

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ January 2, _____ 20 19 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 2, 2019 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.

REORGANIZATION

Mr. McClintock turned the meeting over to the Fiscal Officer. Mrs. Legg asked for nominations for Chairman of the Board of Trustees for 2019. Mr. McClintock nominated Mr. Molan as Chairman of the Board. Mrs. Legg asked if there were any further nominations. There were none.

MOTION 2019-001: Made by Keith McClintock, seconded by Scott Yamamoto to appoint Paul Molan as Chairman of the Board of Trustees for 2019. Motion carried by unanimous vote.

Mrs. Legg turned the meeting over to Chairman Molan.

Mr. McClintock nominated Mr. Yamamoto for Vice-Chairman of the Board of Trustees for 2019.

MOTION 2019-002: Made by Keith McClintock, seconded by Paul Molan to appoint Scott Yamamoto as Vice-Chairman of the Board of Trustees for 2019. Motion carried by unanimous vote.

Mr. Molan asked the board to appoint liaisons to the road department, zoning boards, park board, town hall, cemetery and fire department for 2019. The following liaison positions were agreed upon.

Cemetery – Scott Yamamoto
 Fire Department – Keith McClintock
 Park Board – Keith McClintock
 Road Department – Scott Yamamoto
 Town Hall – Paul Molan
 Zoning Boards – Paul Molan

MOTION 2019-003: Made by Scott Yamamoto, seconded by Keith McClintock to appoint the liaisons as stated for 2019. Motion carried by unanimous vote.

OLD BUSINESS

None

NEW BUSINESS

Mr. McClintock reported that Hambden Township was awarded a 2019 NOPEC Community Event Sponsorship Program Grant in the amount of \$1,500. The park board would like to sponsor a movie night and use the balance of the grant for the purchasing of Knox Boxes for the fire department as they did last year.

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MINUTES

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of December 19, 2018. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

ZONING INSPECTOR

Mr. Acquaviva reported he has issued a couple permits and several permits are pending.

Mr. Acquaviva stated that he is working on a home occupation/conditional use variance. Two variance hearings will be scheduled for later this month.

Mr. Acquaviva stated he received one complaint that he will be working on as time permits.

ZONING

Mr. Acquaviva reported that the zoning commission will be meeting on Monday, January 7, 2019. During that meeting they will be appointing the chairman and vice-chairman. The board will also look at changing the meeting date from Monday evenings. Leanne Exum expressed an interest in moving from the Board of Zoning Appeals to the Zoning Commission.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the December call summary. There were 64 calls during the month. A copy of the report is attached for review. They responded to 700 calls in 2018. This is the highest number of calls responded to in one year.

Chief Hildenbrand reported that the Hambden Fire Department received a Bureau of Workers Compensation grant in the amount of \$8,600. The grant will be used to purchase a gear extractor washing machine for washing the turn out gear which is covered with cancerous soot from fires. The gear should not be worn in the trucks or carried into the office area of the station.

FINANCIAL

Mrs. Legg reported that year-end payroll and tax warrants totaling \$15,763.36 were issued.

Mrs. Legg reported that vendor warrants #11438 through and including #11453, totaling \$117,467.39 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. Legg reported that purchase orders #1-2019 through and including #21-2019 were submitted to the board for signature and approval.

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Mrs. Legg reported that blanket certificates #1-2019 through and including #51-2019 were issued. Mrs. Legg stated that these amounts do not exceed the appropriated line item amounts. She asked the Board if there were any questions or discussion regarding the purchase orders, if not they will stand as approved. There were no questions from the Board.

MOTION 2019-004: Made by Scott Yamamoto, seconded by Keith McClintock to approve the 51 blanket certificates as submitted. Motion carried by unanimous vote. Copies of the blanket certificates are attached.

Mrs. Legg reported that three re-allocation of funds were made.

\$2,385 from 1000-110-599 Misc. Expenses to:
 \$17.43 to 1000-110-111 Trustees Salaries
 \$49.00 to 1000-110-121 Fiscal Officer Salary
 \$999.41 to 1000-110-122 Staff Salaries
 \$1,319.16 1000-130-190 Road Salaries

\$776.56 from 1000-110-321 Rents and Leases to:
 \$572.78 to 1000-110-211 OPERS
 \$116.70 to 1000-130-211 Roads OPERS
 \$87.08 to 1000-410-211 Cemetery OPERS

\$29.23 from 2031-330-315 Election Fees to 2031-330-211 Roads OPERS

Mrs. Legg reported that a letter was received from the State Auditor regarding HB 312 Usage of Credit/Debit Cards. Mrs. Dottore will do preliminary work and report back to the board. The township currently has a policy in place but may not cover all the new procedures.

ROADS

Mr. Yamamoto reported that the board needs to approve two resolutions to authorize reviewing future roadwork engineering by the Geauga County Engineer's office. The passing of the resolutions does not commit the township to doing the work, it simply allows the engineers office to work up preliminary work and quotes. After Cutts Road project is paid the board will have a better financial picture as to the funds available for road projects in 2019.

Mr. Yamamoto submitted to the board for approval and signature the Resolution of Convenience and Necessity for Improvements to Big Creek Drive and Hinsdale Drive from the Geauga County Engineer's office.

RESOLUTION 2019-001: Made by Scott Yamamoto, seconded by Keith McClintock to approve Resolution of Convenience and Necessity for Improvements to Big Creek Drive and Hinsdale Drive. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried.

Mr. Yamamoto submitted to the board for approval and signature the Resolution of Convenience and Necessity for Paving Markings of Various Roads from the Geauga County Engineer's office.

RESOLUTION 2019-002: Made by Scott Yamamoto, seconded by Keith McClintock to approve Resolution of Convenience and Necessity for Paving Markings of Various Roads. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried.

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Mr. Heald reported that the speed limit has not been set on Steelhead Run or Flyfisher Way. South Brown, North Brown and Bascom Road have speed limits posted but have never been legally lowered from 55mph. Mr. Yamamoto will contact the Geauga County Engineer's office regarding the speed limits on the mentioned roads.

Mr. Yamamoto asked when the road levy paperwork is due for placement on the May ballot. Mrs. Legg will check with the Geauga County Auditor's Office.

Mr. Heald stated that the new road department employee Steve Wolcott is fitting in and learning quickly. Next week they will install the snow plow and spreader on Mr. Wolcott's truck and take him on a dry run of snow plowing and salting roads.

TOWNSHIP HALL

Mr. Molan reported that blueprint drawings are needed for the proposed bathroom in the road garage. The inside of the bathroom needs to be ADA approved. The step up into the bathroom does not need to be ADA approved since there is no handicapped road employee at this time. The bathroom is not for visitor usage.

Mrs. Dottore reported that she brought in a small bottle of Super Clean from home. She used it on one small panel of siding by the door of the town hall entrance and found that it cleaned the siding with very little effort. Super Clean can be purchased at Hemly's or any auto parts store. The board suggested the road department try Super Clean when power washing the town hall siding this summer.

SAFETY

Mr. Heald stated that he reviewed safety items with new employee Steve Wolcott. He was issued safety shirts, vests etc.

PARK

Mr. McClintock reported that the park board will be holding their organizational meeting on Monday, January 14th, 2019 at 6:00 p.m.

CEMETERY

Mrs. Dottore stated that she has not heard back from Salem Stones regarding the Longberry niche door.

Mr. Heald stated there are several head stones that need to be straightened when the weather permits.

MISCELLANEOUS

Mrs. Dottore asked the board to approve the 2018 Inventory list that was submitted to them for review.

MOTION 2019-005: Made by Keith McClintock, seconded by Scott Yamamoto to approve the 2018 Inventory as submitted. Motion carried by unanimous vote.

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

- December 21st Legislative Alert
- NOPEC December Newsletter

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


Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, January 16, 2019 at 6:30 p.m.

Mr. Molan 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 7:01 p.m.

ATTESTED TO:

APPROVED BY:



 Mary Ann Dottore, Administrative Assistant



 Keith McClintock


DATE APPROVED:

Paul Molan

2/6/19



 Paul Molan



 Scott Yamamoto

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