

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ January 6, _____ 20 21

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 6, 2021 at 6:30 p.m. with the following members present: Scott Yamamoto, Keith McClintock and Paul Molan. Also present was Fiscal Officer Mike Romans 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.

REORGANIZATION

Mr. Yamamoto turned the meeting over to Fiscal Officer Mike Romans.

Mr. Romans asked for nominations for Chairman of the Board of Trustees for 2021. Mr. Yamamoto nominated Mr. McClintock as Chairman of the Board. Mr. Romans asked if there were any further nominations. There were none.

MOTION 2021-1: Made by Mr. Yamamoto, seconded by Mr. Molan to appoint Keith McClintock as Chairman of the Board of Trustees for 2021. Motion carried by unanimous vote.

Mr. Romans turned the meeting over to newly appointed Chairman McClintock.

Mr. Yamamoto nominated Mr. Molan for Vice-Chairman of the Board of Trustees for 2021.

MOTION 2021-2: Made by Mr. Yamamoto, seconded by Mr. McClintock to appoint Paul Molan as Vice-Chairman of the Board of Trustees for 2021. Motion carried by unanimous vote.

Mr. McClintock asked the board to appoint liaisons to the road department, zoning boards, park board, town hall, cemetery and fire department for 2021. The following liaison positions were agreed upon.

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

MOTION 2021-3: Made by Mr. Yamamoto, seconded by Mr. Molan to appoint the liaisons as stated for 2021. Motion carried by unanimous vote.

Mr. McClintock asked the board if they would like to set Board Compensation rate as salary or daily for 2021.

MOTION 2021-4: Made by Mr. Yamamoto, seconded by Mr. Molan to set the board compensation rate as salary for 2021. Motion carried by unanimous vote.

Mr. McClintock 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 2021.

MOTION 2021-5: Made by Mr. Yamamoto, seconded by Mr. Molan to continue holding the trustee meetings on the first and third Wednesday of each month at 6:30 p.m. for 2021. Motion carried by unanimous vote.

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Mr. McClintock 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 2021-6: Made by Mr. Yamamoto, seconded by Mr. Molan to re-appoint road department and office personnel as submitted. Motion carried by unanimous vote.

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

OLD BUSINESS

None

NEW BUSINESS**MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the December 16, 2020 Regular Meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-7: Made by Mr. Yamamoto, seconded by Mr. Molan to approve the minutes of the December 16, 2020 Regular Meeting. Motion carried.

ZONING INSPECTOR

No Report

ZONING

Mr. McClintock reported that the Comprehensive Land Use Plan committee will be holding a virtual meeting on January 11th at 7 p.m. The final draft of the Comprehensive Land Use Plan will be presented. The committee has one month to review. The following month the committee will submit the plan to the Hamden Township Board of Trustees for approval. Mr. McClintock stated that Kirby Date of Cleveland State University did a tremendous amount of work helping the township with the Land Use plan.

FIRE DEPARTMENT

Mr. McClintock read Chief Hildenbrand's report.

Department ran 90 calls in December which is a record month for us. We also ended the year with 743 calls which has been a steady increase for the last few years. We had slowed down in the early stages of the COVID pandemic but as you can see we picked back up quickly the last 6 months.

Chief Hildenbrand reported that the CARES money has been very helpful and put the fire department in good shape with equipment. We want to thank the Trustees for working with us on these purchases.

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Chief Hildenbrand would like to meet with Mr. Romans and look at the budget for this year as soon as you know what the carryover will be.

Thank You all very much for your continued support.

FINANCIAL

Mr. Romans reported that year-end payroll and tax warrants totaling \$13,218.59 were issued.

Mr. Romans reported that vendor warrants #12524 through and including #12556, totaling \$156,022.20 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 #121-2020 through and including #127-2020 and #1-2021 through and including #27-2021 were submitted to the board for signature and approval.

Mr. Romans reported that two blanket certificates were issued.

BC #129-2020 - \$800 2031-330-323 Repairs and Maintenance

BC #1-2021 – 43-2021. Due to the large quantity of Blanket Certificates issued, copies will be attached to the minutes.

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 2021-008: Made by Scott Yamamoto, seconded by Paul Molan to approve blanket certificates #129-2020 and #1-2021 through and including 43-2021 as submitted. Motion carried by unanimous vote.

Mr. Romans asked the board to extend the contract with Linda Legg for contracted services training Mr. Romans.

MOTION 2020-009: Made by Scott Yamamoto, seconded by Paul Molan extend the contract with Mrs. Legg not-to-exceed 40 hours in the 2021 calendar year at the current rate of \$20 per hour. Motion carried by unanimous vote.

Mr. Romans asked the Board to allow Mrs. Dottore to carry over two unused vacation days from 2020 into 2021. The days would be used by March 31, 2021.

MOTION 2020-010: Made by Scott Yamamoto, seconded by Paul Molan to allow Mrs. Dottore to carry over two unused vacation days from 2020 into 2021. The days would be used by March 31, 2021. Motion carried by unanimous vote.

Mr. Romans asked the Board to allow Mrs. Dottore to work on her normal days off Monday, January 11th and Monday, January 18th to help get caught up on year end work due to the excess work that has been needed on the COVID-19 pricing, ordering and paperwork.

MOTION 2020-011: Made by Scott Yamamoto, seconded by Paul Molan to allow Mrs. Dottore to work on her normal days off Monday, January 11th and Monday, January 18th. Motion carried by unanimous vote.

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Mr. Romans reported that \$1,743.11 additional Coronavirus funds were received in November when townships returned unwanted funds to the county that were then re-distributed to other townships. The money was put into the coronavirus fund but never got appropriated. They were missed when the report was sent to the state. Mr. Romans will contact the Geauga County Auditor's Office to discuss how to correct this error.

Mr. Romans reported that the following re-allocation of appropriations were made since the last meeting.

\$288,464.00 from 2191-220-790 Capital Outlay to 2191-760-860 Motor Vehicles

\$200.00 from 1000-410-420 Operating Supplies to 1000-410-190 Salaries

\$260.00 from 2272-120-420 Operating Supplies to 2272-120-360 Contracted Svcs

\$6,035.43 from 2272-220-740 Machinery, Equipment and Furniture to 2272-120-730 Site Improvements

\$674.36 from 2171-610-360 Contracted Services to 2171-610-211 OPERS

\$982.10 from 2272-120-420 Operating Supplies

\$777.32 from 2272-120-430 Small Tools & Equipment

\$3,341.51 from 2272-120-740 Machinery, Equipment and Furniture

\$3,350.38 from 2272-220-420 Operating Supplies

\$243.90 from 2272-220-430 Small Tools & Equipment

\$4,771.43 from 2272-220-740 Machinery, Equipment and Furniture

\$4,859.20 from 2272-220-750 Motor Vehicles

\$3,546.88 from 2272-230-740 Machinery, Equipment and Furniture

\$426.37 from 2272-330-420 Operating Supplies

\$11.90 from 2272-330-430 Small Tools & Equipment

\$180.20 from 2272-610-420 Operating Supplies

\$22,491.19 To 2272-220-360 Contracted Services

ROADS

Mr. McClintock stated that the Highway Use Manual was received from the Geauga County Engineer's office. The resolution approving the manual was read by Mr. McClintock.

RESOLUTION 2021-1: Made by Scott Yamamoto, seconded by Paul Molan to approve the Highway Use Manual as submitted by the Geauga County Engineer's Office. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Resolution carried by unanimous vote.

Mr. Heald stated the road department is done cleaning up storm damage. They are building tool holders on the chipper.

Mr. Yamamoto reported that after the budget figures are available he will be pricing a ¾ ton pick-up truck as a utility truck to house the tools instead of going back to the road garage for additional tools when working on a road. This would also provide a vehicle for the summer help. Mr. Yamamoto had another suggestion replacing the one-ton a year early and keeping the old truck as the utility vehicle. Mr. Wolcott would like to see the board purchase a HD6500 one-ton truck.

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Mr. Yamamoto asked the Board to declare the 2002 John Deere Mower as surplus and list for sale on the GovDeals auction site.

MOTION 2020-012: Made by Scott Yamamoto, seconded by Paul Molan to declare the 2002 John Deere Mower as surplus and list on GovDeals auction site. Motion carried by unanimous vote.

TOWNSHIP HALL

Mr. Heald reported that the lights and fans installation in the road garages are not complete. Parts are back-ordered. The project is expected to be completed this week.

SAFETY

Mr. Heald stated that some of the equipment and vehicles were missing "slow moving vehicle" signs. Signs were purchased and the signs are being posted on the vehicles.

Mr. Heald stated that the plow truck lights are being replaced with LED lights as the lights burn out. Any new trucks will be ordered with heated, LED headlights.

Mr. Heald stated that the replacement license plates for the trailer are installed. The old trailer is ready to post for sale on the GovDeals auction site.

Mr. Heald reported that the parts are in for the LS tractor that jumps out of gear. He is hopeful that this will correct the problem. If this does not work the transmission will need to be pulled.

PARK

Mr. Heald reported that the trails have been cleared of all tree branches and debris. The handicap swing seat needs to be replaced.

CEMETERY

Mr. Heald stated a deed will be ready for approval at the next trustee meeting.

MISCELLANEOUS

Mr. McClintock asked the board to set the mileage reimbursement rate for 2021 at .56 cents per mile, matching the IRS rate.

MOTION 2021-13: Made by Scott Yamamoto, seconded by Paul Molan to set the mileage reimbursement rate for 2021 at .56 cents per mile, matching the IRS rate. Motion carried by unanimous vote.

Mr. McClintock asked to board to vote on two candidates for the OTARMA Election of Board Members. The candidates are:

Carolyn Destefani – Sugarcreek Township, Greene County

Marsha Funk – Brownhelm Township, Lorain County

Brian S. Morris – Franklin Township, Warren County

Nick Schwab – Reily Township, Butler County

MOTION 2020-14: Made by Scott Yamamoto, seconded by Paul Molan to vote for Marsha Funk and Brian S. Morris as OTARMA board members. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Resolution carried by unanimous vote.

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Mr. McClintock stated that a resolution of intent is needed to dispose of surplus property via internet auction for the calendar year 2021.

RESOLUTION 2021-2 – made by Scott Yamamoto, seconded by Paul Molan to pass resolution of intent to dispose of surplus property via internet auction for the calendar year 2021. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan – yes, Mr. McClintock – yes. Motion carried by unanimous vote

Mr. McClintock reported that since the last trustee meeting the following correspondence was sent to the Board:

- December 23rd & 31st Legislative Alerts.
- Road Work Agendas.
- November 30th, December 21st & 28th Park Inspection Reports.
- December 7th Road Sign Log.
- Notice of filing increase in Dominion Rates
- Geauga Library Four Star Rating – request that township share news.
- Ohio Insurance Healthcare renewal letter.
- Destination Geauga’s Annual Meeting.

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

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, January 20, 2021 at 6:30 p.m.

Mr. McClintock 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 7:12 p.m.

ATTESTED TO:


Mary Ann Dottore, Administrative Assistant


APPROVED BY:


Keith McClintock

DATE APPROVED:

2/3/21


Paul Molan


Scott Yamamoto