

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 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 Comp Management representative Richard Owens. Mr. Owens explained that Comp Management is a 3rd party administrator for Worker's Compensation. Mr. McClintock asked what level of involvement they have with townships. They launched their township group in 2016 and are currently serving 73 townships in Ohio. Our 2019 annual dues and fees through Comp Management are projected to be \$145, with a group savings of \$2,666. Mr. Yamamoto asked if Comp Management services any other townships in Geauga County. A list of their city and school customers was handed to the board for review. He did not have a list of townships with him.

Mr. McClintock asked if any residents had questions or concerns to bring before the Board.

Kyle VanBoxel asked the board if they were aware of the proposed annexation of property by Mel Harder park on Chardon Windsor Road for additional parking. He and his mother own the two homes next to the park. Just last year Mr. VanBoxel installed a new septic system for his mother's home. The City of Chardon is proposing new water and sewer lines for the restrooms in the new section of the parking lot. Ohio law states that if you have access to city water and sewer you must tie into it. He and his mom would be legally responsible for tying into the water and sewer lines, costing him the tie in fee in addition to the \$15,000 he just spent on the septic system. Mr. McClintock stated that the proposed annexation must be placed on the November ballot before any annexation can be done. Geauga County Assistant Prosecutor Susan Weiland has informed that township that The City has grounds for the annexation and it would be difficult for the township to object.

OLD BUSINESS

Mr. Molan reported that he met with Lieutenant Baird of the Hambden Fire Department for a fire inspection of the town hall buildings. Due to the age of the building the doors are not up to the current code. The current condition is a safety issue for those in the building. Lt. Baird provided Mr. Molan with his findings and recommendations. Mr. Molan will write up specifications using the information Lt. Baird provided and present at a future meeting.

Mrs. Legg reported that she spoke with NOPEC representative Norma Fox regarding the NOPEC grant. A list of projects is not needed at this time. An online account needs to be set up listing Keith McClintock as project manager and Linda Legg as the fiscal manager. The deadline for the paperwork is December 2018.

HAMB DEN TOWNSHIP TRUSTEES

Mrs. Dottore stated that the new timeclock has been delivered and set up. This timeclock is manual and easier to use. The old timeclock will be returned to Acroprint.

NEW BUSINESS

MINUTES

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of March 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 he has issued two zoning violations, one new house application, one denial with a variance, and one violation was amended.

Mr. Acquaviva stated that he met with the Big Creek Ridge resident regarding complaints of a neighbor holding Conceal Carry Weapon (CCW) training and shooting on their property. The resident denies the firing of weapons for CCW training and claims they are friends shooting in his yard. There are You Tube video's showing the training in his yard. The sheriff deputy was called out due to the shooting, but the resident had a police scanner and stopped the shooting prior to the deputy's arrival.

Mr. Acquaviva stated that Dollar General has an exemption from the Army Core of Engineers for part of the riparian setbacks. Mr. Acquaviva has an appointment with Geauga Soil and Water Conservation District Director/Engineer Carmella Shale to discuss the zoning issues. Dollar General may need to apply for a couple variances, depending on the outcome of Mr. Acquaviva's meeting with Carmella Shale.

Mr. Acquaviva met with Geauga County Assistant Prosecutor Susan Weiland to discuss the letter from attorney Rebecca Divoky. Geauga County Assistant Prosecutor Susan Weiland spoke with the Ms. Divoky and asked for proof of an existing violation of buffer zones of the mobile home park. Mr. Acquaviva feels this issue has been handled but will keep the file open for now.

ZONING

Mr. Molan reported that the next zoning commission meeting is scheduled for Monday, April 9th.

Mr. McClintock stated that he will contact David Dietrich to schedule a Land Use Plan update meeting. Mr. McClintock is still looking for two additional residents to serve on the Land Use Plan committee.

FIRE DEPARTMENT

Chief Hildenbrand reported that the Easter Egg Hunt is scheduled for Saturday, March 31st at 10:00 a.m. in the township park.

HAMB DEN TOWNSHIP TRUSTEES

FINANCIAL

Mrs. Legg reported that warrants #10952 through and including #10992, totaling \$23,137.66 were submitted to the Board for approval and signature. This includes warrants #10955 through and including #10973 which were voided due to a printer error. The voided warrants are on file in the office if the state auditor requests them during the next audit. The mid-month payroll and deferred compensation are included in the total amount. 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 #51-2018 through #53-2018 were submitted to the Board for approval and signature.

Mrs. Legg reported that two blanket certificates were issued
Blanket Certificate #58-2018 - \$484.87 in the road and bridge fund 2031-330-190 for salaries to encumber the OPERS payment due to wage adjustments.
Blanket Certificate #59-2018 - \$101.98 in the general fund 1000-110-229 for Admin fees for Anthem Insurance.

Mrs. Legg stated that these amounts do not exceed the appropriated line item amount. The back-up was attached to all the purchase orders. Mrs. Legg asked the board if there were any questions regarding the blanket certificates. If not, by your signature they will stand approved.

RESOLUTION 2018-029 – 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 advised the Board that total receipts for February were \$17,120.41 and total expenditures were \$71,512.19.

Mrs. Legg reported that the board was given the February financial statement indicating a combined balance of \$972,839.13. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

RESOLUTION 2018-030 – made by Scott Yamamoto, seconded by Paul Molan to approve the February financial statement as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.
The board signed the February financial statement.

Mrs. Legg stated that the board showed an interest in viewing the Comp Management video to meet the Bureau of Workers Compensation requirements. Mrs. Legg will order the video which is due to arrive after June 1st.

Mrs. Legg reported that the board received copies of the Permanent Appropriations. These need to be filed with the Geauga County Auditor's Office by April 1st. If the board has no changes or questions, she would like them to sign the permanent appropriations for filing.

RESOLUTION 2018-031 – made by Scott Yamamoto, seconded by Paul Molan to approve the Permanent Appropriations as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.
The board signed two copies of the Permanent Appropriations.

HAMB DEN TOWNSHIP TRUSTEES

ROADS

Mr. Heald reported that the deadline for the state bid summer fill road salt contract is coming up. Mr. Heald would like to order 900 ton for next winter.

Mr. Heald stated that Brobst Tree Service has completed the tree removals on Cutts Road. The stump grinding still needs to be done. Brobst Tree Service has not given a date for the stump grinding.

Mr. Heald stated that he will be having shoulder surgery on April 12th and will be out six to eight weeks for recovery. Mr. Heald asked the board if Mike Romans and Ken Chuha may return to work on April 9th.

RESOLUTION 2018-032 – made by Scott Yamamoto, seconded by Paul Molan to rehire Mike Romans and Ken Chuha effective April 9, 2018 at the same rate of pay as last year. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Heald reported that John Bryant asked if his 13-year old son could perform community service at the township. The board discussed the fact that he may be too young to work independently and would not be able to run the mower or weed-whacker. Mr. McClintock will check with Geauga County Assistant Prosecutor Susan Weiland to see if and what type of work he would be able to perform.

TOWNSHIP HALL

Mr. Heald stated that a couple emergency lights were found to be not working during the fire inspection with Lt. Baird. Five Star is scheduled to inspect the fire extinguishers on April 2nd. Mr. Heald stated that several units required new batteries. Chief Hildenbrand asked what the new batteries cost for the emergency lights. Chief Hildenbrand stated that it is cheaper to purchase new LED emergency lights on Amazon than to purchase new batteries for the old lights.

SAFETY

Mr. Heald stated that a section of sidewalk in the front of the old town hall has lifted and cracked due to the frost. The cement may settle when the weather warms up. If not, that section will need to be replaced.

PARK

Mr. Romans reported that two Chardon baseball coaches were invited and attended the January 8th park board meeting. Both coaches requested using the fields again this year and provided game schedules. One coach has requested using field #3 from early April through September. He has offered to drag the fields, paint the lines and assist in cutting the grass if needed. Mr. Romans has given him a "Hold Harmless" agreement to sign and informed him to coordinate the ball field maintenance directly with Mr. Heald.

Mr. Romans stated that the coach is looking for community service for the ball players. Mr. Yamamoto will contact the Department of Aging to see if they can use the ball players to assist in trash pick up for trash day.

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

HAMB DEN TOWNSHIP TRUSTEES

CEMETERY

Mr. Heald stated that one cement foundation footer needs to be poured but the ground has been too wet.

MISCELLANEOUS

Mr. McClintock reported that each Geauga Township needs to vote/elect a Geauga for appointment to the Geauga Trumbull Solid Waste Management District Policy Committee. Bainbridge Township Trustee Kristina O'Brien was the only candidate.

RESOLUTION 2018-033 – made by Scott Yamamoto, seconded by Paul Molan to vote for Bainbridge Township Trustee Kristina O'Brien to serve as the Geauga Township Association representative to the Geauga Trumbull Solid Waste Management District Policy Committee. 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:

- Letter from Cutts Road resident
- Geauga Township Association Quarterly Dinner 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.

Mrs. Dottore reported that Fred Pryor/Career Track is hosting a one-hour webinar regarding Form W-9. This form is sent to contractors or any individual who would perform work for the township but is not a township employee. Mrs. Dottore stated that sending and recording the W-9 submissions is one of her responsibilities and requested permission to attend the webinar on April 4th at a cost of \$199.

RESOLUTION 2018-034 – made by Scott Yamamoto, seconded by Paul Molan to permit Mrs. Dottore to attend the Career Track W-9 webinar as requested. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Molan asked Mrs. Dottore about other classes she has shown an interest in attending. Mrs. Dottore stated that according to Mrs. Legg, the Geauga County Library system offers free webinars to registered library card holders.

Mrs. Dottore reported that the Geauga Fair Band will confirm participation in the Hambden Memorial Day parade after their April meeting. Hambden Congregational Church Pastor Boone has agreed to using his church for Memorial Day and will continue Pastor Dove's tradition of saying the opening prayer. Pastor Beorn has agreed to say the benediction at the Veterans' Memorial. Kings Club and Girl Scouts Troop 71301 have been invited to participate in the parade. The Purple Horse store and Child Evangelism and Fellowship have both requested to participate in the parade. Mr. Bill Gertz stopped in and expressed an interest in reading the veterans' names again this year.

Mrs. Legg reported that the initial authorization was sent today for UAN to download our 2017 financial reports to OhioCheckbooks.com.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, April 4, 2018 at 6:30 p.m. Guy Wilson will be attending to discuss the Chardon School Levy.

HAMB DEN TOWNSHIP TRUSTEES

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 7:30 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Keith McClintock

DATE APPROVED:

Paul Molan

Scott Yamamoto