

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, April 5, 2017 at 6:30 p.m. with the following members present: Scott Yamamoto, Edward Kaminski and Keith McClintock. Also present was Assistant to the Fiscal Officer Linda Legg, 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 asked if any residents had questions or concerns to bring before the Board. There were none.

Shane Hajjar of the Geauga County Engineers' Office reported on the High Country Drive paving project. He explained the specifications of the job as well as the overlays on the drive aprons. The project cost is estimated to be around \$280,000. Mr. Hajjar asked the board to approve and sign the Resolution to Order the Asphalt Resurfacing of High Country Drive.

RESOLUTION 2017-036 – made by Keith McClintock, seconded by Edward Kaminski to approve the Resolution to Order the Asphalt Resurfacing of High Country Drive as submitted by the Geauga County Engineers Office. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

OLD BUSINESS

Mrs. Legg reported that the signed UAN contract was mailed. She is waiting to hear from them regarding a training date.

Mr. Kaminski reported that he received an e-mail from Greg Kovalchick, Interim Director of Geauga Trumbull Solid Waste Management District. Mr. Yamamoto stated that he also received the e-mail requesting a meeting with the Hambden Township Board of Trustees to discuss issues concerning the recycling program that was discontinued. After a short discussion, the board stated that there is no interest in re-establishing a recycling program in Hambden Township.

Mr. Yamamoto reported that Geauga County Assistant Prosecutor Susan Weiland made recommendations regarding the formation of a farmer's market in Hambden Township. Her suggestions include adopting rules/bylaws and appointing an organizer, manager and committee.

RESOLUTION 2017-037 – made by Keith McClintock, seconded by Edward Kaminski to appoint Scott Yamamoto as the Farmer's Market Organizer. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – abstain. Motion carried.

RESOLUTION 2017-038 – made by Keith McClintock, seconded by Edward Kaminski to appoint Catherine Chuha as the Farmer's Market Manager. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

RESOLUTION 2017-039 – made by Keith McClintock, seconded by Edward Kaminski to appoint Kate Marciano as a Farmer's Market committee member. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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RESOLUTION 2017-040 – made by Keith McClintock, seconded by Edward Kaminski to appoint Leanne Exum as a Farmer’s Market committee member. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

RESOLUTION 2017-041 – made by Keith McClintock, seconded by Edward Kaminski to appoint Mike Romans as a Farmer’s Market committee member. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto stated that he and Ms. Chuha will make a presentation to the park board on April 17th. There are currently seven vendors signed up. A map of vendor stands and parking will be presented to the park board. Mr. Yamamoto thanked Ms. Chuha for all the work she has done to set up the Farmer’s Market for Hambden Township.

NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the regular meetings of March 15, 2017. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

ZONING INSPECTOR

Mr. Acquaviva reported that several permits have been issued, 8 permits are pending. The township lot consolidation has been signed off and sent to Dave Dietrich for approval. Has been working with the surveyor on the lot splits for the Cianfaglione property. Two properties with zoning violations are past their compliance date. Geauga County Assistant Prosecutor Susan Weiland will be contacted regarding these violations. Four zoning variances are close to scheduling a hearing with the Board of Zoning Appeals.

ZONING

Mrs. Scheuring reported that the Zoning Commission met on Monday, April 3rd. They will be working on the medical marijuana issue.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the March call summary. There were 59 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported that the information and pictures for the items being auctioned on GovDeals was given to Mrs. Dottore.

Chief Hildenbrand stated that the Easter Egg Hunt is scheduled for Saturday, April 15th at 10:00 a.m.

FINANCIAL

Mrs. Legg reported that warrants #10246 through and including #10287, totaling \$143,373.35 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.

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Mrs. Legg submitted to the Board for approval and signature purchase orders #2417 through #2424. There were three blanket purchase orders.

One was in the Park fund 2171-4610-420 (Operating Supplies) \$1,000

One was in the park fund 2171-4610-490 (Other Supplies & Materials) \$2,000

One in the cemetery fund 2041-4410-430 (small tools & equipment) \$300

These amounts do not exceed the appropriated line item amount.

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 2017-042 – 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.

Mrs. Legg reported that one intra-fund transfer was made. \$500 was transferred from the cemetery fund 2041-4410-316 engineering services to 2041-4410-430 small tools and equipment.

Mrs. Legg advised the Board that total receipts for March were \$606,211.37 and total expenditures were \$149,172.06.

Mrs. Legg reported that Mrs. Chorman is working on setting up Positive Pay with Middlefield Bank. Positive Pay is a program recommended by the Auditor of State along with the Treasurer of State to help prevent fraud.

Mrs. Legg stated that Mrs. Chorman would like to have the 2017 1st quarter audit meeting on April 19th following the regular trustee meeting. There were no objections.

ROADS

Mr. Heald stated that he has not seen any paperwork on the road salt contract for the winter fill. We did receive 40 tons of road salt that was incorrectly delivered to the township. The salt was supposed to be delivered to the Chardon School District. Mr. Molan stated that the township should not have paid full price for the salt since it was mistakenly dumped in the salt shed and they would have had to send a loader out to reload the salt into the truck. It was explained to Mr. Molan that the township received the salt at a good price, they paid the bulk contract price from last winter.

