

**RECORD OF PROCEEDINGS**  
**HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ February 17, \_\_\_\_\_ 20<sup>21</sup>

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 17, 2021 at 6:30 p.m. with the following members present; Keith McClintock, Paul Molan and Scott Yamamoto. Also present was the Fiscal Officer Mike Romans and those on the attached sign in sheet.

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

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

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

**OLD BUSINESS**

Mr. Yamamoto reported that First Energy representative Dean Hayne investigated the additional six street lights that were added to our bill back in October do not belong to us. A credit will be issued to our account. Mr. Yamamoto found two street lights that were not on the original list but belong to the township that were never changed over to LED lights. The township may be responsible for paying \$242 per light for the two missed fixtures.

Mr. Yamamoto spoke with Network Solutions who designed the Claridon Township website.

The quote from Network Solutions includes a one-time payment of \$3,000 to set up the website and move the information from the old website to the new site. There is a yearly charge of \$132.51 per year to host the website and \$630 per year for website maintenance and support. Additional features include an event calendar, fillable forms and a photo gallery.

The quote from Computer Housecalls includes a one-time charge of \$2,850 to set-up the website, move the information from the old website to the new site and up to 3 hours of training. A yearly fee of \$683.88 for hosting, SSL certificate and installation.

Company 119 quoted \$4,600 to design, training and 6 hours of training with an annual fee of \$690.

**MOTION 2021-24:** Made by Scott Yamamoto, seconded by Paul Molan to contract with Network Solutions for designing a new website in the amount of \$3,000, contingent on the thoughts of the staff. Motion carried by unanimous vote.

Mr. Molan reported that the brand and style of the siding for the quote request needs to be determined. After a short discussion, the board decided to go with 5" Prodigy by Alside or comparable.

**NEW BUSINESS**

**MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the February 3, 2021 regular meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

**MOTION 2021-025:** Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the February 3, 2021 regular meeting. Motion carried by unanimous vote.

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Held February 17, 20 21**ZONING INSPECTOR**

Mr. Molan read Mr. Acquaviva's report.

Two new permits have been issued.

Mr. Acquaviva is working on the Clemson public records request.

Mr. Acquaviva is in the process of reviewing the new sub-division paperwork.

One property that was in violation has been cleaned up. One vehicle that was in violation has been removed and three violations have been sent to Assistant Prosecutor Susan Weiland for follow-up.

**ZONING**

No Report

**FIRE DEPARTMENT**

Mr. McClintock read Chief Hildenbrand's report.

The fire department started holding meetings and training via WebEx. This has been working well.

The fire department may hold the Mother's Day carry out rib dinner this year. A decision will be made in April.

A grant to replace fire hoses has been applied for. It is a 5% match grant.

**FINANCIAL**

Mr. Romans reported that mid-month payroll and taxes totaling \$7,585.82 were issued.

Mr. Romans reported that for tonight's meeting vendor warrants #12604 through and including #12621, totaling \$8,173.38 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 #29-2021 through and including 39-2021 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that four re-allocation of appropriation was made.

\$10,000 from 2031-330-420 Operating Supplies to 2031-330-323 Repairs & Maintenance

\$1,327.60 from 2031-330-420 Operating Supplies to 2031-330-599 Misc. Expenses  
\$60 from 1000-110-740 Machinery, Equipment & Furniture to 1000-120-329 Other Property Services.

\$700 from 1000-110-740 Machinery, Equipment & Furniture to 1000-310-351 Electricity

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Mr. Romans advised the Board that total receipts for January were \$32,025.54 and total expenditures were \$157,095.66

Mr. Romans reported that the Board was given the January financial statement indicating a combined balance of \$1,270,806.07.

**MOTION 2021-26:** Made by Scott Yamamoto, seconded by Paul Molan to approve the January financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the board to approve additional hours for Mrs. Dottore, not to exceed 30 hours for the purpose of catching up on filing and year-end items.

**MOTION 2021-27:** Made by Scott Yamamoto, seconded by Paul Molan to approve additional hours for Mrs. Dottore, not to exceed 30 hours for the purpose of catching up on filing and year-end items. Motion carried by unanimous vote.

Mr. Romans asked the board to approve signing up with Fred Pryor Training for 2021 at the reduced cost of \$299 for unlimited training. The normal cost is \$499.

Mrs. Dottore has found it very helpful in the past and Mr. Romans would also like to benefit from the unlimited training.

**MOTION 2021-28:** Made by Scott Yamamoto, seconded by Paul Molan to approve Fred Pryor Training for 2021 at the reduced cost of \$299 for unlimited training. Motion carried by unanimous vote.

**ROADS**

Mr. Yamamoto reported that the Geauga County Engineer's Office contacted him regarding collaborating with Claridon Township on the resurfacing of Taylor Wells Road. Claridon Township has been working on preparation for the repaving and will be ready to resurface in 2022. Hambden Township has Williams Road repaving scheduled for 2022. Williams Road is a large project and the board is not sure they will have an additional \$50,000 to resurface Hambden Township's 1/2 mile section of Taylor Wells Road. Hambden Township may need to finance this project.

Mr. Yamamoto reported that Nick Gorris of the Geauga County Engineer's Office contacted him regarding Karvo Paving's request for payment on the Cutts Road paving project. The original contract price was \$795,173.10. Payments totaling \$732,395.64 were made leaving a balance of \$62,777.46. The purchase order made in 2018 has a balance of \$33,241.50. The Geauga County Engineer's Office is disputing the number of truck loads Karvo is claiming that moved dirt back and forth from the project. The township may need additional funds to pay the balance of the project.

Mr. Yamamoto asked Mr. Heald when he wants to bring the part-time summer help back to work. Mr. Heald stated that last year they worked April 1<sup>st</sup> – November 30<sup>th</sup>. The board discussed the need to hire a full-time road employee to train before Mr. Heald and Mr. Brazis retire in May 2022. The decision was made to hire a full-time employee later this year to replace Mr. Heald and Mr. Brazis. Mr. Chuha and Mr. Young will be hired back at 20 hours per week from April 1, 2021 through October 31, 2021.

**MOTION 2021-29:** Made by Scott Yamamoto, seconded by Paul Molan to re-hire Mr. Chuha and Mr. Young at 20 hours per week, from April 1, 2021 through October 31, 2021. Motion carried by unanimous vote.

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Mr. Yamamoto stated that he will be holding a strategic planning meeting with the road department in late March, 2021.

Mr. Heald stated that many trees are leaning due to the heavy snow. They will need to be cut down when the weather allows.

**TOWNSHIP HALL**

Mr. Molan reported that the sensor toilets, faucets and bottle filler have been installed in the town hall.

**SAFETY**

No report.

**PARK**

Mr. McClintock reported that Mrs. Edelinsky has been in contact with CLN Portable Restrooms. They agreed to hold the price we paid last year for another two years.

Mr. McClintock reported that he spoke with Health Commissioner Quade about allowing park pavilion rentals this summer. Mr. Quade informed him that one person is allowed per 36 square foot of the pavilion size.

Mr. Yamamoto asked if the township should build permanent hand sanitizer stations for the park. Mr. McClintock stated that CLN provides the units at a reasonable cost and hopefully this will be the last year they are required.

**CEMETERY**

Mr. McClintock presented a deed for William E. Davis to be approved and signed by the Board.

**MISCELLANEOUS**

Mr. McClintock asked the board to declare the Montessa Black Desk Chair, Inventory #354 as scrap. The back of the chair is broken.

**MOTION 2021-30:** Made by Scott Yamamoto, seconded by Paul Molan to declare the Montessa Black Desk Chair, Inventory #354 as scrap. Motion carried by unanimous vote.

Mr. McClintock reported that the health insurance renewal cost is increasing by 1.19% from last year. Mr. Yamamoto stated that the employees on the health insurance are unhappy that they pay out of pocket until the deductible is met before the insurance begins to pay any portion.

Mr. McClintock asked the board to re-appoint Lois Cox to the Zoning Commission for another 5-year term.

**MOTION 2021-31:** Made by Scott Yamamoto, seconded by Paul Molan to re-appoint Lois Cox to the Zoning Commission for another 5-year term. Motion carried by unanimous vote.

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Mr. McClintock asked the board to accept the resignation of Darlene Welch from the Zoning Commission.

**MOTION 2021-32:** Made by Scott Yamamoto, seconded by Paul Molan to accept the resignation of Darlene Welch from the Zoning Commission. Motion carried by unanimous vote.

Mr. McClintock asked the board to re-appoint David Heald to the Board of Zoning Appeals for another 5-year term.

**MOTION 2021-33:** Made by Scott Yamamoto, seconded by Paul Molan to re-appoint David Heald to the Board of Zoning Appeals for another 5-year term. Motion carried by unanimous vote.

Mr. McClintock asked the board to re-appoint Linda Petkosek to the Park Board for another 5-year term.

**MOTION 2021-34:** Made by Scott Yamamoto, seconded by Paul Molan to re-appoint Linda Petkosek to the Park Board for another 5-year term. Motion carried by unanimous vote.

Mr. McClintock asked the board to re-appoint Kate Marciano to the Audit Committee for another 5-year term.

**MOTION 2021-35:** Made by Scott Yamamoto, seconded by Paul Molan to re-appoint Kate Marciano to the Audit Committee for another 5-year term. Motion carried by unanimous vote.

Mr. McClintock asked the board to appoint a Health District Advisory Council Representative for 2021.

**MOTION 2021-36:** Made by Scott Yamamoto, seconded by Keith McClintock to appoint Paul Molan as the Hambden Township Health District Advisory Council Representative for 2021. Motion carried by unanimous vote.

Mr. McClintock asked the board to appoint a Health District Advisory Council Alternate Representative for 2021.

**MOTION 2021-37:** Made by Scott Yamamoto, seconded by Paul Molan to appoint Keith McClintock as the Hambden Township Health District Advisory Council Alternate Representative for 2021. Motion carried by unanimous vote.

Mr. Romans advised the board that Mrs. Dottore provided them with pricing for WebEx virtual meeting packages explaining the cost and what it includes. Mr. Haines with the Geauga County ADP department recommended the Starter package. Mr. Romans stated the fire department is currently using WebEx for their virtual meetings and training. Mr. Romans will check with the fire chief to see if the township could be a user on their WebEx account.

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

- February 12<sup>th</sup> Legislative Alert
- Road Department Weekly Work Logs
- Playground Inspection Reports
- Road Sign Logs

Mr. McClintock asked the Board if there were any questions, if not the correspondence will be filed in the office.

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Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, March 3, 2021 at 6:30 pm.

Mr. McClintock 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 7:56 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Keith McClintock

DATE APPROVED:



Paul Molan

3/3/21



Scott Yamamoto