

## HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 20, 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. There were none.

### OLD BUSINESS

Mr. Molan reported that KLN submitted the most thorough quote for the windows. Mrs. Dottore reported that she spoke with Geauga County Assistant Prosecutor Susan Weiland regarding awarding the project. Mrs. Weiland informed her that this project falls under the bid threshold and therefore can be awarded to someone other than the lowest quote provided a good reason is given.

KLN quoted \$7,584.02 for hardware and two new doors per the specifications and quote request.

**RESOLUTION 2018-068** – made by Paul Molan, seconded by Scott Yamamoto to award KLN the installation of doors and locks for the town hall building as quoted citing that they provided the best quote when considering past performance and a complete bid including installation and finish work. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

KLN offers the wood option and finishing the interior and exterior casings. KLN quoted both options requested.

Vinyl Windows	\$7,000.00 installed
Wood Window/Clad Exterior	\$12,600.00 installed

Mr. Yamamoto stated to keep the building “historical” would require the wood/clad windows. Based on this and past performance and a complete bid including installation and finish work, KLN’s bid was recommended.

**RESOLUTION 2018-069** – made by Scott Yamamoto, seconded by Paul Molan to award KLN the installation of wood/clad windows for the town hall building as quoted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. McClintock will forward copies of the contracts to NOPEC for the energy grant reimbursement.

Mr. Yamamoto reported that he completed the Census Data Update. A couple addresses were removed due to demolition. Approximately a dozen addresses were added that were missing from the census list. The paperwork will be mailed tomorrow.

Mr. Heald reported that the Ohio LTAP Guardrail Installation Training does not certify the attendees. They simply receive a certificate of completion. As discussed at the last meeting, the board does not see a need for this training.

## **HAMBDEN TOWNSHIP TRUSTEES**

Mr. McClintock reported that NOPEC is asking Hambden Township to appoint a voting representative to the NOPEC General Assembly, for an unexpired term beginning May 21, 2018. They stated that the board can select someone to serve as the Hambden Township representative. In response to an email sent to Mr. Flaiz he stated that he would be willing to serve as the Hambden Township NOPEC representative. Mr. McClintock made a motion to appoint Jim Flaiz as the Hambden Township NOPEC representative. The motion carried.

Mrs. Legg stated that Caroline VanFleet of American Tower has forwarded the lease agreement to Geauga County Assistant Prosecutor Susan Weiland for approval. Mrs. Weiland is still reviewing.

### **NEW BUSINESS**

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of May 16, 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 asked the Board if there were any comments or corrections regarding the minutes of the work session of June 4, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

#### **ZONING INSPECTOR**

Mr. Acquaviva reported he issued 4 permits and 2 permits are pending and 2 violations have been issued. Several inspections have been finalized.

Mr. Yamamoto asked the status of Dollar General. Mr. Acquaviva stated he approved, stamped and delivered the plans to the building department.

#### **ZONING**

Mrs. Scheuring reported that the zoning commission meeting has been moved to Monday, July 9<sup>th</sup>.

#### **FIRE DEPARTMENT**

Chief Hildenbrand was absent. No report provided.

#### **FINANCIAL**

Mrs. Legg reported that warrants #11114 through and including #11139, totaling \$24,610.86 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 #77-2018 through #87-2018 were submitted to the Board for approval and signature.

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Mrs. Legg reported that blanket certificates #123-2018 through #125-2018 were issued. 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 2018-070** – 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 May were \$30,931.98 and total expenditures were \$117,526.90.

Mrs. Legg reported that the board was given the May financial statement indicating a combined balance of \$1,379,285.02. Mrs. Legg asked the board if there were any questions or discussion regarding the financial statement. There were none.

**RESOLUTION 2018-071** – made by Scott Yamamoto, seconded by Paul Molan to approve the May financial statement as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

The board signed the May financial statement.

Mrs. Legg reported that two intra-fund transfers were made in the fire fund. The transfers were made to cover supplies, materials and other expenses. A copy will be attached to the minutes for review.

Mrs. Legg reported that Melinda Lawrence informed her that the board responsible for approving the SIB Loan is scheduled to meet on June 22<sup>nd</sup>. Mr. Yamamoto stated that he will forward that information to the Geauga County Engineer's office. The 60-day deadline for awarding the Cutts Road project is July 11<sup>th</sup>.

Mrs. Legg reported that the 2019 tax budget is complete. Mrs. Legg asked the board to set the public hearing for Thursday, July 5<sup>th</sup> at 6:15 p.m.

**RESOLUTION 2018-072** – made by Scott Yamamoto, seconded by Paul Molan to set the 2019 tax budget public hearing for Thursday, July 5<sup>th</sup> at 6:15 p.m. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

### **ROADS**

Mr. Yamamoto reported First Energy has been working on relocating power poles. Veneer Tree Service is planning to remove the trees on the Albright property tomorrow. Road side ditching still needs to be completed. One work agreement with the Overtons still needs to be signed.

Mr. Heald reported that road side ditching is being worked on when the weather is too wet for other work.

### **TOWNSHIP HALL**

Mr. Molan stated that he is waiting to hear back from Mike Timas at Hess Engineering. Mr. Timas was to contact the Geauga County Health District to set up a meeting to inspect the septic system.

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### **SAFETY**

No Report

### **PARK**

Mr. McClintock stated that the park board met on June 18<sup>th</sup>. The Movie Night in the Park is confirmed for Saturday, July 28<sup>th</sup>. The movie will be Jumangi.

Mr. McClintock reported he spoke with the Assistant Superintendent of Chardon Schools regarding the historic bell and picnic tables located at the Hambden Elementary School. These tables were made and donated by a Hambden Eagle Scout. The township would like to take possession of the tables and place them in the township park if permitted by the school district. The agreement would include the return of the bell and tables if the school were to re-open.

Mr. Heald reported that the four trash containers purchased for the cemetery are more than what is needed; two containers will suffice. Mrs. Edelinsky stated that the two extra containers can be used for the Farmers Market.

Mrs. Edelinsky stated that the insurance risk assessment of the park is scheduled for June 21<sup>st</sup> at 4:30 p.m.

### **CEMETERY**

Mrs. Dottore submitted for signature the Hagler deed. Mr. Hagler purchased a niche in the columbarium. His late wife was the daughter of a previous Freedom Alliance Church pastor. She passed away last year in Arizona. Her wish was to be buried in the Hambden Cemetery where she played as a child.

Mr. Heald stated that it was never discussed how to include war and rank marking for cremains of a veteran in a niche. There is no room for a marker. Mr. Heald will meet with Palmina Semerano to discuss options.

### **MISCELLANEOUS**

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

- Road department weekly work logs.
- June 5<sup>th</sup> road sign log.
- June 4<sup>th</sup> 11<sup>th</sup> and 18<sup>th</sup> Park inspection reports.
- June 8<sup>th</sup> Legislative Alert.
- OTARMA Quarterly update.

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 announced the next Board of Trustees meeting is scheduled for Thursday, July 5, 2018 at 6:30 p.m. Mr. McClintock will be absent.

Mr. McClintock asked if there was any further business or questions to come before the Board. There was none.

**HAMB DEN TOWNSHIP TRUSTEES**

There being no further business to come before the Board at this time, the meeting adjourned at 6:59 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

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