

HAMB DEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, November 15, 2017 at 6:30 p.m. with the following members present: 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. Scott Yamamoto was absent.

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

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

Dale Smith, Dan Bittner, Dave Neff and Bryan Pershing of the Division 5 National Model Railroad Association Mid-Central Region presented to the Board of Trustees an Automated External Defibrillator (AED) for the Hambden Town Hall. As explained by Mr. Neff, a member of Division 5 was attending a meeting at a different location and died of a massive heart attack. As a thank you to the Hambden Trustees for allowing them use of the town hall twice a month, they donated the AED unit so that if someone using the town hall would need this device, it may save a life. The Board thanked the Division 5 members for their generous donation. The board asked Chief Hildenbrand for training of the employees on the AED device.

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

OLD BUSINESS

Mr. McClintock stated that Mrs. Dottore presented the board with a revised breakdown of services by Windstream. The representative's suggestion would provide the township only with the necessary amount of service. Three options were provided.

Option 1	25mb DSL Shared Broadband	\$325.00 per month
Option 2	10mb SLA Dedicated Line	\$400.00 per month
Option 3	20mb SLA Dedicated Line	\$460.00 per month

The pricing includes four phone lines: two for the township office, one for zoning and one fax line. Service Level Agreement (SLA) basically guarantees internet service uptime of 99.99% of the time. If a storm takes down the internet, SLA lines are guaranteed to be first up and running. The SLA dedicated line goes directly to the town hall. The lines are not shared with other users in the area. This will provide faster service with lower mega bites since lines are no longer shared with households and businesses in the area. The dedicated lines also provide added security.

RESOLUTION 2017-123 – made by Keith McClintock, seconded by Edward Kaminski to approve switching service from Time Warner Cable/Spectrum to Windstream and contracting for Option 3. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

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Mrs. Legg asked the board to consider purchasing the new phone system recommended by Mrs. Dottore. Mrs. Legg explained that 90 percent of her phone calls made at the township are made using her cell phone. The phone on her desk only works on line and does not have a speaker option that is audible. Mrs. Dottore reported that the phone system is available through Micro Center. The specifications were forwarded to Windstream for confirmation that the phones would be compatible with their service. The pricing is as follows:

Base station (required)	\$150.00
Wireless Desk Phone	\$100.00
Cordless Handsets	\$ 70.00

Mrs. Dottore would use the base station, Mrs. Legg would like a desk phone, Mr. Acquaviva would like a cordless handset for zoning and Mr. Heald would like a cordless handset for the garage office for a total of \$390.

RESOLUTION 2017-124 – made by Keith McClintock, seconded by Edward Kaminski to approve the purchase of the phones as stated. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Dottore stated that Deputy Bartholomew has not quoted a price for the keyless entry yet. The keyless entry issue will be tabled until a quote is received.

Mr. Kaminski stated that an agreement drafted by Geauga County Assistant Prosecutor Susan Weiland was received for donating the old bleachers to the Chardon Eagles.

RESOLUTION 2017-125 – made by Keith McClintock, seconded by Edward Kaminski to sign the Hold Harmless Agreement between Hambden Township and Chardon Eagles for the donation of the bleachers for the upgrade to the Eagles baseball field. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

NEW BUSINESS

MINUTES

Mr. Kaminski asked the Board if there were any comments or corrections regarding the minutes of the regular meetings of October 18, 2017, the Special/Executive Session of October 18, 2017 and the regular meeting of November 1, 2017. Mr. McClintock stated that the suggested changes were made and recommended that they stand as submitted and waive the reading. Mr. McClintock thanked Mrs. Dottore for working on the minutes and stated they were well written.

ZONING INSPECTOR

Mr. Acquaviva reported that he issued several new permits including a permit for a new home.

Mr. Acquaviva stated that over the next couple weeks he will be working on the year end tallies of permits issued, etc.

Mr. Acquaviva stated he is up-to-date with everything except new violations that have just come in. He is catching up on his filing.

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ZONING

Mrs. Scheuring reported the Zoning Commission is scheduled to meet on December 4th.

Mrs. Legg asked the board to set the date for a public hearing on zoning amendment ZC-2017-02. Mr. Acquaviva suggestion is December 6th at 6:15 p.m.

RESOLUTION 2017-126 – made by Keith McClintock, seconded by Edward Kaminski to set the date for a public hearing on zoning amendment ZC-2017-02 for December 6th at 6:15 p.m. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

FIRE DEPARTMENT

Chief Hildenbrand reported that the Explorers group is holding an open house to recruit new members. The Explorers help with the fire department fundraisers and clean-up. Several members of the fire department started out as Explorers.

Chief Hildenbrand stated that Rome Township lost an Explorer and his brother in a fatal car accident. Hamden Township Fire Department provided mutual aid during the services as well as other area stations. Mutual aid came from as far away as Pennsylvania.

FINANCIAL

Mrs. Legg reported that additional funds were requested by Chief Hildenbrand in the amount of \$30,000 to cover payroll in excess of the 2017 fire contract.

RESOLUTION 2017-127 – made by Keith McClintock, seconded by Edward Kaminski to approve additional funds in the amount of \$30,000 as requested by Chief Hildenbrand. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg reported that for tonight's meeting warrants #10733 through and including #10758, totaling \$49,160.62 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 purchase orders #160 through and including #162 were issued since the last trustee meeting.

Mrs. Legg reported that four blanket certificates have been issued since the last trustee meeting.

#70 – Fall Trash Day \$2781.70

#71 – Phone/Internet Service for Town Hall \$500.00

#72 – Phone/Internet Service for Zoning \$200.00

#73 – Repairs & Maintenance for Roads \$2,000.00

Mrs. Legg stated that these do not exceed the appropriated line item amount. She asked the board if there were any questions or discussion regarding the blanket certificates, if not they will stand as approved. There were no questions from the board.

RESOLUTION 2017-128 – made by Keith McClintock, seconded by Edward Kaminski to approve the blanket certificates as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

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

\$2,000 from 1000-110-599 misc. expenses to 1000-110-122 Fiscal Officer Staff salary

\$2,000 from 1000-410-720 Cemetery buildings to 1000-410-190 Cemetery Salaries

\$2,000 from 1000-610-599 park misc. expenses to 1000-610-190 Park Salaries

\$700 from 1000-110-349 Other communications/printing/advertising

\$500 to 1000-120-341 Town Hall Telephone

\$200 to 1000-130-341 Zoning Telephone

\$30,000 to 2191-220-360 Contracted Services

\$20,000 from 2191-220-750 Motor Vehicles

\$5,000 from 2191-220-740 Machinery & Equipment

\$5,000 from 2191-220-430 Small Tools & Equipment

Mrs. Legg reported that she received an e-mail from Charles Harris, who provided our Hinkle Notes for the past couple years. The contract is a multi-year contract at the cost of \$325 the first year (2017 which is done in 2018), \$350 for 2018, \$375 for 2019 & \$400 for 2020. The payments would be due yearly after the services are rendered.

RESOLUTION 2017-129 – made by Keith McClintock, seconded by Edward Kaminski to approve the multi-year contract with Charles Harris for the Hinkle Notes. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg advised the Board that total receipts for October were \$30,556.60 and total expenditures were \$129,787.18.

Mrs. Legg reported that the board was given the October financial statement indicating a combined balance of \$1,295,240.43. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

RESOLUTION 2017-130 – made by Keith McClintock, seconded by Edward Kaminski to approve the October financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried. The board signed the October financial statement.

Mrs. Legg reported that Care Works is holding a webinar on Friday, November 17th at 1:30 p.m. regarding OSHA Electronic Reporting. Mrs. Legg will not be available. Mr. McClintock stated that he will check his schedule.

ROADS

Mr. Heald stated all the guardrail work has been completed. The ground is seeded, strawed and matted. The pipes on Brown Road were extended far enough if someone were to run off the road they would not fall into the ditch.

Mr. Heald stated that ditching and berm work will be completed over the winter, as time permits. The berm mowing is completed.

Mr. Molan asked about the road salt supply. He stated that Cargill De-Icing Technology cannot get salt delivered from their mines due to a bridge that was shut down. The township 2017-2018 state salt contract is with Cargill.

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TOWNSHIP HALL

Mr. Heald reported that he has been working on getting quotes for repairs to the zoning building windows. Out of six contractors contacted for a quote, KJN Construction is the only company that has submitted a quote. KJN quoted two separate prices.

\$1,300 if he can do the repair without needing to remove the window.

\$1,750 if the window needs to be removed for the repair.

RESOLUTION 2017-131 – made by Keith McClintock, seconded by Edward Kaminski to approve the quote from KJN construction not-to-exceed \$1,750. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

SAFETY

Mr. Heald stated that there are many leaning and/or dead trees that need to be removed this winter. The County has not marked the trees that need to be removed on Cutts Road. They plan to do so in the next month.

PARK

Mr. Heald reported that the new playground has been installed. The swings still need to be hung. The mulching is complete, and the fence has been removed. The parking lot extension material needs to be ordered.

The Eagle Scout project rain shelter work was rained out. Mr. Heald has not heard back from the Yogers as to a reschedule date.

CEMETERY

Mr. Heald stated that the flags and old decorations will be removed from the graves tomorrow.

MISCELLANEOUS

Mrs. Legg asked permission to hire temporary office help at \$10 per hour, not to exceed 50 hours.

RESOLUTION 2017-132 – made by Keith McClintock, seconded by Edward Kaminski to approve hiring Darlene Welch for up to 50 hours of work to help catch up on filing and miscellaneous office work. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board if they would like to renew the membership to Geauga County Improvement Corporation (CIC) at a cost of \$50 for 2018

RESOLUTION 2017-133 – made by Keith McClintock, seconded by Edward Kaminski to renew Geauga County Improvement Corporation membership for 2018. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board to set the year end meeting date and time.

RESOLUTION 2017-134 – made by Keith McClintock, seconded by Edward Kaminski to set the year end meeting date as Saturday, December 30th at 10:00 a.m. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

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Mrs. Legg asked the board to set the cut-off date for new purchase order requests as December 15, 2017.

RESOLUTION 2017-135 – made by Keith McClintock, seconded by Edward Kaminski to set the cut-off date for new purchase order requests as December 15, 2017. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board if they would like to set the board compensation rate method for 2018 as Daily or Salary.

RESOLUTION 2017-136 – made by Keith McClintock, seconded by Edward Kaminski to set the board compensation rate method for 2018 as Salary. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board to set 2018 miscellaneous blanket certificates not to exceed \$15,000.

RESOLUTION 2017-137 – made by Keith McClintock, seconded by Edward Kaminski to set 2018 miscellaneous blanket certificates not to exceed \$15,000. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board to approve participation and the township to absorb the cost of the Auditor of State (AOS) and Winter Conference expenses for those elected officials wishing to attend the conferences.

RESOLUTION 2017-138 – made by Keith McClintock, seconded by Edward Kaminski to approve participation and the township to absorb the cost of the Auditor of State (AOS) and Winter Conference expenses for those elected officials wishing to attend the conferences. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Legg asked the board if the township road department and offices will be closed the day after Thanksgiving. The board stated that they usually follow the County which will be closed.

RESOLUTION 2017-139 – made by Keith McClintock, seconded by Edward Kaminski to close the road department and township offices the day after Thanksgiving with pay. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Dottore asked the board to declare the old typing table, Inventory #58 as surplus and approve disposal.

RESOLUTION 2017-140 – made by Keith McClintock, seconded by Edward Kaminski to declare the old typing table, Inventory #58 as surplus and approve of its disposal. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – absent. Motion carried.

Mrs. Dottore stated that Laura Chorman has requested purchasing the Just Cooler-laptop cooling fan from the township if the township no longer has a need for it. The laptop from Software Systems would overheat and shut down without the fan. The new laptop through UAN does not need the fan. Mrs. Dottore further explained that the fan is not on the township inventory because the fan that the township purchase broke several years ago and Mrs. Chorman personally purchased the new one. Mr. McClintock stated that since the fan was purchased personally by Mrs. Chorman, it was personal property and not township property.

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Mrs. Dottore reported that the UPS driver for the township route asked permission for UPS to drop off a bin on the township property for UPS to use as a central collection site for their drivers during the month of December. This would not be for customer use. After a short discussion, the board denied the request explaining it would is a safety issue with UPS trucks pulling in and out while school children are walking in the parking lot.

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

- Road Department weekly work logs
- November 7th safety meeting notes
- October 9th, 16th, 23rd, 30th and November 7th Playground inspection reports
- November 7th Road Sign Inspection log.
- Geauga County Sheriff's October incident report
- October 27th, November 3rd and 9th Legislative Alerts

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.

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

Mr. McClintock stated that employee evaluations will follow the next trustees meeting. He asked that the employees be scheduled in 15-minute increments.

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

There being no further business to come before the Board at that time, the meeting adjourned at 7:09 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski