

## HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 21, 2018 at 6:30 p.m. with the following members present: Keith McClintock, Paul Molan and Scott Yamamoto. Also present was Fiscal Officer Linda Legg, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet.

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. All three trustees were present.

Mr. McClintock introduced First Energy representative Dave Dillon. Mr. Dillon explained the First Energy cell phone app and the functions available. Information was given on registration to the Power Systems Institute for those looking for a career as a line worker or substation electrician in the electric utility industry. Mr. Dillon discussed website quick links to First Energy, the Lighting Incentive program and converting street lights to LED fixtures.

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

### OLD BUSINESS

Mrs. Dottore presented to the board location options and concerns for placement of the remote entry lock. Mr. Molan expressed his opinions and concerns. A short discussion followed regarding a key lock box, panic bars, etc. Mr. McClintock recommended the keyless entry lock be installed on the old town hall man door, a lock box for a key in case of keyless entry lock failure, re-key all town hall doors, and bring all doors up to fire code.

**RESOLUTION 2018-020** – made by Scott Yamamoto, seconded by Paul Molan to install keyless entry lock on the old town hall man door, a lock box for a key in case of keyless entry lock failure, re-key all town hall doors, and bring all doors up to fire code. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

### NEW BUSINESS

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of February 7, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

#### **ZONING INSPECTOR**

Mr. Acquaviva reported Dollar General has submitted paperwork for the proposed store in Hambden Township.

Mr. Acquaviva stated that he is working on a new zoning violation. He will be meeting with a resident on Friday regarding a variance.

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### **ZONING**

Mrs. Scheuring reported that the next zoning commission meeting is scheduled for Monday, March 5<sup>th</sup>.

### **FIRE DEPARTMENT**

No Report. Chief Hildenbrand was absent

### **FINANCIAL**

Mrs. Legg reported that warrants #10903 through and including #10930, totaling \$36,430.77 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 reported that purchase orders #42-2018 through #45-2018 were submitted to the Board for approval and signature.

There were no blanket certificates issued since the last meeting.

Mrs. Legg advised the Board that total receipts for January were \$324,051.05 and total expenditures were \$438,704.74.

Mrs. Legg reported that the board was given the January financial statement indicating a combined balance of \$1,027,230.91. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2018-021** – made by Scott Yamamoto, seconded by Paul Molan to approve the January financial statement as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried. The board signed the January financial statement.

### **ROADS**

Mr. Heald reported that one of the plow trucks is at Lake Truck for replacing the rear springs.

Mr. Heald stated that the contract and paperwork have been processed for Brobst Tree Service. Brobst Tree Service will begin work on Cutts Road shortly.

Mr. Yamamoto reported that the farmhouse owner on Cutts Road expressed concerns about removal of vegetation. This was discussed with Geauga County Engineer Shane Hajjar. Mr. Yamamoto stated that he informed Mr. Hajjar that the board is not interested in relocating the south end of Cutts Road. The board is interested in separating Waste Management parking lot from the road.

## HAMB DEN TOWNSHIP TRUSTEES

### **TOWNSHIP HALL**

Mrs. Dottore asked the board for a decision on returning the security deposit to the resident who used tape on the town hall walls during a hall rental. Mrs. Dottore read sections of the hall rental agreement that states no tape, etc. on the walls and where it states the security deposit would not be returned if any of the rules are not followed. After a short discussion, the board suggested emphasizing in yellow highlight and verbally the rules about hanging decorations on any surface of the town hall on the agreement form. The board also agreed to return the security deposit to the resident, based on no visual damage, with a letter explaining that any future violations will result in the loss of their security deposit.

Mrs. Dottore reported that several of the chairs in the old town hall have broken parts and missing feet. Mrs. Dottore stated that she contacted the manufacturer of the chairs and received quotes for the feet and cradles.

Front feet - \$14.00 per 100

Rear feet - \$13.04 per 100

Cradles - \$17.12 per 100

Mrs. Dottore asked permission to order 100 of each part to repair the chairs. The board agreed to the purchase and stated that this is much cheaper than replacing the chairs.

Mrs. Dottore reported that the Windstream engineer was out to assess the buildings and wiring needed for the new internet service. Mrs. Dottore was also notified that Windstream has decided to upgrade the township from ethernet over copper lines to fiber optic for no additional cost.

### **SAFETY**

Mr. Heald asked the boards permission to attend the ODOT Work Zone Traffic Control and Safety training. He would also like the summer help to attend. Mr. Molan stated that due to his line of work he may be able to help the road department out occasionally and would also like to attend the training. The cost is \$55 per attendee.

**RESOLUTION 2018-022** – made by Scott Yamamoto, seconded by Paul Molan to pay for the four road department employees and trustee Paul Molan to attend the ODOT Work Zone Traffic Control and Safety training. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

### **PARK**

Mr. Romans reported that he provided the town hall office with the insurance forms and tentative field schedule for the baseball teams.

Mr. Heald reported that the rain shelter structure being built by the Eagle Scout has been completed. Ground work and picnic table construction still needs to be completed.

Mr. Romans stated that the next park board meeting is scheduled for April 23<sup>rd</sup> at 6 p.m.

Mr. Yamamoto stated that the farmers market committee will be attending the April park board meeting to ask permission to hold the farmers market in the township park again this summer.

## HAMB DEN TOWNSHIP TRUSTEES

Mr. Heald reported that he attended the meeting with the Department of Aging to discuss senior trash day. Training will be provided on April 18<sup>th</sup> – April 20<sup>th</sup>. The Department of Aging has changed some of their procedures and rules for trash day. Department of Aging no longer enter the home to remove the items. They are limited to 10 items. Items must be placed outside the home prior to pick up. Mattresses and furniture must be wrapped in plastic due to potential bedbug infestations. Mr. Yamamoto stated that he would be willing to drive the township truck for pick-ups.

### **CEMETERY**

Mr. Heald stated that the funeral for Dale Smith is scheduled for Sunday, February 25<sup>th</sup> at 2:00 p.m. Mr. McClintock asked the board about waiving the burial fee for Dale Smith's burial.

**RESOLUTION 2018-023** – made by Scott Yamamoto, seconded by Paul Molan to waive the burial fee for township employee Dale Smith. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

### **MISCELLANEOUS**

Mrs. Dottore asked the board how they would like to handle a township donation for Dale Smith's funeral (Flowers, donation, help pay for the luncheon on Sunday) and if the employees would like to take up a collection for a donation to the fire station or be given to Dale's wife Deborah to be used as she chooses. After a short discussion the board decided to pay for a deli/sandwich tray or whatever is needed for the luncheon on Sunday following the funeral not to exceed \$150. The employees will take up a donation to be given to Deborah Smith to use with as she chooses. Friday evening Mr. Yamamoto and Mr. Molan will detail Dale's plow truck for the procession on Sunday.

Mrs. Dottore reported that she contacted Nicole Sweet with NOPEC regarding the Energy Grant paperwork. Ms. Sweet told her the paperwork was sent out in January and was going to have them re-send the information that we never received. We still have not received the second mailing. Mrs. Dottore will contact NOPEC a third time.

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

- February 9<sup>th</sup> & 16<sup>th</sup> Legislative Alerts
- February Deferred Comp Employer Newsletter
- January Sheriff's Report
- Road Department Weekly Work Logs
- Snow Plow Logs
- February 9<sup>th</sup> Safety Meeting Notes
- Two Incident Reports

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

Mrs. Dottore reported that the Osso liquor license hearing has not been scheduled. The Ohio Department of Liquor Control will not schedule a hearing until the construction has begun. Mr. Yamamoto stated that the structure frame is up. Mrs. Dottore will contact the Geauga County Commissioners office to notify them that the structure has been started.

## HAMB DEN TOWNSHIP TRUSTEES

Mrs. Dottore asked if the road department has checked with the Geauga County Engineer's office or other townships regarding the type of time clock they use. They checked with one township who uses the old manual type like we had. They will continue to get recommendations.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, March 7, 2018 at 6:30 p.m.

Mr. McClintock 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 at this time, the meeting adjourned at 7:31 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

\_\_\_\_\_  
Paul Molan

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