

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ December 4, _____ 20 19 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 4, 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 Mary Ann Dottore 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. There were none.

OLD BUSINESS

None

NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the November 20, 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 2019-102: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of November 20, 2019 Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva was absent. No report.

ZONING

Mr. Yamamoto read a letter from Chuck Grasser regarding Leanne Exum request to move her membership on the Board of Zoning Appeals to the open position on the Zoning Commission effective January 1, 2020.

MOTION 2019-103: Made by Keith McClintock, seconded by Scott Yamamoto to move Leanne Exum membership on the Board of Zoning Appeals to the open position on the Zoning Commission effective January 1, 2020. Motion carried.

Mr. McClintock reported that the Land Use Planning Committee is scheduled to meet on Monday evening. Results of the survey will be presented. Mr. McClintock was pleased with the number of surveys returned. The surveys show consistent comments on keeping Hambden Township rural.

FIRE DEPARTMENT

Chief Hildenbrand provided a call summary of the November Fire Department activities.

Chief Hildenbrand submitted the 2020 Fire Contract with the township for the sum of \$455,000 to be paid in four equal installments.

MOTION 2019-104: Made by Keith McClintock, seconded by Scott Yamamoto to contract with the Hambden Fire Department for 2020 at the sum of \$455,000. Motion carried.

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Mr. McClintock stated that the residents have commented in the Land Use Plan survey on the great service provided by the Hambden Fire Department.

FINANCIAL

Mrs. Legg reported that month end payroll warrants and taxes totaling \$14,391.38 were issued.

Mrs. Legg reported that vendor warrants #11925 through and including #11953, totaling \$21,239.16 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 #126-2019 through and including 129-2019 were submitted to the Board for approval and signature.

Mrs. Legg reported that no blanket certificates were issued since the last meeting.

Mrs. Legg reported that one re-allocation of appropriations was made.
 \$300 from 1000-120-720 Buildings to 1000-120-740 Machinery and Equipment.

Mrs. Legg presented to the board, fire chief and road superintendent the temporary appropriations draft to review and approve at the next trustees meeting.

Mr. McClintock asked if an audit committee meeting would be held prior to the end of 2019. Mrs. Legg stated that according to auditor Matt Goldman, audit committee meetings are not mandatory. Mrs. Legg suggested waiting until January to hold a meeting. Suggestions were made to fill open positions on the audit committee.

ROADS

Mr. Heald reported that the hydraulics were not working on the one-ton truck when he went to pick it up from Valley Ford. Two new front tires are needed on the one-ton and will be purchased through Kolsom Tire. Mr. Wolcott's plow truck would not accelerate over 40 mph. The truck was taken to Cerni Motors to be repaired.

Mr. Heald reported the pole pruning shears is broken. Parts are not available to repair the pruner. Mr. Heald is getting pricing for a new pole pruner. State bid pricing is \$620.

Mr. Yamamoto stated that he has not received a final bill for Cutts Road reconstruction.

TOWNSHIP HALL

Mrs. Dottore reported that the new key box is installed on the town hall building.

Mr. Heald stated that our Vector Security representative was out to quote fire alarms in the road garages. Due to the diesel trucks, regular fire alarms will not work. The representative is working with the fire department and building department. Electrical drawings and permits will be needed.

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SAFETY

Mr. Heald reported that the portable speed bumps and signs have been received.

PARK

Mr. McClintock stated that the next park board meeting is scheduled for January 6, 2020. Mr. Hajjar will be making his presentation on drainage improvement plans to the park at that meeting.

Mr. Romans reported that the park sign still needs the ends of the top board painted.

CEMETERY

Mr. Heald stated the flower beds have been cleaned.

Mr. Heald reported that 6 and 7-foot headstones are being ordered. Our pricing does not provide prices for footers that large. Mr. Heald figured pricing based on the cubic footage cost of smaller footers.

MISCELLANEOUS

Mr. McClintock stated quotes have been received for 2020 health insurance. The board discussed the quotes and have questions regarding if they must award to the lowest bidder if they have had issues with the vendor in the past. Geauga County Assistant Prosecutor Susan Weiland will be contacted for a legal recommendation. A special meeting will be advertised for Monday, December 9th at 6:30 pm for determining health care insurance.

Mrs. Legg stated that the first Wednesday of January falls on New Years Day. The board decided to move the trustee meeting to Thursday, January 2, 2020 at 6:30 pm.

Mr. Molan asked to authorize Re-allocation of Appropriations be made without prior motion. Re-allocation will be reported on at the meeting following the transfer.

MOTION 2019-105: Made by Keith McClintock, seconded by Scott Yamamoto to authorize Re-allocation of Appropriations be made without prior motion. Re-allocation will be reported on at the meeting following the transfer. Motion carried.

Mr. McClintock recommended continuing with OPERS deductions according to the salary reduction plan.

MOTION 2019-106: Made by Keith McClintock, seconded by Scott Yamamoto to continue with OPERS deductions according to the salary reduction plan. Motion carried.

Mr. McClintock recommended maintain the board member meeting stipend at \$20 per meeting for next year meetings they attend.

MOTION 2019-107: Made by Keith McClintock, seconded by Scott Yamamoto to maintain the board member meeting stipend at \$20 per meeting for next year meetings they attend. Motion carried.

The board discussed scheduling employee reviews for Wednesday, December 18th at 5:30 pm. Mrs. Legg will advertise for the executive session for the purpose of performing employee reviews.

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

- November 22nd and 25th Park inspection logs
- November 18th Safety meeting notes
- Road Dept weekly work logs
- 2019 Road-Side Mowing log
- November 22nd Legislative Alert
- Subdivision Regulation meeting invitation
 - There is a discrepancy in the dates on the invitation. The county engineers' office will be contacted for clarification.
- Geauga County Planning Commission request for 2 candidates to update the General Plan
 - The board discussed the appointments and have tabled the decision until a resident and trustee can be chosen. More information is needed as to when the meetings would be held.

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

Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, December 18, 2019 at 6:30 p.m.

Mr. Molan 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 7:28 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Paul Molan - Chairman

DATE APPROVED:



Scott Yamamoto - Vice Chairman

12/18/19



Keith McClintock - Trustee