

Village of Hiram

Finance/Safety Committee Meeting Minutes

May 28, 2024

Call to Order: Mayor Anne Haynam called the meeting to order at 6:00 pm.

Committee Members Present: Anne Haynam, Mayor
David Smith, Councilman
Justin Bisutti, Councilman
Susan Skrovan-DeYoung, Fiscal Officer

Committee Members Absent: Chris Szell, Chairman
Beth Greenwood, Councilperson

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

Others: Deborah Wordell

Minutes: The Mayor asked to approve the proposed 4/30/2024 meeting minutes as presented by general consent, no objections made, minutes are approved.

Agenda: The Mayor asked to approve the proposed agenda as presented by general consent, no objections made, agenda approved.

Guests/Public: None.

Department Updates:

Police Department: Police Chief Brian Gregory had sent his report to members. There were no other questions.

Fire Department: Fire Chief Bill Byers had sent his report to members. Chief Byers asked the Mayor and members of Finance what type of information they would like to receive on his report different from his Council report. Basically, members would like to see things like staffing changes, grants and any safety issues that come up.

Mayor Anne Haynam would like department heads to plan their reports for Finance & Safety, not have a new report for Council and anything that comes out of Finance can be then referred to Council.

Dave Smith gave kudos to our Asst. Fire Chief, Jason Groselle, for cleaning up trash at the park.

Village Adm/Utilities: VA Steve Schuller had not provided any report. Steve would like a motion to replace some of our storms along S.R. 82; four (4) using the street infrastructure funds. Last year each one was approximately \$5,500. These would be located between Peckham and the post office. Dave Smith said there is one on Plum Ridge and Kenyan that will need to be fixed soon.

A motion to approve the replacement of four (4) storm sewers on State Route 82 not to exceed \$25,000 was made by Mr. Bisutti with a second by Mr. Smith. Motion passed unanimously 4-0.

Mayor: Mayor Anne Haynam had nothing to report.

Fiscal Officer/Admin: Susan Skrovan-DeYoung had nothing to report tonight. She did want to bring before Finance & Safety the new Revize contract and wanted to ask members how she should pay for this new service. The Mayor said this service benefits everyone. Members discussed with Susan how she usually divides bills such as these between six departments; police, administration, streets, water, sewer and Fire/EMS. Members discussed options. The Mayor thought five categories would work the best with one being; safety services which would consist of police/fire/ems.

We will also have four users able to sign onto the Revize account to upload information.

A motion to pay for the website services through a five-category system representing Administration, Streets, Water, Sewer and Safety Services split equally between Police/Fire/EMS was made by Mayor Haynam with a second by Mr. Smith. Motion passed unanimously 4-0.

Bills List: Bills list was reviewed. A motion to pay the bills was made by Mr. Smith with a second from Mr. Bisutti. Motion passed unanimously, 4-0.

New Business: **a. Engine Brake Memo from Solicitor:** Members acknowledged that it was highly probable it would be challenged.

A motion to bring forward to Council for consideration and approval for engine brakes was made by Mr. Bisutti with a second by Mr. Smith. Motion passed unanimously 4-0.

The Mayor asked Susan to notify our Solicitor Jennifer Berendt.

b. Fiscal Efficiency Update: Deb Wordell provided Finance members with her continuing report and recommendations.

Create a new "uniform" purchase order requisition form

- Have your Department Heads sign off on the invoices
- Have the chair of Finance come into the office and review the invoices & sign off
- A comparison of Villages: **16,000 transactions per year for Garrettsville**
 - 1 Full-time
 - 2 Part-time (equals 1 full-time)

5,500 transactions per year for Reminderville

- 1 ½ Full-time (no water, no sewer)

4,400 transactions per year for Hiram Village

- 2 Full-time

- A new system implementation for 2025; reduce number of funds, reduce line items
- Deborah does feel the UAN is the best accounting system for municipalities
- Resolve issues with Fund Balance and our current W/S billing software (Tyler)
- Easy Clocking is an app for your phone which allows you to track time on timesheets

- AI powered for meeting minutes
- Payroll reports: more than you need to run off for each payroll period
- Electronically sign purchase order requisitions and email to the FO, no need to print
- Make more ACH payments whenever possible
- Have less appropriation line items for departments
- FO & Asst. FO are keeping a log of interruptions at the window in their office
- Cintas monthly costs for safety supplies is not required

Chief Bill Byers requested the FO to send out by email the appropriation status report at the end of each month.

Unfinished Business: None

The next Finance/Safety Committee meeting is scheduled for Tuesday, June 25, 2024.

Adjournment: A Motion to adjourn the meeting was made by Mr. Bisutti with a second from Mr. Smith. Motion passed unanimously 4-0. Meeting adjourned at 7:40 pm.

Respectfully Submitted by:


Susan J. Skrovan-DeYoung, Fiscal Officer

Attest:


Chris Szell, Finance Chairman