

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, August 2, 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 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

Mrs. Dottore reported that the day after Windstream representatives presented their quotes, the township's Time Warner Cable representative called to check on our satisfaction with their service. Mrs. Dottore stated that she informed him that the township is very unhappy with the service and the loss of e-mails that occurred during the transition to Spectrum. Spectrum will quote for a fiber optic line which would improve the service.

Mrs. Legg presented to the board two options for a new public-address system. The system she is recommending is the Yamaha Stage Pass 600. The system comes with 2-10" speakers, mixers, cables, and microphone. Sam Ash, located in Lyndhurst, offers this system for \$899.99 plus \$100 for the speaker stands. After submitting for the \$100 mail-in rebate the entire system would cost \$899.99. Gear Tree offers the system with the stands as a bundle for \$899.99 Both systems are the same but Sam Ash is local. Neither company accepts purchase orders. The system is easy to set up and 650 watts of power. Mrs. Legg did not recommend the wireless systems due to the additional cost and they are not as reliable and clear sounding as the wired systems. Mrs. Edelinsky recommended purchasing local and easier service if a problem occurs.

RESOLUTION 2017-091 – made by Keith McClintock, seconded by Edward Kaminski to approve the purchase of the Yamaha Stage Pass 600 public-address system with speaker stands at the cost of \$899.99. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Dottore reported that as instructed at the last trustee meeting she checked into the Varidesk elevated desk top. Mrs. Dottore asked permission to purchase the Pro Plus 30" Varidesk at the cost of \$375.00. Mrs. Legg and Mr. Acquaviva would like to see the unit before deciding if and what unit they would like.

RESOLUTION 2017-092 – made by Keith McClintock, seconded by Edward Kaminski to approve the purchase of the Pro Plus 30" Varidesk at the cost of \$375.00. 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 regular meeting of July 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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ZONING INSPECTOR

Mr. Acquaviva reported that three new permits were issued. Five permits applications are pending. Two new variance requests have been received and he is working on the Waste Management variances.

ZONING

Mrs. Scheuring reported that the next Zoning Commission meeting is scheduled for Monday, August 7th at 7:00 p.m.

Mr. Acquaviva stated that during the last zoning commission meeting the zoning board reviewed the definition section of the zoning resolution. Corrections and updates will be worked on this meeting.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the July call summary. There were 59 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported that in July he attended the Ohio Fire Chiefs Conference in Columbus. He serves on several state committees and attends as the representative for Hambden Township.

Chief Hildenbrand reported that last week he and Dave Peterson attended the International Fire Chief's Conference in Charlotte where he completed his 2-year executive officer program. Dave Peterson is working on his 3-year program.

FINANCIAL

Mrs. Chorman reported that warrants #10469 through and including #10501, totaling \$32,818.12 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 #2482 through and including #2487 were issued. There was one blanket purchase order.

\$2,000 in the Fire fund account 2191-4220-330 for travel and meetings.

Mrs. Chorman stated that this did not exceed the appropriated line item amount. She asked the Board if there were any questions or discussion regarding the purchase order, if not they will stand as approved. There were no questions from the Board.

RESOLUTION 2017-093 – made by Keith McClintock, seconded by Edward Kaminski to approve the blanket purchase order as submitted. Upon call of roll: Mr. McClintock – yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Chorman advised the Board that total receipts for July were \$517,935.71 and total expenditures were \$148,774.18.

Mrs. Chorman reported that one Intra-fund transfer was made since the last meeting.

\$2,000 was transferred within the EMS fund from 2281-4230-750 motor vehicle to 2281-4230-490 other supplies and materials.

Mrs. Chorman reported that the budget hearing with the Geauga County Auditor's office is scheduled for Tuesday, August 22nd at 9:40 a.m. Mrs. Chorman is working on narrative regarding the undistributed funds for the salt storage building.

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ROADS

Mr. Heald reported that 930 lbs. of crack sealing material were used today on crack sealing of roads. One to two days of crack sealing will be done next week.

Mr. Heald stated that they are working on preparing the park for the community picnic.

Mr. Yamamoto reported that he spoke with Geauga County Engineer Shane Hajjar regarding the Teal Road guardrail repair. Mr. Hajjar apologized for not getting the guard rail and striping quotes to the township. He requested a new list of guardrail and striping work needed.

Mr. Heald stated that the eight-year-old 10' wing plow needs sandblasting and re-painting. Diversified Maintenance has refused to do work for Hambden Township after the township complained about the quality of work. After making several calls, Newbury Sandblasting is the only facility he could find that has large enough equipment to handle this large an item. Newbury Sandblasting quoted \$700 for the complete job.

RESOLUTION 2017-094 – made by Keith McClintock, seconded by Edward Kaminski to approve Newbury Sandblasting to sandblast and re-paint the 10' wing plow as quoted. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mrs. Chorman asked for the written quote as documentation for the purchase order.

