

## **HAMBDEN TOWNSHIP TRUSTEES**

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, October 18, 2017 at 6:30 p.m. with the following members present: Scott Yamamoto, Edward Kaminski and Keith McClintock. Also present was Interim 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 reported 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. Yamamoto reported that he is still trying to connect with Steve Decatur at the county regarding the phone and internet system. His next step will be to call the help desk. The township internet service continues to lose e-mails and run extremely slow.

### **NEW BUSINESS**

#### **MINUTES**

Mr. Yamamoto reported that the September 20<sup>th</sup> and October 3<sup>rd</sup> meeting minutes will be approved at the next trustee meeting.

#### **ZONING INSPECTOR**

Mr. Acquaviva reported that he continues to work on the High Country Drive zoning violations. The vacant land has changed ownership. The 30' encroachment of the shed and driveway still exist. This issue has been ongoing since before Darlene Welch retired. Mr. Acquaviva has been working with Geauga County Assistant Prosecutor Susan Weiland on this matter.

Mr. Acquaviva stated that he is working on four zoning violations and issued seven new permits. The Board of Zoning Appeals is expected to hold a hearing in the next two weeks. Mr. Acquaviva will be attending the APA Ohio Zoning Workshop on October 27<sup>th</sup>.

Mr. Acquaviva asked the board's permission to purchase a Bosch 165' laser measuring device at a cost of \$120. He currently uses a tape measure (which only works if you have someone to hold the other end) or the measure wheel (which does not work in mud or gravel). The laser measures more accurately and efficiently. The board gave approval for the purchase.

#### **ZONING**

Mrs. Scheuring reported the Zoning Commission continues to work on updating definitions of the zoning amendment.

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### **FIRE DEPARTMENT**

Chief Hildenbrand reported that last week was Fire Prevention Week in the schools and daycare. The fire personnel were given classroom time for education.

Paul Molan asked if the fire department still uses the safety trailer for training. Chief Hildenbrand stated that the aluminum cans the fire department collect pays for the rental of the safety house trailer.

Chief Hildenbrand stated that the last clam bake fundraiser at the fire department is being held this Saturday, October 21<sup>st</sup>. Tickets are still available.

### **FINANCIAL**

Mrs. Legg reported that on October 3<sup>rd</sup> warrants #10672 through and including #10680, totaling \$115,508.45 were submitted to the Board for approval and signature. This includes the mid-month payroll and taxes.

Mrs. Legg reported that for tonight's meeting warrants #10681 through and including #10708, totaling \$20,117.80 were submitted to the Board for approval and signature. This includes the mid-month payroll and deferred compensation. 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 stated that the purchase orders were not ready for the meeting.

Mrs. Legg reported that four Then and Now Purchase Orders have been issued.

Ohio Fire Chiefs Association - \$380.00

Hambden Fire Department - \$678.00

Staples Advantage - \$388.89

Hemly Tool & Supply - \$252.69

**RESOLUTION 2017-111** – made by Keith McClintock, seconded by Edward Kaminski to approve the Then and Now purchase orders as reported. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Legg reported four intra-fund transfers were made.

\$1,000 from 2041-410-720 Buildings to 2041-410-430 Small Tools & Equipment

\$3000 from 2191-220-750 Motor Vehicles

\$2,000 to 2191-220-323 Repairs and Maintenance

\$1,000 to 2191-220-349 Other Communications

\$3,000 from 1000-120-730 Site Improve. to 1000-110-122 Salaries office staff

\$500 from 1000-130-330 Travel & Meeting to 1000-130-318 Training Services

Mrs. Legg advised the Board that total receipts for September were \$107,801.15 and total expenditures were \$147,768.97.

Mrs. Legg reported that the board was given the September financial statement indicating a combined balance of \$1,394,471.01. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2017-112** – made by Keith McClintock, seconded by Edward Kaminski to approve the September financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. The board signed the September financial statement.

## HAMB DEN TOWNSHIP TRUSTEES

Mrs. Legg reported that the board was given the Financial statement representing the accounting software conversion for the months of January 2017 through and including July 2017. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2017-113** – made by Keith McClintock, seconded by Edward Kaminski to approve the conversion financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. The board signed the conversion financial statement.

Mrs. Legg reported that she attended the UAN payroll training class. The information for each employee’s payroll year to date needs to be input into the system for year-end reporting. Auditor of State David Yost has waived the \$50 monthly hardware surcharge for this year.

Mr. McClintock asked if a special meeting could be scheduled to catchup on the missing meeting minutes and the purchase orders from the UAN software. Mrs. Legg stated that the purchase orders are ready for signature. The board will sign the purchase orders after the meeting.

### **ROADS**

Mr. Yamamoto reported that the Geauga County Engineer's office reviewed the quotes received for the Teal Drive, South Brown, Pearl Road and Regents Way guardrail repairs and culvert improvements. Their recommendation is to award the road project to C.I.R. Incorporated of Geneva Ohio for the contract price of \$41,918.71. The project is expected to be completed by November 30, 2017. Seeding and mulching will be done by the Hambden road department.

**RESOLUTION 2017-114** – made by Keith McClintock, seconded by Edward Kaminski to award the guardrail repairs and culvert improvement project to C.I R. in the amount of \$41,918.71 as recommended by the Geauga County Engineer's office. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Data recovery has been completed and a purchase order has been issued.

Mr. Heald stated all ditch clean requests are completed. Two more loads of patch material are needed for the road patching to be 100% complete.

Mrs. Dottore asked the board for the last day of employment for John Kennedy. The board agreed to extend his employment to the end of November.

### **TOWNSHIP HALL**

Mrs. Dottore reported that a gentleman attending the girl scout leader meeting broke the clock glass cover in the old town hall. The clock was donated by the Division 5 Railroad Group. The gentleman found an identical clock on E-bay and would like permission to replace the clock. He believes the donation plaque can be removed from the old clock and placed on the new. Mrs. Dottore asked Dale Smith (director of Division 5) if the group would have a problem with the clock being replaced. Mr. Smith did not see a problem but will look at the new clock when it arrives to give final approval.

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Mrs. Dottore presented to the board a quote from Vector Security to install a keyless lock on the side door of the old town hall. The equipment and installation would cost \$99. The monthly central station monitoring, service agreement on all equipment and interactive services for the system and lock would cost \$49.95/month plus taxes. Vector Security currently monitors the alarm in the office and garage. After a short discussion, the board would like to consider another option. Chief Hildenbrand will contact Deputy Eric Bartholomew who installed the keyless lock on the fire station door.

Mrs. Dottore suggested to the board that the hall rental fee be increased. The current fee does not cover the cost of the cleaning, electric, gas etc. The board asked that a breakdown of costs be submitted at the next meeting before a decision is made.

Mr. Heald reported that he is working on getting quotes for repairs to the zoning building windows.

### **SAFETY**

No report

### **PARK**

Mr. McClintock reported that four quotes were received for grinding 30 tree stumps in the park.

Beaver Valley Services	\$ 675.00
JNS Tree Service	\$1,350.00
Keep it Green Landscaping & Tree	\$1,500.00
DeGreen Construction Services	\$1,687.50

The park board's recommendation is to award the stump grinding to Beaver Valley Services. His reputation is for doing good work and reasonably priced.

**RESOLUTION 2017-115** – made by Keith McClintock, seconded by Edward Kaminski to award the award the stump grinding work to Beaver Valley Services. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. McClintock requested the two steel bleachers, four wood bleachers and the old metal swing set that was purchased in approximately 1988 be declared surplus, unneeded, obsolete or unfit for use.

**RESOLUTION 2017-116** – made by Keith McClintock, seconded by Edward Kaminski to declare two steel bleachers, four wood bleachers and old metal swing set purchased in approximately 1988 as surplus, unneeded, obsolete or unfit for use. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

The swing set was disposed of when being removed from the park. The board would like to donate the bleachers to the Chardon Eagles as approved by Geauga County Assistant Prosecutor Susan Weiland.

**RESOLUTION 2017-117** – made by Keith McClintock, seconded by Edward Kaminski to donate the bleachers to the Chardon Eagles as approved by Geauga County Assistant Prosecutor Susan Weiland. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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Mr. Heald stated that David Williams will be submitting a quote for 100 cubic yards of playground mulch. Mapledale Landscaping also carries this material and is willing to sell what they have for a good price to clear their inventory.

Mrs. Edelinsky stated that Bradley Yoger will be starting to build his Eagle Scout project rain shelter at the end of October.

Mrs. Edelinsky reported that the next park board meeting will be held in January.

### **CEMETERY**

Mr. Heald stated that the family is working on the paperwork through the probate court for disinterment of Steven Lacie Cordle.

### **MISCELLANEOUS**

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

- Playground Inspection Reports dated July 24<sup>th</sup>, September 5<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, October 2<sup>nd</sup> and 10<sup>th</sup>.
- Road Sign Inspection Logs dated September 15<sup>th</sup> and 18<sup>th</sup>.
- Road Weekly Work Logs
- Safety Meeting notes of October 5<sup>th</sup>.
- County Commissioners Motor Vehicle License First, Second and Third New Taxes
- Legislative Alerts dated September 22<sup>nd</sup> & 29<sup>th</sup> and October 6<sup>th</sup> & 13<sup>th</sup>.
- County Engineers Construction Projects dated October 3<sup>rd</sup>, 10<sup>th</sup> and 16<sup>th</sup>.
- Geauga County Sheriff's October Month End Report
- Ohio Coop Purchasing Open House invitation – being held on November 30<sup>th</sup>.
- Ohio Deferred Compensation Employer Newsletter
- Secretary of State letter regarding Issue 1 & 2 on the November ballot.
- Geauga Soil and Water Conservation District Dinner and Election invitation.
- Social Security Fact Sheet with 2018 Changes
- 2018 Nation Crime Victims' Rights Community Awareness Projects.
- First Energy letter regarding the new Ohio House Bill called The Ohio Clean Energy Jobs.
- Ohio History Connection letter regarding the tax reform that proposed the elimination of the historic preservation tax credit program.
- NOPEC General Assembly Meeting invitation and proxy.

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

Mrs. Dottore reported that the Ohio Division of Liquor sent a letter to the Hambden Township Board of Trustees informing them that the upcoming restaurant OSSO on Old State Road is requesting a liquor license. The board discussed the issue of the restaurant being in a residential area. The board would like to request a hearing in the county seat before approving a liquor license be issued. Mrs. Dottore will forward the request to the Division of Liquor Control and the Geauga County Board of Commissioners.

Mrs. Dottore reported that Leadership Geauga will be using the town hall on November 17<sup>th</sup> from Noon to 2:00 p.m. They will be touring the Hambden Elementary School followed by a small luncheon in the town.

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Mrs. Dottore reported that University Hospital is initiating a new client portal for the drug and alcohol consortium testing. The contract that needs to be signed has been reviewed by Geauga County Assistant Prosecutor Susan Weiland. Mrs. Dottore and Mr. Yamamoto will both need to sign a contract and receive separate sign-ins.

Mr. Yamamoto reported that Ohio Insurance Services sent him a link for each employee with health insurance through the township to fill out. After they receive the information, a quote for the township health insurance will be sent.

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

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, November 1, 2017 at 6:30 p.m.

There being no further business to come before the Board at that time, the meeting adjourned at 7:17 p.m.

ATTESTED TO:

APPROVED BY:

\_\_\_\_\_  
Mary Ann Dottore, Administrative Assistant

\_\_\_\_\_  
Scott Yamamoto

DATE APPROVED:

\_\_\_\_\_  
Keith McClintock

\_\_\_\_\_  
Edward Kaminski