

HAMBDEN TOWNSHIP TRUSTEES

The Hambden Township Trustees met in Special Session at the Hambden Town Hall on Wednesday, August 9, 2017 at 5:30 p.m. with the following members present: Scott Yamamoto, Edward Kaminski and Keith McClintock. Also present was Fiscal Officer Laura Chorman, Assistant to the Fiscal Officer Linda Legg and Administrative Assistant Mary Ann Dottore.

This meeting was advertised in The New Herald and on the website of the Geauga County Maple Leaf for the specific purpose of the discussion of an appointment of a public official and for the discussion of possible discipline of a public employee

Chairman Yamamoto called the Special Meeting to order at 5:30 p.m.

Mr. Yamamoto declared a quorum. All three trustees were present.

Mrs. Chorman presented to the board a list of tasks she has completed and what is still needed for the transition of fiscal officers.

Mrs. Chorman presented the board with a copy of the Ohio Revised Code (ORC) section 3.02 (B) "Elective office filled by appointment – term of appointee" regarding the procedure of filling the fiscal officer position. Mr. Yamamoto will contact the Board of Elections to review the procedure needed for the transition of fiscal officers.

Mrs. Chorman presented to the board a list of Mrs. Dottore's responsibilities indicating those that are the responsibility of the fiscal officer. Mrs. Dottore performs some of these duties as a "segregation" of duties as commended by the Auditor of State. Other duties are part of the "team work" policy used in the office.

RESOLUTION 2017-096: Made by Edward Kaminski, seconded by Keith McClintock to adjourn into executive session for the discussion of an appointment of a public official and for the discussion of possible discipline of a public employee. Upon call of roll: Mr. McClintock – yes; Mr. Kaminski – yes; and Mr. Yamamoto - yes. Motion carried at 5:45 p.m.

Mr. McClintock moved to adjourn out of execution session and resume open session at 6:10 p.m.

RESOLUTION 2017-097: Made by Edward Kaminski, seconded by Keith McClintock to appoint Linda Legg as fiscal officer effective September 1, 2017. Upon call of roll: Mr. McClintock – yes; Mr. Kaminski – yes; and Mr. Yamamoto - yes.

The attached list of documents was discussed and necessary forms and letters were signed by the board.

Mr. Yamamoto stated that after the letter of discipline is finalized and signed by the board, Mr. Yamamoto will present the letter to the employee.

There being no further business to come before the Board at this time, the meeting adjourned at 6:15 p.m.

HAMB DEN TOWNSHIP TRUSTEES

ATTESTED TO:

APPROVED BY:

Laura Chorman, Fiscal Officer

Scott Yamamoto

Edward Kaminski

Date Approved

Keith McClintock