

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

Held _____ February 6, _____ 20 19 _____

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

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. Molan reported that he will be contacting Ken Novak to review the installation of the new windows in the old town hall. Mr. Molan is not satisfied with the installation.

Mr. Yamamoto reported that he spoke with Geauga County Engineer Nick Gorris regarding the final invoice from Karvo Paving for the Cutts Road project. Mr. Gorris has not received the invoice. Mr. Yamamoto stated money will be withheld from the final invoice for the re-seeding, erosion control and fixing surface spots that were damaged by the trucks while working on the driveway aprons.

Mr. Yamamoto reported that he has been in contact with Geauga County Assistant Prosecutor Susan Weiland and Chip Hess regarding the missing waivers from Miller Builders on the construction of the salt building. Mr. Hess has not heard from Mr. Miller. Mrs. Weiland asked Mr. Hess to follow up on this request. Mr. Yamamoto stated that the balance due on the salt building project is \$115,000 per Mrs. Weiland.

Mr. McClintock reported that he received updates on the Hambden Township Policy and Procedure Manual from Geauga County Assistant Prosecutor Susan Weiland. Some discussion is needed on various sections of the manual. Mr. McClintock asked the board to set a work session to work on the manual. The board agreed to meet on Saturday, February 16th at 9:00 a.m. Mrs. Dottore will advertise this meeting in the Geauga Maple Leaf newspaper. Mrs. Dottore will have the changes from Mrs. Weiland made prior to the meeting.

NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the regular meeting of January 2, 2019. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

The approval of minutes from the January 16th regular meeting and the January 21st special meeting will be tabled until the next trustee meeting.

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ZONING INSPECTOR

Mr. Acquaviva reported that three variance hearing were held in January. All three variances were approved by the Board of Zoning Appeals.

Mr. Acquaviva reported he sent two violation notices. One was to a resident on Route 608 for the mailbox platform structure violation and the second was to a Juniper Drive resident for excessive number of commercial vehicles.

ZONING

Mr. Grasser reported that the Zoning Commission has assigned project managers to review definitions, language and specifications on specific zoning resolution sections. The project managers will submit their work one week prior to the meeting for distribution to the board members for review and discussion at the following meeting. Mr. Grasser stated he will be heading up the lakes and ponds section and Connie Locke will be heading up the storage container section of the zoning resolution.

A discussion regarding the advertising for a Zoning Commission member and a Park Board member were discussed.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the January call summary. There were 61 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported on the water issue at Leaders Trailer Park.

FINANCIAL

Ms. Brcak reported that month end payroll and tax warrants totaling \$25,661.13 were issued.

Ms. Brcak reported that vendor warrants #11471 through and including #11499, totaling \$8,047.79 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.

Ms. Brcak reported that purchase orders #33-2019 through and including #37-2019 were submitted to the board for signature and approval.

Ms. Brcak reported that blanket certificate #52-2019 was issued for the Farmers Market expenses in the Park fund 2171-610-599-0002 for \$300. Ms. Brcak 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 2019-010: Made by Scott Yamamoto, seconded by Keith McClintock to approve the blanket certificate as submitted. Motion carried by unanimous vote.

Ms. Brcak reported that two re-allocation of funds were made within the Cemetery Fund.

\$500 from 2041-410-730 Site Improvements to 2041-410-190 Salaries
 \$250 from 2041-410-599 Misc. Expenses to 2041-410-211 OPERS

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ROADS

Mr. Yamamoto read aloud letters he composed to send requests to Geauga County Engineer's office for speed study on South Bascom, North Brown and Sumner Road and set speed limit on Flyfisher Way and Steelhead Run if recommended by the Geauga County Engineer's office. The board approved and signed the letters as composed.

Mr. Heald asked if the board would send a letter to the resident on Bascom Road regarding moving snow off their property and placing it in the roadway. Mr. Heald has spoken to the resident in the past. The board will follow up with an official letter if this continues to occur. Chief Hildenbrand stated it is illegal to push snow into the roadway and if they continue the road department should call the Sheriff's office.

TOWNSHIP HALL

Mr. Heald stated that the road department received a washing machine from the fire department and would like to expand the proposed bathroom in the road garage to accommodate the washer and a dryer. The coveralls and jackets used by the road department get tar and grease on them. This would allow the road personnel to wash the garments. The board approved the expansion of the proposed bathroom.

SAFETY

Mr. Heald stated that Mr. Brazis slipped on the ice by the back garage. He would like to purchase ice and snow cleats for their shoes and boots. The board approved the purchase.

PARK

Mr. Molan reported that Bill Gertz requested a plaque to be installed by the Veteran's Memorial dedicating it to his brother Ed Gertz who recently passed away and was instrumental in the design and construction of the memorial. Mr. Yamamoto will look into designs for a plaque and report back to the board with suggestions.

CEMETERY

Mr. Yamamoto reported that he attended a class at the Ohio Township Association Winter Conference regarding cemeteries. He reported that the presented a digitizing cemetery records and map program. The initial cost of the program is \$6,000. This does not include entering the information into the program. There is also a \$600.00 per month fee for the continued use of the program. After a short discussion of the expense it was decided the cemetery fund could not support this program. Mr. Yamamoto will discuss another option with his GIS director at Lake County.

MISCELLANEOUS

Mr. Molan reported that we received the scrap tire grant application for spring trash day. The maximum grant amount for Hambden Township is \$1,718. Mrs. Dottore will submit for the scrap tire grant.

Mrs. Dottore reported that the Geauga County Engineer's office is requesting an update of Hambden Township contacts and their information. Mrs. Dottore asked if Mr. Yamamoto would like to be the Prevailing Wage Coordinator since he is the road department liaison. Mr. Yamamoto accepted the position. Mrs. Dottore asked if Mr. Yamamoto would like to continue as the Hambden Township DER (Designated Employer Representative) for the Geauga County Drug and Alcohol Consortium. Mr. Yamamoto agreed to continue as the DER. Mrs. Dottore agreed to continue as the Alternate DER.

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

- Road Department weekly work logs
- Snow plow route sheets
- List of Road Work needed in 2019
- November 13th, December 4th and 31st road sign inspection reports
- December 17th, January 24th, December 31st and January 8th Park inspection reports
- December 21st and January 11th Safety meeting notes
- January 10th Legislative Alerts
- NOPEC January Newsletter
- Geauga County Sheriff's December call list
- EPA request for proposal

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

Mr. McClintock stated that he will be discussing the possibility of an easement with the Hambden Congregational Church to correct the water flow in the park.

Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, February 20, 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 7:19 p.m.

ATTESTED TO:

APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Paul Molan

DATE APPROVED:


Scott Yamamoto

March 20, 2019


Keith McClintock