

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 101-48

Held _____ January 6, _____ 20 20 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Monday, January 6, 2020 at 7:30 p.m. with the following members present: Paul Molan, Scott Yamamoto and Keith McClintock. Also present was Assistant to the Fiscal Officer Mike Romans, Administrative Assistant Mary Ann Dottore and those on the attached sign in sheet.

Chairman Molan called the Regular Meeting to order with the Pledge of Allegiance at 7:00 p.m.

Mr. Molan reported that there was a quorum. All three trustees were present.

REORGANIZATION

Mr. Molan turned the meeting over to Assistant to the Fiscal Officer. Mr. Romans asked for nominations for Chairman of the Board of Trustees for 2020. Mr. McClintock nominated Mr. Yamamoto as Chairman of the Board. Mr. Romans asked if there were any further nominations. There were none.

MOTION 2020-1: Made by Mr. McClintock, seconded by Mr. Molan to appoint Scott Yamamoto as Chairman of the Board of Trustees for 2020. Motion carried by unanimous vote.

Mr. Romans turned the meeting over to Chairman Yamamoto.

Mr. Molan nominated Mr. McClintock for Vice-Chairman of the Board of Trustees for 2020.

MOTION 2020-2: Made by Mr. Molan, seconded by Mr. Yamamoto to appoint Keith McClintock as Vice-Chairman of the Board of Trustees for 2020. Motion carried by unanimous vote.

Mr. Yamamoto asked the board to appoint liaisons to the road department, zoning boards, park board, town hall, cemetery and fire department for 2020. 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 2020-3: Made by Mr. Yamamoto, seconded by Mr. Molan to appoint the liaisons as stated for 2020. Motion carried by unanimous vote.

Mr. Yamamoto asked the board if they would like to set Board Compensation rate as salary or daily for 2020.

MOTION 2020-4: Made by Mr. Molan, seconded by Mr. McClintock to set the board compensation rate as salary for 2020. Motion carried by unanimous vote.

Mr. Yamamoto asked the board if they would like to keep the trustee meetings on the first and third Wednesday of each month at 6:30 p.m. or change to schedule for 2020.

MOTION 2020-5: Made by Mr. Molan, seconded by Mr. McClintock to continue holding the trustee meetings on the first and third Wednesday of each month at 6:30 p.m. for 2020. Motion carried by unanimous vote.

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ January 6, _____ 20 20 _____

Mr. Yamamoto submitted the following re-appointments of road department and office personnel.

Road Superintendent – David Heald
 Assistant to the Road Superintendent – Daniel Brazis
 Road Department Employee – Steven Wolcott
 Administrative Assistant – Mary Ann Dottore
 Assistant to the Fiscal Officer – Mike Romans
 Zoning Inspector – Richard Acquaviva
 Cemetery Sexton (Operations) – David Heald
 Cemetery Sexton (Administration) – Mary Ann Dottore

MOTION 2020-6: Made by Mr. Molan, seconded by Mr. McClintock to re-appoint road department and office personnel as submitted. Motion carried by unanimous vote.

Mr. Yamamoto asked if any residents had questions or concerns to bring before the Board. There were none.

OLD BUSINESS

None

NEW BUSINESS

MINUTES

Mr. Yamamoto asked the Board to rescind Motion 2019-115 approving the Special Meeting minutes of December 9, 2019.

MOTION 2020-7: Made by Mr. Molan, seconded by Mr. McClintock to rescind Motion 2019-115 approving the Special Meeting minutes of December 9, 2019 due to the minutes needing editing of information. Motion carried by unanimous vote.

Mr. Yamamoto reported that the December 18, 2019 minutes were not completed and will be ready for approval at the next meeting.

ZONING INSPECTOR

Mr. Acquaviva reported he has issued one new house permit and one other permit. He has also been working on a couple zoning amendments.

Mr. Acquaviva will be meeting with Geauga County Assistant Prosecutor Susan Weiland to discuss reconvening the Board of Zoning Appeals hearing that has been pending.

ZONING

No Report

FIRE DEPARTMENT

Chief Hildenbrand provided a call summary of the December Fire Department activities. The Hambden Fire Department responded to 723 calls in 2019. This is a record number of calls responded to in one year.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ January 6, _____ 20 20 _____

FINANCIAL

Mr. Romans reported that year-end payroll and tax warrants totaling \$11,423.79 were issued.

Mr. Romans reported that vendor warrants #11996 through and including #12010, totaling \$126,102.59 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.

Mr. Romans reported that purchase orders #133-2019 through and including #134-2019 and #1-2020 through and including #2-2020 were submitted to the board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.

BC #2020-1 - \$1,500 1000-110-330 Travel and Meeting Expenses

Mr. Romans stated that this amount does not exceed the appropriated line item amount. He 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 2020-008: Made by Paul Molan, seconded by Keith McClintock to approve blanket certificate #1-2020 as submitted. Motion carried by unanimous vote.

Mr. Romans asked the board to allow automatic withdrawals from Middlefield Bank by Anthem of the monthly health care premiums. Anthem's policy requires automatic withdrawal for premiums. The Auditor of State suggested to Linda Legg that the Board of Trustees pass a motion permitting the automatic withdrawal.

MOTION 2020-009: Made by Paul Molan, seconded by Keith McClintock to allow automatic withdrawals from Middlefield Bank by Anthem of the monthly health care premiums. Motion carried by unanimous vote.

ROADS

Mrs. Dottore stated that the Highway Use Manual received from the Geauga County Engineer's office had been forwarded to the board for review. The board was unable to review the manual prior to the meeting and the road superintendent did not receive a copy. The resolution approving the manual will be tabled until the next meeting.

Mr. Heald reported that his estimate for the township to replace the culvert pipe in house on Holidale Drive would be \$60,000 and Pearl Road culvert replacement would cost \$10,000. These prices include renting equipment, purchasing gravel, pipes etc. Holidale Drive pipes are in bad shape and need to be replaced this year. The culvert pipe on Radcliffe Road was repaired on the outside and should extend the life of the culvert pipe for 5 to 10 years.

Mr. Heald reported that he will be taking two extended vacations in 2020. Two weeks in June and three weeks in August. The board stated Mr. Heald has the vacation time available and approved the vacations.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ January 6, _____ 20 20

TOWNSHIP HALL

No report.

SAFETY

Mr. Heald stated that there are several dead trees on Pearl Road that will need to be removed. Either a lift will need to be rented or the work will need to be contracted out.

PARK

Mr. McClintock reported that the park board met prior to the trustee meeting.

Mr. McClintock reported that drawings were submitted by the Chardon School for the back of the baseball field dugouts. The first painting will be done on the dugout of field one.

Mr. McClintock stated that Shane Hajjar submitted his drainage ideas for the township park. His submission for phase one includes three detention ponds and regrading of some areas. Two additional basins may be needed in the future. The proposed locations of the basins were selected in the hopes of minimizing the impact to trees and existing parking areas. The utilities will need to be marked prior to the work.

Mrs. Edelinsky reported that the next park board meeting is scheduled for April 13, 2020.

CEMETERY

Mr. Yamamoto presented a deed for Judith Addison to be approved and signed by the board.

Mr. Heald reported that a headstone company got their truck struck while delivering a stone to the cemetery. They called Interstate Towing to pull them out of the grass. Mr. Heald informed them they will be responsible for paying for the repairs.

MISCELLANEOUS

Mr. Yamamoto asked the board to set the mileage reimbursement rate for 2020 at 57.5 cents per mile, matching the IRS rate.

MOTION 2020-10: Made by Paul Molan, seconded by Keith McClintock to set the mileage reimbursement rate for 2020 at 57.5 cents per mile, matching the IRS rate. Motion carried by unanimous vote.

Mr. Yamamoto asked the board to set the blanket certificate maximum not to exceed \$15,000.

MOTION 2020-11: Made by Paul Molan, seconded by Keith McClintock to set the blanket certificate maximum not to exceed \$15,000. Motion carried by unanimous vote.

Mr. Yamamoto submitted Mike Romans resignation from the Park Board effective January 7, 2020 to the board for approval.

MOTION 2020-12: Made by Paul Molan, seconded by Keith McClintock to accept Mike Romans resignation from the Park Board effective January 7, 2020. Motion carried by unanimous vote.

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ January 6, _____ 20 20 _____

Mr. Yamamoto informed the board that Phil Smith submitted a letter of interest in being re-appointed as a member of the Zoning Commission for another 5-year term.

MOTION 2020-13: Made by Paul Molan, seconded by Keith McClintock to re-appointed Phil Smith as a member of the Zoning Commission for another 5-year term. Motion carried by unanimous vote.

Mr. Yamamoto informed the board that Jim Sas submitted a letter of interest in being appointed as a full member of the Board of Zoning Appeals, finishing Leanne Exum's term.

MOTION 2020-14: Made by Paul Molan, seconded by Keith McClintock to appoint Phil Smith as a full member of the Board of Zoning Appeals, finishing Leanne Exum's term. Motion carried by unanimous vote.

Mr. Yamamoto informed the board that Nancy O'Reilly submitted her resignation as a member of the Board of Zoning Appeals.

MOTION 2020-15: Made by Paul Molan, seconded by Keith McClintock accept the resignation of Nancy O'Reilly from the Board of Zoning Appeals. Motion carried by unanimous vote.

Mr. Yamamoto informed the board that Barry Bishop submitted a letter of interest in being re-appointed as a member of the Park Board for another 5-year term.

MOTION 2020-16: Made by Paul Molan, seconded by Keith McClintock to re-appointed Barry Bishop as a member of the Park Board for another 5-year term. Motion carried by unanimous vote.

Mr. Yamamoto informed the board that David Coley submitted a letter of interest in being appointed as a full member of the Park Board, finishing the term of Mike Romans

MOTION 2020-17: Made by Paul Molan, seconded by Keith McClintock to appoint David Coley as a full member of the Park Board, finishing the term of Mike Romans. Motion carried by unanimous vote.

Mr. Yamamoto informed the board that Larry Gaspar submitted a letter of interest in being re-appointed as a member of the Audit Committee for another 5-year term.

MOTION 2020-18: Made by Paul Molan, seconded by Keith McClintock to re-appointed Larry Gaspar as a member of the Audit Committee for another 5-year term. Motion carried by unanimous vote.

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

- December 20th and 27th Legislative Alerts
- Road Work Agendas
- December 20th, 26th and January 2nd Park Inspection Reports
- December 26th and 31st Road Sign Logs
- NOPEC Community Event Sponsorship Program for 2020.
- Geauga County Recorders Zoning Resolution and Amendment fees.
- Free Social Security Seminar for Public Employees.
- Destination Geauga's Annual Meeting Invitation.

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

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

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

Held _____ January 6, _____ 20 20 _____

Mr. McClintock asked the department heads for newsletter articles to be submitted to him by February 7th for the first quarter township newsletter.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, January 15, 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 7:38 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore, Administrative Assistant



Scott Yamamoto

DATE APPROVED:



Keith McClintock

3/4/2020



Paul Molan