

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 17, 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 asked if any residents had questions or concerns to bring before the Board. There were none.

OLD BUSINESS

Mr. Yamamoto reported that at the trustee meeting held on May 3rd it was reported that one of the straps on the salt storage building was torn. Mr. Yamamoto asked that a picture of the strap be taken and he will contact Accu-Steel regarding the warranty and forward the pictures to them.

Mr. Yamamoto reported that Catherine Chuha and he will be interviewed by the Geauga County Maple Leaf newspaper for an article regarding the Hambden Farmers Market. A vendor meeting was held on May 9th, the room was filled. Ten vendors have signed up for this year's farmers market. Magnets, banners and signs have been made. Mrs. Chorman asked Mr. Yamamoto to have Ms. Chuha stop in the office for tax exempt forms to be used for purchases (such as the banners). The 2017 Hambden Farmer's Market will be held every Wednesday from 3 p.m. until 7 p.m. beginning on June 7, 2017 and ending August 30, 2017. Vendor spots and parking will be marked off prior to June 7th.

NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the regular meetings of May 3, 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 on zoning activities for the period of May 4, 2017 through May 17, 2017. Mr. Acquaviva issued five new permits. Four violation notices have been issued. A Board of Zoning Appeals hearing was held for a variance allowing a garage to be built in the front of a property closer to the road right-of-way than the zoning regulations allow. Two variance applications from Sheryl Clemson have been received and the Board of Zoning Appeals hearing will be held within the next couple weeks.

ZONING

Mrs. Scheuring reported that the Zoning Commission is scheduled to meet on Monday, June 5th.

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FIRE DEPARTMENT

Chief Hildenbrand reported that 200 slabs of ribs were purchased from the Mother's Day Rib dinner.

Chief Hildenbrand stated that the motor has been installed back into the antique fire truck.

Chief Hildenbrand reported that next week Waste Management will be removing the old fuel tanks from the old Universal Disposal property.

FINANCIAL

Mrs. Chorman reported that warrants #10348 through and including #10372, totaling \$29,827.96 were submitted to the Board for approval and signature. This includes the mid-month payroll. 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 reported that the Then & Now purchase order reported on at the last meeting for Country Auto Parts has been modified due to an error in the purchase order amount. The correct amount is \$152.52.

Mrs. Chorman submitted to the Board for approval and signature purchase orders #2446 through #2457. There were four blanket purchase orders.

\$500 in the Park Fund 2171-4610-599 Miscellaneous Expenses

\$300 in the Road and Bridge Fund 2031-4330-599 Other Expenses

\$2,000 in the General Fund 1000-4110-330 Travel & Meetings

\$500 in the Park Fund 2171-4610-599-0001 Farmer's Market Startup Expenses

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 2017-058 – 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. Chorman advised the Board that total receipts for April were \$90,609.91 and total expenditures were \$218,999.20.

Mrs. Chorman reported that the board was given the April financial statement indicating a combined balance of \$1,331,555.25. Mrs. Chorman asked the board if there were any questions or discussion regarding the financial statement. There were none.

RESOLUTION 2017-059 – made by Keith McClintock, seconded by Edward Kaminski to approve the April financial statement as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Chairman Yamamoto signed the April financial statement.

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

\$1,000 was transferred within the General Fund from account 1000-4110-318 Training Services to 1000-4110-330 Travel & Meetings

\$500 was transferred within the Cemetery Fund 2041-4410-720 Buildings to 2041-4410-323 Parts & Repairs

Mrs. Chorman reported that the 2017 Spring trash day cost the township \$2,058.15. This amount reflects the cost after \$926.40 reimbursement for scrap metal and the \$971.90 scrap tire grant reimbursement.

Mrs. Chorman reported that the budget letter was received from the Geauga County Auditor Frank Gliha. Mrs. Chorman asked all department heads to submit any planned projects to her to be added into next year's budget.

Mrs. Chorman stated that Vicki Constinenza and Matt Goldman from the State Auditor's office started the 2015 – 2016 state audit on Monday. The Auditors have what they call a map of segregation. This is the process of how bills are coded for payment, entered into the system, checks are received, processed and deposited. They look for different township individuals to do the different processes. The problem with many smaller townships is they do not have the capability to assign different aspects of processing the bills or checks received to different individuals. Mrs. Constinenza was impressed with the segregation of duties already in place at Hambden Township.

ROADS

Mrs. Chorman reported that the recommendation received from the Geauga County Engineer's office for the Paving of High Country Drive is to award the project to the Ronyak Paving at a cost of \$251,977.00. Two other bids were received. Chagrin Valley Paving bid \$269,705.00 and Karvo bid \$292,526.25.

RESOLUTION 2017-060 – made by Keith McClintock, seconded by Edward Kaminski to award the paving of High Country Drive to Ronyak Paving as recommended by the Geauga County Engineer's office. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Mrs. Chorman asked the board if they would like her to allocate 10% over the bid price for any possible change orders that may occur. The board agreed.

Mr. Heald reported that Northern Ohio Service Directors Association is have a truck and equipment show on June 21st in Willoughby. Henderson Products has requested the use of our new truck as their model for four hours. The board approved Mr. Brazis to take the truck to the show.

Mr. Heald reported that the road department will begin ditching and patching the roads after Memorial Day. Roadside mowing has begun.

TOWNSHIP HALL

Mr. Heald stated that Good Earth Excavating is working on getting their necessary paperwork together for the installation of the wastewater septic system. The road department will concrete and close off the bathrooms in the basement of the old town hall prior to the septic installation.

Mr. Heald reported he is still waiting for the electrical quotes for replacing light switches and light fixtures. Mr. Heald estimates \$3,000 to complete all the electrical work. He will have quotes to present at the next trustee meeting.

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SAFETY

Mr. Heald asked Mr. Yamamoto to forward him information on the online flagger training. This course comes with a certificate of completion.

PARK

Mr. McClintock reported that Jodi McCue of McCue Design Group quoted \$610 to prepare and print illustrative trail maps of the Hambden Township Park trails. The maps will include the lengths of the trails.

RESOLUTION 2017-061 – made by Keith McClintock, seconded by Edward Kaminski to contract with McCue Design Group for the map of trails in the township park as quoted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. McClintock reported that the park board would like to purchase a Gametime Tri Runner, one bay Prime Time Swings to replace the old swing set. The unit cost including freight is \$12,494.28. This is an exclusive design and therefore competitive pricing is not possible.

RESOLUTION 2017-062 – made by Keith McClintock, seconded by Edward Kaminski to purchase a Gametime Tri Runner, one bay Prime Time Swing as recommended by the park board. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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. Rock Solid Fence submitted a quote for \$600. He is still waiting on a quote from Henry Fence.

Mrs. Edelinsky asked for approval of funds for the Hambden Community Picnic expenses not to exceed \$3,000.

RESOLUTION 2017-062 – made by Keith McClintock, seconded by Edward Kaminski to approve funds for the Hambden Community Picnic not to exceed \$3,000. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Romans suggested posting pictures of the farmer’s market on the website.

Mr. McClintock reported that Hambden Township will be represented at the Eagle Scout ceremony for Jonathan Adams.

Mrs. Edelinsky reported that the next park board meeting is scheduled for Monday, June 19th.

Mr. Yamamoto reported that the recycling center at 470 Center Street is now accepting glass, plastic and cans. The bins are located behind the Board of Election’s office.

CEMETERY

Mr. Heald reported that they have been straightening grave stones and placing top soil in low areas. They will begin pouring concrete footers in July.

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Mrs. Chorman reported that the columbarium has been installed. Five extra niche doors were given to allow for engraving to be done off site and the door switched out. Mrs. Chorman and Mrs. Dottore are working with Semerano Monuments regarding formatting and pricing for the niche door sandblast engraving of names. Urns will not fit in the niche. The cremains will need to be in the plastic/cardboard box given by the funeral home or in a plastic bag.

Mrs. Chorman stated that Mrs. Dottore is working on walkway quote requests for around the columbarium. The walkway will be 6' wide and follow the octagon shape. Mrs. Chorman suggested engraving/sandblasting "Hambden Township" or "Hambden Township Cemetery" across the top edge of the columbarium. The board agreed with the verbiage "Hambden Township Cemetery." Palmina Semerano will meet with us at the cemetery to discuss the formatting of the verbiage.

MISCELLANEOUS

Mr. Heald stated that Glen Palmer expressed an interest in replacing Bill Gertz with reading the veteran's names on Memorial Day when Mr. Gertz decides to step down from that position.

Mrs. Dottore reported that the Memorial Day parade marshal will be Marilou Carver. Mrs. Dottore stated that she called Arthur Semlow regarding the recital of the Gettysburg Address. Mrs. Semlow answered the phone but hung up before Mrs. Dottore could finish speaking. Mrs. Dottore called back but was told to stop calling. Mr. Yamamoto offered to give the closing remarks. Mrs. Dottore will pick up the car on Saturday and drop it off at the fire station. Chief Hildenbrand stated that one of the fire fighters will drive it in the parade.

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

- Road Department Weekly work logs
- May 1st Park Inspection report
- May 1st Road Sign log report

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 reported that Dale Smith's father, Harley Smith passed away. Mrs. Chorman asked if the board would like to make a donation in honor of Harley Smith. The donation can be made using the unrestricted fund account. The board agreed. Chief Hildenbrand stated that a memorial service will be held on May 27th.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, June 7, 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 7:09 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski