

# RECORD OF PROCEEDINGS

Minutes of

## HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held \_\_\_\_\_ November 19, \_\_\_\_\_ 20 20

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Thursday, November 19, 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

Mr. Yamamoto reported that the hand sanitizer stations in the park and cemetery were pulled in mid-November due to vandalism.

Mrs. Dottore reported that at the last meeting purchasing face masks from Ten 10 Design was mentioned after Chief Hildenbrand showed the one purchased by the Sheriff's office. The price quoted was \$6 or \$6.50 depending on just the township name or adding a logo. After a short discussion, the Board decided not to purchase face masks from Ten 10 Design.

Mrs. Dottore reported that Gentile Upholstery owner Dan Gentile's wife just passed away. He has not been able to get us color samples or pricing. The Board decided to put the re-upholstering of the conference table chairs on hold.

Mr. Yamamoto reported that Mr. Molan got quotes from Active Plumbing for touchless faucets, hand dryers, toilet flushers and bottle filler station to replace the drinking fountain. Mr. Romans stated that Mrs. Dottore also got pricing from Famous Supply.

Automatic Hand Dryer – Trim Line Series	\$ 436.93 each
Automatic Hand Dryer – Compact	\$ 407.10 each
Zurn XL Batter Operated Sensor bathroom faucets	\$ 274.99 each
Moen Motion Sense Kitchen Faucet – Chrome	\$ 538.09 each
Elkay Filtered Drinking Fountain with Bottle Filler Station	\$1,231.79 each
Flushmate On-Wall Sensor	\$ 289.81 each
Mansfield Quantum Elongated Toilet bowl and tank	\$ 342.25 each
Sloan Hard Wired Sensor bathroom faucets	\$ 237.81 each
Sloan Side Mount flushers	\$ 150.00 each

**MOTION 2020-135:** Made by Paul Molan, seconded by Keith McClintock to purchase two Zurn XL bathroom faucets, two Moen kitchen faucets, two bottle filler stations and three toilets with Flushmate sensors using COVID-19 funds not to exceed \$6,500. Motion carried by unanimous vote.

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**NEW BUSINESS**

**MINUTES**

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the October 21, 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 2020-136:** Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the October 21, 2020 Regular Meeting. Motion carried by unanimous vote.

**ZONING INSPECTOR**

Mr. Yamamoto read Mr. Acquaviva’s report.

Two new permits have been issued. One is an addition and one is a new home.

Several new items are pending research.

Mr. Acquaviva is working with several residents on zoning violations.

Universal Disposal paperwork has been sent to Geauga County Prosecutors Office Susan Weiland.

**ZONING**

Mr. McClintock reported that the first half of the Land Use Plan was reviewed by the Land Use Planning Committee in November. The final sections will be reviewed on December 14<sup>th</sup>.

**FIRE DEPARTMENT**

Mr. Yamamoto read Chief Hildenbrand’s report.

The fire department had many calls during the wind storm. Several trees were removed from roads and vehicles. Twelve people came to the station during the storm. Very few residents lost power. Some were still without power as of Tuesday.

The new Tahoe is in at the dealership. They are waiting for supplies to finish building it. The vehicle should be ready for pick-up in a couple weeks.

Due to the Coronavirus the Fire Department Christmas party is cancelled.

**FINANCIAL**

Mr. Romans reported that mid-month payroll taxes totaling \$6,752.83 were issued.

Mr. Romans reported that for tonight’s meeting vendor warrants #12448 through and including #12465, totaling \$22,531.71 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 #103-2020 through and including 107-2020 were submitted to the Board for signature and approval.

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Mr. Romans reported that three blanket certificates were issued.

#125-2020 Fund 2272-220-750 COVID funds equipment for new vehicle \$4,000

#126-2020 Fund 2031-330-430 Small tools and equipment \$1,500

#127-2020 Fund 2191-220-410 Office supplies \$275

**MOTION 2020-137:** Made by Paul Molan, seconded by Keith McClintock to approve the blanket certificates as submitted. Motion carried by unanimous vote.

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

\$4,600 from 1000-110-122 Salaries of FO staff to 1000-120-730 Site Improvements

\$1,000 from 2031-330-420 Operating Supplies to 2031-330-430 Small Tools & Equipment

\$3,000 from 2272-599 HB 614 Funds to 2272-120-420 Operating Supplies

\$5,000 from 2272-599 HB 614 Funds to 2272-120-740 Machinery, Equipment and Furniture

\$42,000 from 2272-599 HB 614 Funds to 2272-220-750 Motor Vehicles

\$4,000 from 2272-599 HB 614 Funds to 2272-220-750 Motor Vehicles

Mr. Romans advised the Board that total receipts for October were \$204,422.67 and total expenditures were \$77,082.65

Mr. Romans reported that the Board was given the October financial statement indicating a combined balance of \$1,708,973.14.

