

## HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 7, 2016 at 6:30 p.m. with the following members present: Keith McClintock and Edward Kaminski. Also present was Assistant to the Fiscal Officer Linda Legg, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet. Scott Yamamoto was absent.

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

Mr. McClintock reported that there was a quorum. Mr. Kaminski and Mr. McClintock were present.

Mr. McClintock introduced Notre Dame Cathedral Latin students Alec Gliebe, John Frindt and Kevin Sablar. They are required to attend a government meeting for their government class.

Mr. McClintock introduced Dave Jevnikar with Geauga TV. Mr. Jevnikar explained how the services of G-TV have changed over the years. Starting with cable television and adding internet access within the past few years. Mr. Jevnikar projected his website Geaugatv.org to demonstrate what the site has to offer and how the site works. Over 100,000 photos dating back as far as 2008 are available to download for free on geaugatv.org. The site is split into four areas: Events, Holidays, Schools and Sports. There are videos on demand, live streaming in real time, a live camera on Chardon Square televised 24/7 and a weather station on Chardon Square providing current weather conditions. G-TV offers displays in the school buildings for the schools to place announcement, recognitions, etc. to the students. Chardon Township paid the \$2,500 for the equipment to be placed in Chardon high school. Mr. Jevnikar offered to install the display in Hambden Elementary if someone comes forward and pays the \$2,500. Mr. McClintock thanked Mr. Jevnikar for the service he provides broadcasting the Hambden Township events. Information regarding G-TV internet service will be publicized in the next Hambden Highlights newsletter.

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

### OLD BUSINESS

Mr. McClintock reported that Kennington Electric is in the process of hooking up the electrical service to the salt storage building. They will be contacting Mr. Heald to dig the ditch for them to lay the cable. After the cable is run, the electric company can hook up the power.

Mrs. Dottore stated that Mrs. Chorman would like a formal resolution accepting the quote from Henry Fence. Based on the insurance company paying for replacing the damaged fence versus repairing and reimbursing the full amount with no deductible, the board accepted the contract with Henry Fence and paid the deposit to allow the materials to be ordered and the job to be placed on their schedule.

**RESOLUTION 2016-160:** made by Edward Kaminski, seconded by Keith McClintock to accept the Henry Fence quote of \$5,875.00. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

## **HAMB DEN TOWNSHIP TRUSTEES**

Mrs. Dottore reported that the 1981 grader did not sell. The high bid was \$4,250 which did not meet the reserve amount. Mrs. Dottore stated that the auction ended on the holiday weekend. The Board decided to hold off re-posting on GovDeals until Spring, 2017 when buyers will be looking for this type of equipment.

Mrs. Dottore reported that AGC Enterprises returned her call. The \$90 overage on the invoice was due to the sub-contractor hired by AGC was not available to seal the parking lot when needed and the new sub-contractor they hired charged them additional. Based on the quoted price, AGC re-invoiced the township for the original (lower) amount.

### **NEW BUSINESS**

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the November 16, 2016 executive session and regular meeting. There were no corrections or changes to the minutes and Mr. Kaminski recommended that they stand as approved and waive the reading.

#### **ZONING INSPECTOR**

Mr. Acquaviva submitted his report for the period of November 17, 2016 through December 7, 2016. A copy of the activity report is attached for review.

Mr. Acquaviva reported that two zoning violation files were given to the board for review. The property owner of the unapproved business on Pearl Road and Knotty Pine has been in and out of violation since July 2015. The property owner with several zoning violations on Knotty Pine continue to ignore attempts by Mr. Acquaviva to bring the property into compliance with zoning permits. Mr. Acquaviva requested the board's approval to proceed with legal action against both property owners.

**RESOLUTION 2016-161:** made by Edward Kaminski, seconded by Keith McClintock to proceed with legal action against two property owners as requested by Mr. Acquaviva. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

#### **ZONING**

Mr. McClintock stated that the Zoning Commission met on Monday, December 5<sup>th</sup>.

Mrs. Scheuring reported the Zoning Commission discussed vehicle and vehicle repair conditional uses.

#### **FIRE DEPARTMENT**

Assistant Chief Vandevander submitted to the Board the call summary for the month of November. There were 52 calls during the month. A copy of the report is attached for review.

