

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ March 6, _____ 2019 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 6, 2019 at 6:30 p.m. with the following members present Paul Molan, Scott Yamamoto and Keith McClintock. Also present was 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.

Mike Romans stated that at a previous meeting the NOPEC energy grant was discussed. One of the things discussed was converting street lights to LED fixtures. Mr. Romans suggested using the energy grant to change the (over 200) florescent light bulbs in the township road garage to LED. The board agreed that is a good suggestion.

David Coley stated that he has been a Hambden Township resident for 32 years. He walks the park with his greyhound dogs. His dogs have been attacked by other dogs in the park that the owner has allowed to run freely in the park. He has pointed out to the dog owner that there are signs that state all animals must be on a leash while in the township park. Heidi Hosmer who lives on Brakeman Road walks her dog in the park and has also had dogs attack her dog. Mrs. Hosmer stated that dogs off leashes have entered her property from the park and approached her dog. Mr. Yamamoto suggested posting a private property/no trespassing sign at the entrance to her property from the park. Mr. McClintock stated that the township has no law enforcement authority in the township park as the Geauga Park District does. Chief Hildenbrand suggested getting the opinion of Geauga County Assistant Prosecutor Susan Weiland as to what the township options are. Mr. McClintock will contact Mrs. Weiland for her suggestion.

Mr. Molan reported that three quotes were requested but only two quotes were received for spring trash day hauling.

Penn Ohio	\$4,784.35
Waste Management	\$5,299.00
Major Disposal	No quote received

MOTION 2019-013: Made by Keith McClintock, seconded by Scott Yamamoto to award spring trash day hauling to Penn Ohio. Motion carried by unanimous vote. Mrs. Dottore stated that the quote totals are based on last spring trash day collection tonnage.

OLD BUSINESS

Mr. Molan reported that he spoke with Ken Novak regarding the installation of the new windows in the old town hall. After reviewing the manufacturers installation procedure, Mr. Novak has admitted he installed the windows incorrectly. Within the next few weeks Mr. Molan and Mr. Novak will meet an Anderson Window representative to examine the installation and discuss necessary adjustments.

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Mr. Molan stated that he forwarded to the road department a drawing for the proposed bathroom in the road garage for review.

Mr. Molan read the composed letter to Dave Jevnikar at Geauga Local Access Cable notifying him that the Hambden Board of Trustees are considering discontinuation of support to G-TV. The board approved the verbiage and Mr. Molan signed the letter. Mr. McClintock stated that Chardon Township is also considering discontinuing support of G-TV.

NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the special meeting of February 2, 2019. Mr. McClintock recommended tabling the approval due to additional details needed.

The approval of minutes from the February 6th and February 16th minutes will be tabled until after the February 2nd minutes are approved.

ZONING INSPECTOR

Mr. Acquaviva reported that applications were received for the variances were approved by the Board of Zoning Appeals in January. Additional variances are being worked on. Mr. Acquaviva has been working with Geauga County Assistant Prosecutor Susan Weiland on violation issues.

ZONING

Mr. Grasser reported that the Zoning Commission met last evening. Members are working on Article 17 which deals with storage containers (primarily shipping containers used as storage containers). They are over half done with the changes. Mr. Grasser stated that some fantastic points were made by zoning commission members. A few minor definitions were corrected. The hope is to have Article 17 ready to be presented in April to the board of trustees for review and approval.

Mr. Grasser reported that they are working on the pond legislation, making it similar to area townships. The bulk of the content involves fire pond language.

FIRE DEPARTMENT

Chief Hildenbrand submitted to the Board the February call summary. There were 56 calls during the month. A copy of the report is attached for review.

Chief Hildenbrand reported that the Chardon United Methodist Church opened their facility as a shelter providing residents with food and a warm place to stay during the wind storm that knocked out power to many homes in the area. Mr. McClintock asked Mrs. Dottore to draft a thank you letter to the Chardon United Methodist Church thanking them for providing a shelter for our residents.

FINANCIAL

Mrs. Dottore reported that month end payroll and tax warrants totaling \$19,247.41 were issued.

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Mrs. Dottore reported that vendor warrants #11524 through and including #11544, totaling \$9,342.64 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. Dottore reported that purchase orders #41-2019 through and including #47-2019 were submitted to the board for signature and approval.

Mrs. Dottore reported that no new blanket certificates have been issued since the last meeting.

Mrs. Dottore reported that eight re-allocation of funds were made.
 Within the general fund for buildings \$200 was transferred to 1000-120-360 (Contracted Services) from 1000-120-740 (Machinery & Equipment)
 Within the Cemetery fund \$400 was transferred to 2041-410-190 (Payroll)
 \$200 from 2041- 410-599 (Misc. Expenses) and
 \$200 from 2041-410-720 (Buildings)
 Within the General Cemetery Fund \$500 was transferred to 1000-410-211 (OPERS)
 From 1000-410-740 (Machinery and Equipment)
 Within the Cemetery Fund \$300 was transferred to 2041-410-211 (OPERS)
 \$100 from 2041-410-316 (Engineering Services)
 \$100 from 2041-410-323 (Repairs and Maintenance)
 \$100 from 2041-410-420 (Operating Supplies)
 Within the Park Fund \$500 was transferred to 2171-610-211 (OPERS)
 From 2171-610-599 (Misc. Expenses)
 Within the General Zoning Fund \$500 was transferred to 1000-130-341 (Telephone)
 From 1000-130-519 (Other Dues and fees)
 Within the General Fund \$1000 was transferred to 1000-310-351 (Electricity)
 From 1000-610-730 (Park Site Improvements)
 Within the Road and Bridge fund \$15,000 was transferred to 2031-330-420 (Operating Supplies) From 2031-330-360 (Contracted Services)

Mrs. Dottore advised the Board that total receipts for January were \$352,796.48 and total expenditures were \$493,350.96.

Mrs. Dottore reported that the board was given the January financial statement indicating a combined balance of \$1,231,166.84. Mrs. Dottore asked the board if there were any questions or discussion regarding the financial statement. There were none.

MOTION 2019-14 – made by Keith McClintock, seconded by Scott Yamamoto to approve the January financial statement as submitted. Motion carried by unanimous vote.

The board signed the January financial statement.

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Mrs. Dottore reported that Ohio Insurance records show that Hambden Township has no waiting period for a new employee to receive health, life, vision and dental insurance. The original Hambden Township policy and procedure manual stated 120-day waiting period. The revisions being made to the policy and procedure manual will coincide with Obama Care stating a 90-day waiting period. Ohio Insurance is requesting a formal letter signed by the Hambden Township Board of Trustees stating the waiting period is 90-days from the date of hire. Insurance becomes effective on the 91st day.

MOTION 2019-15 – made by Keith McClintock, seconded by Scott Yamamoto to approve the waiting period change and send a letter to Ohio Insurance confirming the change. Motion carried by unanimous vote.

Mrs. Dottore reported that the 2018 NOPEC Energy Grant funds were escrowed and rolled into the 2019 grant. In order for the 2018 funds to be dispersed, a new resolution for 2019 must be submitted with the 2018 and 2019 project information. After the 2019 resolution is received by NOPEC, Hambden Township can submit for the 2018 payment for the windows in the old town hall.

RESOLUTION 2019-011 – made by Keith McClintock, seconded by Scott Yamamoto to pass resolution authorizing all actions necessary to accept Northeast Ohio Public Energy Council (NOPEC) 2019 energized community grant which includes the 2018 grant projects. Upon call of roll: Mr. McClintock – yes, Mr. Yamamoto – yes, Mr. Molan – yes. Motion carried.

ROADS

Mrs. Dottore stated that Kokosing Construction sales representative Tom Roland contacted her regarding the Route 6 road construction bid he is submitting. Mr. Roland has offered the township the asphalt millings from the job, if he is awarded the job. Mr. Roland estimates 3000 tons of millings will be available at a cost of \$8.00 per ton. The board discussed the offer and has agreed to purchase 500 tons @ \$8.00 per ton, if Kokosing is awarded the job. Mrs. Dottore will inform Mr. Roland of the boards' decision.

Mrs. Dottore reported that the 2018 Township Highway Mileage Certification stating that the township is responsible for 25.53 miles of public roads as of December 31, 2018. Mr. McClintock stated that the board signed the Township Highway Mileage Certification, but a motion was never made and passed at a meeting.

MOTION 2019-16 – made by Keith McClintock, seconded by Scott Yamamoto to approve the Township Highway Mileage Certification as submitted. Motion carried by unanimous vote.

Mr. Heald stated that no crack sealing was done last year. He is estimating the road department will need six skids of material at \$.76 per pound from DJL Material and Supply. This is the same price as last year. The cost includes the use of their machine with no time limit. They also offer a sealant product that helps prevent the tracking of tar. Mr. Heald stated that in the past they have used soapy water. Mr. Heald asked for a purchase order in the amount of \$15,000. Mr. Heald would like to get the product early in the spring to start working on patching as soon as possible.

Mr. Heald asked the board to re-hire the seasonal employees Mike Romans and Ken Chuha earlier than in the past. Mr. Yamamoto stated that the seasonal employees usually start back on April 1st. The board stated they will re-address the issue at the next meeting.

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Mr. Heald stated he requested a purchase order for 200 ton of asphalt material, 3000 gallons of tar and 600 ton of stone for asphalt patching.

