

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 7, 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, Assistant to the Fiscal Officer Linda Legg 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 broken strap on the salt storage building has been replaced. Mr. Heald stated that Duane Miller's crew were on site on Monday. They replaced the broken strap and torqued the straps that were loose. Mr. Yamamoto stated that he contacted the manufacturer, Accu-Steel and sent pictures. He never heard from them but the manufacturer must have contacted Mr. Miller regarding the repair needed.

Mr. Yamamoto reported that resolution #2017-44, made on April 5, 2017 needed to be rescinded. The resolution was made to contract with Carbonite for storing back-ups of computers to the cloud. Mrs. Chorman stated that the state auditor recommendation was to back up the computers to flash drives and keep them off site. They do not recommend storing information to the cloud.

RESOLUTION 2017-066 – made by Keith McClintock, seconded by Edward Kaminski to rescind resolution #2017-44, made on April 5, 2017. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the executive session of May 17, 2017 and the regular meeting of May 17, 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 that permits have been issued for one new house, several pools and an accessory building.

Mr. Acquaviva reported that he met with Bill Skidmore of Waste Management to review their application and their very extensive plans for the property on Old State Road. The first impression is that there must have been some miscommunication regarding the variances that Clemson received. The Board of Zoning Appeals had granted a variance for a building that straddled the residential property and the commercial property line to change it from agricultural to commercial. Waste Management demolished the Clemson building thinking they would have the ability to build a structure across that line. Mr. Acquaviva suggested to Mr. Skidmore that a district change may be in order versus a variance. Mr. Acquaviva will be contacting Geauga County Assistant Prosecutor Susan Weiland for her legal opinion.

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Mr. Acquaviva reported that he attended the zoning inspectors meeting last evening. The Geauga County Building department spoke about the best practices and the expectations of the building department as well as the zoning inspectors to avoid miscommunication between zoning inspectors and the building department.

Mr. Acquaviva stated that a resident on Walking Stick has a potentially agricultural use. He is waiting for the complete business plan to review with Geauga County Assistant Prosecutor Susan Weiland before making a decision.

ZONING

Mrs. Scheuring reported that the Zoning Commission met on Monday, June 5th for a public hearing regarding medical marijuana prohibition thereof. No visitors attended. The prohibition passed unanimously. The Zoning Commission discussed revisiting previous revisions that are pending.

FIRE DEPARTMENT

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

Assistant Chief Vandevander stated that the Memorial Day Observance and pancake breakfast went very well.

Assistant Chief Vandevander reported that the Hambden Fire Department Explorers are holding a spaghetti dinner fundraiser at the fire station on June 17th from 5 p.m. to 7 p.m. The tickets are \$10 each. The money raised will help offset the cost of trainings.

Mr. Yamamoto thanked the fire department personnel for the assistance they provided at the tragic car accident yesterday on Route 44.

FINANCIAL

Mrs. Chorman reported that warrants #10373 through and including #10409, totaling \$51,047.61 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. Chorman reported that purchase orders #2458 through and including #2463 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. Chorman reported that two Intra-fund transfers were made since the last meeting.
\$1,000 was transferred within the Road and Bridge fund 2031-4330-750 motor vehicles to 2031-4330-319 professional & technical services.
\$500 was transferred within the Park fund 2171-4610-740 machinery & equipment to 2171-4610-430 small tools & equipment.

Mrs. Chorman reported that the tax budget will be ready for approval at the next trustee meeting, which is June 21st. Any corrections or changes should be submitted to the office before the next trustee meeting. If the board agrees, she will advertise in the paper for public inspection the following day. The public hearing for final approval of the tax budget and permission to file the budget with the Geauga County Auditor's Office will be held on July 5th at 6:15 pm just prior to the regular trustee meeting.

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Mrs. Chorman reported that the 2015/2016 state audit is complete. We are waiting for the audit results. There were a few recommendations that will be in the management letter. The recommendations are for smaller townships where internal control is more difficult when there may only be a fiscal officer handling all the office procedures. The auditor stated that Hambden Township has very good internal control.

Mrs. Chorman reported that the three-year contract with OPEC through Ohio Insurance will be ending December 31, 2017. Mrs. Chorman asked the board if they would like to file the Intent to Withdraw, to rescind the township automatic renewal. A meeting will be scheduled for the fall of 2017 to discuss staying with OPEC or switching to another carrier.

RESOLUTION 2017-067 – made by Keith McClintock, seconded by Edward Kaminski to file the Intent to Withdraw from OPEC. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

ROADS

Mr. Heald reported that the drive pipes that needed replaced on High Country Drive are completed. The ditching is done. The tree trimming and brush cutting is still needed prior to the asphalt resurfacing project.

Mr. Yamamoto stated that the “Welcome to Hambden” sign at Route 608 and Radcliffe Road is falling apart. The back is rotting out.

Mr. Heald reported that Mr. Romans has his temporary CDL. Mr. Heald wanted to verify that Mr. Romans is insured when moving the truck while ditching. Mr. Romans will provide a copy of this temporary license to Mrs. Chorman and she will follow up with Wendy French at Burnham and Flower.

Mr. Yamamoto asked Mr. Heald if he has heard back from the Geauga County Engineer's office regarding Teal Drive and road striping. Mr. Heald has not.

Mr. Yamamoto and Mr. Heald discussed ditching on Tudor and Locust Grove that is needed.

Mrs. Chorman reported that the signed contract and necessary paperwork has been received from Ronyak Paving for the asphalt resurfacing of High Country Drive. Mrs. Chorman asked the board to sign the three copies of the contract. One copy will be forwarded to Ronyak Paving and the necessary paperwork and copy of the contract will be sent to Nick Gorris at the Geauga County Engineer's office.

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TOWNSHIP HALL

Mr. Heald reported that he received three 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. The three quotes were:

Kennington Electric	\$1,980.00
Electrical Maintenance Solutions	\$2,185.00
Schiffler Lighting Solutions	\$1,677.50

Mr. Heald stated that Kennington Electric is missing two lights from the quote. Schiffler Lighting Solutions is missing one light and three wall switches from their quote.

RESOLUTION 2017-068 – made by Keith McClintock, seconded by Edward Kaminski to award the electrical work to Electrical Maintenance Solutions as recommended by Mr. Heald. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Dottore reported that our Windstream representative stopped into the office to discuss transferring our phone and e-mail service back to Windstream. Mrs. Dottore stated that we continue to have issues with our e-mail service through Time Warner/Spectrum since the buyout. The quote received from Windstream includes 25 MB internet speed. We are currently at 15 MB with Time Warner/Spectrum. Windstream would cost an additional \$29 per month. After a short discussion, the board asked that the Windstream representative attend one of the trustee meetings to present to the board what they have to offer and any upgrades in service that have occurred since we changed to Time Warner as well as insurances that the service will improve.

SAFETY

Mr. Heald reported that he and Mrs. Dottore will be attending the Drug and Alcohol Consortium "Reasonable Suspicion" class being presented by the Ohio Department of Transportation on Tuesday, June 13, 2017.

PARK

Mr. Heald reported that he received two quotes for posts and gates on the fence leading to the back of the park. The following quotes were received.

Rock Solid Fence	\$600
Henry Fence	\$1,185

RESOLUTION 2017-069 – made by Keith McClintock, seconded by Edward Kaminski to award the fence posts and gates to Rock Solid Fence as recommended by Mr. Heald. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Edelinsky reported that the bleachers have been delivered. One set was damaged. Mrs. Edelinsky will contact David Williams & Associates to report the damage and request a new bleacher be delivered. The check that was issued tonight will be held until Mrs. Edelinsky contacts the office.

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

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CEMETERY

Mrs. Dottore reported that three quotes were requested for the columbarium six-foot sidewalk. Heiden Concrete and John DiFranco did not submit a quote. Per the quote requests, Concrete Engraving quoted for both poured concrete and stamped concrete. Concrete Engravings quotes were as follows.

