

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, April 19, 2017 at 6:30 p.m. with the following members present: Scott Yamamoto, Edward Kaminski and Keith McClintock. Also present was Fiscal Officer Laura Chorman, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet.

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

Mr. Yamamoto reported that there was a quorum. All three trustees were present.

Mr. Yamamoto introduced Geauga Commissioner Skip Claypool and Geauga Trumbull Solid Waste (GTSW) Compliance Manager Greg Kovalchick. Commissioner Claypool stated that Mr. Kovalchick has replaced Bob Villa who recently retired from GTSW. Chairman Claypool announced changes that are being implemented for recycling in Geauga County. Some of the changes include adding recycling containers at the 470 Center Street location, installing monitoring systems at recycling centers (if requested), curbside recycling and possibly adding a centralized facility in Geauga County similar to the Warren site. Commissioner Claypool asked the board of trustees to consider re-instating the recycling center in Hambden Township with a monitoring system. After much discussion, the board of trustees thanked Commissioner Claypool and Mr. Kovalchick for their time but politely declined due to the severity of problems experienced over the past few years.

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

OLD BUSINESS

Mrs. Dottore reported that the office is still receiving phone calls and residents are stopping in regarding the recycling center.

Mrs. Chorman reported that a copy of the letter Geauga County Assistant Prosecutor Susan Weiland to Mr. Miller regarding the salt storage building was forwarded to the board. Mrs. Chorman asked the board if they had an option on how to proceed. There were none. Until all waiver of liens are received, the project cannot be closed out.

Mr. Yamamoto reported that he and Catherine Chuha presented the list of perspective vendors, contract and list of rules for the farmer's market to the park board. Ms. Chuha will begin to send out contracts to the interested vendors. The information will be forwarded to Mrs. Dottore to place on the township website. The funds will be placed in a non-restricted park fund.

Mrs. Chorman reported that in response to Dave Jevnikar's request for G-TV to receive the entire five percent of franchise fees the township receives, she has comprised data as requested by the board. Since 2009 G-TV has received \$191,000 from Hambden Township. The other one percent received in franchise fees is unrestricted funds which helps fund the community picnic and Memorial Day observance. Time Warner Cable is not available to the West side of the township preventing them from accessing G-TV through their cable provider. Mrs. Chorman gave a breakdown of area townships contributions to G-TV and their franchise fees received. Mr. Kaminski stated that the township can show a need for the one percent of gross revenue that is kept and recommended keeping the one percent for the townships use. The board agreed.

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NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the regular meetings of March 1, 2017. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading. Mrs. Chorman reported that the minutes of the April 5th meeting will be presented for approval at the next meeting.

ZONING INSPECTOR

Mr. Acquaviva reported on zoning activities for the period of February 16, 2017 through March 15, 2017. Mr. Acquaviva issued 4 new permits and 6 permits are pending. Several trips to the planning commission to meet with Dave Dietrich were made. Mr. Dietrich has been assisting him with complex lot splits. The Conditional Use zoning amendment is being worked on. The Clemson lot split proposal is close to being resolved. Mr. Acquaviva is working on three other variance requests.

ZONING

Mrs. Scheuring reported that the Zoning Commission is scheduled to meet on Monday, May 1st.

FIRE DEPARTMENT

Chief Hildenbrand reported that the Easter Egg Hunt was well attended and thanked those trustees and residents that helped at the event.

Chief Hildenbrand reported that the fire department is holding their Mother's Day Rib dinner fundraiser again this year.

Chief Hildenbrand stated that the fire department will be burning fields in Weslaco as they do every spring to help maintain proper old-field wildlife habitat.

FINANCIAL

Mrs. Chorman reported that warrants #10288 through and including #10318, totaling \$83,224.16 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. Chorman submitted to the Board for approval and signature purchase orders #2425 through #2442. There were two blanket purchase orders.

\$300 in the General Fund for building other supplies.

\$500 in the Road and Bridge fund for small tools and equipment.

Mrs. Chorman stated that these do not exceed the appropriated fund lines. 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 2017-045 – made by Keith McClintock, seconded by Edward Kaminski to approve the blanket purchase orders as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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Mrs. Chorman reported that the board was given the March financial statement indicating a combined balance of \$1,459,954.54. Mrs. Chorman asked the board if there were any questions or discussion regarding the financial statement. There were none.

RESOLUTION 2017-046 – made by Keith McClintock, seconded by Edward Kaminski to approve the March financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Chairman Yamamoto signed the March financial statement.

Mrs. Chorman reported that she received the ACH Agreement from Middlefield Bank. Mrs. Chorman will sign the agreement and mail it back.

Mrs. Chorman reported that seven intra-fund transfers were made since the last meeting.

\$1,000 was transferred within the road and bridge fund from account 2031-4330-599 miscellaneous expenses to 2031-4330-345 advertising.

\$1,000 was transferred within the general building fund from account 1000-4120-740 machinery & equipment to 1000-4120-323 repairs & maintenance

\$1,000 was transferred within the general building fund from account 1000-4120-720 buildings to 1000-4120-360 contracted services

\$5,000 was transferred within the cemetery general fund 1000-4410-720 buildings to 1000-4410-730 site improvements

\$1,000 was transferred within the park fund 2171-4610-420-0010 operating supplies #10 stone to 2171-4610-420-0008 operating supplies #8 limestone

\$6,500 was transferred within the motor vehicle fund 2011-4330-420-0002 operating supplies salt to 2011-4330-420 operating supplies fuel

\$750 was transferred within the general fund 1000-4130-341 zoning telephone to 1000-4120-341 office telephone

ROADS

Mr. Heald reported that Montville Township submitted a Memorandum of Understanding for shared labor with Hambden Township. The Memorandum of Understanding will be forwarded to Geauga County Assistant Prosecutor Susan Weiland for review.

Mr. Heald reported that the 2017 road salt winter contract was received. Mr. Heald recommended ordering 800 tons of road salt. Mrs. Chorman verified that the funds were appropriated to purchase 800 tons of road salt.

RESOLUTION 2017-047 – made by Keith McClintock, seconded by Edward Kaminski to sign the ODOT 2017 winter salt contract for 800 tons of road salt. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Heald reported the new truck has been delivered. A few adjustments will be made to haul the trailer.

Mr. McClintock stated that the road department is ready to sell the 2005 International plow truck, spring finger material spreader an 11' power angle Wausau plow.

RESOLUTION 2017-048 – made by Keith McClintock, seconded by Edward Kaminski to declare the 2005 International plow truck, spring finger material spreader an 11' power angle Wausau plow as surplus. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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Mr. McClintock asked how many applications were received for the part-time road position. Mrs. Chorman stated that two applications have been received. After a short discussion, it was decided to expand the search. In addition, the Township will advertise the position at Auburn Career Center and Chardon High School. The salary will be based on qualifications.

Mrs. Dottore reported that at the Auditor of State Conference she attended a "Converting Surplus into Cash – Online versus Onsite" class. Kiko Auctioneers were the presenters. They explained how an onsite auction with a present time online auction brings in more bidders as well as in person bidding wars. Mrs. Dottore also spoke with Russell Township trustee Chuck Walder. Russell Township has used Kiko Auctioneers in the past and have had great success in selling items for a good profit. Mrs. Dottore asked the board if they would be interested in selling the surplus items at a live auction that could be combined with another local township to bring in more bidders. The board asked Mrs. Dottore to check into the fee amounts involved in GovDeals versus live auctioneers.

Mrs. Chorman asked the board if they were interested in applying for 2018 OPWC funding. Mrs. Chorman stated that she spoke with Geauga County Engineer Shane Hajjar. Mr. Hajjar informed her that there is a very slim chance of getting additional money, due to the funding we are receiving for the Cutts Road OPWC project. The board agreed and will return the form stating, "No projects at this time" and will focus efforts on an application next year.

TOWNSHIP HALL

Mr. Heald reported that the automatic light switches in the restrooms need replaced. They are not shutting off as programmed. Exterior lights that are not working will be replaced with LED fixtures.

Mr. Heald stated that the rotten wood on the zoning building will be replaced.

SAFETY

Mr. Heald stated that he attended the Alvord's chain saw training at Munson Township with Mr. Brazis and park board member Mike Romans. The class was informative.

PARK

Mr. Heald reported that the drive where the fence was relocated will be widened with stone to allow the fire department vehicles access to the back of the park in case of an emergency.

Mr. McClintock reported that the park board is requesting the board's approval to purchase six new bleacher units for the ball fields. The following quotes were received.

American Parks Company	\$6,706.80
David Williams & Associates	\$6,275.00

RESOLUTION 2017-049 – made by Keith McClintock, seconded by Edward Kaminski to purchase six bleacher units from David Williams & Associates. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Chorman will run data recovery on David Williams & Associates before the purchase order is issued.

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Mrs. Edelinsky reported that they are working on the walking trail map. The park board is considering several different designs for rain shelters to be installed in the rear of the park. The park will present the designs and pricing to the board for approval at a future meeting.

Mr. Romans reported that the park board is considering purchasing additional playground equipment.

Mr. Heald reported that he has requested quotes from several fence contractors to install new gates in the park leading to the ballfields and walking trail. Coaches are driving vehicles to the back of the park and parking on the track. The new gates will have locks. The only ones having driving access past the gates will be the road department and fire department. There will be walking access through the gate.

Mr. Romans reported the 12 trees ordered from Herman Losely were delivered today.

Mr. Romans stated that he has requested a ball field schedule several times and has not yet received it.

CEMETERY

Mr. Heald reported that the footers for the columbarium are installed. The columbarium can be delivered any time April 24th. Quote requests will be sent out for the sidewalks around the columbarium after it is delivered.

MISCELLANEOUS

Mrs. Dottore reported that after attending the cyber security class at the Auditor of State conference and speaking with Russell Township she is requesting resolution #2017-044, made on April 5th be rescinded. Backing up to the "cloud" is not highly recommended. Other options have been presented. The board decided to wait on rescinding the resolution until after getting the opinion of the State Auditor's department.

Mrs. Dottore stated that Memorial Day is approaching. Several decisions need to be made. A parade marshal and speaker need to be chosen, the Geauga Highlanders and Fair Band need to be invited and the trustees need to decide who will make the opening remarks, introduce the speaker and who will make the closing remarks. Mr. Yamamoto stated that he would ask Jen Harcher from Channel 8 to be the speaker and would introduce the speaker. Mr. Kaminski stated he will invite the Fair Band and will make the opening remarks. Mr. McClintock stated he will be out of town that day.

Mr. McClintock stated that he would like Hamdben Highlights newsletter articles submitted within the next two weeks. He is preparing to publish a newsletter as soon as possible.

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

- Invitation to Elected Officials Conference May 18th and 19th
- Veterans Resource Fair
- CIC Annual Salute to Business and Industry – May 18th
- Burnham & Flower OPEC renewal/Ohio Insurance
- Time Warner/Spectrum correspondence
- Road Department Weekly work logs
- April 3rd Park Inspection report
- April 6th Safety Meeting notes

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. Chorman reported that Claridon-Troy Road will be closed between Rt. 608 and Chardon Windsor from April 25th through April 27th.

Mrs. Edelinsky asked the board if there was going to be a community picnic this year. Mr. McClintock stated that last years' attendance was way up. Mr. McClintock will ask for volunteers to help coordinate the picnic in the Hambden Highlights newsletter.

Chief Hildenbrand stated that he wants the ambulance and accessories sold on GovDeals. He stated that his items reach a larger audience of fire departments on GovDeals versus a live auction.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, May 3, 2017 at 6:30 p.m.

Mr. Yamamoto 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 7:45 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski