

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 10148

Held _____ February 3, _____ 20 21 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 3, 2021 at 6:30 p.m. with the following members present Keith McClintock, Paul Molan and Scott Yamamoto. Also present was 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 he has been in contact with the townships First Energy representative (Dean Hayne). Mr. Hayne does not know where the six additional street lights listed on our bill are located. They showed up on the October invoice. Mr. Hayne is checking with their billing department. Mr. Yamamoto located two street lights that were never changed over to LED fixtures. One is located on Rt. 608 by the church. The second one is located on Rt. 6 between the horse farm and the plaza.

NEW BUSINESS**MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the January 6, 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 2021-017: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the January 6, 2021 regular meeting. Motion carried by unanimous vote.

Mr. McClintock asked the Board if there were any comments or corrections regarding the minute of the January 20, 2021 regular meeting. There were no corrections of changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-018: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the January 20, 2021 regular meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Acquaviva reported that he has issued a couple permits, one is pending. Violation and final notices have been sent out.

Mr. Acquaviva reported that he is working on the Clemson Trucking issue. He is reviewing all the variances issued to Clemson looking for any reference to the trucking business.

Mr. Acquaviva stated that the Board of Zoning Appeals granted a conditional use permit to a performance automotive shop which will be located by Spears.

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held February 3, 20²¹

Mr. Acquaviva reported that Mrs. Divoky served a subpoena to him at the office. He refused to sign it and has Geauga County Prosecutors Office Susan Weiland reviewing the subpoena.

ZONING

Mr. McClintock reported that the Land Use Planning committee held their last meeting. The final report is being completed and will be submitted to the Board for approval.

FIRE DEPARTMENT

Mr. McClintock read Chief Hildenbrand's report.

January 2021 report showing 70 calls and 2020 summary report were sent to Board.

Things to note about 2020:

Over 10% of the time (75 times) the fire department had overlapping calls. (Had more than one call at a time.)

The average response time for all calls, from time of dispatch to on scene 7.27 minutes (including mutual aid)

The average response time for calls in Hambden Township was 5.8 minutes.

There is a chart that shows response times for each zone in the Township.

There is a breakdown of calls by shift. Increase in calls overnight is the reason a third person was added to the overnight shift.

Recently promoted members:

Dave Peterson was promoted from Captain to Assistant Chief.

David Baird was promoted from Lieutenant to Captain.

New Command Structure:

Chief Scott Hildenbrand

Assistant Chief Rich Vandevander – Admin.

Assistant Chief Dave Peterson – Operations

Captain Tim Tobin

Captain David Baird

Lieutenant Shane Turner

Lieutenant John Porter

Lieutenant Brett Anderson

FINANCIAL

Mr. Romans reported that month end payroll warrants totaling \$12,714.93 were issued.

Mr. Romans reported that vendor warrants #12580 through and including #12603, totaling \$17,887.10 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 and be mailed out. There were no questions from the Board.

Mr. Romans reported no new purchase orders were issued.

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10149

Held

February 3,

2021

Mr. Romans reported that one blanket certificate was issued.

BC #44-2021 Repairs and Maintenance 2171-610-323 for \$1,000.

Mr. Romans stated that these amounts do not exceed the appropriated line-item amount. He asked the Board if there were any questions or discussion regarding the purchase orders, if not they will stand as approved. There were no questions from the Board.

MOTION 2021-019: Made by Scott Yamamoto, seconded by Paul Molan to approve the blanket certificate as submitted. Motion carried by unanimous vote.

Mr. Romans reported that we received a Northeast Ohio Public Energy Council (NOPEC) Energize Community Grant resolution of acceptance for 2021.

RESOLUTION 2021-003: Made by Scott Yamamoto, seconded by Paul Molan to accept the NOPEC 2021 Energized Community Grant. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans reported that Middlefield Bank has begun charging a monthly service charge for Cash Management Services. The following charges affect Hambden Township.

\$30.00 per month for Positive Pay (Verification of Payments)

\$25.00 per month for ACH Services (Electronic Deposits)

Mr. Romans stated that as discussed last year, the tower lease payments are now being deposited into the park fund within the general fund. This allows the payments to be transferred within the general fund as needed.

ROADS

Mr. Yamamoto reported that the Geauga County Engineer's Office submitted a change order in the amount of \$12,801.67 for the Locust Grove pavement project. The project was completed in 2020 and the final payment was made to the contractor. The change order was never signed before the final payment was made but is needed for the documentation.

MOTION 2021-020: Made by Scott Yamamoto, seconded by Paul Molan to approve the change order in the amount of \$12,801.67 for the Locust Grove pavement project as submitted by the Geauga County Engineers Office. Motion carried by unanimous vote.

Mr. Yamamoto reported that the Geauga County Engineer's Office submitted a resolution to order the asphalt resurfacing of Copperleaf Drive for approval and signature.

RESOLUTION 2021-004: Made by Scott Yamamoto, seconded by Paul Molan to approve the resolution to order the asphalt resurfacing of Copperleaf Drive as submitted by the Geauga County Engineer's Office. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes. Motion carried.

Mr. Yamamoto reported that the Geauga County Engineer's Office submitted a resolution to order the replacement of various culverts on Holi Dale Drive for approval and signature.

RESOLUTION 2021-005: Made by Scott Yamamoto, seconded by Paul Molan to approve the resolution to order the replacement of various culverts on Holi Dale Drive as submitted by the Geauga County Engineer's Office. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes. Motion carried.

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ February 3, _____ 20²¹ _____

Mr. McClintock reported that Mr. Heald received quotes for repairing the 2012 LS Tractor transmission.

Robison Equipment as high as \$10,000

Tractor Depot could be \$10,000

Southeast said to take to Robison

Sandy Lake, PA would need to disassemble to quote.

Mr. Heald recommends Robison Equipment for the repair.

MOTION 2021-021: Made by Scott Yamamoto, seconded by Paul Molan to award the repair of the 2012 LS Tractor to Robison Equipment for a cost not to exceed \$11,000. Motion carried by unanimous vote.

Mr. McClintock reported that Sisson Road resident Wayne Swank called. He is questioning why Sisson Road is only plowed one time per day while other roads are plowed more often and are clear while Sisson Road is snow covered. Mr. Swank said another Sisson Road resident agrees. Mr. Swank claims his mailbox has been knocked down for the second time this year. Mr. Heald stated that on the day Mr. Swank called he had plowed Sisson Road three times. Sisson Road is plowed the same amount of times as other township roads. His mailbox is sticking out closer to the road than other mailboxes. It is knocked down by the snow and not the plow. Mr. Heald will contact Mr. Swank to discuss his concerns and to assure him that Sisson Road is plowed just as often as any other road in the township.

Mr. Molan reported that Warner Hollow provided a quote for the "Welcome to Hambden" road sign posts. The quote is for five aluminum, 4x4, white, powder coated posts at the cost of \$265.52 each.

MOTION 2021-022: Made by Scott Yamamoto, seconded by Paul Molan to accept the quote from Warner Hollow for five aluminum posts as quoted at a total cost of \$1,327.60. Motion carried by unanimous vote.

TOWNSHIP HALL

Mr. Molan submitted to the Board a draft of the siding quote request. Mr. Molan explained the items on the request. The Board agreed to advertise the project in the newspaper.

SAFETY

No Report

PARK

Mr. McClintock stated that Mrs. Edelinsky would like to start accepting park pavilion rentals on April 15th. Mr. McClintock will check with the health department on the rental of pavilions. CLN Restrooms will be contacted to place the port-o-lets in the park for the summer. Mrs. Edelinsky would also like to provide hand sanitizer stations in the township park again this year.

Mr. McClintock submitted to the Board the proposal from Shane Hajjar to provide construction services related to the implementation of the township park drainage improvement at a cost of not to exceed \$1,500.

MOTION 2021-023: Made by Scott Yamamoto, seconded by Paul Molan to accept the proposal from Shane Hajjar to provide construction services related to the implementation of the township park drainage improvement at a cost of not to exceed \$1,500. Motion carried by unanimous vote.

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ February 3, _____ 20²¹**CEMETERY**

Mr. Heald reported that a large headstone was delivered and is sitting in the cinder shed. Western Reserve needs to assemble the unit in the spring or summer.

MISCELLANEOUS

Mr. Yamamoto reported that the Department on Aging submitted a flier for Senior trash day. Mr. Romans questioned several items in the third paragraph. The Board revised the flier to accept televisions, computer monitors and small appliances. They added fluorescent lightbulbs to the list of items the township will not take.

Mr. McClintock stated that the scrap tire grant should be applied for.

Mr. Yamamoto reported that the VFW informed him that they would like to join the Hambden trustees in celebrating Memorial Day. The Board has decided to include the VFW prayer and a 21-gun salute with Glen Palmer's reading of the veteran's names. The recording will be posted on YouTube and the township website as it was last year. In lieu of the traditional Memorial Day activities, the trustees will ride around the township on the trailer as they did last year.

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

- January 29th Legislative Alert
- OTARMA resource E-Library new webinar notification
- Chagrin Valley Watershed Partners newsletter.

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

Mr. Yamamoto stated that the township website is run by Adobe Flash which is no longer supported. Therefore, the township website is not able to be updated. The Board is looking into a new software and someone to design the new website and transfer the information to the new site. Mr. McClintock will contact Kirby Date at Cleveland State University and Lorrie Benza for recommendations. Mrs. Dottore has received a quote from Company 119 in Chardon for \$6,400. She is also waiting for a quote from Computer Housecalls. Mr. McClintock stated that the Ohio Township Winter Conference that was held remotely this year has a seminar on websites and has forwarded the link to Mrs. Dottore.

Mr. Romans stated that a list of new items that are covered under the OTARMA insurance policy was forwarded to the Board.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, February 17, 2021 at 6:30 p.m.

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

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

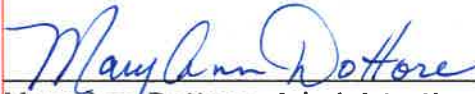
GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

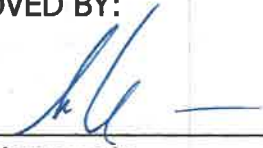
Held February 3, 2021

There being no further business to come before the Board at this time, the meeting adjourned at 7:30 p.m.

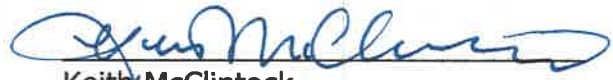
ATTESTED TO:

APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Scott Yamamoto

DATE APPROVED:


Keith McClintock

2/11/21


Paul Molan