

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Special Session at the Hambden Town Hall on Friday, June 16, 2017 at 7:00 a.m. with the following members present: Scott Yamamoto and Keith McClintock. Also present was Fiscal Officer Laura Chorman, Administrative Assistant Mary Ann Dottore, Assistant to the Fiscal Officer Linda Legg and those on the attached sign in sheet. Edward Kaminski was absent.

The Work Session was published in the News-Herald and the Geauga Maple Leaf for the purpose of employee training.

Chairman Yamamoto called the Work Session to order at 7:07 a.m.

Mr. Yamamoto reported that there was a quorum. Two trustees were present.

Mrs. Dottore reviewed the process of requesting a purchase order, issuing the purchase order and the tracking process of purchases charged against purchase orders. Discussion included the importance of verifying funds on a purchase order before a purchase is made.

Mrs. Dottore reviewed the process of requesting quotes and the need for written request forms to be issued to all contractors quoting a job.

Mr. Yamamoto asked if there was any further business or questions to come before the Board. There was none.

There being no further business to come before the Board at this time, the meeting adjourned at 7:50 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski