

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 3, 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 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 reported that three bids were received for the resurfacing of High Country Drive. The following bids were received.

Ronyak Paving	\$251,977.00
Chagrin Valley Paving	\$269,705.00
Karvo Companies	\$292,526.25

The bid packets will be scanned and sent to Nick Gorris at the Geauga County Engineers' Office for review and a recommendation.

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

OLD BUSINESS

Mr. Heald reported that the Montville Township road superintendent un-expectedly resigned and the Montville Township Trustees have decided to contract their road work to the Geauga County Engineers maintenance department. Therefore, the Memorandum of Understanding for the joint road crack sealing project has been voided. Mr. Yamamoto will contact Montville Township trustee Frank Antenucci for a written notice of voiding the signed Memorandum of Understanding.

Mrs. Legg reported that the UAN training is set for June 26th and 27th in Columbus. The UAN laptop will be issued at the training. The printer will be shipped to the town hall.

Mr. Yamamoto reported that Hambden Corners has sponsored the farmer's market in Hambden Township. They issued a \$500 check which was submitted to the office. Signs and banners are being made. Contracts are being mailed out.

Mr. Yamamoto reported that he spoke with the Department of Aging regarding the senior citizens trash pick-up program. Bainbridge Township, Russell Township and Munson Township all offer this program to their residents. The Department of Aging has offered to send a representative to come speak to the board at a trustee meeting if the board wishes. Mr. McClintock stated that the program is worth implementing in 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 April 5, 2017 and the regular meeting of April 19, 2017. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

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Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the executive session of April 21, 2017. There were no corrections or changes to the minutes and Mr. Kaminski recommended that they stand as approved and waive the reading.

ZONING INSPECTOR

Mr. Acquaviva reported that the past 2 weeks have been very busy. He met with a representative from Waste Management regarding their plans for the property on Old State Road.

Mr. Acquaviva stated that he spoke with the owner of The Purple Horse Tack Store regarding an article featuring their store in the Hambden Highlights newsletter. They are pleased to be featured in the newsletter.

Mr. Acquaviva reported that three properties are in violation for various reasons. Letters will be mailed to them informing them of the violations.

ZONING

Mrs. Scheuring reported that the Zoning Commission met on Monday, May 1st. They continue to work on the medical marijuana issue.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the April call summary. There were 55 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported that tickets for the Mother's Day rib dinner are for sale. They can be purchased at the fire station or from any fire fighter.

FINANCIAL

Mrs. Legg reported that warrants #10319 through and including #10347, totaling \$68,765.94 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. Legg reported that purchase order #2444 was issued. There were no blanket purchase orders. She asked the Board if there were any questions or discussion regarding the purchase order, if not it will stand as approved. There were no questions from the Board.

Mrs. Legg reported that a Then and Now purchase order was issued. Mrs. Legg explained that a Then and Now purchase order means that when the purchase was made, the money was available in the line item and now that the purchase order is being issued, the money is still available in the line item. This is to cover a purchase that was made using an old purchase order that had no funds available.

RESOLUTION 2017-042 – made by Keith McClintock, seconded by Edward Kaminski to approve the Then and Now purchase order as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. The purchase order was given to the board to sign.

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Mrs. Legg reported that an Engagement Letter was received from the Auditor of State. This letter describes the objective and scope of the services that will be provided to Hambden Township during the 2015 & 2016 state audit. An extensive list of items they will require for the audit was submitted. The audit is scheduled for the week of May 15th. Mrs. Legg asked Chairman Yamamoto to sign the Engagement Letter.

Mrs. Legg reported that the Auditor of State has submitted a Fraud Risk Assessment questionnaire. It consists of four questions that need to be answered by a board member. Mr. Yamamoto stated that he received the questionnaire and has already responded.

Mrs. Legg reported that the OTARMA Property and Liability Insurance renewal was received. The annual premium will be submitted.

RESOLUTION 2017-054 – made by Keith McClintock, seconded by Edward Kaminski to approve the OTARMA renewal as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Mr. Yamamoto signed the renewal agreement.

ROADS

Mrs. Dottore stated that the road grader auction is active on GovDeals. The current bid is approximately \$2,500. The auction ends on Monday, May 8th.

Mr. Heald asked the board if they were going to continue selling surplus equipment on GovDeals or hold a live auction. The auctioneers that were contacted quoted the same fee as GovDeals. After a short discussion, it was decided to continue selling surplus, unneeded, unused items on GovDeals.

Mr. Heald asked about the fuel usage. Mrs. Dottore will look into the fuel cost to see if that is the reason the road department fuel bills are much higher than last year.

Mr. Heald reported that one of the straps on the salt storage building has come loose. The warranty should have a contact number for service.

Mr. Heald asked if the Geauga County Engineer's office has submitted any information on the Teal Drive Improvements. We are still waiting on information from the Engineer's Office regarding Teal Drive, guardrail specifications and road striping. Mrs. Dottore asked Mr. Heald if the road signs have been received. He has not received the signs as of yet.

TOWNSHIP HALL

Mr. Heald reported that he is getting quotes for new LED lights for the exterior of the buildings and replacing the automatic light switches in the restrooms that are not working correctly. Schiffler and Maintenance Solutions have submitted quotes. He is still waiting for a quote from Kennington Electric. The cost is estimated to be \$2,500 – \$3,000.

Mrs. Dottore reported that she spoke with Chip Hess regarding the quotes received for the Wastewater Treatment System. His recommendation is to accept the best and lowest quote from Good Earth Excavating.

RESOLUTION 2017-055 – made by Keith McClintock, seconded by Edward Kaminski to award the Wastewater Treatment System installation to Good Earth Excavating contingent upon all checks with the county and engineer. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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SAFETY

No Report

PARK

Mr. Heald reported that he is waiting on the quotes for gates on the fence gates restricting cars from driving on the fields etc.

Mr. Heald thanked Mr. Yamamoto for dragging the ball fields while the road department is short on help.

Mr. Heald reported that the trees have been installed in the park.

Mrs. Edelinsky reported that the next park board meeting is scheduled for Monday, May 8th.

Mr. Romans reported that he received the twelve-page ball field use schedule. He condensed it to three pages that contain only the Hambden Park ball fields. Mr. Romans would like Mrs. Dottore to print on white card stock and laminate to be installed at the park.

Mrs. Edelinsky reported that new signs on the trash containers can be made with the card stock and laminated.

Mr. Heald asked if a decision was made on the summer help. Two applications have been received. Mr. McClintock will interview both applicants after the meeting.

CEMETERY

Mr. Heald stated that the footer for the columbarium has been installed. He asked if a delivery date has been set for the columbarium. The office has not heard yet.

Mr. Heald reported that some old stones need to be straightened this summer.

Mr. Yamamoto asked if there have been any inquiries for purchasing niches in the columbarium. It has not been advertised.

MISCELLANEOUS

Mr. Yamamoto stated that Jen Harcher is not available to be the Memorial Day parade marshal. Mr. Kaminski reported that he spoke with the director of the Fair Band. He was not receptive to them participating in the parade on Memorial Day. Mr. Kaminski will be contacting individuals recommended for the speaker. Mrs. Dottore will contact Junction Auto regarding a vehicle for the parade marshal. Pastor Boern has agreed to give the Benediction at the park. Bill Gertz has agreed to read the Veterans' names but commented that he is 89 years old and it is time for the township to start looking for a replacement. A message for Pastor Dove was left asking permission to use his church. He has not returned the call. Calls were placed to Bryant's for the geraniums and Arthur Semlow regarding reciting the Gettysburg Address. Mr. Heald asked if Eric Germovsek was still able to drive the township truck in the parade since he is no longer an employee. The board agreed that the insurance would not cover him.

HAMB DEN TOWNSHIP TRUSTEES

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

- Geauga County Township Association e-mail regarding new amendment
- Fire Department Safety Inspection reports
- Road department weekly work logs.
- April 22nd safety meeting notes.
- April 10th and 24th park inspection reports.
- Two Zoning Violation letters sent from Geauga County Assistant Prosecutor Susan Weiland
- Geauga County Board of Commissioners letter regarding Claridon Troy Rd.
- April 21st and 25th Legislative Alerts
- Ohio Sunshine Law Training at Lakeland Community College

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

Mrs. Edelinsky asked to hold a community picnic planning meeting following the May 17th trustee meeting. The board agreed.

Catherine Chuha displayed the sign she designed to advertise the farmers market. They have banners ordered. The Hambden Farmers Market created a Facebook page. In just the first day the Facebook page received 2000 views and 175 likes.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, May 17, 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 7:13 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski