

**RECORD OF PROCEEDINGS  
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ February 20, \_\_\_\_\_ 20 19 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 20, 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, 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**

Mr. Yamamoto reported that he forwarded a picture of a plaque as a design idea for the Edward Gertz memorial plaque at the Veteran's Memorial. Verbiage was discussed. Mr. Yamamoto suggested "Dedicated to Edward Roland Gertz for his dedicated leadership for the design and construction of the Veteran's Memorial of Hambden Township". The board agreed.

Mr. Yamamoto reported that he spoke with Nick Gorris at the Geauga County Engineer's office. No final bill has been received from Karvo Paving on the Cutts Road project. Mr. Yamamoto was advised to close the OPWC account if all dispersements have been received.

Mr. Molan reported that he attempted to contact Ken Novak regarding the window installations in the old town hall. Mr. Novak has not responded. Mrs. Legg stated that she submitted for the NOPEC grant reimbursement. Mr. Molan asked the board how they want to dispose of the old windows. The board agreed to offer them to Habitat for Humanity Restore on trash day. If they do not want them, they will be disposed of in the trash dumpster that day.

**NEW BUSINESS****MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of January 16, 2019. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the special meeting of January 21, 2019. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

**ZONING INSPECTOR**

No report due to the zoning inspector being absent.

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**ZONING**

No report

**FIRE DEPARTMENT**

No Report. Chief Hildenbrand was absent

**FINANCIAL**

Mrs. Legg reported that mid-month payroll warrants and deferred compensation totaling \$6,955.76 were issued.

Mrs. Legg reported that vendor warrants #11500 through and including #11522, totaling \$19,108.50 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 #38-2019 through #40-2019 were submitted to the Board for approval and signature. She asked the Board if there were any questions or discussion regarding the purchase orders. If not, by your signature they will stand as approved. There were no questions from the Board.

Mrs. Legg reported that blanket certificate #53-2019 was issued for office supplies in the General fund 1000-110-410 for \$500. Mrs. Legg stated that this amount does not exceed the appropriated line item amount. She asked the Board if there were any questions or discussion regarding the purchase order, if not it will stand as approved. There were no questions from the Board.

**MOTION 2019-011:** Made by Keith McClintock, seconded by Scott Yamamoto to approve the blanket certificate as submitted. Motion carried by unanimous vote.

Mrs. Legg reported that one re-allocation of funds was made within the Cemetery Fund.

\$750 to 2041-410-190 Salaries

\$250 from 2041-410-323 Repairs and Maintenance

\$250 from 2041-410-420 Operating Supplies

\$250 from 2041-410-720 Buildings

The board discussed discontinuing the township's support to Geauga Local Access Cable (G-TV). Mr. McClintock suggested sending Mr. Jevnikar a letter of intent to discontinue the support and ask for data on the number of Hambden Township residents that utilize the service. The letter should reference the township's decision based on the township financial hardship due to lost tangible personal property taxes, discontinuation of local government funds, increased cost of road maintenance and increased healthcare costs. Mrs. Legg stated that legally the township must provide a 90-day notice of terminating the support.

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**ROADS**

Mr. Yamamoto reported that he spoke with Geauga County Engineer Nick Gorris regarding the road striping. The options presented by Mr. Gorris were for the township to request bids on their own for the 10 miles of township roads needing striping or from a Memo of Understanding (MOU) with the counties 175 miles of roads to be striped. Mr. Gorris recommends the MOU with the county for the best price. \$25,000 would need to be budgeted, based on the cost of \$2,500 per mile. Mr. Heald stated that in the past when the township went with a lower quote, they used lower quality paint that did not hold up as well as others. Mr. Yamamoto stated that combining our project with the county would get us a volume discount and better a quality product.

**RESOLUTION 2019-009** – made by Keith McClintock, seconded by Scott Yamamoto to enter into the Memorandum of Understanding with the Geauga County Engineer for the application of pavement marking to various township roads as submitted. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried.

Mr. Yamamoto stated that he received a letter from Geauga County Engineer Nick Gorris regarding the speed limit on the roadways in the Coldwater Reserve Subdivision. A resolution was attached for approval and signature.

**RESOLUTION 2019-010** – made by Keith McClintock, seconded by Scott Yamamoto to establish the speed limit of 25 mph on Steelhead Run and Flyfisher Way. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried.

Mr. Heald stated that if the winter weather continues to be mild, the road salt order for next year will be minimal.

**TOWNSHIP HALL**

Mr. McClintock stated that the NOPEC Energy Grant is again being offered to the township in the amount of \$15,000. The discussion was to use the funds to replace street lighting with LED lights and install a new sign for the front of the town hall. Mr. Yamamoto stated that he will call our contact at First Energy. Last year the street lights were quoted at \$400 each, with a minimum order of twelve lamps. Quotes will need to be requested for a double-sided electric sign.

Mrs. Legg reported that quotes were given to the board for Paul Szucs to set up extensions and voicemail on the phone system.

**MOTION 2019-012:** Made by Keith McClintock, seconded by Scott Yamamoto to approve the service contract with Paul Szucs for the phone system upgrades as quoted. Motion carried by unanimous vote.

**SAFETY**

Mr. Heald stated that Steve Wolcott is working out great as the new full-time road department employee.

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**PARK**

Mr. McClintock reported that he spoke with the Hambden Congregational Church officials regarding the rainwater issue in the park. They are open to discussion of an easement if it does not interfere with their drainage and septic system. Mr. McClintock will convey that information to Dave Johnson at Mapledale Landscaping. The next step would be to explore options for curbing the amount of water that runs off the park township property. Engineering services will be needed for performing a Stormwater analysis to determine the sizing requirements, layout and configuration, and estimated costs for construction of the basin.

Mr. Romans has turned in the liability form and insurance for a traveling team. They are scheduling the field use through the Chardon Baseball league to avoid conflicts in ball field usage.

Mr. Heald stated that several residents have been complaining about dogs running free in the park and not on leashes. Mr. Heald called the dog warden but has not received a return call. The message on the machine states to call the sheriff if it is an aggressive dog.

**CEMETERY**

Mrs. Dottore reported that Salem Stone is asking for a rubbing of the Longberry niche door engraving.

**MISCELLANEOUS**

Mrs. Dottore stated that the board approved the credit card policy at a previous meeting. Additional information is needed in the policy. The policy requires a maximum transaction amount and a period of time a credit card may remain signed out. The board agreed to set the maximum transaction amount at \$1,000 per card. The credit card may remain signed out for a period no longer than five (5) business days. The board approved all forms to be used in conjunction with the credit card policy.

Mrs. Dottore asked the board's permission to sign up with Fred Pryor for unlimited classes at \$499/year. This would be available to all employees. Mr. McClintock asked for a list of classes for individuals and the board will re-address the unlimited training option.

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

- February 8<sup>th</sup> & 15<sup>th</sup> Legislative Alerts
- January Sheriff's Report
- Road Department Weekly Work Logs
- February 15<sup>th</sup> Playground Inspection Report
- February 14<sup>th</sup> Safety Meeting Notes
- Planning Commission letter regarding the Director position.

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



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Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, March 6, 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 7:20 p.m.

ATTESTED TO:

APPROVED BY:

  
\_\_\_\_\_  
Mary Ann Dottore, Administrative Assistant

  
\_\_\_\_\_  
Paul Molan

DATE APPROVED:

  
\_\_\_\_\_  
Scott Yamamoto

4/3/19  
\_\_\_\_\_

  
\_\_\_\_\_  
Keith McClintock

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