

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 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 asked if any residents had questions or concerns to bring before the Board. There were none.

Mr. McClintock reported that three quotes were submitted for spring trash day hauling. The trash volume and number of containers from 2017 spring trash day were used for comparison purposes.

Penn Ohio	\$4,118.63
Waste Management	\$4,077.81
Major Disposal	\$2,377.80 – not licensed for tire hauling

Mr. McClintock stated that given the quotes were to include tire hauling, Major Disposal should be excluded from consideration.

RESOLUTION 2018-024 – made by Scott Yamamoto, seconded by Paul Molan to award spring trash day hauling to Waste Management. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

OLD BUSINESS

Mrs. Dottore stated that there is a problem with the man door to the old town hall where the remote lock was going to be installed. The morning of March 6th she noticed that the man door was not latched closed. The door was extremely tight and had to be forced shut. There has not been a problem in the past. Mr. Molan will inspect the door to analyze the problem. Mrs. Legg asked the board to perform a walk through at the end of the meeting and make a list of all items needing modifications for the purpose of getting compliant with fire codes. Mr. Molan and Chief Hildenbrand will do a walk through.

Mrs. Legg presented that board with the NOPEC grant resolution and agreement for review and signature. This energy grant is for a maximum \$12,500.

RESOLUTION 2018-025 – made by Scott Yamamoto, seconded by Paul Molan to apply for the NOPEC grant and sign the NOPEC grant resolution and agreement. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

The projects being considered are new windows for the old town hall and possibly a new door.

Mr. Heald stated that he spoke with 12 townships regarding the type of time clock used by their road department personnel. Most of the townships use a simple manual time clock, others have written time sheets. The county is working on installing a computerized system. Mr. McClintock suggested exchanging the automated time clock for a mechanical time clock and consider changing over to the county system if they have good success with that system.

HAMB DEN TOWNSHIP TRUSTEES

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

No report. Mr. Acquaviva was absent.

ZONING

Mrs. Scheuring reported that a public hearing will be held in April on a new amendment to the zoning resolution.

Mr. McClintock stated that two residents have shown an interest in serving on the 10-year Master Plan committee.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the February call summary. There were 42 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand stated that resident/firefighter/seasonal road employee Dale Smith passed away. Chief Hildenbrand thanked the township for their assistance with the brunch at the town hall after the funeral. The board thanked the chief for all the fire department did organizing the procession to the cemetery and the luncheons.

FINANCIAL

Mrs. Legg reported that warrants #10931 through and including #10954, totaling \$40,248.07 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 #46-2018 thru and including #50-2018 were submitted to the Board for approval and signature. #48-2018 was a Then and Now purchase order for Rogen & Young in the amount of \$750. 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.

RESOLUTION 2018-026 – made by Scott Yamamoto, seconded by Paul Molan to approve the Then & Now purchase order as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg stated that there were no blanket certificates issued since the last meeting.

Mrs. Legg reported that two Intra-fund transfers were made since the last meeting.
\$6,000 was transferred within the General fund from 1000-110-519 dues & fees to 1000-110-319 professional & technical services.
\$4,000 was transferred within the General fund from 1000-110-599 miscellaneous expenses to 1000-110-519 dues & fees.

HAMB DEN TOWNSHIP TRUSTEES

Mrs. Legg reported that the township is required to attend the Care Works Two-Hour safety training. The board discussed the distance of the training facilities. Mrs. Legg will contact Care Works to inquire if any additional training is scheduled that may be closer to the township. Mr. McClintock asked if the discount is worth the training. The discount ranges from 1% - 3%. Mrs. Legg stated that the board needs to decide if they will continue with Care Works at the cost of \$608 or switch to Comp Management for \$145. Richard Owens with Comp Management has offered to meet with the board to discuss their organization. Arrangements will be made to invite Richard Owens to present at an upcoming trustee meeting. Chief Hildenbrand stated the fire department has used Comp Management for many years.

ROADS

Mr. Heald reported that Brobst Tree & Stump Service is scheduled to begin tree and stump removals on Cutts Road on March 19th contingent on the weather.

Mr. Heald stated that a few years ago they submitted for a sign grant and received enough signs to cover the township's needs. Mr. Heald spoke with Nick Gorris of the Geauga County Engineer's office. There are no signs on the new grant that the township would need.

Mr. Gorris will remove Hambden Township from the list allowing for another township to be offered the grant.

Mr. Heald reported that the contractors building the new homes on Steelhead Drive have damaged the edges of the road by parking and unloading equipment. Mr. Yamamoto will contact Shane Hajjar of the Geauga County Engineer's office for his advice on any recourse the township has and the liability of the contractor.

Mr. Heald stated that Mapledale Landscaping donated approximately 30-yards of cinders that he donated to the township.

Mrs. Legg stated that the office has received several calls regarding survey flags on Williams Road. Mr. Yamamoto stated that it is probably a private survey being done.

TOWNSHIP HALL

Mrs. Dottore reported that an e-mail was received from Windstream stating they would be out today to begin installation of the fiber optic internet connection. Mrs. Dottore contacted Computer Housecalls who stated they may be able to remotely program the computers and hardware saving the township money.

Mrs. Dottore reported that during her conversation with Computer Housecalls she was asked about the battery back-up/surge protection on the computers. None of the computers currently have this protection. Chris at Computer Housecalls recommended a unit for each computer and one for the router. Each unit cost \$140 on line but is less expensive in the store. The board agreed that it is a cheap insurance policy to protect the loss of data on the computers.

RESOLUTION 2018-027 – made by Scott Yamamoto, seconded by Paul Molan to purchase five Back Up UPS units from Micro Center. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

HAMBDEN TOWNSHIP TRUSTEES

Mr. Molan stated that there are multiple plugs going into outlet strips behind the desks. He suggested using one of the unused breakers to run a dedicated circuit behind Mrs. Dottore's desk. Mr. Yamamoto stated that the new UPS units will have multiple outlets that could be used. Mrs. Legg stated that the main problem is the outlets are behind the desks and there is no access to them. Mr. Molan suggested cutting a hole in the back of the desk to allow access to the outlets.

SAFETY

Mr. Heald stated that on April 12th there is a "Call before you dig" seminar being held at St. Denis Golf Club at 5:30 p.m. The seminar is free. Mr. Heald stated that he and Dan have attended this seminar several years ago. He suggested Dan Brazis attend as a refresher course. Mr. Yamamoto stated that he would also be interested in attending the seminar. Mr. Molan has already signed up for the seminar on his own.

PARK

Mr. McClintock stated that Joyce Edelinsky and Barry Bishop obtained tree quotes from Herman Losely and Lake County Nursery. The other nurseries they contacted did not submit a quote. The quotes are for a total of 12 trees, red maples and honey locust trees.

Herman Losely \$1,845.75

Lake County Nursery \$1,752.00

Both quoted freight to be approximately \$250 - \$300.

Herman Losely quote is higher due to a larger caliper tree. The recommendation is to order the trees from Herman Losely due to past experience with the size and quality of their trees. Mr. McClintock stated that the trees would be delivered the end of April.

RESOLUTION 2018-028 – made by Scott Yamamoto, seconded by Paul Molan to order 12 trees from Herman Losely as quoted and not to exceed \$2,145.75, including delivery. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Romans asked if there was any discussion on who would be planting the trees. Mr. McClintock stated that in the past Mapledale Landscaping planted the trees and they have done a great job.

CEMETERY

No report

MISCELLANEOUS

Mrs. Dottore reported that she has received two phone calls from residents reporting that the street light located at Woodin Road and Lawnview is not working. She contacted First Energy and was told the light is privately owned by Maple Ridge and they have stopped paying for the light. The board stated that there is nothing they can do about a privately-owned light.

Mr. McClintock reported that he was contacted by Randy Sharpe regarding the city's proposed annexation of the property by Mel Harder park. This was brought to the board's attention by Zoning Inspector Richard Acquaviva at the first meeting in January. Mr. Sharpe wanted to make sure the township was aware that this will be on the ballot for approval by their residents prior to annexing the property. The property will be used for additional parking.

HAMBDEN TOWNSHIP TRUSTEES

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

- February 23rd and March 2nd Legislative Alerts
- Road Department weekly work logs
- March 1st safety meeting notes
- February 21st and 26th Park inspection reports
- Plow route sheets
- February 26th Road sign inspections
- Sheriff's Office February Month End Report
- County Commissioners resolution to improve Kile Road
- Elevate your construction procurement through cooperatives webinar
- Zoning complaint letter

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. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, March 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 7:15 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Keith McClintock

DATE APPROVED:

Paul Molan

Scott Yamamoto