

Village of Hiram

Finance/Safety Committee Meeting Minutes

July 26, 2022

- Call to Order:** Mayor Lou Bertrand called the meeting to order at 6:05 pm
- Committee Members Present:** Lou Bertrand, Mayor
Beth Greenwood, Councilperson arrived at 6:12 pm
David Smith, Councilman
Paul Spencer, Councilman
Susan Skrovan, Fiscal Officer
- Committee Members Absent:** Chris Szell, Chairman
- Hiram Officials Present:** Brian Gregory, Police Chief
Bill Byers, Fire Chief
James McGee, Village Administrator
Steven Schuller, Asst. Village Administrator
- Others:** Mark Mathias with SE Blueprint
- Agenda:** A motion to approve the proposed agenda for Finance/Safety was made by Mr. Spencer with a second from Mr. Smith. Motion passed unanimously.
- Minutes:** A motion to approve the meeting minutes of June 28, 2022 as presented was made by Mr. Spencer with a second from Mr. Smith. Motion passed unanimously.
- Guests/Public:** Mark Mathias with SE Blueprint gave a short presentation on the cloud-based archiving service his company provides. This is digital preservation of records. Electronic data storage. You need to start with a plan. His services start @ only \$69.00 per month; some of their clients upload their own documents and scan them to SE Blueprint which keeps costs down.
- New Business:**
- a. Township Building Discussion:** The Mayor spoke with Trustee Jack Groselle, who is the lead on this property. They had a proposal for a machine shop. P & Z talked about this property; they would like to see some business come into the Village. The property is currently zoned residential. Paul said they need a plan which then comes before the Planning & Zoning Commission. Paul said the township could ask to have that rezoned.
- Department Updates:**
- Police Department:** Police Chief Brian Gregory provided his report.
- His department had a resignation yesterday, Patrolman Paul Maroni resigned due to higher wages offered at UH Portage.
- Our temporary holding facility (bench) has been recertified passing State inspection.

Our fuel line item reached our budgeted amount for the year this month!

The primary election is August 2, 2022.

HPD will be hosting our annual Youth Fishing with a Cop Day at Camp Asbury on Saturday, August 20th from 9:00 am – 1:00 pm.

Chief Gregory has one more thing to bring up; he will ask to have executive session at our next Council meeting on personnel. Susan said the Council meeting was moved to August 16th.

Fire Department:

Fire Chief Bill Byers provided an update on the repairs to squad #2, parts have been requested on emergency! Engine #2 parts have shipped, the body shop is waiting for them.

The MARCS radios have come in; these were obtained on the State Fire Marshall's grant!

The preventive maintenance has been done on the tornado siren. The Fiscal Officer will see another invoice.

The Fire Department is still experiencing issues with recruitment of new personnel!

The Chief reported on write-offs and responded to a question Dave Smith had on a run collection. For residents, \$2,799.00 has been written off. For non-residents, \$2,946.00 is going to collections.

Village Adm/Utilities:

VA James McGee provided an update on the historical house water drainage issues. They met with our Solicitor, Tom Reitz, on July 14th to walk around the historical house. Mr. Reitz took several pictures of the property and now understands the problems with the drainage. He has sent a letter to Mr. Denny Taylor requesting a plan be submitted to the VA for Council.

Steve spoke with Nancy Rubin with Hiram College regarding the water plant property; she wants to meet later this week to go over that property. This is the small triangular piece the College owns which the Village has been using for composting.

They opened re-bids for the water tower project on July 21st; we received three bids. Workman Industrial Services, Inc. was the lowest bidder at \$1,079,713.00. CT performs the background.

A motion to approve the re-bid of the Water Tower Project and to recommend to Council to award the bid to Workman Industrial Services, Inc. was made by Mayor Bertrand and seconded by Mr. Spencer. Motion passed unanimously.

James reported roof bids have come in for the light plant, hair salon and water plant; which are the three that need to be done now. The sewer plant, street garage and Village Hall can wait for a while with a few repairs to each. Another contractor has bids coming in. James will present his findings before Council.

James said there are additional well repairs due to EPA violations that need addressed! Appropriations will come before Council to be amended in August. Paul asked what the EPA violations were. Steve said the wellhouse floors are below grade; due to this, water can get in around the casing.

All the electrical has to be moved outside of the wellhouses to panels and then have a mason come and put a wall in and fill in around the casing. Steve has been in contact with the EPA to try and get some funding from them, however, it looks like we would not see it until next year and we need it fixed now.

Mayor:

The Mayor said there has been some movement at the Plum Ridge property. The Mayor went and got the case law on the property and provided Finance with some details. Third Federal Savings Bank is owed \$50,000! The bank plans to foreclose!

The Mayor brought up the cash collateral loan options; we need to work with the bank or look around and shop banks for the best rates and service. The Investment Committee needs to meet.

Fiscal Officer/Admin: Susan Skrovan sent out some reports on the General Fund. Finance members discussed the percentages that employees are paid out of the water and sewer departments. Finance members felt the percentage of wages paid for Wendelin and the Fiscal Officer out of the water and sewer funds should be increased based on the workload.

A motion to move Wendelin's pay around to 35% for Water and 35% for Sewer was made by Mr. Spencer and seconded by Mayor Bertrand. Motion passed unanimously.

A motion to move Susan's pay around to 20% for Water and 20% for Sewer was made by Mr. Spencer and seconded by Mrs. Greenwood. Motion passed unanimously.

The Mayor said he is very gratified that we received an A- for our 2020/2021 audit!

Susan has the financial documents for the Certificate of Deposit for the loan on the Kubota.

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.

Unfinished Business:

a. Blighted Properties Update: Paul Spencer said the owner of the Couch Farm came to P&Z along with their tenant. Paul said he was very frank with him and said the property needs to be brought up to an acceptable standard; no slum lords will be allowed in Hiram! More discussion followed on the other properties with violations and how they are addressed.

b. General Fund: It has already been reviewed in the Fiscal Officer's report.

c. Tax Credit discussion: Nothing

EMS Collections:

Were reviewed and signed off. Chief Byers said he is having Andrea with Lifeforce come to our next Finance/Safety meeting.

Any Other Business: None

The next Finance/Safety Committee meeting is scheduled for Tuesday, August 30, 2022.

Adjournment: A Motion to adjourn the meeting was made by Mr. Spencer with a second from Mayor Bertrand. Motion passed unanimously. Meeting adjourned at 7:31 pm.

Respectfully Submitted by:

Attest:

Susan J. Skrovan
Susan J. Skrovan, Fiscal Officer

Chris Szell
Chris Szell, Finance Chairman