitor Reitz spoke about a ballot issue and how to go about getting it put on the ballot for the vote.

2019-07: AN ORDINANCE AMENDING THE TEMPORARY APPROPRIATIONS IN THE GENERAL FUND (1000) BY \$4,452.00 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Hemphill and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor. A motion to approve as an emergency was made by Mr. Dempsey and seconded by Mr. Hemphill. The result of the voice vote was 5-0 in favor.

2019-08: AN ORDINANCE AMENDING THE VILLAGE OF HIRAM'S EMPLOYEE HANDBOOK, SECTIONS 4.10, 5.2, 8.17, 10.3, 10.4 AND 10.5. 1st READING.

2019-10: AN ORDINANCE TO AMEND SECTION 909.06 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF HIRAM REGARDING PROXIMITY OF TREES TO SIDEWALKS. 1st READING. Mr. Greenwood spoke about the trees and the setbacks. He felt 8' was much too restrictive; unless recommended by the Beautification Committee in consultation with the Village Administrator. More discussion followed. He would like to see an Arborist's plan created.

RESOLUTIONS

2019-05: A RESOLUTION AUTHORIZING THE EXPENDITURE OF PUBLIC FUNDS OF NO MORE THAN TWO HUNDRED DOLLARS FOR A RECEPTION FOLLOWING THE MEMORIAL DAY OBSERVANCE ON MAY 27, 2019. 2nd READING.

2019-06: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO APPLY FOR A CONSTRUCTION LOAN WITH MIDDLEFIELD BANK, FOR FINANCING FOR THE SIDEWALK PROJECT AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Dempsey and seconded by Mr. Greenwood. The result of the voice vote was 5-0 in favor. A motion to approve as an emergency was made by Mr. Szell and seconded by Mr. Spencer. Paul wanted to clarify that this is a 20-year loan for the repairs and/or replacement of sidewalks and that the loan will be paid using the .25% income tax increase. That is correct. Call to question by Mr. Spencer. The result of the voice vote was 5-0 in favor.

2019-07: A RESOLUTION AUTHORIZING A TWO PERCENT RAISE FOR ALL EMPLOYEES OF THE VILLAGE OF HIRAM FOR THE 2019 CALENDAR YEAR EFFECTIVE ON JANUARY 1, 2019 AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Hemphill and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor. A motion to approve as an emergency was made by Mr. Spencer and seconded by Mr. Dempsey. This was first discussed at Finance. Susan passed out a spreadsheet with options. Council discussed the options available and the last raise given. Most Councilmembers were comfortable with a two-percent raise. Call to question by Mr. Spencer. The result of the voice vote was 5-0 in favor.

2019-08: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM (S) FOR REPAIRS AND IMPROVEMENTS TO VILLAGE WATER DEPARTMENT, TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY. 1st READING.

2019-09: A RESOLUTION TO ADOPT THE SOLID WASTE MANAGEMENT PLAN FOR THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT. 1st READING. A motion to suspend the rules was made by Mr. Spencer and seconded by Mr. Hemphill. The result of the voice vote was 5-0 in favor. A motion to approve on first reading as an emergency was made by Mr. Spencer and seconded by Mr. Dempsey. The result of the voice vote was 5-0 in favor.

2019-10: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH THE ENGINEERING FIRM OF CT CONSULTANTS, FOR PERFORMING THE BID PROCESS FOR THE SIDEWALK PROJECT AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Spencer and seconded by Mr. Szell. The result of the voice vote was 5-0 in favor. A motion to approve as an emergency was made by Mr. Hemphill and seconded by Mr. Spencer. The result of the voice vote was 5-0 in favor.

ANY OTHER BUSINESS:

Councilman Chris Szell wanted to thank our emergency services for help at his home with a recent chimney fire.

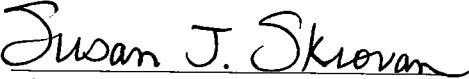
A motion to adjourn the meeting was made by Mr. Szell and seconded by Mr. Greenwood. The result of the voice vote was 5-0 in favor. The meeting adjourned at 8:45 pm.

These minutes are pending approval by Council.



Mayor Lou Bertrand

ATTEST:



Fiscal Officer Susan J. Skrovan