Poured Concrete	\$2,500
Stamped Concrete	\$3,900

RESOLUTION 2017-070 – made by Keith McClintock, seconded by Edward Kaminski to award the columbarium sidewalk to Concrete Engraving as stamped concrete. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Dottore presented the board with pictures of a couple different patterns and colors available in stamped concrete. The board decided to go with the gray color and the pattern on that picture.

Mrs. Dottore reported that the fire department has approved their quote of \$1,200 for the 12 x 12 concrete pad by the pavilion.

Mrs. Chorman reported that the Regulation and Fee Schedule has been updated with pricing of the columbarium niche purchase and engraving. Copies were given to the board for review.

RESOLUTION 2017-071 – made by Keith McClintock, seconded by Edward Kaminski to approve the updated Regulation and Fee as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried. Updated Regulation and Fee Schedules will be sent to area funeral homes.

Mrs. Chorman asked the board to approve the Columbarium Niche Purchase Form as submitted to the board.

RESOLUTION 2017-072 – made by Keith McClintock, seconded by Edward Kaminski to approve the Columbarium Niche Purchase Form as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Chorman asked the board to approve the Inscription Order Forms as submitted to the board. There are two separate forms. One form is for a single engraving and the other is for a double. The single engraving will be done on the top of the niche door, allowing for a second name to be engraved if they decide to add another cremation at a later date.

RESOLUTION 2017-073 – made by Keith McClintock, seconded by Edward Kaminski to approve the updated Inscription Order Forms as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Chorman reported that Palmina Semerano met Mrs. Dottore at the cemetery to discuss the engraving of "HAMB DEN TOWNSHIP CEMETERY" on the three front sections of the columbarium as discussed at the trustee meeting of May 17, 2017. Mrs. Semerano quoted \$355 for the engraving.

RESOLUTION 2017-074 – made by Keith McClintock, seconded by Edward Kaminski to approve the engraving of "HAMB DEN TOWNSHIP CEMETERY" on the front of the columbarium. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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Mrs. Chorman submitted to the board for approval and signature the deed for Sonia Manfroni. Mrs. Manfroni purchased the first niche in the columbarium.

MISCELLANEOUS

Mrs. Dottore asked the board if they would like to renew the membership to the Geauga Township Association for 2017 & 2018. The memberships would be for Mr. Yamamoto, Mr. Kaminski, Mr. McClintock and Mrs. Chorman. Associate memberships would be for Mrs. Dottore, Mrs. Legg and Mr. Acquaviva.

RESOLUTION 2017-075 – made by Keith McClintock, seconded by Edward Kaminski to renew the membership to the Geauga Township Association as submitted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

The check for the membership was signed by the board.

Mrs. Dottore asked the board if they would like to renew the membership to the Ohio Cooperative Purchasing Group for another year.

RESOLUTION 2017-076 – made by Keith McClintock, seconded by Edward Kaminski to renew the membership to the Ohio Cooperative Purchasing Group for another year. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

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

- May 19th, May 30th and June 2nd Legislative Alerts
- Road department weekly work logs.
- May 8th and 31st safety meeting notes.
- May 8th, 15th, 24th and 30th park inspection reports.
- May 24th and 31st press releases
- Don Rice – Metzenbaum Center information visit request.
 - The board agreed to invite Mr. Rice to whichever September – November meeting works best for Mr. Rice.
- Tuck e-mail regarding mattress recycling information to post on township website.
 - The board denied the request stating they do not want to start a precedence of posting information on the township website that does not pertain to the township.

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

Mr. Yamamoto reported that one of the farmers market vendors has requested driving her ice cream truck around Hambden Township. According to the Transient Vendor resolution that is not permitted. Mr. Yamamoto suggested inviting her to the baseball fields while games are being played. The board agreed to that suggestion. Mr. Romans stated that the number of participants in the summer baseball leagues is down and only one of the fields is being used. Mr. Yamamoto will inform her of the decision and have her consult the baseball schedule posted in the pavilion and schedule accordingly.

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Mr. Heald stated that he will not be available for the next trustee meeting. He will be on vacation.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, June 21, 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 7:08 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski