

## **HAMBDEN TOWNSHIP TRUSTEES**

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, July 18, 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**

Mrs. Edelinsky reported that they are ready for Movie Night in the township park. The movie is scheduled for Saturday, July 28<sup>th</sup> at 8:30 p.m. Set up will begin at 6:30 p.m. the night of the meeting. The popcorn will be moved to pavilion #4. The ice cream truck will be invited and be located by pavilion #4, if they choose to attend. The movie title is Jumanji.

Mrs. Edelinsky reported that the next picnic organization meeting is scheduled for August 1<sup>st</sup>, following the trustee meeting. Job assignments will be issued at that meeting. The entertainment has been booked.

Mr. Molan reported that he met with Dave Sage, Mike Timas, Mark Monarchino, Dave Heald and Dan Brazis to review the septic system operation, maintenance and compliance issues. The septic system passed the testing and a pump maintenance agreement will be acquired. A two-year maintenance agreement will cost \$150.00 per year. In lieu of a maintenance agreement, a spare pump would need to be on the township premises. The pumps have an expiration date and would most likely be out of date when needed. A filter on the first tank requires regular maintenance/cleaning. Mr. McClintock asked if Mike Timas of Hess Engineering will be providing minutes of the meeting with a written record of maintenance instructions. Mr. Molan will contact Mr. Timas. Mr. Molan reported that Mr. Monarchino stated the landscaping portion of the contract is complete.

### **NEW BUSINESS**

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of June 20, 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 budget hearing of July 5, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

## **HAMB DEN TOWNSHIP TRUSTEES**

It was discovered that the July 5<sup>th</sup> budget hearing minutes were incorrectly listed on the agenda. The correct minutes requiring approval were the June 30<sup>th</sup> awarding of the Cutts Road project. Mr. McClintock rescinded the approval of the July 5<sup>th</sup> budget hearing. Mr. Molan made a recommendation to approve the minutes of the June 30<sup>th</sup> special meeting and waive the reading.

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of July 5, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

Mrs. Dottore stated that the July 5<sup>th</sup> budget hearing minutes are missing. They will be provided at the next meeting.

### **ZONING INSPECTOR**

Mr. Acquaviva reported he issued 3 permits and several permits are pending. Four violation notices have been issued. Mr. Acquaviva is currently working with a Sawmill Drive resident on a fence variance.

Mr. Acquaviva stated he will be attend the Geauga Township Zoning Inspector meeting in Newbury Township on August 15<sup>th</sup>.

### **ZONING**

Mrs. Scheuring reported that the zoning commission meeting scheduled for July 9<sup>th</sup> was cancelled.

### **FIRE DEPARTMENT**

Chief Hildenbrand reported that two months ago the EMS reporting program was updated to a new program. The hospital provided an IPAD for each of the squads. The IPAD's are supplied with an air card allowing them to enter information during travel time, saving time. A new program is being installed for processing fire reports. The new program is more efficient and user friendly.

### **FINANCIAL**

Mrs. Legg reported that warrants #11163 through and including #11183, totaling \$20,211.72 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 #88-2018 through #95-2018 were submitted to the Board for approval and signature.

Mrs. Legg reported that blanket certificates #126-2018 in the amount of \$500 and #127-2018 in the amount of \$1,500 were issued.

**RESOLUTION 2018-077** – 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.

## HAMB DEN TOWNSHIP TRUSTEES

Mrs. Legg advised the Board that total receipts for June were \$29,020.71 and total expenditures were \$56,065.08.

Mrs. Legg reported that the board was given the June financial statement indicating a combined balance of \$1,352,240.65. 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 June financial statement as submitted. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

The board signed the June financial statement.

Mrs. Legg reported that numerous intra-fund transfers were made. A copy of the transfers will be attached to the minutes for review.

Mrs. Legg reported that Mr. McClintock and Mrs. Edelinsky met with Kelly from OTARMA. A risk management report with recommendations was submitted. Copies were distributed to the board. OTARMA also submitted a copy of the township liability insurance policy and vehicle insurance certificates.

Mrs. Legg reported that the Department of Commerce submitted a report for alcohol license renewals in the township. The board of trustees has an opportunity to submit a hearing request on any location that they are concerned with. Mr. Yamamoto asked if there has been any word on the OSSO liquor license hearing. There has been no information received.

### **ROADS**

Mr. Yamamoto reported that the Geauga County Engineer's office has been working on an easement agreement with the Powell family for their property located at 9555 South Brown Road. Guardrails were removed, and a culvert pipe extended last year. The 15' x 15' easement would allow the township to enter the Powell property for access to the culvert pipe for the purpose of maintaining the pipe. Based on an appraisal the Geauga County Engineer's office recommends offering the Powell family up to \$200 for the easement. Mr. Yamamoto is scheduled to meet with the Powell's and the Geauga County Engineer on Tuesday, July 24<sup>th</sup> at 8 a.m. The verbiage of the easement agreement was approved by the Geauga County map room and the Geauga County Prosecutor's office in March.

**RESOLUTION 2018-079** – made by Paul Molan, seconded by Keith McClintock to offer the Powell family up to \$200 for the easement on their property located at 9555 South Brown Road. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried.

Mr. Heald reported that roadside ditching on Tanager Drive is being worked on. Several drive pipes need to be cleaned out. Mr. Heald is still waiting on material quotes from Ronyak and Kokosing for patching the roads.

### **TOWNSHIP HALL**

Mr. Molan stated the flower bed by the entry door to the town hall needs to be weeded and dead bugs need to be removed from the ceiling lights. Mr. McClintock stated that the siding by the side door needs to be cleaned.

## **HAMB DEN TOWNSHIP TRUSTEES**

Mr. Molan asked about the status of the window and door orders. Mrs. Legg reported that the purchase order for the doors and hardware was made for the incorrect price. A new purchase order will be issued. Mr. McClintock stated that he has not been successful contacting Kevin Grippy at NOPEC regarding the funding approval. Mrs. Legg reported that she has been in contact with Tisha Turner at Local Government Services regarding the processing of funds for the NOPEC energy grant.

Mrs. Legg reported that a check in the amount of \$1,500 was received from NOPEC for the community grant. This grant covers the cost of the movie night in the park and the fire department knox boxes.

### **SAFETY**

Mr. Heald reported that he has been inspecting the vehicle and equipment lights.

Mr. Yamamoto reported that he has safety video information which he received at the Geauga Township Association meeting. He left the information on Mr. Heald's desk.

### **PARK**

Mr. McClintock stated that the park board met on July 16<sup>th</sup>.

Mrs. Edelinsky reported that the next park board meeting is scheduled for August 13<sup>th</sup> @ 6:00 p.m.

Mr. McClintock stated that the OTARMA risk assessment went well. She was complimentary of the township park.

Mr. Heald stated that there is an issue with 4-wheelers in the park.

Mr. Heald reported that one trash can still needs to be installed at the park.

### **CEMETERY**

Mr. Heald stated that two niche doors are being engraved. We are waiting for them to be delivered before the families will schedule an inurnment date.

### **MISCELLANEOUS**

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

- July 6<sup>th</sup> & 13<sup>th</sup> County Engineer Press releases.
- July 13<sup>th</sup> Legislative Alert.
- OTARMA Property Appraisal service letter.
- July 11<sup>th</sup> Geauga Township Association correspondence.
- June 20<sup>th</sup> Safety Meeting notes.
- June 25<sup>th</sup>, July 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup> Playground inspection reports.
- July 3<sup>rd</sup> Road Sign inspection log.
- June 18<sup>th</sup> - July 16<sup>th</sup> Road Work logs.

Mrs. Dottore asked the board if there were any questions, if not the correspondence will be filed in the office. There were no questions.

**HAMBDEN TOWNSHIP TRUSTEES**

Mr. McClintock reported he would like to start working on a newsletter mailing. He asked that articles be submitted by August 17<sup>th</sup>.

Mr. Yamamoto reported that the Department of Aging has asked if Hambden Township would like to participate in senior trash day in conjunction with the township Fall trash day. Senior trash day pick-up would be scheduled for Thursday, September 27<sup>th</sup>. The board agreed.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, August 1, 2018 at 6:30 p.m.

Mr. McClintock 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 6:58 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

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