

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ December 18, _____ 20 19 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 18, 2019 at 6:30 p.m. with the following members present Paul Molan, Scott Yamamoto and Keith McClintock. Also present was Fiscal Officer Linda Legg, Assistant to the Fiscal Officer Mike Romans, Administrative Assistant and those on the attached sign in sheet.

Chairman Molan called the Regular Meeting to order with the Pledge of Allegiance at 6:30 p.m.

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

Mr. Molan asked if any residents had questions or concerns to bring before the Board.

U.S. Census Bureau recruiter Henry Milnark discussed with the board the need for census takers in Hambden Township. Mr. Milnark explained the training and pay rate. He questioned the use of the town hall for training. The board responded that if the town hall is available on the day requested, they could use the old town hall as a training location.

OLD BUSINESS

The board is looking for three residents to serve on the audit committee.

Mr. Yamamoto contacted Linda Crombie concerning the Geauga County Planning Commission plan update which needs one trustee and one resident from each township to attend the meetings. The meetings will be held in the early evenings. They have no further information. The section to be discussed in March is Sub-division Regulations. Mr. Molan agreed to represent Hambden Township as the trustee and suggested Chuck Grasser be asked if he would like to serve as the Hambden resident.

MOTION 2019-112 – made by Keith McClintock, seconded by Scott Yamamoto to appoint Paul Molan as the township trustee to serve on the Geauga County Planning Commission plan update committee. Motion carried by unanimous vote

NEW BUSINESS

MINUTES

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the November 20, 2019 Work Session. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2019-113 – made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the November 20, 2019 Work Session. Motion carried by unanimous vote.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the December 4, 2019 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2019-114 – made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the December 4, 2019 Regular Meeting. Motion carried by unanimous vote.

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Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the December 9, 2019 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2019-115 – made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the December 9, 2019 Special Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mrs. Legg asked the Board to set the date and time for the zoning amendment hearing.

MOTION 2019-116 – made by Keith McClintock, seconded by Scott Yamamoto to set the zoning amendment hearing on Thursday, January 2, 2020 at 6:15 pm. Motion carried by unanimous vote.

Mr. Acquaviva reported he has issued three new permits. One permit was for a new home.

Mr. Acquaviva has been working with the Geauga Planning Commission on the storage containers amendment that he hopes to present to the board within the next few months.

Mr. Acquaviva has been working with several residents on upcoming variance hearings.

Mr. Acquaviva has been working on the Board of Zoning Appeals hearing regarding the mobile home park issue. He met with the state inspector and trailer park management staff to discuss the zoning complaint.

ZONING

No Report.

FIRE DEPARTMENT

Chief Hildenbrand reported that the board of election inspectors were at the fire station to determine the feasibility of using the fire station for polling locations. They were given two options. One precinct in the training room and one precinct in the garage. The trucks would be left outside. The inspectors are looking into one precinct being held in the training room. One handicap parking space must be reserved per 50 parking spaces.

FINANCIAL

Mrs. Legg reported that mid-month payroll warrants and deferred compensation totaling \$6,383.71 were issued.

Mrs. Legg reported that vendor warrants #11954 through and including #11995, totaling \$19,173.33 were submitted to the Board for approval and signature. Backup was attached to the checks. She 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.

Mrs. Legg reported that purchase orders #130-2019 through 132-2019 were submitted to the Board for approval and signature.

Mrs. Legg reported there we no blanket certificates issued.

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Mrs. Legg reported that five re-allocation of appropriations were made.

- \$1,500 from 1000-410-420 Operating Supplies to 1000-110-211 OPERS
- \$500 from 1000-330-190 Salaries to 1000-330-211 OPERS
- \$200 from 1000-110-224 Vision Insurance to 1000-110-223 Dental Insurance
- \$300 from 1000-110-311 Accounting and Legal to 1000-110-313 UAN
- \$200 from 1000-110-229 Insurance Benefits to 1000-110-224 Vision Insurance

Mrs. Legg advised the Board that total receipts for November were \$37,304.78 and total expenditures were \$74,792.99.

Mrs. Legg reported that the board was given the November financial statement indicating a combined balance of \$1,279,624.69

MOTION 2019-117 – made by Keith McClintock, seconded by Scott Yamamoto to approve the November financial statement as submitted. Motion carried by unanimous vote.

Mrs. Legg advised the board that Ohio Insurance will be automatically withdrawing the health insurance premium from the township checking account. Anthem will forward a copy of the receipt for our records. The township was not informed of this prior to signing up with the insurance. Mrs. Legg would prefer to manually print the check. Mrs. Legg anticipates an issue when there is a change in coverage. She will call the state auditor's office to ask their guidance.

Mrs. Legg reported that copies of the temporary appropriations have been distributed for review.

RESOLUTION 2019-30 – made by Keith McClintock, seconded by Scott Yamamoto to approve the temporary appropriations as submitted. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried by unanimous vote

Mrs. Legg will file the temporary appropriations with the county auditor.

ROADS

Mr. Heald reported that he and Mr. Wolcott attended the culvert pipe inspection training in Columbus. Mr. Yamamoto is working with the county to convert the culvert pipe inspection from paper to a computerized records. Thirteen culvert pipes currently need to be replaced in the near future. Mr. Heald will work on pricing for the township to replace the culverts and a list by priority. The culvert on Radcliffe Road will need to be outsourced due to the size of the culvert pipe.

TOWNSHIP HALL

Mrs. Dottore reported that the residents that have used the new key lock box for hall rentals commented that they are pleased with the convenience and ease of use. It saves them two trips to the town hall during work hours to pick up and return the key.

SAFETY

Mr. Heald reported that sign stands need to be replaced. Over the years, they have been hit by drivers. The hard hats they currently use fall off when they lean over. He would like to replace some of the helmets with safety helmets designed for tree work. They cost approximately \$150 each. Mr. Heald will look into better pricing.

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PARK

Mrs. Edelinsky reported that she spoke with the Chardon Schools art director. Renderings for the back of the dugouts will be submitted at the January park board meeting. The park board will review and make a recommendation to the trustees at the next trustee meeting.

Mrs. Edelinsky stated that Mr. Hajjar will be making his presentation on the park drainage issue at the January park board meeting.

Mr. Heald reported that seven fallen trees have been removed from the park. Several more trees need to be removed from the east fence area.

CEMETERY

Mr. Heald stated that there are approximately 200 headstones footers that need to be reset. He will check with Mrs. Legg on funds available for materials.

Mr. McClintock asked that the road crew pay attention to Christmas decorations and if they are properly secured.

Mr. Heald stated that we continue to get requests for credit card usage to purchase graves and pay for burials. Mr. Yamamoto stated that there is a fee to use a credit card. Mr. Molan stated that there is a monthly fee of \$49 per month for the service. The board agreed that we are not obligated to offer that service and we do not have enough call for the service.

MISCELLANEOUS

Mr. McClintock stated that a resolution of intent is needed to dispose of surplus property via internet auction for the calendar year 2020.

RESOLUTION 2019-31 – made by Keith McClintock, seconded by Scott Yamamoto to pass resolution of intent to dispose of surplus property via internet auction for the calendar year 2020. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried by unanimous vote

Mr. Molan stated that resident Ethel Orient passed away on December 10th, 3 weeks shy of her 103rd birthday.

Mr. McClintock reported that prior to this meeting the board met in executive session to perform employee evaluations. Based on performance of the employees over the last year, the board approved a 2.5% increase in pay for the township employees for 2020.

MOTION 2019-118 – made by Keith McClintock, seconded by Scott Yamamoto to approve a 2.5% increase in pay for the township employees for 2020. Motion carried by unanimous vote.

Mr. McClintock stated that based on the time of service with the township for Mary Ann Dottore the board has agreed to increase her annual vacation days by two additional days per year.

MOTION 2019-119 – made by Keith McClintock, seconded by Scott Yamamoto to increase Mary Ann Dottore annual vacation days by two additional days per year. Motion carried by unanimous vote.

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Mr. Molan asked the board to accept the resignation of Mike Romans from the Audit Committee effective December 19, 2019.

MOTION 2019-119 – made by Keith McClintock, seconded by Scott Yamamoto to accept the resignation of Mike Romans from the Audit Committee effective December 19, 2019. Motion carried by unanimous vote.

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

- December 3rd, 6th and 13th Legislative Alerts
- Road Department Weekly Work Logs
- December 2nd Playground inspection report
- December 2nd Road Sign Log
- December 6th Safety Meeting notes
- Dan Brazis Snow-Plow Road Sheet
- Dave Heald and Steve Wolcott LTAP Culvert Inventory and Inspection Seminar Evaluations.
- Geauga Sheriff's November monthly report
- Dominion Gas – Notice of Filing new pipeline infrastructure replacement
- OTARMA Winter Safety Training Webinars
- Application for Employment

Mrs. Dottore asked the board if there were any questions regarding the correspondence, if not they will be filed in the office. There were no questions.

The board suggested advertising for summer road worker in January 2020.

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

Mr. Molan announced the next Board of Trustees meeting is scheduled for Thursday, January 2, 2020 at 6:30 p.m.

There being no further business to come before the Board at this time, the meeting adjourned at 7:17 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant




Paul Molan

DATE APPROVED:



Scott Yamamoto



January 15, 2020



Keith McClintock

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