TOWNSHIP HALL

Mr. Heald reported that Electrical Maintenance Solutions has completed the exterior lights and light switches on the interior of the town hall as quoted.

Mrs. Chorman asked the board to approve disconnecting the light switch in the basement of the old town hall. The switch is at the bottom of the steps and is frequently left on after hall rentals. Mr. Molan stated that it may be a safety issue to disconnect the switch. Mr. Heald will speak with Electrical Maintenance Solutions for his recommendation.

Mr. Heald reported that Good Earth Excavating has begun working on the septic system installation. They began clearing the land today.

SAFETY

Mr. Heald reported that Dan Brazis injured his arm while drilling a street sign bracket. He was holding the bracket in his hand instead of using a vise or the drill press. A safety meeting was held regarding the proper procedure for drilling a hole in small items such as a sign bracket. Mrs. Chorman stated that the Workers Compensation claim has been certified with Care Works. The claim has been certified for the medical and the township paid for his time off.

PARK

Mrs. Edelinsky reported that the work on the pavilions is half done.

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Mrs. Edelinsky reported that she has had several complaints from pavilion renters that the portable toilets have not had toilet paper or hand sanitizer in them. The latch has been broken on the unit located between ball fields 2 and 3 since it was delivered. ASAP arrived at 6:00 p.m. today to clean the portable toilets. Since the gates are locked, they need to call for access to the back units. Mrs. Edelinsky has not been satisfied with the ASAP service or office personnel. Mr. McClintock agreed to draft a letter to ASAP regarding these issues. Mr. Molan recommended getting a quote from CLM for next year.

Mr. Heald stated that the new bleachers are installed. Mr. Kaminski stated that he would contact Claridon Township regarding the mulch/bleacher exchange.

Mrs. Edelinsky reported that the next park board meeting is scheduled for Monday, August 14th at 6 pm.

CEMETERY

Mr. Kaminski reported that a resident contacted him regarding her husband's grave site and stone placement. Mr. Heald went out and raked the dirt on the grave. After inspecting the grave, he found no issue and returned her call. Mr. Heald stated that she was not happy with the granite military marker in the concrete. The topsoil and seed was not completed.

Mr. Heald reported that all the new footers have been installed. Twenty-eight stones have been re-set. There are 50 – 60 more stones that need to be re-set after the community picnic and crack sealing are done.

MISCELLANEOUS

Mrs. Dottore asked the board to set the date for Fall trash day. The last of Saturday of September is the 30th and the normal hours of collection are 8:00 a.m. until noon. The board agreed with the date and time. Mr. Yamamoto stated that he will contact the Department of Aging regarding collecting trash day items from registered senior citizens. Mrs. Dottore will contact Habitat for Humanity Restore and send out hauling quote requests.

Mrs. Dottore reported that she has been in contact with Laurie at Assured Vault. They are no longer working with the same shredding company as in the past. Pricing has jumped from \$115 per hour to \$300 per hour. Laurie was able to negotiate the pricing down to \$160 per hour for this year. The normal hours shredding is offered is 9:00 a.m. until noon. Mrs. Chorman stated that shredding is needed this year due to the two-year audit that we had and the number of documents that are now able to be destroyed. The board agreed to hire Assured Vault for 3 hours at \$160 per hour.

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

- July 17th and 24th County Engineer Road construction project list.
- July Deferred Compensation employer newsletter
- July 14th and 21st Legislative Alerts.
- Road department weekly work logs.
- July 17th Park inspection report
- July 25th Safety meeting notes

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

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Mrs. Chorman presented to the board her letter of resignation effective August 31, 2017. Mr. Yamamoto read Mrs. Chorman’s resignation letter aloud.

Mrs. Chorman requested a special meeting with the board of trustees, Mrs. Legg and Mrs. Dottore to discuss her departure and job responsibilities. The meeting will be scheduled for Tuesday, August 8th at 5:30 p.m.

Mr. Yamamoto thanked Mrs. Chorman for the clean audit. Mrs. Chorman thanked Mrs. Legg and Mrs. Dottore for their assistance.

Mr. Rear stated that the resolution for the public-address system is incorrect. The cost with the speaker stands is \$999.99, not \$899.99. The \$100 rebate is received after a mail-in rebate is approved. Mr. McClintock amended his motion (Resolution 2017-091) to purchase the Yamaha Stage Pass 600 public-address system for \$899.99 with speaker stands at the cost of \$100.00.

RESOLUTION 2017-095 – made by Keith McClintock, seconded by Edward Kaminski to regretfully accept the resignation of Laura Chorman as Fiscal Officer of Hambden Township effective August 31, 2017. Upon call of roll: Mr. McClintock– yes, Mr. Kaminski – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Molan asked the board if the Fiscal Officer position will be advertised. The board stated that they will check with the Board of Elections and the Prosecutor’s office on the policy and procedures for filling the open position.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, August 16, 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 7:10 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant

Scott Yamamoto

DATE APPROVED:

Keith McClintock

Edward Kaminski