

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 18, 2017 at 6:30 p.m. with the following members present: Scott Yamamoto, Edward Kaminski and Keith McClintock. Also present was Assistant to the Fiscal Officer Linda Legg, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet.

Chairman Yamamoto called the Regular Meeting to order with the Pledge of Allegiance at 6:30 p.m.

Mr. Yamamoto stated that there was a quorum. All three trustees were present.

Mr. Yamamoto asked if any residents had questions or concerns to bring before the Board. There were none.

OLD BUSINESS

Mr. Heald reported that Chip Hess stopped by and asked if the township has received the warranty on the salt storage building or heard from Duane Miller. We have not received the warranty or heard from Duane Miller.

Mr. Heald stated that he has not heard from Kennington Electric as to when they will run the electric line to the salt storage building.

Mr. Yamamoto reported that he received the final approval from Geauga County Assistant Prosecutor Susan Weiland on the farmer's market contract. Mrs. Edelinsky asked if the contract addresses the issue of vendors removing their trash at the end of each market day and if residents outside the co-op may sell their goods at the farmer's market. The contract does address the trash issue but not residents outside the co-op having a stand. Mr. Yamamoto stated that he will be presenting the contract to the park board at the April 16th park board meeting for their review and will look into the issue of non co-op members being able to have a stand at the market.

Mr. Yamamoto reported that he and Geauga County Engineer Shane Hajjar each inspected the guard rails on Teal Drive. Mr. Yamamoto took some pictures of the guard rails and ground around them. Mr. Hajjar reported to Mr. Yamamoto that he found no damage or failure of the box culvert and roadway. The gabion rock baskets show moderate signs of movement and will need to be rehabilitated in the near future. Mr. Hajjar submitted several options. He is estimating the repairs to be in the range of \$25,000 - \$50,000. Mr. Yamamoto will contact Mr. Hajjar to discuss the options with Mr. Hajjar.

NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the January 4, 2017 regular meeting. Mr. McClintock recommended that they stand as approved and waive the reading.

ZONING INSPECTOR

Mr. Acquaviva reported that one sign permit has been issued. The Board of Zoning Appeals is holding an area variance hearing for a pole barn on January 19th. Mr. Acquaviva has a meeting scheduled with Dave Columbi for Friday, January 20th and later that day will be removing illegally placed signs around the township that have not been removed by the violator per Mr. Acquaviva's requests.

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ZONING

Mrs. Scheuring reported that the Zoning Commission will be working on new rules and regulations at the February meeting.

FIRE DEPARTMENT

Chief Hildenbrand reported the new air packs have been received. The joint grant was for a 90% match. \$130,000 of equipment was purchased for \$13,000. Training on the new air packs will be held on Monday. The old packs will be sold on GovDeals at a later date.

Chief Hildenbrand reported a breakdown on the 666 calls the fire department responded to in 2016. A printed year-end report showing the breakdown will be given to the board at a later date.

FINANCIAL

Mrs. Legg reported that warrants #10132 through and including #10151, totaling \$27,770.12 were submitted to the Board for approval and signature. Backup was attached to the checks. She asked the Board if there were any questions or discussion regarding the bills. If not, they will stand as approved and be mailed out. There were no questions from the Board.

Mrs. Legg reported that purchase orders #2387 through #2389 were submitted to the Board for approval and signature. There were no blanket purchase orders. She asked the Board if there were any questions or discussion regarding the purchase orders, if not by their signature they will stand as approved. There were no questions from the Board.

Mrs. Legg reported that Ohio Insurance Services sent an invoice for the Annual COBRA Administration fee of \$100. This allows Ohio Insurance to assist an employee in the filing for COBRA should an employee sign up for COBRA. Mr. Kaminski stated that it is a reasonable fee for the assistance provided.

RESOLUTION 2017-005: Made by Keith McClintock, seconded by Edward Kaminski to contract with Ohio Insurance for 2017 COBRA Administration services. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

ROADS

Mrs. Legg reported that the Geauga County Engineer's Office has submitted for the townships approval and certification the Annual Township Highway Mileage Report. As of December 27, 2016, they are stating Hambden Township is responsible for maintaining 25.53 miles of public roads. This number has not changed from last year and Dave Heald has verified the mileage. Mrs. Legg asked if the board agrees with this figure. If so, she would like a motion and for the trustees to sign both pages of the document.

RESOLUTION 2017-006: Made by Keith McClintock, seconded by Edward Kaminski to approve the Annual Township Highway Mileage Report as submitted. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

Mr. Heald reported that brush cutting and tree trimming need to be done on High Country Drive. Mr. Heald would like to rent a chipper for the brush and branches. Ditching will also need to be done before the road paving begins. Mr. Heald will work with Mrs. Dottore on sending a letter to the High Country Drive residents about the upcoming work.

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Mr. Heald stated that 17 dead trees on Sisson Road were cut down last week.

TOWNSHIP HALL

Mrs. Legg reported that three quotes were received for cleaning services in the town hall building. Copies were sent to the board.

Coverall	\$205.00 per month / 1 cleaning per week
Jen's Cleaning	\$18 per hr. est. @ 5 hrs. = \$90 per week x 4 = \$360 per mo.
Lauri Zampino	\$350.00 per month / 2 cleanings per month

Mrs. Legg stated that references were checked and all were given positive ratings. Mr. McClintock recommended hiring Coverall for cleaning services based on their quote and references. The contract with Coverall is for one year.

RESOLUTION 2017-007: Made by Keith McClintock, seconded by Edward Kaminski to hire Coverall for cleaning services of the town hall building. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

SAFETY

No Report

PARK

Mr. McClintock reported that Schwartz Land Surveying has surveyed and marked the park property line as requested. Henry Fence quoted \$2,875 for the additional 165 linear feet of fence that will be needed to relocate the fence onto the township property.

RESOLUTION 2017-008: Made by Keith McClintock, seconded by Edward Kaminski to approve the additional \$2,875 for Henry Fence to relocate the fence onto township property. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

Mr. McClintock reported that ASAP Sanitary Services has quoted \$1,980 for the same portable restroom services as last year.

RESOLUTION 2017-009: Made by Keith McClintock, seconded by Edward Kaminski to contract with ASAP Sanitary Services for the portable restroom cleanings in the park as quoted. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

A copy of the 2017 cleaning schedule is attached.

Paul Molan asked why three quotes were not received. The board stated that the park board requotes the portable restrooms every three years.

Mr. Heald reported that the road department has been spending eight hours per week cleaning up the recycling center. People are leaving television sets, vacuums cleaners, Christmas trees, etc. Mr. Heald stated that at a previous meeting it was discussed about removing the recycling center in January. After a short discussion, the board made the decision (with regret) to give Geauga-Trumbull Solid Waste District 30-day notice of closing the recycling center due to continued deplorable misuse of the area by users.

RESOLUTION 2017-010: Made by Keith McClintock, seconded by Edward Kaminski to close the recycling center in the Hambden Park. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried. Royal Oak Recycling will be notified to remove the paper recycling bins. The fence around the recycling center will be removed and signs will be posted that the recycling center is closed.

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Mrs. Edelinsky reported that the park board met on Monday and discussed the planting of twelve new trees in the park this summer. The pump located by pavilion #1 will be removed this summer. The pump has been repaired several times and the park board feels it is not worth the cost. A list of 2017 projects was presented to the board.

CEMETERY

No Report

MISCELLANEOUS

Mrs. Dottore reported that the Geauga County Health District Advisory Council is asking the township to appoint a 2017 township representative and alternate.

RESOLUTION 2017-011: Made by Keith McClintock, seconded by Edward Kaminski to appoint Scott Yamamoto as the Hambden Township representative and Ed Kaminski as the alternate on the Health District Advisory Board for 2017. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

Mr. McClintock reported that Richard Acquaviva has submitted his written resignation from the Audit committee.

RESOLUTION 2017-012: Made by Keith McClintock, seconded by Edward Kaminski to regretfully accept the resignation of Richard Acquaviva from the audit committee. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto –yes. Motion carried.

Mrs. Dottore reported that since the last trustee meeting the following correspondence has been sent to the Board:

- Letter from the Geauga County Fair Band manager
- December 27th and January 2nd safety meeting notes
- Road department weekly work logs
- December 27th and January 3rd park inspection reports
- December 27th and 28th road sign inspection reports
- Fire extinguisher and emergency exit light inspection reports

Mrs. Dottore asked the board if there were any questions, if not the correspondence will be filed in the office. There were no questions.

Mr. Yamamoto reported that the next trustee meeting is scheduled for Wednesday, February 1, 2017 at 6:30 p.m.

There being no further business to come before the Board at this time, the meeting was adjourned at 7:07 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Edward Kaminski

Keith McClintock