

HAMB DEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Tuesday, October 3, 2017 at 6:30 p.m. with the following members present: Scott Yamamoto and Keith McClintock. Also present was Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet. Edward Kaminski was absent.

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. Two 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 received an e-mail from Geauga County Engineer Shane Hajjar. The request for cost proposals for Teal Drive and South Brown are ready to be sent out. The quotes are due the following week.

Mr. Yamamoto stated that trash day went very well. Mr. Brazis did a fantastic job packing the dumpsters. The line never backed up into the road. Habitat Restore took a full truck of furniture back to their store. 3,600 lbs. of papers were shredded.

NEW BUSINESS

MINUTES

Mr. Yamamoto stated that the minutes of the September 20, 2017 meeting are not ready for approval.

ZONING INSPECTOR

Mr. Acquaviva reported that nine new applications have been received. Three violation complaints were received, two of which are complex and will require a meeting with Geauga County Assistant Prosecutor Susan Weiland. The medical marijuana amendment is being worked on.

Mr. Acquaviva stated that he is working on reviewing the zoning fee schedule. After reviewing a couple area township fee schedules, it appears Hambden Township fees are lower than other townships in the area. Mr. Acquaviva will provide a fee comparison for the trustee's review.

Mr. Acquaviva reported that two Board of Zoning Appeal hearings are scheduled for Thursday, October 5th. One additional hearing still needs to be scheduled.

ZONING

Mr. Acquaviva stated that during the last Zoning Commission meeting, the zoning board reviewed the definition section of the zoning resolution. Amendments will be forthcoming.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the September call summary. There were 47 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported that tickets are still available for the October 21st clambake.

HAMB DEN TOWNSHIP TRUSTEES

FINANCIAL

Mrs. Dottore reported that warrants #10672 through and including #10680 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. Payroll checks were also issued since the last meeting. Mrs. Legg will have the figures for the warrants and payroll at the next meeting.

Mrs. Dottore reported that she has no information on the purchase orders issued since the last meeting. Mrs. Legg will have the information at the next meeting.

Mrs. Dottore advised the Board that total receipts for August were \$80,655.05 and total expenditures were \$216,718.33.

Mrs. Dottore stated that Mrs. Legg will have the September receipt and expenditure amounts at the next meeting.

Mrs. Dottore reported that the board was given the August financial statement indicating a combined balance of \$1,434,438.83. Mrs. Dottore asked the board if there were any questions or discussion regarding the financial statement. There were none.

RESOLUTION 2017-109 – made by Keith McClintock, seconded by Scott Yamamoto to approve the August financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – absent, Mr. Yamamoto – yes. Motion carried. Mrs. Dottore explained that the UAN system produces a bank reconciliation that requires the entire board to sign for each item included in the financial statement. The board signed the financial statement as submitted.

ROADS

Mr. Heald reported they are still patching the roads. Teal Drive will be completed tomorrow. Williams Road will be patched as help is available and mowing continues.

Mr. Yamamoto reported that he spoke with Geauga County Engineer Shane Hajjar regarding marking trees that need to be removed on Cutts Road for the road paving project. The road department would like to work on cutting trees as weather permits.

TOWNSHIP HALL

Mr. Heald reported that Good Earth Excavating is waiting on the delivery of the septic tanks to complete the project. Mr. Heald explained what will need to be done to tie into the septic system when a bathroom is added to the garage.

Mr. Heald stated the windows that need to be fixed at the zoning office may need to be removed for repair. The work is more than the road department can do in a day. Mr. Heald is looking for contractors to quote the job; however no one wants to quote on such a small job.

SAFETY

Mr. Heald reported that they have not had time to do weekly safety meetings. Mr. Romans suggested to him that they review the old safety sheets that the new employees have not done. It also serves as a refresher course for these who have taken the safety class in the past.

HAMBDEN TOWNSHIP TRUSTEES

PARK

Mrs. Edelinsky reported that Zachary Yoger has the four picnic tables he made for his Eagle Scout project ready to be delivered to the park. The rain shelter is still in the process of being made.

Mrs. Edelinsky stated that the trail map information kiosk is installed and the map has been placed inside.

Mrs. Edelinsky reported that the next park board meeting is scheduled for Monday, October 16th at 6:00 p.m.

Mr. Romans reported that he has not heard back from the fair board regarding the old bleachers. Rich Shenker with the Chardon Baseball travel league is very interested in the old bleachers. They are in the process of purchasing the dugouts from behind the Hambden Elementary School. Mr. Romans will need to find out if they are non-profit and Geauga County Assistant Prosecutor Susan Weiland will be contacted as to the process needed to sell or donate the bleachers. Both the bleachers and the old swing set that was removed will need to be declared surplus.

Mr. Heald stated that he is contacting contractors for quotes on the stump grinding in the park.

CEMETERY

Mr. Heald reported that the parents of deceased infant Steven Lacie Cordle would like to disinter their son and move him to a cemetery in Newton Falls. We have been working with James Funeral Home regarding pricing and procedures.

MISCELLANEOUS

Mr. Yamamoto reported that Chardon is holding trick or treat on Tuesday, October 31st from 5:30 p.m. to 7:30 p.m. The board decided to follow suit with Chardon as in past years.

Mr. Yamamoto stated that a date needs to be set for the employee evaluation/review work session. After a short discussion, the board will meet on Wednesday, October 18th following the regular trustee meeting.

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

- Geauga County Township Force Account Workshop
 - Mr. Yamamoto stated that he will be attending and that Mrs. Legg should also attend.
- Geauga County Permissive Funding Information

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

HAMB DEN TOWNSHIP TRUSTEES

Mr. Yamamoto presented a Memorandum of Understanding regarding the vacation policy of an employee. The MOU had been approved once before but the dates have changed. Geauga County Assistant Prosecutor Susan Weiland recommends approving the MOU as submitted.

RESOLUTION 2017-110 – made by Keith McClintock, seconded by Scott Yamamoto to accept the revised MOU, dated October 3, 2017 as recommended by Geauga County Assistant Prosecutor Susan Weiland. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – absent, Mr. Yamamoto – yes. Motion carried.

Mr. McClintock stated that the MOU is regarding an employee who had previous employment credit which had not been accounted for.

Mr. Yamamoto stated that several e-mails he sent were never received in the office or road department. Mrs. Dottore stated that she found a phone system that would work very well for the township. It can support up to four phone lines and intercom between offices. Mr. Yamamoto stated he has been trying to discuss with Steve Decatur of the Geauga County IT department regarding participation in the County phone and internet system.

Mr. Yamamoto stated he has several articles to submit to Mr. McClintock for the township newsletter.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, October 18, 2017 at 6:30 p.m.

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, the meeting adjourned at 7:00 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski