

## **HAMBDEN TOWNSHIP TRUSTEES**

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 7, 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 welcomed Scott Hoar, Owner of CLN Portable Restroom Services. Mr. Hoar introduced himself and thanked the board for hiring CLN for portable restroom services in the park for the 2018 season. Mr. Hoar stated that CLN has been in business just over a year. It is a family business that is owner operated.

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

### **OLD BUSINESS**

Mr. Molan reported that he inspected the man door to the old town hall. After speaking with Mr. Brazis, who changed the door slab a few years ago, it was determined that the jamb is not sound. Mr. Molan suggested installing the keyless entry lock on the inside glass entry door and leaving the outside door to the lobby open. Other issues that were discussed included moving the security system box from the lobby area, panic bars on multiple doors and re-keying of existing locks. Mrs. Legg will contact local locksmiths for pricing.

### **NEW BUSINESS**

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of January 17, 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 submitted to the board a tally sheet indicating numbers of permits issued in 2017, number of violations, etc.

Mr. Acquaviva reported that he will be meeting with Geauga County Assistant Prosecutor Susan Weiland to discuss a wood burner that is the main heat source of the house. The neighbors are complaining about the amount of smoke coming out of the unit.

Mr. Yamamoto asked Mr. Acquaviva if a permit application was submitted for the home on Penniman that had the explosion last year. Mr. Acquaviva has spoken with the Geauga County Building Department. If the home is re-built using the same footprint it may be exempt from needing a permit. Mr. Yamamoto stated that the footprint has not changed but the outside structure has a new look.

## HAMB DEN TOWNSHIP TRUSTEES

Mr. Acquaviva reported that he held a group meeting with local farmers that are interested in agritourism.

### **ZONING**

Mrs. Scheuring reported that the zoning commission met on Monday, February 5<sup>th</sup>. They are working on several amendment updates to the zoning resolution.

### **FIRE DEPARTMENT**

Chief Hildenbrand submitted to the Board the January call summary. There were 60 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported they responded to a house fire on Rock Creek Rd. Most of the damage is on the inside of the home and roof.

Chief Hildenbrand reported that they provided mutual aid to Burton Village for the Ronyak Paving building fire. Many of the fire departments in Geauga County were also assisting.

### **FINANCIAL**

Mrs. Legg reported that warrants #10879 through and including #10902, totaling \$38,834.85 were submitted to the Board for approval and signature. This included month end payroll and taxes. 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 #40-2018 and #41-2018 were submitted to the Board for approval and signature. She asked the Board if there were any questions or discussion regarding the purchase orders, if not they will stand as approved. There were no questions from the Board.

Mrs. Legg reported that two blanket certificates were issued.

Blanket Certificate #56-2018 – \$300 for Small Tools and Equipment in the General Building fund.

Blanket Certificate #57-2018 - \$500 for Contracted Services in the General Administrative Fund

Mrs. Legg stated that these do not exceed the appropriated fund accounts.

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 2018-014** – made by Scott Yamamoto, seconded by Paul Molan to approve the blanket certificates as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg reported that OTARMA is requesting a review and update of fire department and township inventory prior to renewal of the insurance policy on May 8, 2018. Mrs. Legg distributed copies to Chief Hildenbrand and Mr. Heald for updating of their department vehicles, etc.

## HAMB DEN TOWNSHIP TRUSTEES

Mrs. Legg reported that Comp Management submitted a proposal for a yearly fee of \$145.00 to manage our Bureau of Worker's Compensation claims. Care Works has submitted their renewal request in the amount of \$608.00. Chief Hildenbrand stated the fire department has used Comp Management for many years and are happy with the service. Mr. McClintock suggested waiting a year or two and monitoring the service of Care Works in relation to Ohio township experience, and other organizations experiences with Comp Management. Mr. Heald stated that in 2016 Care Works denied additional tests that the BWC requested before allowing Dan Brazis to return to work. Mrs. Legg stated that the board has until May 21<sup>st</sup> to get additional information on Comp Management and make a decision.

Mrs. Legg reported that due to the government indecision on healthcare mandate the deadline for providing the 1095 form proof of insurance has been moved to March 31, 2018. Stephanie with Ohio Insurance will be sending out the 1095's to us.

Mrs. Legg reported that when the accounting system changed to UAN the OPERS deduction method defaulted to non-salary reduction method. After the W-2's were distributed it was discovered that the OPERS contributions were incorrectly reported on the W-2's. The UAN system has been changed to the salary reduction method for all future contributions. Mrs. Legg asked the board to approve hiring tax accountant Bill Young to correct the W-2's for a cost not to exceed \$750.00.

**RESOLUTION 2018-015** – made by Scott Yamamoto, seconded by Paul Molan to approve hiring tax accountant Bill Young to correct the W-2's for a cost not to exceed \$750.00. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg asked the boards' clarification on the HRA resolution language. The HRA resolution states that prescriptions are not reimbursed under the HRA and an explanation of benefits must be provided to explain the coverage. The prescriptions are deductible under the current health insurance policy but were not in previous years. Mr. McClintock stated that the prescription cost count towards your deductible but is not reimbursable.

Mrs. Legg stated that she needs more work space and quiet area. She is requesting moving her desk into the file room behind the zoning office. Mr. Molan stated that the area would need to be secured with walls, have heating and cooling in the office and an alarm system. Mrs. Legg stated all confidential files could be locked in drawers. After a short discussion, the board agreed to look at the proposed area after the meeting.

Mrs. Legg presented to the board a timesheet she designed for the road department. The form simplifies calculating overtime hours and hours charged to different departments. Mrs. Legg asked the board if the road department still needs to fill in the old timesheet with all the verbiage. Mr. Heald turns in work agenda sheets weekly. The board stated they are fine as long as that satisfies the requirements of an audit.

## HAMB DEN TOWNSHIP TRUSTEES

Mrs. Legg asked the board if Mary Ann Dottore could discontinue filling out timesheets. Mrs. Legg stated that all she requires is the total hours worked and if Mrs. Dottore does not do her work it will be very evident to all. The board stated that they are fine with that as long as that satisfies the requirements of an audit.

### **ROADS**

Mr. Yamamoto reported that the Geauga County Engineer's office is proposing the relocation of the south entrance to Cutts Road fifty feet to the East. The proposal includes purchasing the land from Waste Management in order to square up the intersection at Cutts Road and GAR Highway. After a short discussion, the board decided it is not economically feasible and rejected the proposal.

Mr. Heald reported that three tree and stump removal quotes for Cutts Road have been received.

Brobst Tree & Stump Service	\$14,500.00
Vallo Tree Service	\$28,850.00
Traffic control	<u>\$ 4,000.00</u>
	\$32,850.00
Veneer Tree Service	\$18,500.00

Mr. Molan expressed a concern that the quote requests were not submitted to the contractors in writing to ensure identical work being quoted. He suggested a written quote request be given to the contractors for new quotes. Due to the time limit of the trees needing to be cut down by March 31<sup>st</sup> it was decided to go with the quotes as submitted.

**RESOLUTION 2018-016** – made by Scott Yamamoto, seconded by Paul Molan to award the Cutts Road tree and stump removal project to Brobst Tree & Stump Service, contingent on funds being available. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg will run Brobst Tree & Stump Service through the State of Ohio data recovery before a purchase order will be issued.

### **TOWNSHIP HALL**

Mr. McClintock reported that Mark Monarchino of Good Earth Excavating is requesting a partial final payment for the installation of the septic system in the amount of \$15,000. The balance would be paid after the final grading, seeding and straw. Mr. Heald stated that he was informed that the pump may not have enough pressure for the length of pipe. Mr. Yamamoto will contact Chip Hess to discuss the pump issue, if a final inspection has been made by Hess Engineering and if the remaining balance of \$1,250 is adequate to cover the cost of seeding and monitoring for 12 months.

### **SAFETY**

Mr. Heald stated that he attended the recertification on pesticide license seminar on January 31, 2018. His certification is valid through 2020.

### **PARK**

Mr. Heald stated that they were able to clean up the trails between snow falls.

## HAMB DEN TOWNSHIP TRUSTEES

### **CEMETERY**

Mr. Heald stated that a headstone order was received

### **MISCELLANEOUS**

Mrs. Dottore reported that the Geauga County Engineer's office has submitted for the townships approval and certification the Annual Township Mileage Report. As of December 31, 2017, they are stating Hambden Township is responsible for maintaining 25.53 miles of public roads. This number has not changed from last year. Mrs. Dottore asked the board and Mr. Heald if they agree with that figure. If so, she would like a motion to accept and for the trustees to sign the two pages of documents.

**RESOLUTION 2018-017** – made by Scott Yamamoto, seconded by Paul Molan to approve the Annual Township Mileage Report as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore reported that the scrap tire grant application was received from Geauga–Trumbull Solid Waste. The maximum grant amount for Hambden is \$1,669. Mrs. Dottore asked the board if they would like to submit for the grant.

**RESOLUTION 2018-018** – made by Scott Yamamoto, seconded by Paul Molan to submit the application for the scrap tire grant. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore asked the board to adopt the revised Park Board, Zoning Commission and Board of Zoning Appeals job descriptions as submitted for review.

**RESOLUTION 2018-019** – made by Scott Yamamoto, seconded by Paul Molan to adopt the revised Park Board, Zoning Commission and Board of Zoning Appeals job descriptions as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

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

- Road Department weekly work logs
- Snow plow route sheets
- January 18<sup>th</sup> road sign inspection reports
- January 22<sup>nd</sup> & 29<sup>th</sup> Park inspection reports
- January 22<sup>nd</sup> Safety meeting notes
- January 12<sup>th</sup>, 19<sup>th</sup>, 24<sup>th</sup> & 26<sup>th</sup> Legislative Alerts
- January Deferred Comp newsletter
- Geauga CIC Breakfast invitation. Discussion on “Your Business and the 2018 Tax Cuts & Jobs Act” on February 22<sup>nd</sup>
- 33% Load Limit Reduction Notification
- NOPEC letter to newly and re-elected officials
- Geauga Trumbull Solid Waste Mgmt. Committee opening and copy of policy
- Ohio Safety Congress & Expo invitation

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

Mr. Heald stated that the Department of Aging is holding a meeting on the senior trash day pick-up procedures.

**HAMB DEN TOWNSHIP TRUSTEES**

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, February 21, 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 8:15 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

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