

Hiram Village Council Meeting

Rosser Municipal Building
11617 Garfield Road, Hiram, Ohio 44234

September 10, 2024

The following Members of Council were present: Mr. Szell, Mrs. Greenwood, Mr. Frato-Sweeney, Mr. Smith, Mr. Bisutti, and Mr. McCreight. The following were also present: Mayor Anne Haynam, Village Solicitor Charles Gasior, Fiscal Officer Susan Skrovan-DeYoung, Police Chief Brian Gregory, Fire Chief Bill Byers, Asst. Fire Chief Jason Groselle and Village Administrator Steve Schuller.

The following persons were present: Jennifer Clark @ 7:09 pm.

Mayor Haynam called the regular meeting to order at 7:00 p.m. followed by the pledge to the flag.

The Mayor asked for a motion to approve the meeting minutes of August 13, 2024. The minutes were approved by general consent.

The Mayor asked for a motion to approve the proposed amended agenda as presented. The agenda as presented was approved by general consent.

GUEST AND PUBLIC COMMENT

None

DEPARTMENT HEAD REPORTS

***Police Chief Brian Gregory provided an update to his monthly report.**

The speed camera has been repaired and arrived Thursday. There are currently 200 videos in "the cloud".

Dave Smith asked Brian about one of the "no engine brake" signs missing off the post? Steve said the sign blocked view for traffic and was removed and will be relocated.

Trick or Treat will be on Thursday October 31st from 5-7 pm.

***Fire Chief Bill Byers provided their monthly report at Finance & Safety.**

Asst. Chief Groselle had nothing to add to their report.

***Village Administrator Steve Schuller provided his report tonight.**

Our IT people, MSRC, LLC formerly PC Surgeons, have started updating our wiring for our new router. They will be coming out on September 17th to make the switch.

The survey for the light plant was completed on Friday, September 6th.

Steve said he is still working on the water/sewer billing system software.

There is a zoning issue noted; an old garage has been torn down without a demo permit.

Mayor Report September 2024

The Mayor's report was provided to Council on Friday in their packet. The following were items discussed by Council.

Property reappraisals are way up; property owners have until September 30th to contest their reappraisals in writing or by appointment with the Portage County Auditor. The average is a 32% jump.

A public hearing has been set for September 25, 2024 at 7:00 pm in Council chambers to discuss paid parking.

***The Fiscal Officer Report: Susan Skrovan-DeYoung presented the monthly financial reports.**

Mrs. Skrovan-DeYoung provided Council her reports via email in the Council folder.

The Fiscal Officer requested Council to re-consider covering our checks at the bank with positive pay protection like we do our ACH payments. We will always write some checks and it is still the most common fraud they see at the bank.

A motion to add Positive Pay Protection on our Village checks was made by Mr. Szell with a second from Mr. Smith. The result of the voice vote was 6-0 in favor.

A motion to accept the fiscal officer's report was made by Mr. Szell with a second from Mr. Bisutti. The motion passed 6-0 in favor.

The bills list was reviewed. A motion to approve the bills list as presented was made by Mr. Szell with a second from Mr. Smith. Dave Smith asked about the Rebecca Judd bill for tires? Steve explained damage was caused by the crack seal work on Village roads and the fact she has all-wheel drive. Our insurance deductible is \$500.00, so the VA decided we should just pay the bill. The result of the voice vote was 6-0 in favor.

The Mayor asked Council President Chris Szell, if he wanted further discussion now about the T2 whitepaper document that was sent to Council. Chris said if anyone has any comments on regarding the T2 whitepaper. This will all be discussed in detail on September 25th at the public hearing. The T2 summarized; there is an enforcement side, a 34-page contract for enforcing our codes and street ordinances. Then there is the T2 pay to park agreement. Council members need to review all the documents; they want to be knowledgeable and prepared to explain the system to their constituents. Council will prepare to act in October. Email any questions from Council to Chairman Szell. Chris McCreight asked if there has been any response from the college community on this proposal. The Mayor said they are aware that this passed last October or November; they are not thrilled about it but would like as much notice as possible and as much information ahead of time.

HIRAM TOWNSHIP REPORT

No Township report tonight.

LEGISLATION

ORDINANCES

2024-20: AN ORDINANCE AMENDING THE VILLAGE OF HIRAM'S EMPLOYEE HANDBOOK. 2nd READING. Council should review carefully and bring any issues or changes to our next meeting.

2024-22: AN ORDINANCE TO AMEND SECTION 351.17 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF HIRAM REGARDING PAID PARKING AND DECLARING AN EMERGENCY.

A motion to remove from table Ordinance 2024-22 was made by Mr. Szell with a second from Mr. Bisutti. The motion passed 5-1 with a no vote from Mr. Frato-Sweeney. A motion to approve on 2nd reading was made by Mr. Szell with a second from Mr. Bisutti. Chairman Szell spoke about the changes that he made and had sent out earlier today to Council for their review. The changes had been discussed and approved by Council back in October of 2023. Not everyone has had an opportunity to review them.

Chairman Szell explained his only changes were regarding the parking violations bureau paragraphs. Mr. Frato-Sweeney explained his no vote based on permitting and the possibility of getting a discounted annual permit if parking every day. Solicitor Gasior said this is only cleaning up what Council had already passed. Chairman Szell said this has nothing to do with the rates or paid parking, it has to do with cleaning up the code and establishing what was needed for the parking violations bureau. Mr. Frato-Sweeney wants to see a discounted permit for maybe monthly parking. The Mayor said we first need to suspend the rules. A motion to suspend the rules on 2nd reading was made by Mr. Szell with a second from Mr. Bisutti. The result of the voice vote was 5-1 in favor with a no vote from Mr. Smith. A motion to approve on 2nd reading as an emergency was made by Mr. Szell with a second from Mr. Bisutti. The result of the voice vote was 5-1 with a no vote from Mr. Smith. The legislation passes.

2024-23: AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PART OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF HIRAM, OHIO. 1st READING. The fiscal officer said in the past, our Solicitor would review the updates to our codified prior to approval. Council typically receives their codified updates on a flash drive. Council can either turn in their older flash drive or Susan will get additional flash drives to provide to Council. Council members have seen this information online for many other entities and would like to see what the cost would be to have that for Hiram. The fiscal officer will find out the cost for online accessibility.

RESOLUTIONS

2024-29: A RESOLUTION AUTHORIZING THE MAYOR AND/OR VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH T2 SYSTEMS FOR THE PURPOSE OF IMPLEMENTING A PAY TO PARK SYSTEM FOR THE VILLAGE OF HIRAM AND DECLARING AN EMERGENCY. TABLED.

2024-31: A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY. A motion to suspend the rules was made by Mr. Szell with a second from Mr. Frato-Sweeney. The motion passed 6-0 in favor. A motion to approve as an emergency was made by Mr. Smith with a second from Mr. Szell. The fiscal officer explained the process for this piece of legislation. The result of the voice vote was 6-0 in favor.

ANY OTHER BUSINESS:

The Mayor thanked Chris Szell on his work with the T2 system, she thanked the VA, Steve Schuller, for his extensive work with the water/sewer billing system and thanked Chris McCreight for his service to the Village.

Mr. McCreight asked whether the guest that arrived late to the meeting could have a chance to speak to Council? The Mayor said unfortunately, it is not part of the order of the agenda.

A motion to convene in Executive Session for the purposes of contract discussions, personnel & possible litigation per ORC 121.22 at 7:44 pm was made by Mr. Szell and seconded by Mr. Smith. The motion passed 6-0.

A motion to reconvene in Regular Session at 8:32 pm was made by Mr. Szell and seconded by Mrs. Greenwood. The motion passed 6-0.

A motion to suspend all late fees on water/sewer bills until the end of the year, 2024 was made by Mr. Szell and seconded by Mr. Bisutti. The motion passed 6-0.

A motion to allow the Village Administrator to develop a payment plan for water/sewer bills until the end of the year, 2024 was made by Mr. Szell and seconded by Mr. Bisutti. The motion passed 6-0.

A motion to have Deborah Wordell assist the Village Administrator with the water/sewer billing audit was made by Mr. Frato-Sweeney and seconded by Mr. Smith. The motion passed 6-0.

The Mayor asked for a motion to adjourn the meeting. A motion to adjourn the meeting was made by Mr. Bisutti and seconded by Mr. Szell. The motion passed 6-0. The meeting adjourned at 8:34 pm.

These minutes are pending approval by Council.

Mayor Anne Haynam

ATTEST:

Fiscal Officer, Susan J. Skrovan-DeYoung

Mayor Report - September 2024

Committee Updates:

Beautification Commission - met last month and reviewed progress on the Hurd Public Garden as well as the Bonney Castle Public Garden. The 2023 budget was updated and at the next meeting we will discuss fall bulb planting plans in Hurd

Website Committee - anticipating going live in late October/early November

Trail Town Initiative Task Force -

The Loop Trail map is featured in the Communicator this month with all but one trail head sign in place (Hadsell Park remains).

Hiram Historical Society/Historical Trail - HHS has decided to delay the Garfield Flag display until on or around President's Day. There will be an event on November 1st to celebrate the 200th year of Fairview Cemetery.

Village Pass Committee —Stacey Bisutti is organizing a potluck for Sept 10th before the volleyball game (6:00 pm) for pass members as well as player parents. Other Sept game are 9/11 @ 6 pm, 9/18 @ 7 pm and 9/18 at 11 am.

Investment Committee — Nothing at this time

Records Retention — Nothing at this time

Recreation & Park Board - *August was the completion of the summer events series featuring live music (SwapMeet) at picnic in the park as well as the Barbie movie during perfect weather at the football field.*

Economic Development Committee —met in August and have a new member, Morgan Clevenger, associate professor of business management.

Other:

I'll be representing the Village at a Garfield Trail Fundraiser to benefit the Garfield Zimmerman House as well as the Hiram Farm BBQ Fundraiser.

A public hearing is scheduled for September 25 at 7 pm at Village Hall to discuss implementation of pay-to-park.

Hiram College Homecoming will be September 21st. For the first time, they are including village residents in festivities. See the Communicator for details.

Fiscal Officer's Report to Council
September 10, 2024

- My office has been notified by the State Auditor's office that our bi-annual audit will begin this month.
- The Board of Elections provided my office with a letter indicating our galley proof for our EMS Replacement Levy would be available between 9/3 and 9/5 for viewing and review. I reviewed the galley proof as well as sending it along to our Fire Chief and Asst. Fire Chief for their review. No corrections were necessary.
- Updates to our Codified Ordinances have been completed and are in the possession of the fiscal office. Once our Village Solicitor has a chance to review the updates and once legislation accepting those updates have been approved by Council, Codified books will be updated. I would ask if any Council members have their flash drive with the Codified Ordinances on it, to please turn it into the fiscal office.
- In August, a partial interfund transfer was made to the Fire Department Operations Fund (2914) from the General Fund (1000). Approximately half of the regular amount for the year of the Village's contributions were transferred or \$41,981.19.
- Council received a copy of the Local Government Fund allocation for 2025 from the Portage County Budget Commission. At \$66,035.00, it remains the same as last year's estimate.
- Council received tonight a copy of a letter received from the Assistant Fiscal Officer, Wendelin Taylor, as her exit interview.
- Middlefield Bank was able to follow through on the issue with no interest showing on our bank statements for August. They believe the glitch may have occurred when our accounts were updated for both our signers on the accounts and for the ACH positive pay protection services. They have assured me that we did not lose any interest as our accounts earn interest daily. Our September bank reconciliation will show two months of interest. Money Market earned \$6,803.03 and our NOW checking account earned \$942.44.
- We have received our second ACH payment from Targeting And Solutions Limited for traffic enforcement. Our two payments grossed: \$5,900.00 and after their processing fees, the Village received \$3,658.00.

**Fiscal Officers Report
August 31, 2024**

To be on track with what has been budgeted for revenue receipts as of August 31, 2024 the funds should be at 66.664 %. Overall, subtracting the Water Tower Infrastructure Pass-Through Grant/Loan Project, the revenue receipts are at 73.142%.

<u>Fund</u>	<u>No.</u>	<u>Budgeted</u>	<u>Amt. Revd.</u>	<u>YTD %</u>	<u>Expenses to Date</u>	<u>Fund Balance</u>	<u>Permanent Appropriations</u>
General Fund	1000	\$ 857,485	\$ 658,323.38	76.774%	\$ 557,149.61	\$ 265,973.31	\$ 817,522.76
Street Maint. & Repair	2011	\$ 26,000	\$ 18,678.91	71.842%	\$ 15,880.23	\$ 50,712.90	\$ 21,738.00
Street Infrastructure/Equip.	2012	\$ 67,000	\$ 57,648.11	86.042%	\$ 79,769.13	\$ 75,625.52	\$ 120,385.00
State Highway	2021	\$ 2,050	\$ 1,497.01	73.025%	\$ -	\$ 4,334.48	\$ 2,000.00
Cemetery	2031	\$ 6,000	\$ 2,900.00	48.333%	\$ 3,110.55	\$ 17,139.52	\$ 8,330.00
State FIRE Grants	2061	\$ -	\$ -	0.000%	\$ 1,100.00	\$ 3,345.00	\$ 4,445.00
State EMS Grants	2062	\$ -	\$ 2,920.88	0.000%	\$ 4,087.21	\$ -	\$ -
Drug Law Enforcement	2081	\$ 1,000	\$ -	0.000%	\$ -	\$ 1,531.76	\$ 2,531.76
Permissive Motor Vehicles	2101	\$ 9,200	\$ 7,984.47	86.788%	\$ 5,897.95	\$ 41,752.22	\$ 12,000.00
American Rescue Plan Act	2152	\$ -	\$ -	0.000%	\$ 3,706.70	\$ 18,110.90	\$ 8,400.00
OH Ambulance Transportation Enforcement & Education	2153	\$ 10,875	\$ 10,875.00	100.000%	\$ 20,000.00	\$ 10,875.00	\$ 30,875.00
AG Training Funds for PD	2271	\$ 150	\$ -	0.000%	\$ 824.61	\$ 561.22	\$ 596.21
Shop with a Cop	2272	\$ 3,969	\$ 3,968.00	99.968%	\$ 4,759.96	\$ 3,927.66	\$ 4,619.28
Kids and Cops Fishing Day	2273	\$ 4,500	\$ 2,299.87	51.108%	\$ 4,441.25	\$ 21,842.65	\$ 5,000.00
Body Armor Grant Fund	2274	\$ 600	\$ 2,140.00	356.667%	\$ 898.31	\$ 1,632.71	\$ 900.00
Comm. Enhancement Grant	2275	\$ -	\$ -	0.000%	\$ -	\$ 37.80	\$ 37.80
Ambulance/EMS	2276	\$ -	\$ -	0.000%	\$ 68.88	\$ 121.63	\$ 121.63
Hiram Community Trust Grant	2901	\$ 236,859	\$ 243,684.82	102.882%	\$ 212,298.66	\$ 309,606.28	\$ 261,106.00
Fire Department Levy-2016	2902	\$ 3,296.50	\$ 3,296.50	100.000%	\$ 6,463.00	\$ 2,972.70	\$ 9,435.70
Fire Department Operations	2912	\$ 27,494	\$ 27,633.62	100.508%	\$ 12,060.22	\$ 147,646.41	\$ 28,600.00
Patrol Services - Hiram Township	2914	\$ 115,549	\$ 172,843.97	149.585%	\$ 118,211.74	\$ 197,474.76	\$ 181,298.00
Capital Improvement	2915	\$ 32,013	\$ 32,500.03	101.521%	\$ 12,144.70	\$ 20,355.33	\$ 32,000.00
Water Operating	4901	\$ 16,000	\$ 42,000.00	262.500%	\$ 18,859.07	\$ 144,523.09	\$ 29,700.00
Sewer Operating	5101	\$ 282,100	\$ 197,911.32	70.156%	\$ 244,162.55	\$ 117,671.95	\$ 380,435.00
Water Capital	5201	\$ 234,025	\$ 164,748.20	70.398%	\$ 198,513.55	\$ 199,638.11	\$ 323,873.00
Sewer Capital	5701	\$ 32,400	\$ 16,339.44	50.430%	\$ 17,488.58	\$ 7,052.28	\$ 33,200.00
OPWC Water Tank Replace	5702	\$ 333,375	\$ 7,233.43	2.170%	\$ 41,709.62	\$ 165,985.63	\$ 401,981.00
OPWC Water Meter Replace	5703	\$ 757,894	\$ 79,399.70	10.476%	\$ 83,279.35	\$ -	\$ 518,873.87
Hiram Beautification	5704	\$ -	\$ -	0.000%	\$ -	\$ 5,000.00	\$ -
Hiram ESID	9901	\$ 1,800	\$ 3,457.80	192.100%	\$ 532.28	\$ 7,901.17	\$ 2,000.00
	9904	\$ 15,344	\$ 15,344.40	100.000%	\$ 7,859.33	\$ 7,576.77	\$ 15,344.40

Just a reminder to be cautious in obligating the Village to monies when some receipts are down and the monies will be needed for basic operations of the Village.

The following reports were provided to Council for this meeting:

August Bank Reconciliation could not be posted to the UAN as of yet, there is an issue with our interest accruing on both our NOW Checking account and our Money Market (savings) account. Once the bank makes the corrections, the bank reconciliation will be performed in the UAN.

Cash Summary by Fund as of August 31, 2024 was provided to Council Friday via email OneDrive folder.

List of bills as of September 6, 2024 was provided to Council Friday via email OneDrive folder.

Council Regular meeting minutes of August 13, 2024 was provided to Council Friday via email OneDrive folder.

UAN Municipal Income Tax receipts YTD report was provided to Council Monday via email OneDrive folder.

Comparison of Budgeted and Appropriated YTD report was provided to Council Friday via email OneDrive folder.

Special Report detailing the General Fund spending was provided to Council Monday via email OneDrive folder.