**MOTION 2020-138:** Made by Paul Molan, seconded by Keith McClintock to approve the October financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans presented to the Board a Resolution of Acceptance Approving CARES Act Expenditures. This resolution allows CARES Act funds to be used for paramedic and firefighter public safety salaries in the amount of \$80,314.37. Mr. Yamamoto read the resolution aloud.

**RESOLUTION 2020-024:** Made by Paul Molan, seconded by Keith McClintock to approve the Resolution of Acceptance Approving CARES Act Expenditures. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Romans submitted to the Board a sub-grant agreement between the Hambden Township Trustees and the Hambden Fire Department giving the balance of CARES Act funds to the fire department to be used for paramedic and firefighter salaries.

**MOTION 2020-139:** Made by Paul Molan, seconded by Keith McClintock to sub-grant the balance of CARES Act funds to the fire department to be used for paramedic and firefighter salaries. Motion carried by unanimous vote.

Mr. Romans reported that COVID-19 Interest must be certified with the Geauga County Auditor. UAN shows interest totaling \$46.56, Middlefield Bank calculated \$50 - \$60 and Mr. Romans calculated \$79.71. The difference has to do with the interest rate varying by day. The auditor's office suggested using the highest amount to be sure to claim enough.

Mr. Romans asked the Board how the two employees out for COVID quarantining are to be paid. Geauga County Prosecutors Office Susan Weiland was contacted for her recommendation.

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**ROADS**

Mr. Yamamoto reported that two employees are off. Mr. Brazis is currently in charge of the road department and working with the two part-time summer help.

Mr. Yamamoto reported that the heat exchanger needs replaced in one of the garage heaters.

Waiting for trailer title to get replacement license plates

Mr. Romans stated that Mr. Brazis would like the Board to consider purchasing portable scaffolding for working on the buildings.

Mr. Yamamoto reported that the newly purchased laser sold as ala carte, with all additional parts and components sold separately. The remote for laser was never ordered. The cost of the remote is \$118 plus shipping.

**MOTION 2020-140:** Made by Paul Molan, seconded by Keith McClintock to purchase a remote for the laser not to exceed \$200. Motion carried by unanimous vote.

**TOWNSHIP HALL**

Mrs. Dottore left a message for Andy Haines at the county IT department to schedule installation of the video conference system. All the parts have been received.

**SAFETY**

No report.

**PARK**

No report.

**CEMETERY**

No report.

**MISCELLANEOUS**

Mrs. Dottore reported that resident Bev Brazofsky called asking why the township is voting outside of the township at Claridon Woods. Mrs. Dottore told her the township tried working with the Geauga County Board of Elections on finding a polling location within the township. The fire department had offered the truck bays at the fire station to be used as a polling location. Mrs. Brazofsky told her the Board of Elections told her "We are done with them. The township will not work with us". The Board stated they tried and the Board of Elections denied all their suggestions and never went to look at the fire station for a polling location. The board would like a transcript of the portion of the meeting when the Board of Elections attended a trustee meeting.

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

- November 6<sup>th</sup>, 13<sup>th</sup> and 18<sup>th</sup> Legislative Alerts
- NOPEC Community Connection report

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

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Mr. Romans stated that he read the sample disaster policy in the Township Association magazine. The township has Linda Legg as a backup for the fiscal officer position in the event of an emergency. Mr. Yamamoto suggested working on the policy after the first of the year.

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. Romans asked the Board if the township employees have the day after Thanksgiving off. The Board decided they do not. The approved holidays are listed in the personnel manual.

Mr. Yamamoto made a motion to adjourn into executive session for the purpose of discussing employee compensation for 2021 at 7:45 pm.

**MOTION 2020-141:** Made by Paul Molan, seconded by Keith McClintock to adjourn into executive session for the purpose of discussing employee compensation for 2021 at 7:45 pm. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Yamamoto resumed open session at 8:01 pm. No action was taken during the executive session.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, December 2, 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 8:02 p.m.

ATTESTED TO:



Mary Ann Dottore, Administrative Assistant

APPROVED BY:

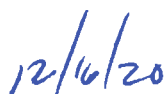


Scott Yamamoto

DATE APPROVED:



Keith McClintock




Paul Molan

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