Mr. Heald reported that the new truck is scheduled for delivery next week. They are waiting for the tool box and a few odds and ends to be installed.

Mrs. Dottore stated that the legal ad for the road grader auction will be advertised in the April 6th edition of the Geauga Maple Leaf and posted on GovDeals auction site beginning April 20th and ending May 8th.

Mrs. Dottore reported that the Ohio Public Works Commission (OPWC) grant was approved for the reconstruction project of Cutts Road in the amount of \$150,000.

Mrs. Dottore reported that the Geauga County Engineer's office submitted a Resolution to Participate in the Geauga County Engineer Resource Rental Program. Hambden Township participated by resolution in 2013.

RESOLUTION 2017-044 – made by Keith McClintock, seconded by Edward Kaminski to participate in the Geauga County Engineer Resource Rental Program. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

The township representatives will be Dave Heald and Scott Yamamoto.

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TOWNSHIP HALL

Mr. Heald reported that he will be submitting a purchase order request for lights and wood to complete repairs to the town hall buildings.

Mrs. Dottore reported that Jen's Cleaning has agreed to do spring cleaning of the town hall buildings at the same rate she currently charges for the weekly cleaning. Mrs. Dottore needs to submit a detailed list of expectations for each location. The board agreed with the charges.

SAFETY

Mr. Heald stated that he will be attending the Alvord's chain saw training with Mr. Brazis and would like park board member Mike Romans to attend the training as well.

PARK

Mr. Romans reported that the trees for the park were ordered and due to be delivered the week after Easter.

Mr. McClintock stated that two quotes for planting the trees were received. Mapledale Landscaping quoted \$1,800, H&M Landscaping quoted \$2,970.

RESOLUTION 2017-043 – made by Keith McClintock, seconded by Edward Kaminski to hire Mapledale Landscaping to install the trees in the park. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Romans reported that the next park board meeting is scheduled for Monday, April 17th.

Mr. Romans reported that he received the baseball team insurance certificates. He is still waiting for the ball field use schedule.

CEMETERY

Mr. Heald reported that the fence repairs and gates have been installed. Concrete Engraving is scheduled to install the columbarium footers and foundation next week, weather permitting.

MISCELLANEOUS

Mrs. Dottore reported that the scrap tire grant application was approved by Geauga Trumbull Solid Waste with a maximum reimbursement of \$1,669.

Mrs. Dottore reported that Habitat for Humanity Restore accepted the invitation to attend Spring trash day and salvage any furniture/building products they can use or sell.

Mr. Yamamoto reported that he was contacted by Bill Phillips at the Department of Aging regarding a Senior Citizens trash pick-up program for Hambden Township residents. The township would only be responsible for supplying and driving the truck. Geauga County Assistant Prosecutor Susan Weiland has given her approval, as long as the township does not enter the home or load the items on the truck. Mr. Yamamoto stated that he would be willing to drive the one ton truck. Concerns that arose during the discussion include: where to place the items before trash day and what issues other townships who offer this service have experienced. Mr. McClintock suggested that with such short notice, not offer the service this spring and spend some time working out the details before fall trash day.

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Mr. McClintock reported that Dave Jevnikar of Geauga Local Access is requesting the full 5% of franchise fees the township receives from Time Warner Cable. Mr. McClintock stated that the City of Chardon, Munson Township, Chardon Township, Burton Village and Middlefield Village all participate and provide the full 5% fee. Hambden Township is the only township that does not provide the full 5%. Mr. McClintock stated that if the other communities are paying 5% he feels it is reasonable to be on par with that. They are more than willing to provide, deliver and set up equipment for our use at the community picnic. Mrs. Dottore stated that the 1% the township withholds is unrestricted funds and are used to help fund the township community picnic as well as the Memorial Day observance, etc. The board decided to table the decision until Mrs. Chorman can analyze the amount of funds the township withholds, the amount of unrestricted funds used, what the funds are used for and the franchise fee policies of surrounding townships.

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

- Legislative Alerts dated March 31st.
- Road department weekly work logs.
- March 6th, 22nd and 31st safety meeting notes.
- February 27th and March 24th road sign inspection reports.
- March 6th, 22nd and 27th park inspection reports.
- APWA Northeast Ohio Public Works Expo
- Ohio Association of Public Treasurers
 - Mrs. Chorman's opinion is that it is more for municipalities but some of the classes she took were good information for the township.
 - They are endorsing "Comp Management" which is comparable to "Care Works" who we are currently using.
 - Mrs. Legg stated that Comp Management may be less expensive. She and Mrs. Chorman will be looking into this option.
 - The board supports signing Linda Legg up as a member of the Ohio Association of Public Treasurers.

Mrs. Dottore asked the board if there were any further questions, if not the correspondence will be filed in the office.

Mrs. Dottore reported that after an issue with her computer, she discussed backing up the computers with Computer Housecalls. Dave Schultz recommended signing up with Carbonite for \$60 per year, per computer for back up stored in the cloud. After a short discussion, the board agreed it was worth the protection from losing all the information. **RESOLUTION 2017-044** – made by Keith McClintock, seconded by Edward Kaminski to pay Carbonite to store a back-up in the cloud at \$60 per computer, per year. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, April 19, 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.

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There being no further business to come before the Board at this time, the meeting adjourned at 7:18 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski