

## HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 16, 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.

Diane Mack asked Chief Hildenbrand about the laws for outdoor burning. She stated that multiple neighbors are open burning on a regular basis. The biggest issue is when they burn garbage. The smoke enters their home when the windows are open. Mr. Holbert is on home dialysis and must have a sterile environment. Chief Hildenbrand stated that you are allowed to burn anything that grows on your property with a burn permit from the fire department. Garbage does not grow on your property, so it is not permitted. The purpose of the permit is that the fire department will not allow the burn if the vegetation is too dry, the smoke is blowing into the neighbors' house or across the road. If complaints are called in the offender will be told to put the fire out. The fire department cannot control what anyone burns in their home. Chief Hildenbrand stated that anyone should call the fire department when the neighbors are burning garbage.

### OLD BUSINESS

Mr. Yamamoto reported that the Cutts Road reconstruction bids were opened on Friday, May 11<sup>th</sup>. Nine bid packets were distributed. Two bids were received.

Ronyak Paving	\$799,890.00
Karvo Companies	\$795,173.10

The Engineers office took copies of the bids after they were open for review and recommendation. Mr. Yamamoto read the Engineers letter of recommendation stating they reviewed the bids and are recommending the Cutts Road reconstruction project be awarded to the lowest and best bidder (Karvo Construction) in the amount of \$795,173.10. The Geauga County Engineer's office estimated \$760,000.00. The township is not permitted to award the road project until the full amount of \$795,173.10 is encumbered. Payment options have been discussed with the Engineers' office. It was recommended to pursue a loan through the Ohio Department of Transportation State Infrastructure Bank. Mrs. Legg explained the details of the loan process and fees. The board discussed delaying the Cutts Road project but then there is the possibility of losing the Ohio Public Works grant of \$150,000.

**RESOLUTION 2018-047** – made by Scott Yamamoto, seconded by Paul Molan to apply for a \$450,000 loan through the Ohio Department of Transportation State Infrastructure Bank for the reconstruction of Cutts Road. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

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Mr. Molan reported that 10 quote requests were sent out for new windows in the old town hall using the NOPEC Energy Grant. Three quotes were received.

Window Universe	\$ 5,075.00
Empire Windows	\$ 5,399.00
Cianfaglione Builders	\$12,609.14 Option 1 Single Hung
Cianfaglione Builders	\$15,209.75 Option 2 Wood Windows

The board will review the quotes and look at window samples before making a final decision.

Mr. Molan reported that only one door/hardware quote was received.

Cianfaglione Builders	\$6,914.59
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The board would like to re-advertise for the door/hardware for additional quotes. Mr. Molan stated that several contractors contacted him today stating they did not have enough time to work up quotes. The board agreed that 7 days was too short a time period.

Mr. McClintock will check with NOPEC regarding the energy grant. He will ask if updating street lighting qualifies for the energy grant.

Mrs. Legg stated that she forwarded that American Tower lease agreement to Geauga County Assistant Prosecutor Susan Weiland for approval but has not heard back from her.

Mr. McClintock stated that Steve Oluic has agreed to be the Memorial Day speaker. He was highly recommended by the VFW. Denise Kaminski was also asked. She stated that she has been the speaker in the past and passed this year, but would gladly speak again. A note will be placed in the Memorial Day folder for next year with Denise Kaminski as a suggestion for the speaker. Ed Kaminski has agreed to be the Parade Marshal. Mrs. Dottore will contact Junction Auto for a convertible to be used for the Parade Marshal. Mr. Yamamoto will introduce the speaker, Mr. Molan will give the opening remarks and Mr. McClintock will give the closing remarks.

### NEW BUSINESS

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of April 18, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

Mr. McClintock reported that three quotes were received for fall trash day document shredding.

Assured Vault	\$180.00 per hour
Shred-it	\$225.00 per hour
Iron Mountain	\$250.00 per hour

Based on the quotes received Mr. McClintock recommends going with the lowest quote of \$180 per hour through Assured Vault. They are available from 9 am – 1 pm on trash day.

**RESOLUTION 2018-048** – made by Scott Yamamoto, seconded by Paul Molan to award fall trash day document shredding to Assured Vault at \$180.00 per hour.

Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes.

Motion carried.

Mr. McClintock stated this is a service that is appreciated and highly used on trash day.

## **HAMB DEN TOWNSHIP TRUSTEES**

### **ZONING INSPECTOR**

Mr. Acquaviva reported he issued 6 permits and 1 permit pending.

Mr. Acquaviva stated he spoke with Geauga County Assistant Prosecutor Susan Weiland regarding the Big Creek Ridge Drive issue and the mobile home issues. Mr. Acquaviva forwarded his files to Mrs. Weiland for review.

Mr. Acquaviva has been working with Mr. Leichtman and his attorney Mr. King regarding the zoning complaint filed against the Leaders Trailer park.

Mr. Acquaviva stated he has a meeting scheduled with Geauga Soil and Water District Director/Engineer Carmella Shale to review the Army Corp of Engineers report on the Dollar General property.

Mr. Acquaviva reported that the Zoning Commission had a Zoning Amendment hearing on Amendment ZC-2018-03. Mr. Acquaviva will set the public hearing for June 6<sup>th</sup> at 6:15 p.m.

### **ZONING**

Mr. Molan reported that he received a letter from a resident about a month ago complaining about the garbage in the neighbor's yard on Old State Road. Mr. Molan spoke with the Dan Chapman, the son of the property owner. Since that time the two buildings have been completely removed and the property has been cleaned up.

Mrs. Scheuring reported that the zoning commission had a short meeting on Monday, May 7<sup>th</sup>.

### **FIRE DEPARTMENT**

Chief Hildenbrand reported that they cooked 140 slabs of ribs for the Mother's Day Rib Dinner fundraiser.

Chief Hildenbrand stated that the fire department is ready for the Memorial Day parade and pancake breakfast.

Chief Hildenbrand reported that Mapledale Landscaping donated mulch to the fire department for the front sign and the side of the building. They are hoping to clean up the area north of the garage where there is a pile of dirt and stumps. Dale Smith was going to clear the area with his back hoe. Dale's nephew now has the backhoe and has agreed to come and clear the area before Memorial Day.

### **FINANCIAL**

Mrs. Legg reported that warrants #11062 through and including #11086, totaling \$39,852.98 were submitted to the Board for approval and signature. 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 #70-2018 through #72-2018 were submitted to the Board for approval and signature.

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Mrs. Legg reported that three blanket certificates were issued.

#120-2018 – closed and never used

#121-2018 Professional and Technical Services in Road & Bridge fund for \$500

#122-2018 Professional and Technical Services in the General fund for \$900

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 2018-050** – 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 April were \$98,806.58 and total expenditures were \$150,341.41.

Mrs. Legg reported that the board was given the April financial statement indicating a combined balance of \$1,465,879.94. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2018-051** – made by Scott Yamamoto, seconded by Paul Molan to approve the April financial statement as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

The board signed the April financial statement.

Mrs. Legg reported that she received the Middlefield Bank Memorandum of Agreement of Public Funds for signature by the board. The board signed the memorandum.

Mr. Yamamoto asked Mrs. Legg about the status of Hambden Township on Ohio Checkbook. Mrs. Legg stated Hambden finances should be live on the site. Mrs. Legg will check with Taylor from the State Treasurer's to verify the status.

Mr. McClintock stated that a mid-year audit committee meeting needs to be scheduled.

### **ROADS**

Mr. Yamamoto reported that trees will need to be removed from the Albright property on Cutts Road. The trees are located on the bank, very tall, in the power lines and next to the phone pole. Mr. Heald suggested contacting Brobst, Vallo, Veneer and sometimes the county does tree removal for townships if they are not busy. Mr. Molan suggested having the companies quote removing the tree by the road garage at the same time.

Mr. Heald stated that the new truck has a brake sensor recall. Mr. Brazis will take the truck in on Friday to be repaired. If you hit the brakes too hard, the brake lights will not work until you shut the truck off and restart it.

### **TOWNSHIP HALL**

Mr. Molan stated that he spoke with Mark Monarchino regarding the landscaping portion of the septic system install. As of last Tuesday, he planned on working this weekend, but it rained. Mr. Molan stated he told Mr. Monarchino that the landscaping needs to be done prior to Memorial Day.

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### **SAFETY**

Mr. Heald reported that Mike Romans got his Class A temporary license. Mr. Romans asked if the board would reimburse Mr. Romans for the cost of the CDL test. Mr. Romans will check into the cost. Mr. Molan suggested Mr. Romans rent a truck provided by the testing facility. If you use your own truck they have a tendency to look for safety violations with your truck. It also saves paying another employee to drive the truck to the testing facility.

### **PARK**

Mr. Yamamoto reported that Geauga County Assistant Prosecutor Susan Weiland reviewed and modified the Installation Agreement with the Illuminating Company for hanging banners from the utility poles.

**RESOLUTION 2018-053** – made by Scott Yamamoto, seconded by Paul Molan to submit the Installation Agreement to the Illuminating Company with modifications. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Yamamoto reported a resident had submitted a requested permission for a church group to hold a bake sale fundraiser in the township park. According to the park regulations, this is not a permitted use. Mr. Romans suggested inviting them to participate in the Farmer's Market on Wednesday nights. Any products sold at the Farmers Market they must be labeled with all ingredients.

Mrs. Edelinsky reported the park board met on Monday, May 16<sup>th</sup>.

Mrs. Edelinsky reported that two weeks ago the tree planting was completed by Mapledale Landscaping. The trees are beginning to bud.

Mrs. Edelinsky reported that the park board discussed holding a movie in the park using a portion of the \$1,500 NOPEC Community Grant. The movie night in the park is scheduled for Friday, July 28<sup>th</sup> on ball field #1. The cost of the movie night event is under \$500. This includes renting the movie, a 12' x 9' movie screen, and lighting for safe maneuvering from the ball field back to the parking lot after the movie. Individuals will need to bring their own seating. Popcorn will be provided. Chief Hildenbrand stated that he has access to free lighting for the event. A suggestion was made to use the balance of the \$1,500 NOPEC community grant to help fund the fire department pancake breakfast. Chief Hildenbrand requested that instead of funding the pancake breakfast that the funds be used towards the purchase of additional residential Knox boxes. The Knox boxes are placed on senior or disabled resident homes allowing access to the home by the fire department in the case of an emergency. The fire department is in need of additional boxes. The board agreed that would best serve the township residents. Mrs. Edelinsky suggested combining the movie night and picnic on the quarterly newsletter flier. The flier could be delivered to the residents about a week before the movie night which will be held two weeks before the picnic.

Mrs. Edelinsky reported that the cord on the Tri-Runner swing is fraying near the seat. The unit is under warranty and the part will be replaced free of charge. Mrs. Edelinsky stated that she has been observed children standing on the swing instead of sitting. Mrs. Edelinsky requested from the manufacturer warning stickers about the danger of standing on the swing. The manufacturer currently does not have a sticker for that piece of equipment but will work on getting them and forwarding some to the township.

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Mrs. Edelinsky stated that the Geauga Mapleleaf newspaper will publish the article on the Yoger Eagle Scout projects in the park in this weeks edition.

### **CEMETERY**

Mr. Molan suggested that the road department purchase a rear discharge mower for the cemetery. A rear discharge mower would not throw grass onto the headstones.

### **MISCELLANEOUS**

Mrs. Legg presented Mrs. Dottore's correspondence report due to Mrs. Dottore's laryngitis. Since the last trustee meeting the following correspondence was sent to the Board:

- Road work agendas.
- Park inspection reports.
- Safety meeting notes.
- Geauga County Sheriff's monthly report.
- April 30<sup>th</sup> and May 11<sup>th</sup> County Engineer press releases.
- Lakeland Community College "Ohio Sunshine Law and Ohio Ethics Law Training"
- May 14<sup>th</sup> Legislative Alert.
- Cerni Motors annual "Officials Evening" seminar invitation.

Mrs. Legg 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, June 6, 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 7:32 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

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