

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

November 8, 2016

The following Members of Council were present: Mr. Wadkins, Mr. Cobb, Mr. Dempsey, Mr. Hemphill and Mr. Spencer. The following were also present: Mayor Lou Bertrand, Village Solicitor Tom Reitz, Fiscal Officer Susan Skrovan, Fire Chief Bill Byers, Fire Captain Gary Bott, Sgt. /Acting Chief Brian Gregory and Village Administrator James McGee.

The following persons were present: Stacy Turner; reporter for the Weekly Villager, Park Board Chair, Chris Szell and Consultant Doug McGee.

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 followed by the pledge to the flag.

The Mayor asked for a motion to approve the regular meeting minutes of 10/11/16 as presented. A motion to approve the minutes as presented was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 5-0 in favor.

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

GUEST AND PUBLIC COMMENT

Chris Szell wanted to be present in case Council had questions for the park board. We did receive two bids for the Bancroft Park; the board is reviewing those bids. One was way too high; the other was higher than Chris would like it to be. The next step will be to meet with the one bidder that was closer to the figure they wanted to see if they could possibly come down in their bid or what we can cut out of the project. The Park Board will be bringing this back to Finance at the end of the month on the 29th. The Mayor asked if everyone on Finance was good with meeting on November 29th given the Thanksgiving weekend. Tom Wadkins said he is not good with that date and would not be available. The Mayor suggested the week earlier which is Thanksgiving week. Tom Wadkins noted that Paul Spencer and he set Monday November 21st as their first meeting for sidewalks and blighted properties and asked if Solicitor Tom Reitz would be available to attend that meeting. Tom Reitz said he would. Council set the next Finance and Safety meetings for 7:00 pm on November 21st and then it roll right into blighted properties and sidewalks.

Doug McGee was present to answer any questions. He provided an update on the Hike & Bike project with ODOT; because the engineering ran over the estimated costs which ODNr was helping to cover, we are trying to get reimbursed for additional costs for tree removal. The tree removal was moved up because of the scheduling with the EPA; they could not be cut between April and September. The trees were able to be cut down before April 1st. When Doug discussed this with ODOT, they said it could not be put into their part of the project because they did not receive prior approval from the Federal Highway Administration to cut the trees which ODNr had been given. They are saying that they (ODOT) had to apply. Doug McGee along with other government agencies is talking with the Federal Highway Administration. It is not yet resolved.

Doug McGee, our VA James and our FO Susan went over the ODOT projects in more detail and discussed Doug's future work relationship with the Village to complete these projects. Doug expects his work on these projects to slow down during the holidays and pick up again during the construction phase. Susan said for November and December, the Village has only \$700.00 left on the purchase order for his services. Doug would forecast \$3-5,000 additional, at the most, for his work next spring when ODOT breaks ground.

DEPARTMENT HEAD REPORTS

Police Sergeant Brian Gregory provided the monthly report. They had 295 offense reports for the month of October. With our new sidewalks now complete, the speed within the Village has increased and our patrol officers are issuing more speeding citations. Our Police Department is now trained and equipped with NARCAN. He thanked Council President Wadkins for attending the NARCAN training. Departmental training is ongoing.

Saturday, December 17th is the annual Shop with a Cop program; Brian Gregory invited everyone to attend and help with the shopping and wrapping of the gifts. It will be located at Kmart in Streetsboro beginning at 10:00 am, for anyone wishing to help you want to be there by 9:30 am. The expenditures this year will be about \$3,600 for the families, \$300-400 for overage costs plus t-shirt costs for a total of approximately \$4,500. We have a total of \$20,538 in the Shop with a Cop fund right now. This is in conjunction with Garrettsville who also sponsors the fill a police car. We have six families from Crestwood Schools and six families from James A. Garfield Schools. The Mayor felt this is a great program and would encourage everyone to attend and help out.

Next Tuesday, we go live with the City of Aurora for dispatch services. This will start at 7:00 am in order to iron out any issues that may come up.

Fire Chief Bill Byers provided their monthly report tonight. Bill did not have much more to add. Our equipment is all good; they are updating some smaller equipment like their chain saw.

Village Administrator James McGee presented the October monthly water/sewer report.

James updated Council on the following projects;

- Hayden Street Resurfacing: this project is complete with mixed reviews. The materials used were per ODOT specifications; some people did not like how it looked. James still plans to paint the lines on it; his department has been working on picking up leaves while weather permits.
- GovDeals: We bid on a leaf machine and were successful; the total cost was under \$3,000 which included picking it up in New Jersey! It needs some work which the Street Department will tackle over the winter. The guys at Hopewell Township were very nice to us and helped get us ready to go. They have an amazing facility!
- New Sidewalks: the contractor has some fine tuning to finish up and some cleanup to do. Rob Dempsey asked about the request from the Cheryl Drive resident to install a crosswalk at the end of the sidewalks. Sgt. Gregory said they had discussed this and felt it was not feasible given the speed coming into the Village at that location of 55 mph. James said he was going to speak with Hiram Farm and look at cutting a path and filling it with gravel. Chairman Wadkins said he would not recommend doing it. The Mayor asked James to get a cost to extend the sidewalks by putting a path there south on S.R. 700 to the bike path; we could deal with it at Finance. Paul asked James to present a sketch of what he is considering doing.

Mayor Lou Bertrand's report:

MAYOR LOU BERTRAND'S REPORT TO COUNCIL FOR NOVEMBER 8, 2016

PLANNING AND ZONING COMMISSION

The Commission did not meet in November as there was no business or action needed.

INFRASTRUCTURE REPORT

The construction is completed and again the workmanship appears to be very good. Last week a walk through was done by our VA, ODOT and the Construction Company representatives. Also the concrete pad at the south side of the FD was laid and Hayden Ave. in front of the Village commercial district resurfacing was undertaken.

ADVISORY COMMITTEE ON BLIGHTED PROPERTIES

Those appointed are: Tom Wadkins & Paul Spencer, can you suggest others? The meeting is scheduled for this Thursday evening November 10th at the Village Council Chambers. (Time?)

COMMITTEE TO ADDRESS THE DETERIORATING SIDEWALKS

Those appointed: Tom Wadkins, Cristine Boyd and Paul Spencer together with James McGee

2016 OHIO MUNICIPAL LEAGUE CONFERENCE

Rob Dempsey attended the full conference of the Annual OML Conference October 26 -28th in Columbus at the Renaissance Hotel. Your Mayor attended the conference on Wednesday, October 26, 2016 for the seminars and lectures on that date.

Rob Dempsey thanked the Village for sending him to the Ohio Municipal League conference and provided Council with a detailed report of his three days in Columbus.

HALLOWEEN:

Halloween 5 pm – 7 pm [Mayor gave out approximately 150 pieces of candy] Party at Fire Department was a great success [*attendance was approximately?*]

Submitted by:

MAYOR LOU BERTRAND

November 8, 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 October 2016 was presented to Council and the Mayor for signing.

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

The list of bills as of November 4, 2016 was provided in Council packets.

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

Susan has set a cut-off for purchase requisitions for Wednesday, November 30th. Any requests after that date should be for emergency purposes only. She will be working with the department heads to close any unneeded purchase orders still open with balances on them. This is a practice we have been doing for several years now.

A reminder that our next Record's Retention meeting is set for December 13th before Council at 6:30 pm. Susan said our Solicitor, Tom Reitz will be unable to attend that meeting. Chairman Wadkins asked if we could move it. Susan said she thought about moving it to before Finance but that was before Finance was moved with all those other committee meetings. Council decided to move the Record's Retention meeting to November 21st at 6:30 pm.

A reminder that all our government offices will be closed this Friday, November 11th for Veteran's Day.

Susan asked Council to allow the appropriations ordinance to be read on first reading only and not passed this evening; there are still some department heads reviewing their numbers and of course we are waiting on the results of the current expenses tax levy. Some numbers will be changing for our second reading.

Susan presented Council with a report outlining the solicitor's pay plus any additional charges for services which ties into the legislation before Council tonight to amend appropriations for the solicitor's pay. It is based on the contract amount and prosecutor services. Other items above that we have no idea what we may have from year to year. We are over what was appropriated for the year and need an additional \$7,500.

NOPEC notified us they did negotiate a contract with NextEra Energy. Rates will be comparable to FirstEnergy.

Chairman Wadkins asked Susan about the certificate of insurance for the helipad which Hiram Township had requested, did that happen. Susan said yes, she received a certificate of insurance from our insurance carrier and forwarded it to our solicitor. Tom Reitz read the certificate. It is the Township's property which we use. Tom Reitz added that when you name an additionally insured and have a claim, those additionally insured must sign off on it. There is no additional cost to the Village. Chief Byers added that the Township's insurance carrier, OTARMA, had recommended they get a certificate listing them as additionally insured to cover Fire/EMS personnel at the site.

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

A motion to pay the bills as presented was made by Mr. Hemphill and seconded by Mr. Spencer. The result of the voice vote was 4-1 in favor with an abstention by Mr. Dempsey.

HIRAM TOWNSHIP REPORT

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

LEGISLATION

ORDINANCES

2016-22: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE SHOP WITH A COP FUND (2273) BY \$2,500. 2nd READING. Mr. Spencer was concerned about this legislation not being available in time for the December 17th event since it takes effect 30 days following approval. Village Solicitor Tom Reitz explained how the process works. Any legislative action by Council takes effect 30 days following passage; any administrative actions become effective immediately.

2016-23: AN ORDINANCE AUTHORIZING A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER FOR DEFENSE OF INDIGENT PERSONS CHARGED WITH CRIMINAL OFFENSES UNDER THE VILLAGE ORDINANCES. 2nd READING.

2016-25: AN ORDINANCE AMENDING THE VILLAGE OF HIRAM'S EMPLOYEE HANDBOOK, APPENDIX A. 2nd READING.

2016-26: AN ORDINANCE AMENDING THE PERMANENT APPROPRIATIONS IN THE GENERAL FUND (1000) ADMINISTRATIVE (750) PERSONAL SERVICES BY \$7,500 AND OTHER OPERATIONS BY \$1,175 IN ORDER TO COVER ADDITIONAL PAYMENTS MADE TO THOMAS REITZ ATTORNEY AT LAW AS SOLICITOR FOR THE VILLAGE OF HIRAM AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Wadkins 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. Cobb. The result of the voice vote was 5-0 in favor.

2016-27: AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF HIRAM DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017. 1st READING. Paul Spencer asked what would happen if the 4.4 mill levy renewal does not pass tonight. Susan replied what has been certified from the Portage County Auditor was \$37,319 annually. This would directly affect the General Fund revenues.

2016-28: AN ORDINANCE TO AMEND CHAPTER 182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF HIRAM REGARDING MUNICIPAL INCOME TAX. 1st READING. Village Solicitor Tom Reitz said that this is a perfect example of when he would request Council suspend the rules and pass on first reading. Here you are changing your tax code which is part of your codified ordinances. There are some very strong provisions in Ohio Revised Code that say, citizens must have the opportunity to circulate a petition for a referendum to act on this. By suspending the rules and passing this tonight, it gives thirty days to those people who may wish to file a referendum. You want this to take effect on January 1, 2017. This also brings your income tax code up to date with the latest changes by the State of Ohio. A motion to suspend the rules was made by Mr. Wadkins and seconded by Mr. Cobb. The result of the voice vote was 5-0 in favor. Chairman Wadkins noted that this was reviewed by the Finance Committee; a motion was offered and passed unanimously to recommend approval by Council. The Mayor added this has also been recommended by R.I.T.A. and the Ohio Municipal League. A motion to pass on first reading was made by Mr. Wadkins and seconded by Mr. Hemphill. The result of the voice vote was 5-0 in favor.

RESOLUTIONS

2016-32: A RESOLUTION AUTHORIZING SPECIFIC ENUMERATED TRANSFERS BY THE FISCAL OFFICER BETWEEN FUNDS OF THE VILLAGE OF HIRAM FROM THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND. 1st READING.

2016-33: A RESOLUTION GIVING CONSENT TO THE DIRECTOR OF TRANSPORTATION, ODOT, TO COMPLETE THE CRACK SEALING SECTIONS OF SR 700 WITHIN THE VILLAGE OF HIRAM PROJECT AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Wadkins and seconded by Mr. Spencer. 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. Hemphill. Chris Cobb asked about the section three of the agreement that says the Village is liable for 100% of the costs. Solicitor Tom Reitz stated that section three is a cooperation statement and says the State shall bare 100% of all the costs of the improvements they have identified. We agree to pay 100% of the costs of those features which we request and which the State has determined are not necessary for the project. So, if the Village would like to have some add-ons, the State is saying that is okay as long as we pay for them. The result of the voice vote was 5-0 in favor.

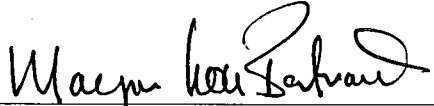
ANY OTHER BUSINESS:

A motion to enter executive session for the purpose of reviewing the department heads' performance evaluations at 8:31 pm was made by Mr. Wadkins and seconded by Mr. Spencer. The result of the voice vote was 5-0 in favor.

A motion to come out of executive session and reconvene in regular session at 9:10 pm was made by Mr. Cobb and seconded by Mr. Spencer. The result of the voice vote was 5-0 in favor.

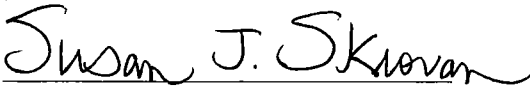
A motion to adjourn was made by Mr. Cobb and seconded by Mr. Spencer. The result of the voice vote was 5-0 in favor. The meeting adjourned at 9:10 pm.

These minutes are pending approval by Council.



Mayor Lou Bertrand

ATTEST:



Fiscal Officer Susan J. Skrovan