Mr. Heald stated that the road salt supply is sufficient to get through most of next winter. If the township purchases 600 tons of road salt through the ODOT winter fill contract, they would not have to take any deliveries or make any payments until 2020.

Mr. Heald stated that spent a week cleaning up from the wind damage. Additional dead trees need to be removed.

Mr. Molan reported that a resident brought to his attention that traffic at Route 6 and Route 608 backs up at the light. The timing seems to be off on the light. ODOT District 12 needs to be contacted. Chief Hildenbrand stated that the one light seems to be on an angle making it difficult to see the light.

TOWNSHIP HALL

Mrs. Dottore reported that a resident who rented the town hall did not return their paperwork and checks on time would like to cancel the reservation. The checks were received today. The policy states we do not return the \$50 fee if we are not given 30-day notice. The resident is arguing that the hall rental should have been cancelled since they did not return the paperwork and checks within the 5 business days. The board decided to permit them to cancel the rental and return the checks to the resident.

Mrs. Dottore reported that Paul Szucs will be out tomorrow morning to work on the phones. Mr. Heald stated that the phones worked the other day but would not work again today.

SAFETY

Mr. Heald reported that Hambden is eligible for the ODOT safety sign upgrade grant. The program was developed to assist townships identified as having a higher than average crash rate across their entire township system. The top 200 townships are eligible to apply for up to \$50,000 in combined signs, posts and hardware to improve the signage in the township. Mr. Heald will compose a list of signs needed to be submitted for the grant.

PARK

Mr. McClintock reported that he met with the Hambden Congregational Church officials to discuss the storm water issue in the park. The officials agree to use of their property for a storm water basin. The next step is to seek quotes for feasibility study to examine the feasibility of a storm water basin in that area and what the sizing requirement would be in order to curtail and slow the volume and rate of run off from the township property onto the neighboring properties. Assessment of the cost can be reviewed after the study is complete to see if this is a project worth proceeding with. Several engineer names were discussed for contact.

Mr. Romans stated that there is potential use of field 2 and 3. He is waiting for certificate of insurance and a signed release of liability for the teams.

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CEMETERY

Mrs. Dottore submitted to the board for approval and signature the Frank and Mary Pertz deed for the purchase of two niches in the columbarium.

Mr. McClintock reported that he was contacted by three sisters whose parents are buried in the township cemetery. The last two years they have placed a nice wreath on a heavy hanger they made at their parents' grave for Christmas. The hanger was specially made to attach to the headstone to prevent it from being in the way of ground maintenance. When they go to retrieve it, it is missing. Mr. McClintock informed them that it was not removed by the township employees and that there was a recent wind storm. Mr. McClintock stated this is the third complaint about missing decorations from the cemetery. There is no way for the township to police the cemetery.

MISCELLANEOUS

Mr. McClintock stated that Geauga County Assistant Prosecutor Susan Weiland provided guidance on a few topics in the policy and procedure manual. These final changes will be made.

Mr. McClintock reported that last year Denise Kaminski was asked to be the speaker at the Memorial Day Observance. She was not available but stated she would be available this year if we were still interested in having her as the speaker. Mr. McClintock will contact her to see if she is available.

Mr. Molan suggested Bill Gertz as the Memorial Day Parade Marshal. It would be fitting since this is the last year Mr. Gertz is planning to read the veteran's names at the veteran's memorial.

Mr. Yamamoto reported that he is still waiting on the dedication plaque quote from Kotecki Monuments.

Mr. McClintock reported that he will be contacting the residents who expressed an interest on serving on the Land Use Survey committee. He would like to set a meeting date for a Saturday in April to distribute copies of the last survey and possibly assign chapters to individuals for review and evaluation where we are at currently compared to ten years ago. At this point we have no assistance or funding available from the county.

Mrs. Dottore reported that Habitat for Humanity Restore has accepted our invitation to have a truck on the premises for trash day to retrieve any usable furniture to sell at their store. Habitat will also check out the old town hall windows to see if they would like them. If not, they will be disposed of that day.

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

- February 22nd and March 1st Legislative Alerts
- Sheriff's Office February Month End Call Report
- NOPEC February Newsletter
- OTARMA Pause for Performance training videos
- Great Lakes Sediment and Nutrient Reduction Program Grant
- Department of Transportation Township Safety Sign Upgrade Grant
- Geauga Township Association Quarterly Dinner – April 10th in Thompson

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

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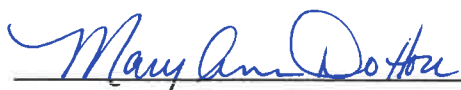
Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, March 20, 2019 at 6:30 p.m.

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 7:32 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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