

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ October 21, _____ 20 20 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, October 21, 2020 at 6:30 p.m. with the following members present; Scott Yamamoto, Keith McClintock and Paul Molan. Also present was the 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.

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

MOTION 2020-115: Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the September 16, 2020 Regular Meeting. Motion carried.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the October 7, 2020 Regular Meeting. There were no corrections or changes to the minutes and Mr. Molan recommended that they stand as approved and waive the reading.

MOTION 2020-116: Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the October 7, 2020 Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva reported.

One Board of Zoning Appeals hearing was held on October 8th for a resident on Woodin Road. The appeal was approved.

Two new permits have been issued. Several new permits applications are pending.

Two violations are being issued. The permit application claimed agricultural but there are no agricultural items in the building.

Mr. Acquaviva asked the boards approval to send two zoning violations to Geauga County Prosecutors Office Susan Weiland for assistance. Dave Colombi continues to be in violation of junk in his yard. This is a continuing violation for several years. J&S Auto has not applied for a septic permit. The building does not meet the 400 square foot minimum requirement. The board approved sending these violations to Geauga County Prosecutors Office Susan Weiland for assistance.

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ZONING

No Report

FIRE DEPARTMENT

Mr. Yamamoto read Chief Hildenbrand's report

- The fire department is working on the 2021 Contract and will have it for you in November. One big change will be that we are going to add one person for overnights due to the increase in calls and lack of people coming from home. That will take us from 2 to 3 people on duty and better serve the residents with EMS and Fire calls. We are also going to increase the overnight hourly rate to what they earn normally. When we first started with overnights they were paid a flat rate and call pay. Last year we changed it to hourly with no call pay but it still was only \$10 per hour. As our overnight calls have increased and it is harder to get people to sign up we need to get the rate up. The new rate will be \$12.50 We are still lower paid than Montville but it is working for us at this time as long as we continue to increase the pay each year.
- We have all been sized for a second set of turnout gear to be purchased with the CARES money. If you sign the Purchase Order the order will be in immediately. This will put us in very good shape with gear.
- I was hoping to replace the Ford Explorer with CARES money, if you approve. That vehicle was scheduled to be replaced next year and if we can replace it this year it would be great. I have talked to the dealership and Prosecutor Flaiz (for approval) and we can do this the first meeting in November if approved. The cost will be about \$42k on the state bid and about another 5K for equipment. Without the trade, not sure what that will be.
- Because we purchased the latest sets of gear after March 15th it also falls within the CARES Funding guidelines and we are requesting that purchase is credited back to the Fire Fund from the CARES money.
- I know this is a lot but we have a very short window to put this all together. With the new gear, replacement vehicle, the new engine, the new air packs we got two years ago and the radio grant we will be in good shape with equipment for several years.
- We did recently have the new engine and newest squad undercoated, we feel with will help with repairs in the future.
- As you know the COVID cases have been reported as increasing, the Health Commissioner expects Geauga to be a red county this week.

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FINANCIAL

Mr. Romans reported that mid-month payroll taxes totaling \$7,702.23 were issued.

Mr. Romans reported that for tonight's meeting vendor warrants #12408 through and including #12418, totaling \$14,448.75 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. There were no questions from the Board.

Mr. Romans reported that purchase orders #88-2020 through and including 93-2020 were submitted to the board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans advised the Board that total receipts for September were \$146,284.49 and total expenditures were \$284,399.06.

Mr. Romans reported that the Board was given the August financial statement indicating a combined balance of \$1,581,633.12.

MOTION 2020-117: Made by Paul Molan, seconded by Keith McClintock to approve the August financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans reported that four re-allocation of appropriations were made.

\$750 from 2031-330-360 Contracted Services to 2031-330-430 Small Tools & Equipment

\$300 from 2272-120-360 COVID Contracted Services to 2272-110-599 COVID Misc. Expenses

\$1,500 from 2272-120-360 COVID Contracted Services to 2272-110-740 COVID Mach/Equip/Furn.

\$1,100 from 2021-330-599 Misc. Expenses to 2021-330-430 Small Tools & Equipment

Mr. Romans reported that Keith McClintock's township VISA credit card has a hold on the account. Hambden Township does not have an authorize speaker assigned to the VISA account. Until authorized speakers are assigned, the township cannot use the credit card or access any information regarding the account. Mr. Romans is recommending that he and Mary Ann Dottore be assigned as authorized speakers. Mr. Romans read the letter to VISA requesting that change. The Board agreed and signed the letter.

MOTION 2020-118: Made by Paul Molan, seconded by Keith McClintock to approve Mike Romans and Mary Ann Dottore as township authorized speakers for the VISA credit card. Motion carried by unanimous vote.

Mr. Romans asked the Board to increase the credit limit on Keith McClintock's township VISA card to \$10,000 and/or add another credit card holder for the township. Mr. Romans read the letter requesting the credit limit increase to \$10,000. Mrs. Dottore explained that the township had two credit cards in the past for when the trustees attend conferences. Each card had a \$4,000 credit limit.

MOTION 2020-119: Made by Paul Molan, seconded by Keith McClintock to apply for a credit limit increase to \$10,000 on Keith McClintock's township VISA credit card. Motion carried by unanimous vote.

MOTION 2020-120: Made by Paul Molan, seconded by Keith McClintock to apply for a township VISA credit card in Mike Romans name with a credit limit of \$4,000. Motion carried by unanimous vote.

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Mr. Romans asked the Boards approval to contract with Tisha Turner for assistance in setting up the fire truck loan accounts correctly set up.

MOTION 2020-121: Made by Paul Molan, seconded by Keith McClintock to contract with Tisha Turner for assistance in setting up the fire truck loan accounts at a cost of not to exceed \$400. Motion carried by unanimous vote.

Mr. Romans asked the Board to approve the receipt of \$169,944.57 from HB 614 into Fund 2272 for use on COVID-19 purchases.

MOTION 2020-122: Made by Paul Molan, seconded by Keith McClintock to receipt \$169,944.57 from HB 614 into Fund 2272 for use on COVID-19 purchases. Motion carried by unanimous vote.

Mr. Yamamoto asked the Board to approve the replacement of the fire department Ford Explorer for approximately \$47,000 using the HB 614 COVID-19 funds.

MOTION 2020-123: Made by Paul Molan, seconded by Keith McClintock to approve the replacement of the fire department Ford Explorer for approximately \$47,000 using the HB 614 COVID-19 funds. Motion carried by unanimous vote.

ROADS

Mr. Heald reported that he is acquiring quotes for new "Welcome to Hambden Township" signs. Five signs need to be remade. Mr. Heald will have quotes for treated lumber and aluminum clad signs for the next meeting. Mr. Molan will get a quote for powder coated aluminum signs.

Mr. Heald reported that the road department has been removing trees along Pearl Road using Mr. Molan's lift. They have two or three additional days of work using the lift. A larger lift will need to be rented for one day. Two to three additional days of ground work will be done after the lift work is completed.

Mr. Heald stated that tomorrow Mr. Brazis and Mr. Wolcott will be installing two driveway pipes on Holi Dale. Two residents do not want to purchase new driveway pipes at this time.

Mr. Heald reported that he acquired three laser transit quotes.

- Spectra is the modern version of the laser they currently have. The cost on state bid is \$1,109.00 from Tiger Supply. The laser has a 2-year warranty.
- Hilty was considerably more money.
- Top Con was a middle line laser.

MOTION 2020-124: Made by Paul Molan, seconded by Keith McClintock to purchase the Spectra laser from Spectra on state bid price of \$1,109.00 Motion carried by unanimous vote.

Mr. Heald reported that O'Reilly Equipment quoted \$11,575. for a 2020 Sure Trac deck over tandem trailer purchase on state bid. The existing trailer will be sold at a later date.

MOTION 2020-125: Made by Paul Molan, seconded by Keith McClintock to purchase a tandem trailer from O'Reilly Equipment at state bid price of \$11,575 using permanent improvement funds. Motion carried by unanimous vote.

Mr. Heald stated that the large chain saw broke. He would like to replace it with a chain saw from Alvord's on state bid pricing not to exceed \$1,100.

MOTION 2020-126: Made by Paul Molan, seconded by Keith McClintock to purchase new chain saw from Alvords on state bid not to exceed \$1,100. Motion carried by unanimous vote.

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Mr. Yamamoto stated that the summer road workers last day of work will be November 30th provided they have work to do.

Mr. Romans reported that the batteries and chargers for the Motorola radios are on order. The road crew would like to purchase a remote speaker microphone at a cost of \$100 each plus shipping. The remote speaker mic allows the person to hear when they are using the radios to direct traffic near a running piece of equipment.

MOTION 2020-127: Made by Paul Molan, seconded by Keith McClintock to purchase a remote speaker microphone at a cost not to exceed \$125. Motion carried by unanimous vote.

TOWNSHIP HALL

Mr. Heald reported that the men's room ceiling is leaking by the vent. Mr. Molan suggested placing an adjustable cover over the boot on the vent to prevent further leaks.

Mr. Molan stated he is expecting a siding quote for the next trustee meeting.

SAFETY

No report

PARK

Mr. Heald stated that they applied the final weed spray for the season. The mixed weed spray will need to be stored inside during the winter months to prevent freezing.

Mr. Heald stated that a few more dead trees need to be removed from the park.

Mrs. Dottore asked the Board if they would like to continue offering hand sanitizer at the park and cemetery throughout the winter. The Board agreed to keep the hand sanitizer dispensers in the park and cemetery throughout the winter.

CEMETERY

Mr. Yamamoto presented to the Board a deed for Albert J. Stuart for approval and signature.

Mrs. Dottore reported that she has had several requests for trees to be planted in the new section of the cemetery. The area is so wide open. The road department has said that the trees take up several burial spots and the roots become an issue.

Mrs. Dottore reported that several people asked why they cannot plant flowers around their loved ones grave while others are permitted. Mr. Heald stated that the flower beds that are there are maintained by the family. The board chose not to change the rules and regulations regarding planting flower beds.

MISCELLANEOUS

Mr. Yamamoto reported that NOPEC is asking the township to appoint a "Proxy" to serve as the Assembly representative for Hambden Township at the November 10th General Assembly meeting. Mr. Yamamoto stated that last year the Geauga township Association recommended a proxy for the townships. Mr. Yamamoto will check with Lorrie Sass Benza to see if the township association has a recommendation.

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Mr. Yamamoto reported that since the last trustee meeting the following correspondence was sent to the board:

- October 9th Legislative Alert
- Trunk or Treat invitation to participate

There were no questions from the board. The correspondence will be filed in the office.

Mr. Acquaviva asked the Board if they would be interested in putting together a welcome package for him to hand out to new residents containing a list of businesses in Hambden and coupons from the local businesses. The Board decided to forgo the packets but include a list of Hambden Township businesses on the township website.

Mr. Romans stated that he submitted the fan quote to NOPEC for the energy grant using the highest quote. He did not notice that the one quote included LED lights. Mr. Romans is concerned that the quote includes LED lights and the request did not. He would like to contact the other businesses for an updated quote including the LED lights and contact NOPEC to clarify the grant request. Mr. Romans was looking for guidance from the Board. The Board suggested checking with NOPEC and Geauga County Prosecutors Office Susan Weiland.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, November 4, 2020 at 6:30 pm.

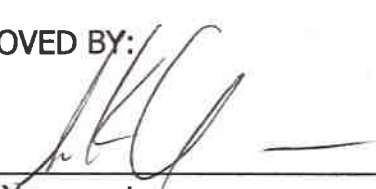
Mr. Yamamoto asked if there was any further business or questions to come before the Board. There was none.

There being no further business to come before the Board at this time, the meeting adjourned at 7:47 p.m.

ATTESTED TO:

Mary Ann Dottore, Administrative Assistant

APPROVED BY:



Scott Yamamoto

DATE APPROVED:

11/19/20



Keith McClintock



Paul Molan