Assistant Chief Vandevander reported that the fire department Christmas party is scheduled for Saturday, December 10<sup>th</sup>.

## HAMBDEN TOWNSHIP TRUSTEES

### **FINANCIAL**

Mrs. Legg reported that warrants #10030 through and including #10081, totaling \$63,813.57 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 #2269 through and including #2273 were issued since the last meeting. There was one blanket purchase order in the Road and Bridge fund 2031-4330-323 (parts and repairs) in the amount of \$1,500. The blanket amount does not exceed the appropriated line item amount. Backup was attached to the 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 for the Board.

**RESOLUTION 2016-162:** made by Edward Kaminski, seconded by Keith McClintock to approve the blanket purchase order as submitted. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg advised the Board that total receipts for November were \$31,980.84 and total expenditures were \$65,202.26.

Mrs. Legg reported that four intra-fund transfer was made since the last meeting.

\$25,000 was transferred within the road and bridge fund from account #2031-4330-720 buildings to 2031-4330-750 motor vehicles for the purchase of the new truck.

\$347.50 was transferred within the general fund from account #1000-4110-318 training services to 1000-4110-121 fiscal officer salary.

\$2,500 was transferred within the general fund from account #1000-4120-599 misc. expense to 1000-4110-122 office staff salary.

\$1,550 was transferred within the general fund from account #1000-4110-221 \$1,500 was transferred to account #1000-4110-211 OPERS

\$50 was transferred to account #1000-4110-213 Medicare

### **ROADS**

Mr. McClintock reported that the Geauga County Engineer's office submitted a Resolution of Convenience and Necessity for the Improvement of High Country Drive to be passed by the board. This resolution would authorize the Geauga County Engineer to prepare engineering plans for the work to be done on High Country Drive.

**RESOLUTION 2016-163:** made by Edward Kaminski, seconded by Keith McClintock to pass Resolution of Convenience and Necessity for the Improvement of High Country Drive. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mr. Heald reported that the new plow truck has been ordered. The truck is scheduled to be completed and delivered to the township the first week of April 2017.

## **HAMB DEN TOWNSHIP TRUSTEES**

Mr. McClintock reported that the Geauga County Engineer's office submitted a Memorandum of Understanding for the drainage improvements to Cutts Road in the amount of \$91,177.94. This amount is 14% higher than the original Engineers' estimate of \$76,000. The increase is due to higher material costs than estimated. Mrs. Dottore asked for a motion to approve the invoice as billed.

**RESOLUTION 2016-164:** made by Edward Kaminski, seconded by Keith McClintock to approve the Geauga County Engineers' invoice for \$91,177.94. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Chairman McClintock approved and signed the invoice for approval to pay.

Mr. Heald reported that berm work is being done as time permits. The plow trucks are ready for the snow.

### **TOWNSHIP HALL**

Mr. Heald reported that the front wood windows of the zoning office are rotting. They will need to be repaired in the spring.

### **SAFETY**

No Report

### **PARK**

Mr. Romans presented to the board the laser brick made by Sam's Etched in Time advertising who to call to purchase a memorial brick. The brick will be set in the walkway in spring.

Mr. Romans reported that the park board is requesting tree quotes for the tree planting project.

Mrs. Edelinsky reported that the next park board meeting is scheduled for Monday, January 16, 2017.

Mrs. Edelinsky stated that there will not be an organized ball team meeting this year. Everything ran smoothly this past summer.

### **CEMETERY**

Two deeds were presented to the board for approval and signature. Dale and Deborah Smith purchased 3 graves and Don Zolinski purchased one grave for his wife who passed away and was buried on Monday.

### **MISCELLANEOUS**

Mrs. Dottore asked the board to approve a 2017 HRA blanket purchase order not to exceed \$26,250. This would supersede the normal blanket purchase order resolution to not exceed \$15,000

**RESOLUTION 2016-165:** made by Edward Kaminski, seconded by Keith McClintock to approve the 2017 HRA blanket purchase order not to exceed \$26,250. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

## HAMBDEN TOWNSHIP TRUSTEES

Mrs. Dottore asked the board to authorize intra-fund transfers be made without formal resolution. Transfers will be reported on at the meeting following the transfer.

**RESOLUTION 2016-166:** made by Edward Kaminski, seconded by Keith McClintock to authorize intra-fund transfers be made without formal resolution. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board if they would like to continue with OPERS deductions according to the salary reduction plan.

**RESOLUTION 2016-167:** made by Edward Kaminski, seconded by Keith McClintock to continue with OPERS deductions according to the salary reduction plan. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board if they would like to increase or keep the board member meeting stipend at \$18 per meeting for next year meetings the board members attend. Mr. Kaminski stated his opinion that the stipend should remain the same due to the price of gasoline has dropped.

**RESOLUTION 2016-168:** made by Edward Kaminski, seconded by Keith McClintock to keep the board member meeting stipend at \$18 per meeting for next year meetings. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board to re-appoint Chuck Grasser as member of Zoning Commission. Mr. Grasser submitted a letter of interest in continuing as an active member.

**RESOLUTION 2016-169:** made by Edward Kaminski, seconded by Keith McClintock to re-appoint Chuck Grasser as member of Zoning Commission. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board to re-appoint Paul Molan as member of Board of Zoning Appeals. Mr. Molan submitted a letter of interest in continuing as an active member.

**RESOLUTION 2016-170:** made by Edward Kaminski, seconded by Keith McClintock to re-appoint Paul Molan as member of Board of Zoning Appeals. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board to re-appoint Leanne Exum as the alternate member of Board of Zoning Appeals. Mrs. Exum submitted a letter of interest in continuing as an active member.

**RESOLUTION 2016-171:** made by Edward Kaminski, seconded by Keith McClintock to re-appoint Leanne Exum as the alternate member of Board of Zoning Appeals. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board to re-appoint Mike Romans as member of Park Board. Mr. Romans submitted a letter of interest in continuing as an active member.

**RESOLUTION 2016-172:** made by Edward Kaminski, seconded by Keith McClintock to re-appoint Mike Romans as member of Park Board. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

## HAMBDEN TOWNSHIP TRUSTEES

Mrs. Dottore asked the board to vote for two OTARMA Board of Director candidates from the following list.

Marsha Funk, Brownhelm Township in Lorain County

Nicholas Schwab, Reily Township in Butler County

Sandra Stults, Scioto Township in Delaware County

Mr. McClintock stated that not knowing the candidates his suggestion would be to vote for the two with the longest service record.

**RESOLUTION 2016-173:** made by Edward Kaminski, seconded by Keith McClintock to vote for Marsha Funk and Nicholas Schwab as OTARMA Board of Directors. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore reported that Hambden Township will be hosting the January 2017 Geauga Township Association dinner. The menu has been set with Mangia Mangia restaurant. Mrs. Dottore asked the board if they would like to extend the invitation to all Hambden Township employees and members of the various boards as they did in 2013. The board agreed to extend the invitation to all employees and members of the various boards and pay for their dinners.

**RESOLUTION 2016-174:** made by Edward Kaminski, seconded by Keith McClintock to extend the invitation to all employees and members of the various boards and pay for their dinners. Upon call of roll: Mr. Yamamoto – absent, Mr. Kaminski – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore reported that the following correspondences were received in the office since the last trustees meeting and forwarded to the board.

- Legislative Alerts dated November 18<sup>th</sup>, November 28<sup>th</sup> and December 2<sup>nd</sup>.
- November 16<sup>th</sup> and November 29<sup>th</sup> Road sign logs
- November 22<sup>nd</sup> and November 28<sup>th</sup> Park inspection logs
- Road side mowing log
- November 30<sup>th</sup> Safety meeting notes
- Road Dept weekly work logs
- Letter from Zito Media
- Anonymous letter regarding recycling center

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

Mr. Heald stated that several street signs have been stolen. Mr. Kaminski asked Mr. Heald to file a report with the sheriff's office.

Mr. Romans stated that the logs are beginning to be removed from Hambden Orchard. Two culvert pipes were installed for the trucks to drive over. Mr. McClintock stated that zoning received a permit request.

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

Mr. McClintock stated that the next trustee meeting is scheduled for Wednesday, December 21, 2016 at 6:30 p.m.

**HAMB DEN TOWNSHIP TRUSTEES**

There being no further business to come before the Board, the meeting adjourned at 7:26 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

\_\_\_\_\_

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