

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ November 4, _____ 20 20

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, November 4, 2020 at 6:30 p.m. with the following members present; Scott Yamamoto and Paul Molan. Also present was the Fiscal Officer Mike Romans and those on the attached sign in sheet. Keith McClintock was absent.

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. Two trustees were present.

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

Mrs. Dottore and Mr. Romans explained the issues with the township credit cards. Both cards have been activated and ready to use.

Mrs. Dottore reported that at a previous meeting the Board decided to keep the hand sanitizer units in the park and cemetery since the COVID funds were paying for the units. After the meeting Mrs. Dottore realized that the funds are only good through December 31st. The Board decided to have the units removed at the end of the year.

Mr. Yamamoto reported that he contacted Lorrie Sass Benza president of the Geauga Township Association to find out who the GTA recommends as a NOPEC Proxy. The Township Association is not recommending a proxy as it had in the past. With all the grants NOPEC has given to townships the township association is suggesting each township appoint a trustee as the proxy and have them attend the annual meeting. Mr. Molan agreed to serve as the Hambden Township NOPEC proxy. The meeting is being held live stream. Mrs. Dottore will set up the computer at the office for Mr. Molan to attend the meeting on Tuesday, November 10th.

Mr. Romans stated that he and Mrs. Dottore fogged the old town hall today. Mr. Romans figured out the cubic meters of space. The machine has a timer that you set for one minute per 100 cubic meters. The machine automatically shuts off. The fog lingers for several hours before anyone should enter the room.

NEW BUSINESS**MINUTES**

Mrs. Dottore stated she had not heard back from Mr. McClintock on his review of the October 21st meeting minutes. The approval will be postponed until the next meeting.

ZONING INSPECTOR

Mr. Acquaviva stated that he forgot an item on the report he submitted to Mr. Yamamoto. Mr. Acquaviva reported that J&S Auto's attorney submitted an application for a 400' building. The EPA approval for the septic was received but the Geauga Health District has not received the fee payments and application.

Mr. Yamamoto read Mr. Acquaviva's report.

Since the last meeting Mr. Acquaviva has issued three zoning permits and currently has five pending. Two violation notices have been issued. Ongoing violations have been discussed with Geauga County Prosecutors Office Susan Weiland.

RECORD OF PROCEEDINGS

Minutes of

HAMBDEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ November 4, _____ 20²⁰**ZONING**

No report

FIRE DEPARTMENT

Chief Hildenbrand reported he would like to purchase the chase car that the Board approved at a previous meeting. The vehicle is a Chevy Tahoe being purchased through Tim Lally Chevrolet. The \$47,000 that was approved includes the lights, sirens etc. Chief Hildenbrand would like to trade-in the 2013 Ford Explorer Interceptor with 95,000 miles. The trade-in should cover all the additional items he would like installed on the Tahoe.

Chief Hildenbrand stated that according to Geauga County Prosecutor Jim Flaiz a new ruling has come out where COVID-19 grant funds can be used for police and fire personnel salaries. A sample resolution is being prepared by the Geauga County Prosecutors Office for the sub-granting of these funds.

Chief Hildenbrand submitted his October call summary report showing they responded to 55 calls for the month.

FINANCIAL

Mr. Romans reported that month-end payroll totaling \$12,573.17 were issued.

Mr. Romans reported that vendor warrants #12419 through and including #12447, totaling \$41,551.92 were submitted to the Board for approval and signature.

Mr. Romans reported that purchase orders #94-2020 through and including #102-2020 were submitted to the board for signature and approval.

Mr. Romans reported that two blanket certificates were issued.

123-2020 Repairs, Parts and Maintenance 2191-220-323 for \$7,000

124-2020 Repairs, Parts and Maintenance 2031-330-323 for \$1,000

MOTION 2020-128: Made by Paul Molan, seconded by Scott Yamamoto to approve the blanket certificates as submitted. Motion carried by unanimous vote.

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

- \$1,100 from 2021-330-599 Misc. Expenses to 2021-330-430 Small Tools and Equipment
- \$11,575 from 4301-760-599 Misc. Expenses to 4301-330-740 Machinery, Equipment & Furniture
- \$1,500 from 2031-330-353 Natural Gas to 2031-330-430 Small Tools/Equipment
- \$63,000 from 2272-599 HB 614 funds to 2272-220-740 Machinery, Equipment and Furniture
- \$150 from 2031-330-314 Tax Collection Fees to 2031-330-349 Other Communications
- \$16,592 from 2272-599 HB 614 funds to 2272-220-740 Machinery, Equipment and Furniture
- \$500 from 2281-230-599 Misc. Expenses to 2281-230-349 Other Communications
- \$200 from 2272-599 HB 614 funds to 2272-610-420 Operating Supplies

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ November 4, _____ 2020 _____

Mr. Romans asked the board what items they were looking to purchase with COVID-19 Funds. Chief Hildenbrand stated the fire contract amount is expected to increase over \$67,000 next year to pay for additional staff and raises. Any funds he receives for salaries with COVID funds will reduce the contract amount next year. Mrs. Dottore asked if the board is still interested in purchasing touchless faucets and toilet flushers. Mr. Molan will contact Active Plumbing for pricing.

Chief Hildenbrand suggested getting a price for customized masks with Hambden Township from Ten 10 Design in Chardon. He ordered some for the Geauga County sheriff's office.

Mr. Romans reported that Resolution 2020-17, dated July 1, 2020 stated that any CARES Act funds unencumbered by October 15th had to be returned to the county. That date has been changed to November 20th. The final payments date has been changed from December 28th to December 30th.

Mr. Romans reported that NOPEC has escrowed \$10,688.46 of the 2020 Energy Grant for the new siding project on the town hall.

Mr. Romans reported that the LED flag lights for the town hall and park project has been approved by NOPEC for a total of \$1,390.54.

Mr. Romans contacted NOPEC regarding the fans and lighting for the garage grant request. The verbiage was undated to include the LED lights. Three complete quotes were received.

Electrical Maintenance	\$5,060.49
GEM Electric	\$5,922.00
Kennington Electric	\$5,295.00

MOTION 2020-129: Made by Paul Molan, seconded by Scott Yamamoto to award the garage fans and lighting project to the lowest bidder, Electrical Maintenance in the amount of \$5,060.49 Motion carried by unanimous vote.

Mr. Romans reported that an existing form states "a three-quote minimum is needed on all purchases over \$500. Mr. Romans asked the Board if they would like to revise the amount on the form. After much discussion the Board decided to raise the minimum to \$2,000.

MOTION 2020-130: Made by Paul Molan, seconded by Scott Yamamoto to set the threshold for three-quote minimum to \$2,000. Any state bid pricing does not need three quotes. Motion carried by unanimous vote.

ROADS

Mr. Heald stated the quote for the "Welcome to Hambden" signs has not been received from Sign Chrome. Sign Chrome is waiting on prices from his suppliers.

Mr. Heald reported that the Geauga County Engineer's Office has a sewer jet culvert cleaning machine for cleaning culverts under the road. The engineers are checking to see if they will rent the machine out and/or charge to do the work. The fire department has done the work in the past but they are busy on calls and are delayed on the call if they are cleaning culverts. The cost of the machine is too expensive for the number of uses needed.

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held _____ November 4, _____ 20 20

Mr. Heald reported that they still have two days of tree ground work on Pearl Road and two days with a lift that would need to be rented.

Mr. Heald reported the work is completed on the Holi Dale culverts. Two residents do not want to purchase culvert pipes.

Mr. Yamamoto stated that he spent one hour online with the Bureau of Motor Vehicles asking for guidance on the purchasing of license plates for the new trailer. He sent an email requesting information.

TOWNSHIP HALL

Mr. Yamamoto reported that Hambden Township is scheduled to host the January Geauga Township Association meeting. OSSO has offered to hold the dinner at his restaurant. He can social distance the tables, he will submit a menu for the township trustee approval, keeping the cost at \$25 per person. He will offer a cash bar.

Mrs. Dottore reported a 75" television screen was recommended by Andy Haines. If you go with a smaller screen you cannot read numbers on a spreadsheet. The Board agreed to go with the 75" screen that was previously approved.

MOTION 2020-131: Made by Paul Molan, seconded by Scott Yamamoto to accept purchase a 75" television for the conferencing video system. Motion carried by unanimous vote.

SAFETY

Mr. Heald stated that Ken Chuha is upset and concerned that all road personnel do not use a radio remote speaker. Mr. Heald stated that the only workers that need a remote speaker is the flaggers. The equipment operators do not need to be distracted by the radio transmissions between the two flaggers.

Mr. Heald reported that Dan Brazis usually wears hard toe boots but they were wet and he wore soft boots on a day they were cutting trees. A log slipped out of his hand and onto his toe, smashing it. He thought he was going to need to see a doctor but it turned out to be very sore but not broken.

PARK

Mr. Yamamoto reported residential garbage is being dumped in the park garbage cans. Chief Hildenbrand stated that it is considered littering and the sheriff's office should be called. The sheriff's office will contact the offender.

Mr. Yamamoto reported that the RFP for the drainage issue should be sent out in January.

CEMETERY

Mr. Yamamoto stated that a deed for Patricia S. Anderson has been presented for approval and signature.

Mr. Heald reported that the new monument pricing has not been sent to the monument companies. The new pricing also needs to be posted on the website.

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ November 4, _____ 20 20 _____

MISCELLANEOUS

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

- October 16th, 23rd and 30th Legislative Alerts
- October Sheriff's call report
- OTARMA Webinar on Mental Health in the Workplace
- Ohio Development Services Agency Small Business Relief Grant Program
- September 26th safety meeting
- Dan Brazis Injury report
- Road sign logs
- Weekly Work Logs
- October Park Inspection reports

The correspondence will be filed in the office.

Mr. Yamamoto reported that the 460 ^{Stihl} Steel Chain Saw is broke.

MOTION 2020-132: Made by Paul Molan, seconded by Scott Yamamoto to declare the 460 Stihl Chain Saw as surplus and dispose of. Motion carried by unanimous vote.

Mr. Yamamoto reported that the 1992 CZ Engineering Inc. 9-ton trailer is rotting and falling apart. It was recently replaced.

MOTION 2020-133: Made by Paul Molan, seconded by Scott Yamamoto to declare the trailer as surplus and post on GovDeals auction site. Motion carried by unanimous vote.

Mr. Yamamoto reported that the Laser Transit is falling apart and held together with a large rubber band.

MOTION 2020-134: Made by Paul Molan, seconded by Scott Yamamoto to declare the Laser Transit as surplus and donate to Thompson Township. Motion carried by unanimous vote.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, November 18, 2020 at 6:30 p.m.

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

There being no further business to come before the Board at this time, the meeting adjourned at 7:53 p.m.

ATTESTED TO:

Mary Ann Dottore
Mary Ann Dottore, Administrative Assistant

APPROVED BY:

Scott Yamamoto
Scott Yamamoto

DATE APPROVED:

11/2/20

Absent
Keith McClintock

Paul Molan
Paul Molan

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

**PAGE
INTENTIONALLY
LEFT
BLANK**