

## HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 20, 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 stated that this is the final regular trustee meeting for trustee Ed Kaminski who is retiring at the end of the year. Mr. Kaminski thanked everyone who was present for his last meeting and farewell gathering. Mr. Kaminski stated that being a trustee has been one of the biggest learning experience of his life. The residents of Hambden Township have always been good to him. Mr. Yamamoto read and presented Mr. Kaminski the resolution honoring him for his many years of service to Hambden Township. (A copy of the resolution is attached.)

**RESOLUTION 2017-154** – made by Keith McClintock, seconded by Scott Yamamoto to honor Edward Kaminski for his many years of service to Hambden Township. Upon call of roll: Mr. McClintock– yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto presented Mr. Kaminski with a retirement gift of a carved wood cutting board that was made by Hambden Township resident Mike Romans.

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

### OLD BUSINESS

None

### NEW BUSINESS

### **MINUTES**

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the public hearing, regular meeting and the executive session of December 6, 2017. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

### **ZONING INSPECTOR**

No report. Mr. Acquaviva was absent.

Mr. Yamamoto reported that Mr. Acquaviva had requested the board review a zoning complaint on High Country Drive and give him permission to forward the complaint to Geauga County Assistant Prosecutor Susan Weiland for assistance with this ongoing issue that has yet to be resolved.

**RESOLUTION 2017-158** – made by Keith McClintock, seconded by Edward Kaminski to forward the High Country Drive complaint to Geauga County Assistant Prosecutor Susan Weiland for assistance. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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### **ZONING**

Mrs. Scheuring reported the Zoning Commission met on December 4<sup>th</sup>. Beginning in January the Zoning Commission will be working on revisions to the older resolutions to bring them up to date and meet the current standards.

### **FIRE DEPARTMENT**

Mrs. Legg read Chief Hildenbrand's recommendations for 2018 Fire Prevention Officers.

Fire Prevention Officer – Scott Hildenbrand  
Deputy Fire Prevention Officers – David Peterson  
Erica O'Neill  
Dale Smith  
Doug Riedel  
Christopher Titterington  
David Baird  
Christian Kline  
Jerry T. Mitchel  
Joshua Grigus

**RESOLUTION 2017-158** – made by Keith McClintock, seconded by Edward Kaminski to appoint the Fire Prevention officers as recommended by Chief Hildenbrand. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Chief Hildenbrand stated that he joined the Hambden Fire Department in 1981, the year before Mr. Kaminski was elected Trustee of Hambden Township. That year the fire department responded to 24 calls. All fire department personnel were volunteers and they had no ambulance. Through the years of Mr. Kaminski being a trustee, the department has grow to two ambulances and responded to 666 calls last year. Chief Hildenbrand stated that without the support of the trustees that would not have been possible. Chief Hildenbrand presented Mr. Kaminski a drawing of the fire station as a remembrance of what he helped to build.

### **FINANCIAL**

Mrs. Legg reported that for tonight's meeting warrants #10812 through and including #10832, totaling \$22,334.84 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 order #179 was issued since the last trustee meeting.

Mrs. Legg stated that Then and Now purchase order #180 was issued since the last trustee meeting to Visa in the amount of \$398.92 for the new phone system. Two blanket certificates have been issued since the last trustee meeting.

#76 Keyless Lock System \$460.00

#77 Office Supplies \$1,000.00

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 2017-160** – made by Keith McClintock, seconded by Edward Kaminski to approve the Then and Now purchase order and the blanket certificates as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

## HAMBDEN TOWNSHIP TRUSTEES

Mrs. Legg reported that four Intra-fund Transfers were made since the last meeting.

\$2,000.00 From: 2191-220-740 Machinery & Equipment  
To: 2191-220-420 Operating Supplies

\$5,000.00 From: 1000-130-190 Other Supplies  
To: 1000-110-410 Office Supplies \$2,000.00  
To: 1000-110-122 Fiscal Officer Staff Salary \$3,000.00

\$8,000.00 From: 1000-110-259 Other Employee Reimbursement  
To: 1000-110-228 Health Care Reimbursement

\$3,000.00 From: 1000-410-730 Cemetery Improvement to Sites  
\$1,000.00 From: 1000-610-730 Park Improvement to Sites  
To: 1000-110-230 Workers Compensation

Mrs. Legg advised the Board that total receipts for November were \$23,435.89 and total expenditures were \$78,344.99.

Mrs. Legg reported that the board was given the November financial statement indicating a combined balance of \$1,240,331.33. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2017-161** – made by Keith McClintock, seconded by Edward Kaminski to approve the November financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. The board signed the November financial statement.

Mrs. Legg reported that the board received a copy of the temporary appropriations for review. Mrs. Legg asked the board if they had any changes.

**RESOLUTION 2017-162** – made by Keith McClintock, seconded by Edward Kaminski to approve the temporary appropriations as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Mrs. Legg will file the temporary appropriations at the Geauga County Auditor's Office in the morning.

Mrs. Legg asked the boards permission to change the pay date for the end of December to the 29<sup>th</sup> day instead of the 31<sup>st</sup> day. December 31<sup>st</sup> falls on Sunday making the pay date January 2, 2018.

**RESOLUTION 2017-163** – made by Keith McClintock, seconded by Edward Kaminski to approve changing the pay date to December 29, 2017 versus December 31, 2017. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto explained that the Ohio Insurance consortium, who provides the township health insurance, has indicated that if the township joins the Genoa Chamber of Commerce for \$100, the township would save \$1,100 on the insurance. This was not disclosed prior to the township signing up for the insurance. Mr. Yamamoto's recommendation is to pay the \$100 and save the township \$1,000.

**RESOLUTION 2017-164** – made by Keith McClintock, seconded by Edward Kaminski to join the Genoa Chamber of Commerce for \$100, saving the township \$1,000. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

## HAMBDEN TOWNSHIP TRUSTEES

### **ROADS**

Mr. Heald stated that he will be meeting with a Geauga County Engineer tomorrow morning at 8:30 a.m. on South Brown Road to discuss the easement and erosion issues. Mr. Yamamoto stated that Andy Haupt will be attending a trustee meeting to present the necessary information that is needed to pass a resolution and make an offer to the property owner to purchase that easement.

### **TOWNSHIP HALL**

Mr. Heald reported that for the fourth time in eight weeks Mr. Monarchino has told him that he will finish installing the new septic system "next week". This work was to be completed the end of summer.

Mr. Heald reported that KJN Construction will be completing the siding and soffit on the zoning office tomorrow. Mr. Novak was able to replace the rotten wood without have to remove the windows.

Mr. Yamamoto stated that he contacted Geauga County Assistant Prosecutor Susan Weiland regarding another letter to Duane Miller for the missing lien waivers needed to close the salt storage building project on our books.

### **SAFETY**

No Report

### **PARK**

Mrs. Edelinsky stated that with the removal of the old tree stumps this past fall, the park board will begin working on a spring tree planting project.

Mrs. Edelinsky reported that the next park board meeting is scheduled for January 8, 2018 at 6:00 p.m.

Mr. Heald stated he has not heard from Jim Yoger regarding a reschedule date for the Eagle Scout rain shelter project.

### **CEMETERY**

No Report

### **MISCELLANEOUS**

Mrs. Legg asked the board to re-appoint Joyce Edelinsky as member of Park Board.

**RESOLUTION 2017-165** – made by Keith McClintock, seconded by Edward Kaminski to re-appoint Joyce Edelinsky as member of Park Board. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Legg asked the board to re-appoint Connie Locke as member of Zoning Commission.

**RESOLUTION 2017-166** – made by Keith McClintock, seconded by Edward Kaminski to re-appoint Connie Locke as member of Zoning Commission. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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Mrs. Legg asked the board to re-appoint Arch Kimbrew Jr. as member of Board of Zoning Appeals.

**RESOLUTION 2017-167** – made by Keith McClintock, seconded by Edward Kaminski to re-appoint Arch Kimbrew Jr. as member of Board of Zoning Appeals. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Mr. McClintock thanked Mrs. Edelinsky, Mrs. Locke and Mr. Kimbrew for their years of service and the continuing desire to service the township.

Mrs. Legg asked the board to pass resolution of Intent to dispose of surplus property via internet auction for the calendar year 2018. This allows the township to sell items on the GovDeals auction site.

**RESOLUTION 2017-168** – made by Keith McClintock, seconded by Edward Kaminski to pass resolution of Intent to dispose of surplus property via internet auction for the calendar year 2018. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto asked the board to re-appoint Road and Office personnel for 2018

Administrative Assistant – Mary Ann Dottore

Road Superintendent – Dave Heald

Assistant to Road Superintendent – Dan Brazis

Zoning Inspector – Richard Acquaviva

Cemetery Sexton – Operations – Dave Heald

Cemetery Sexton – Administration – Mary Ann Dottore

**RESOLUTION 2017-169** – made by Keith McClintock, seconded by Edward Kaminski to re-appoint Road and Office personnel for 2018. 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 was sent to the Board:

- December 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> Legislative Alerts
- December Ohio Deferred Comp newsletter
- Winter OTARMA quarterly newsletter
- Charter Communications notice of renewal of Video Service Authorization
- Susan Wieland's letter to Duane Miller at Miller Builders regarding Waivers of Liens
- Road Department Weekly Work Logs
- December 7<sup>th</sup> Safety meeting notes
- November 28<sup>th</sup>, December 6<sup>th</sup> and 13<sup>th</sup> Playground inspection reports
- November 29<sup>th</sup> Road Sign Log
- 2017 Road Side Mowing and Litter Control Checklist

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. Scheuring stated the State of Ohio and House of Representatives have given a plaque honoring Edward Kaminski on his retirement. Mr. Yamamoto read the plaque and presented it to Mr. Kaminski.

**HAMBDEN TOWNSHIP TRUSTEES**

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

Mr. Yamamoto reported that the year end meeting is scheduled for Saturday, December 30, 2017 at 10:00 a.m.

Mr. Kaminski announced the next regular Board of Trustees meeting is scheduled for Wednesday, January 3, 2018 at 6:30 p.m.

There being no further business to come before the Board at that time, the meeting adjourned at 7:54 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

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