

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 6, 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. Yamamoto reported that the Cutts Road financing application was submitted in the amount of \$450,000. The loan officer had additional questions that were answered. We are still waiting to hear if the loan was approved. The EPA permit check was signed tonight and will be sent tomorrow.

Mr. Yamamoto reported that as discussed at the last trustees meeting tree and stump removal quotes were received for the Albright property on Cutts Road and the tree behind the road garage.

The following quotes were received.

	Cutts Road	Township
Veneer Tree Service	\$3,000.00	\$300.00
Vallo Tree Service	\$2,800.00	\$495.00
Brobst Tree Service	\$3,300.00	\$600.00

The road department preference is to award job to Veneer Tree Service. They do not recommend Vallo Tree due to past experience with quality and safety issues.

RESOLUTION 2018-054 – made by Scott Yamamoto, seconded by Paul Molan to award tree and stump removal for Albright property on Cutts Road and by road garage. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Two separate purchase orders will be issued.

Mr. Molan reported that he contacted Mike Timas at Hess Engineering regarding the finalization of the septic system contract. Mr. Timas will be setting up a meeting with the Geauga Health Department, Mark Monarchino and township representatives. Several issues to inspect are the pump, transfer switch and water infiltration at the tank. Mr. Molan stated that the grading and seeding is not the best quality. He suggested the road department use a roller to flatten the ground. Seed and straw were washed out during the last heavy rain. A 2 x 2 catch basin will be installed by the township at a later date to address the water run off by the salt building drive.

Mr. Molan reported that after making additional phone calls for quotes, we still only have two quotes.

KJN Construction	\$7,584.02
Cianfaglione Builders	\$6,914.59

KJN Construction has a thorough quote. Cianfaglione Builders is quote is very vague. The board would like Geauga County Assistant Prosecutor Susan Weiland's advice before awarding the project.

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Mr. Molan reported that the following quotes were received for new vinyl windows in the old town hall through the NOPEC Energy grant.

Empire Windows	\$ 5,399.00
Window Universe	\$ 5,075.00
Cianfaglione Builders	\$12,609.14
KJN Construction	\$ 7,000.00

Empire Windows and Window Universe quote involves removing the old sashes and keeping the old frame. KJN Construction quoted removal of all frames and sashes, installation of new exterior aluminum casing and painting interior trim. Cianfaglione does not state what will be replaced. The board would like Geauga County Assistant Prosecutor Susan Weiland's advice before awarding the project.

Mrs. Legg reported that she put Caroline with American Tower in touch with Geauga County Assistant Prosecutor Susan Weiland to discuss the changes Mrs. Weiland made to the American Tower lease agreement. After the contract is agreed upon by both parties, Mrs. Weiland will notify the township.

NEW BUSINESS

MINUTES

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the work session of April 26, 2018, the regular meeting of May 2, 2018 and the bid opening of May 11, 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 permits for out-buildings, pool, and a tanning salon. He inspected a couple properties where they are looking at applying for variances to get an overview of what they are planning.

Mr. Acquaviva reported that the Dollar General setback is less than 3' away from the required setback. With all the riparian setbacks and the exemption from the Army Corp of Engineers. His opinion is that if they came in for a variance, the Board of Zoning Appeals would most likely approve the variance. The setback encroachment, which is the sidewalk, would be backing up to another commercial property. The building itself is just over the 20' setback. Geauga County Assistant Prosecutor Susan Weiland gave him approval to use his discretion and approve the permit without going through the variance process. To locate the building any further from the setback would create additional problems. Based on the approval by Mrs. Weiland the board approved Mr. Acquaviva to use his discretion in this matter.

ZONING

Mr. McClintock stated that a public hearing was held prior to this meeting on Zoning Amendment ZC2018-03. The amendment relates to the vocabulary definitions for the zoning resolution. There were no public comments.

RESOLUTION 2018-054 – made by Scott Yamamoto, seconded by Paul Molan to adopt Zoning Amendment ZC2018-03. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. McClintock thanked the Zoning Commission for all their hard work on the zoning amendment.

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Mrs. Welch asked the board's approval for her to attend the zoning seminar in Conneaut and reimburse her travel and seminar fee. Mr. Acquaviva stated that this seminar has been attended before and it is particularly relevant for a low fee.

RESOLUTION 2018-055 – made by Scott Yamamoto, seconded by Paul Molan to approve reimbursement of travel expenses and seminar fee to seminar in Conneaut, not to exceed \$100. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the May call summary. There were 56 calls during the month. A copy of the report is attached for review.

Mr. Molan thanked the fire department for the great job on the Memorial Day pancake breakfast.

Chief Hildenbrand stated that the parade was well attended.

FINANCIAL

Mrs. Legg reported that warrants #11087 through and including #11113, totaling \$35,194.65 were submitted to the Board for approval and signature. This included month end payroll and taxes. 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 #73-2018 thru and including #76-2018 were submitted to the Board for approval and signature.

Mrs. Legg stated that two blanket certificates were issued since the last meeting.

BC#123-2018 General Fund - Community Picnic Expenses \$1,500.00

BC#124-2018 General Fund – Building expenses \$600.00

RESOLUTION 2018-057 – 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 reported that several intra-fund transfers were made.

Within the General fund

\$9,341.04 transferred to 1000-110-111 Trustee Salaries

\$5,000.00 from 1000-410-190 Cemetery salaries

\$4,341.04 from 1000-610-190 Park salaries

\$5,410.01 transferred to 1000-110-121 Fiscal Officer Salary

\$1,000.00 from 1000-410-599 Cemetery salaries

\$410.01 from 1000-410-720 Cemetery buildings

\$1,000.00 from 1000-610-420 Park operating supplies

\$1,000.00 from 1000-610-430 Park small tools & equipment

\$1,000.00 from 1000-610-599 Park misc. expenses

\$1,000.00 from 1000-610-730 Park improvements to sites

\$500.00 transferred to 1000-320-322 Garbage and Trash Removal

From 1000-330-360 Road and Bridge Contracted Services

\$2,000.00 transferred to 1000-110-599-0001 Bondstown Community Picnic

From 1000-110-599 Miscellaneous expenses

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Within the Cemetery Fund

\$10,000.00 transferred to 2041-410-190 Road Department Salaries
\$1,000.00 from 2041-410-316 Engineering Services
\$3,000.00 from 2041-410-420 Operating supplies
\$3,000.00 from 2041-410-599 Miscellaneous expenses
\$3,000.00 from 2041-410-720 Buildings

Within the Fire Fund

\$5,000.00 transferred to 2191-220-420 Operating Supplies
From 2191-220-740 Machinery & Equipment

Mr. McClintock reported that four hours were verbally approved for Darlene Welch to help with the Memorial Day fliers and miscellaneous filing on Friday, May 25th.

RESOLUTION 2018-058 – made by Scott Yamamoto, seconded by Paul Molan to approve four hours of office assistance by Darlene Welch. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. McClintock reported that the office personnel are asking for Darlene Welch to assist in filing, confirm cemetery records, W-9's and OPERS mailing to all active vendors, type resolution list for the state auditors not-to-exceed 50 hours.

RESOLUTION 2018-059 – made by Scott Yamamoto, seconded by Paul Molan to approve office assistance by Darlene Welch not-to-exceed 50 hours. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Legg stated that she attended the Auditor of State Cyber Security webinar. They discussed the danger of ransomware. Mr. McClintock asked if they provided guidelines or parameters. Mrs. Legg stated they did not but suggested a future meeting with GPC Software president Matt Moormeier to discuss protecting our computer system from hackers. GPC Software has a current service contract with Munson Township for protection. Mr., McClintock offered to meet with them to discuss servicing Hambden, and to bring recommendations back to the Board for discussion.

ROADS

Mr. Heald asked the board's permission for he and Mr. Brazis to attend the Ohio LTAP Guardrail Installation training on August 23rd at the Garfield Hts. ODOT office. Mr. McClintock reviewed the flier and asked if certification was included in this training. If not, the board did not see any benefits to the training. This discussion will be tabled until information on certification can be obtained.

Mr. Heald reported that he received a phone call from Mike at CEI about the scheduling of work to be done for the Cutts Road Project. Mr. Heald suggested to CEI to schedule the work they need to perform. It will not interfere with the work Hambden has to complete. Mr. Yamamoto stated that we are waiting on the bank for the loan approval before awarding and signing of the contract, along with the removal of trees along Cutts Road.

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Mr. Heald reported that Mike Romans is looking for the township to reimburse him for his CDL test. The board agreed that Mr. Romans is only acquiring his Class-A CDL license to benefit the township during the summer months. Mr. Molan stated that it is cheaper and better to use one of the training course's trucks, then to take a Hambden truck off the road for a day. Mr. Yamamoto stated that Mr. Romans may be reimbursed for the course, if he passes the course and receives the Class-A license.

RESOLUTION 2018-060 – made by Scott Yamamoto, seconded by Paul Molan to approve the cost up to \$300 to cover the test and rental of a truck from the testing facility. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Heald reported that Mr. Romans is available for extra hours during the summer. Mr. Yamamoto stated that Mr. Romans is currently working 20 hours a week. In accordance with our Policy and Procedural Manual he cannot exceed 30 hours a week to maintain part-time status. The Road Department is currently short-handed and the extra hours extended to Mr. Romans would greatly help the road department.

RESOLUTION 2018-061 – made by Scott Yamamoto, seconded by Paul Molan to approve additional hours for Mr. Romans not-to-exceed 30 hours per week. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

TOWNSHIP HALL

Mrs. Dottore reported that the Town Hall had a power outage while the cleaning crew was working. The cleaning people reported that several emergency lights did not work. Mr. Heald and Five Star Fire Protection Services just inspected the emergency lights and changed batteries. Mr. Heald will look into the matter and repair the non-working fixtures.

Mrs. Dottore reported that Network Implementation Consulting Inc. accessed the phone lines between the Administration Office and the Zoning Office. They found the wrong type of phone line wire was used for outdoor usage. The phone lines are fraying, along with several boxes that are not needed. To upgrade and install new phone lines to the zoning building NIC quoted \$200.

RESOLUTION 2018-062– made by Scott Yamamoto, seconded by Paul Molan to approve the replacement of outdoor phone lines to the zoning building for \$200. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Heald reported that the salt building strap came loose again. He was able to tighten it as instructed. He will monitor the tarp and strapping. If the strap becomes loose again, Mr. Heald will request warranty work on the building.

SAFETY

Mr. Heald reported that the brake sensor on Mr. Brazis' truck has been repaired.

PARK

Mrs. Edelinsky presented the board with a sample flyer for the community picnic and movie-night-in-the-Park. She suggested that the one-page flyer be sent out a week and a half prior to the movie night. Mr. McClintock suggested that with the extra space on the back of the flyer, the farm market could be highlighted. Everyone was in agreement. Mrs. Edelinsky stated that Fun-Flicks returned a sign contract and confirmed the date of July 28th. Mr. McClintock added that the NOPEC Community Grant will issue a check directly to Hambden, so that we can pay Fun-Flicks.

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Mrs. Edelinsky reported that the next Park Board meeting will be held June 18th at 6:00 p.m.

Mr. Romans reported that he received an updated schedule from the Chardon Baseball League. There has been an increase of field use over last year. He requested by e-mail that the League try to schedule games on Wednesday nights to reduce the number of games on any given night.

Mr. Yamamoto thanked Mr. Romans and Mr. Brazis for all the work they did preparing the township properties for Memorial Day.

CEMETERY

No Report

MISCELLANEOUS

The Board discussed setting of a date and time for the Fall-trash day. Mr. Molan suggested that a write-up be done to inform the residents of the guidelines of what items are accepted and those that are not. Mr. Yamamoto will contact the Department of Aging regarding senior trash pickup.

RESOLUTION 2018-063– made by Scott Yamamoto, seconded by Paul Molan to set fall trash day for September 29th from 8 a.m. to Noon. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore reported that NOPEC is requesting the Board of Trustees to appoint a representative to the NOPEC General Assembly. In the past, Jim Flaiz was appointed to represent Hambden.

RESOLUTION 2018-064– made by Scott Yamamoto, seconded by Paul Molan to continue having Jim Flaiz as Hambden’s NOPEC representative. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore informed the Board that Genny Costanzo has replaced Nicole Sweet as our NOPEC representative. In talking with Ms. Costanzo, Mrs. Dottore was informed that the NOPEC Energy Grant of \$12,978 is a three-year consecutive grant. Hambden has two more years before it expires. NOPEC plans to continue offering the Community Grant of \$1500 on a yearly basis. Mrs. Dottore stated that the Township should start planning for future NOPEC grants.

Mr. McClintock discussed the continuation of the Ohio Department of Administrative Services-COOP Purchasing Program at the cost of \$100 annually. This program allows Hambden to receive State bid pricing.

RESOLUTION 2018-065– made by Scott Yamamoto, seconded by Paul Molan to continue with Ohio Department of Administrative Services-COOP Purchasing Program at the cost of \$100. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mrs. Dottore reported that the credit card perks received from Middlefield Bank’s credit cards can only be used for the Township, such as, auction items for the community picnic. This use was approved by Geauga County Assistant Prosecutor Susan Weiland.

RESOLUTION 2018-066– made by Scott Yamamoto, seconded by Paul Molan to approve the use of the Middlefield Bank perks toward the community picnic auction items. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

HAMB DEN TOWNSHIP TRUSTEES

Mr. McClintock stated that Don Rice, Superintendent of Geauga County Board of Development Disabilities, is requesting to meet with the Board to give an update and presentation in the fall.

Mrs. Legg mentioned that the first meeting in July falls on Independence Day. The Board discussed agreed to change the meeting date to Thursday, July 5th.

RESOLUTION 2018-067– made by Scott Yamamoto, seconded by Paul Molan to move the meeting date from July 4th to July 5th. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

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

- GC Board of Commissioners letter – Swagelok looking for viable site for new corporate headquarters.
- Greater Cleveland Partnership Conference invitation
- May 24th and June 5th Grant notifications
- May Geauga County Sheriff’s Month End call report
- May 18th, 25th and June 1st Engineers Office Press Releases
- National Joint Powers Alliance name change to Sourcewell
- May 18th, 21st, 25th and June 1st Legislative Alerts
- Geauga County Township Association quarterly meeting in Chardon Township

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 requested that all department heads, trustees, and chairman send agenda items to him two days in advance to be placed on the agenda. Mr. McClintock stated that the posting of the agenda should be displayed two days in-advance of any meeting.

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

Mr. McClintock stated that the community picnic committee meeting will follow.

There being no further business to come before the Board at this time, the meeting adjourned at 7:37 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Keith McClintock

DATE APPROVED:

Paul Molan

Scott Yamamoto