

Village of Hiram

Finance/Safety Committee Meeting Minutes

August 27, 2024

Call to Order: Chairman Chris Szell called the meeting to order at 6:01 pm.

Committee Members Present: Chris Szell, Chairman
Beth Greenwood, Councilperson
David Smith, Councilman
Justin Bisutti, Councilman
Susan Skrovan-DeYoung, Fiscal Officer

Committee Members Absent: Anne Haynam, Mayor

Hiram Officials Present: Brian Gregory, Police Chief
Bill Byers, Fire Chief
Steve Schuller, Village Administrator

Others: Deborah Wordell

Minutes: The Chair asked to approve the 7/23/2024 meeting minutes as presented. A motion to approve the 7/23/2024 minutes was made by Mr. Smith with a second from Mrs. Greenwood. Motion passed unanimously 5-0.

Agenda: The Chair asked to approve the proposed agenda as presented. A motion to approve the agenda as presented was made by Mrs. Greenwood with a second from Mr. Bisutti. Motion passed unanimously 5-0.

Guests/Public: No Middlefield Bank Representative present.

Department Updates:

Police Department: Police Chief Brian Gregory sent his report to the Fiscal Officer for inclusion in the packet. The Chief provided an update on the speed camera system; the camera has been repaired, they are waiting on its return.

Fire Department: Fire Chief Bill Byers sent his statistical report out to the Fiscal Officer and members. The Chief asked for clarity on who to send the report. The Chair said all department heads should email their report to the Fiscal Officer; she will then include them with the member packet.

The Fire Chief reported that RA orientation with the college students went well.

His department also participated in Safety Town at Crestwood Schools.

The tornado siren for Hiram Township is now down; they have scheduled it for service.

Village Adm/Utilities: VA Steve Schuller provided a verbal report to members. His department is still working on crack sealing roads and repainting all the lines.

An update on the water tower project; all items are now here and they are finishing the project up. Then the old tower will come down.

Steve brought up for discussion the Kimble contract for waste, which is up next year. He would like to see if Kimble would go out for bid on both the waste and recycling as one contract at one time; it would save a lot of time for everyone. There have been some recent issues with Hiram College and Kimble. Steve is working to get this resolved.

Steve provided an update on the water/sewer billing system. He is doing an audit on all accounts now to make sure everything is accurate. He asked if Finance could pass a motion to waive the late fees and penalties. We would also need additional legislation passed covering additional meter installations. Finance members felt he should bring this to Council.

Members asked about the survey for the light plant. Steve said he did receive a quote from CT Consultants, our engineers, of \$3,900. Members felt that was rather high. This would be to clearly define the easement for Ohio Edison on that property. Chris Szell said he would call CT and discuss the cost.

Mayor:

The Mayor was not present.

Fiscal Officer/Admin: Susan Skrovan-DeYoung provided a verbal report to members.

The Board of Elections sent a letter indicating that our galley proof language for our 2-mill replacement levy for EMS will be available for viewing the first week of September.

The Portage County Auditor, Matt Kelly, has provided the Village with a reappraisal for the Salon property. The appraised value went from \$68,700 to \$88,600.

The Mayor had asked that I perform an exit interview with my assistant, Wendelin Taylor. Wendelin provided a letter in lieu of an interview; that is all she was willing to do. Copies will be made available to Council and the Mayor at our next meeting.

Susan provided information she obtained from Time Clock Plus, which is the software our Fire/EMS department uses to do scheduling and track time sheets. It does not look like it would be beneficial for other departments to use this software versus the cost and set up fees.

A representative from Middlefield Bank, Kyle Bittner, was planning on attending tonight. He did not make our meeting. Susan explained that he is the expert regarding Positive Pay protection for ACH payments and for checks. Council approved protection for ACH payments already, Susan believes it is just as important to protect the Village's check payments. Finance members want Susan to bring this information to Council for their decision.

Bills List:

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

New Business:

a. Budget Planning for Streets and Fiscal Office: the Village Administrator presented his spreadsheets for his department's 2025 appropriation budget for review. Mrs. Greenwood would like to see his cost estimates for some of his "want" projects. The Fiscal Officer presented her spreadsheets for the General Fund and any funds that she maintains.

b. Solar Installation update: nothing to discuss tonight.

c. Safety Services Rates: rate for EMS services would run \$250.00 per hour. Rates for our police department would run \$40.00 per hour for his personnel and \$20.00 per hour for his patrol vehicle. Members felt the police rates were very low and should be adjusted higher.

d. Paid Parking: Village Administrator, Steve Schuller, presented his information on the T2 System. This was the only company that does both and was recommended by Kent State. The first part would be the enforcement side, the second part is for the pay for parking. There would be a \$750.00 set up/training fee. Cost for the system would be \$5,634.00 in the first year for the equipment and \$3,588.00 per year paid over three years. We can spread out the equipment cost over 12 months which would be \$502.13 per month with interest. There would be a two-hour training and 30-60-day implementation. They do signage and we can use either a QR code or text. They also have a rate per day or an hourly rate; we can zone it. Finance members felt the details need to be hashed out first and some felt this is a big change and was not sure whether the Village needs to implement this at this time. The VA was instructed to set a plan based on Kent and bring it to Council.

e. Council Seat: Chairman Szell brought up two interested parties so far for the upcoming vacant Council seat. Chris McCreight will be at our September Council meeting; after that Council will want to seat a new member in October.

f. ARPA Funding: The Fiscal Officer reminded Finance members that the remaining funds in the ARPA fund will need to be "encumbered" on a purchase order by December 31st 2024 or spent by then. Members discussed their options for those funds; they want the Fiscal Officer to see what was approved by Council several years ago with legislation. Check the guidelines for premium pay and for capital purchases.

Old Business:

None.

The next Finance/Safety Committee meeting is scheduled for Tuesday, September 24, 2024.

Adjournment: A Motion to adjourn the meeting was made by Mr. Bisutti with a second from Mrs. Greenwood. Motion passed unanimously 5-0. Meeting adjourned at 7:58 pm.

Respectfully Submitted by:

Attest:

Susan J. Skrovan-DeYoung, Fiscal Officer

Chris Szell, Finance Chairman