

**RECORD OF PROCEEDINGS**  
**HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

GOVERNMENT FORMS &amp; SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_ January 15, \_\_\_\_\_ 2020

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 15, 2020 at 7:30 p.m. with the following members present: Scott Yamamoto, Keith McClintock and Paul Molan. Also present was the Fiscal Officer Linda Legg, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet.

Chairman Yamamoto called the Regular Meeting to order with the Pledge of Allegiance at 7:00 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 the street-light replacement quote received last year was \$301 per fixture totaling \$8,428. The engineering was done last year. When Mr. Yamamoto spoke with our Illuminating Company representative last year he suggested waiting on the project. The Illuminating Company will be having a price adjustment, lowering the cost. Recently Mr. Yamamoto was informed the new pricing for LED streetlight fixtures is \$242 per fixture, totaling \$6,776. Mrs. Legg will look into fund availability after the permanent appropriations are confirmed. The township will be reimbursed by the NOPEC Energy Grant of 2019 after the project is completed.

Mr. McClintock stated NOPEC has awarded the township \$11,840 for the 2020 energy grant. Mr. Heald stated 6 ceiling fans are needed in the road garage. Mrs. Dottore stated that Dan Brazis suggested insulating the town hall and see if the grant will cover new siding if the siding provides a degree of insulation. Mr. McClintock stated the grant request needs to be submitted by June 30, 2020.

**NEW BUSINESS**

**MINUTES**

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the December 9, 2019 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

**MOTION 2020-19:** Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the December 9, 2019 Special Meeting. Motion carried.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the December 18, 2019 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

**MOTION 2020-20:** Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the December 18, 2019 Regular Meeting. Motion carried.

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**ZONING INSPECTOR**

Mr. Acquaviva reported he has issued two new permits. One of the permits will clear a zoning violation notice that was recently sent out.

Mr. Acquaviva met with Geauga County Assistant Prosecutor Susan Weiland to discuss the continuance the Board of Zoning Appeals hearing that has been pending. The continuance is scheduled for January 30, 2020.

**ZONING**

Mrs. Ani Karetka submitted her letter of resignation from the Board of Zoning Appeals. The board tabled the acceptance until a later date.

The board discussed accepted the resignation of Leanne Exum from the Zoning Commission re-appointing her to the Board of Zoning Appeals until new members can be appointed to the Board of Zoning Appeals.

**MOTION 2020-21:** Made by Paul Molan, seconded by Keith McClintock to accept the resignation of Leanne Exum from the Zoning Commission. Motion carried.

**MOTION 2020-22:** Made by Paul Molan, seconded by Keith McClintock to appoint Leanne Exum to the Board of Zoning Appeals. Motion carried.

**FIRE DEPARTMENT**

Chief Hildenbrand submitted the list of fire prevention officers for 2020 to the board for approval. Mr. Yamamoto read the names of the fire prevention officers as submitted.

Fire Prevention Officer – Scott Hildenbrand

Deputy Fire Prevention Officers – David Peterson

Erica O'Neill

Doug Riedel

Christopher Titterington

David Baird

Christian Kline

Jerry Mitchel

Joshua Grigus

**MOTION 2020-23:** Mr. Molan moved, and Mr. McClintock seconded to approve the 2020 fire prevention officers as submitted. Motion carried by unanimous vote.

Chief Hildenbrand reported that the new truck should be ready for delivery in approximately eight weeks. The new battery-operated jaws of life have been delivered.

**FINANCIAL**

Mrs. Legg reported that mid-month payroll totaling \$7,148.78 were issued.

Mrs. Legg reported that vendor warrants #12011 through and including #12023, totaling \$5,851.01 were submitted to the Board for approval and signature. Backup was attached to the checks. He 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 #3-2020 through and including #27-2020 were submitted to the board for signature and approval.

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Mrs. Legg reported that thirty-nine blanket certificates were issued.

BC #2-2020 through and including #40-2020

Due to the number of blanket certificates the details will not be reported. Copies of the blanket certificates will be attached to the minutes.

Mrs. Legg stated that this amount does not exceed the appropriated line item amount. 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.

**MOTION 2020-24:** Made by Paul Molan, seconded by Keith McClintock to approve blanket certificates #2-2020 through and including #40-2020 as submitted. Motion carried by unanimous vote.

Mrs. Legg reported that two re-allocation of appropriations were made.

\$300 from 1000-120-599 Misc. Expenses to 1000-120-329 Other Property Svcs.

\$10,000 from 2031-330-360 Contracted Svcs. to 2031-330-420 Operating Supplies

Mrs. Legg advised the Board that total receipts for December were \$37,578.62 and total expenditures were \$85,095.76.

Mrs. Legg reported that the board was given the December financial statement indicating a combined balance of \$1,382,107.55.

**MOTION 2020-25:** Made by Paul Molan, seconded by Keith McClintock to approve the December financial statement as submitted. Motion carried by unanimous vote.

### ROADS

Mr. Yamamoto asked the board to pass a Resolution of Convenience and Necessity for the Improvement of Various Roads in Hambden Township as requested by the Geauga County Engineer's office. Mr. Yamamoto read the resolution aloud.

**RESOLUTION 2020-1:** Made by Paul Molan, seconded by Keith McClintock to pass Resolution of Convenience and Necessity for the Improvement of Various Roads in Hambden Township. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Yamamoto stated that the board need to adopt by resolution the Geauga County Commissioners Highway Use Manual and Authorize the Geauga County Engineer's office to issue and enforce all policies and procedures outlined in the manual.

**RESOLUTION 2020-2:** Made by Paul Molan, seconded by Keith McClintock to adopt the Geauga County Commissioners Highway Use Manual as submitted. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried.

Mr. Heald stated that he would like the board to hire two employees to work with the road department during the summer months. He would like one seasonal part-time (20 hours per week) and one seasonal full time (40 hours per week). The newspaper ad draft was reviewed and revised.

Mr. Heald reported that they are building a gravel/stone shovel box for working on the roads.

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**TOWNSHIP HALL**

Mrs. Dottore reported that the cleaning crew mentioned that there are mice droppings in the kitchen and at the bottom of the basement stairs. Mr. Heald will set out traps.

**SAFETY**

No Report

**PARK**

Mr. McClintock reported that the next park board meeting is scheduled for April 13, 2020.

Mr. Heald reported that they are still removing dead trees from the park.

**CEMETERY**

Mr. Heald stated they are waiting for the stone company to return with the headstone they are repairing to discuss the damage done to the ground when removing the headstone.

**MISCELLANEOUS**

Mr. Yamamoto asked the board to set Saturday, April 25<sup>th</sup> as Spring trash day. The hours will be 8am to 1 pm

**MOTION 2020-26:** Made by Paul Molan, seconded by Keith McClintock to set Saturday, April 25<sup>th</sup> as spring trash day. Motion carried by unanimous vote.

Mrs. Dottore asked the board to designate the Geauga Maple Leaf as the official newspaper for advertising meetings, public hearings, job openings, legal ads etc. whenever possible. The News Heard is more expensive and they do not advertise prior to the meeting date. The News Herald did not advertise a public hearing that was submitted to them. Mr. Bertosa suggested buying a paper at the store, paying for a subscription to the paper or an online subscription to verify the publication. The printed subscription is \$465 per year while the cost of the Geauga Maple Leaf is \$80 for two years. The online subscription is \$12 per month but does not publish the agendas.

**MOTION 2020-27:** Made by Paul Molan, seconded by Keith McClintock to designate the Geauga Maple Leaf as the official newspaper for advertising meetings, public hearings, job openings, legal ads etc. whenever possible. Motion carried by unanimous vote.

Mrs. Dottore reported that the annual renewal for the State of Ohio Cooperative Purchasing Program expired in August of 2019. After speaking with the representative, we can pay now and have it retroactive to August for the purchases we made during that time frame.

**MOTION 2020-28:** Made by Paul Molan, seconded by Keith McClintock to renew the State of Ohio Cooperative Purchasing Program retroactive to August 2019. Motion carried by unanimous vote.

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

- January 3<sup>rd</sup> and 10<sup>th</sup> Legislative Alerts
- December Sheriff's monthly call report.

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

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Mrs. Dottore reported that the Andy Haines with the Geauga County IT department was out today with Windstream attempting to change over the service switch. There was an issue connecting us to the county. Mr. Haines will be back out tomorrow to work on the problem.

Ms. Sarah Fowler introduced herself. She served on the State Board of Education for the last 8 years. She is currently running for Ohio State Representative. The board thanked her for attending the meeting.


Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, February 5, 2020 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:

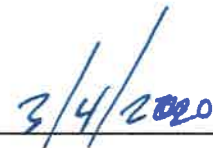
APPROVED BY:

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

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

DATE APPROVED:

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

  
\_\_\_\_\_  
3/4/2020

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

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