

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____ May 20, _____ 2020 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 20, 2020 at 6:30 p.m. with the following members present; Scott Yamamoto, Keith McClintock and Paul Molan. Also present was the Fiscal Officer Mike Romans and those on the attached sign in sheet.

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

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

Mr. Yamamoto introduced Chardon City Manager Randy Sharpe. Mr. Sharpe explained the sidewalk connection project to Mel Harder Park along the south side of S. Hambden Street from Irma Drive to the park.

MOTION 2020-056: Made by Keith McClintock, seconded by Paul Molan to approve the sidewalk connection project being done by the City of Chardon. There will be no charge to Hambden Township or its residents now or in the future for repairs, maintenance, or snow plowing. Motion carried by unanimous vote.

Mr. Yamamoto reported that the City of Chardon has requested the Hambden Township Trustees enter into a Memorandum of Understanding between the City of Chardon and Hambden Township for improvements on portions of Grant Street located in the City of Chardon an Hambden Township. The City Engineers estimate the Hambden Township portion not to exceed \$8,100. Any cost in excess of this amount will be borne by the City of Chardon. Mr. Yamamoto read the Memorandum of Understanding and stated that the MOU was reviewed by Geauga County Prosecutors Office Susan Weiland

RESOLUTION 2020-012: Made by Paul Molan, seconded by Keith McClintock to enter into a Memorandum of Understanding between the City of Chardon and Hambden Township for improvements on portions of Grant Street located in the City of Chardon an Hambden Township. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

The board and Mr. Sharpe signed the Memorandum of understanding. Mr. Sharpe will take the signed copy back.

Mr. Yamamoto asked if any residents had questions or concerns to bring before the Board.

Gus Saikaly introduced himself and stated he was present with Sheryl Clemson representing Universal Landscaping Products Inc. Mr. Saikaly stated that the variance hearing has been on hold due to the Pandemic. Mr. Yamamoto stated that later in this meeting the board will be discussing options for holding public meetings. Mr. Acquaviva will check with the Board of Zoning Appeals members to inquire if they are comfortable with holding an in-person meeting.

OLD BUSINESS

No Old Business

NEW BUSINESS

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held

May 20,

20 20

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the April 15, 2020 Regular Meeting. There were no corrections or changes to the minutes and Mr. Molan recommended that they stand as approved and waive the reading.

MOTION 2020-057: Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the April 15, 2020 Regular Meeting. Motion carried by unanimous vote.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the May 11, 2020 Special Meeting. There were no corrections or changes to the minutes and Mr. Molan recommended that they stand as approved and waive the reading.

MOTION 2020-058: Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the May 11, 2020 Special Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Yamamoto read Mr. Acquaviva's report.

Six new permits have been issued. Several new permits are pending review.

Mr. Acquaviva has been working on lot split proposals, identifying portions of the resolution that need priority attention from the zoning board and consulting on variances.

There are currently six variances that the paperwork has been received. A seventh variance is pending review of the site plan.

Mr. Acquaviva does not have any issues with virtual zoning commission meetings. He does have concerns with virtual Board of Zoning Appeals hearings. Three of the pending variances are use variances which will likely generate interest from many residents. His concerns include the possibility of a resident being disconnected, having audio issues etc. and not having the opportunity to testify which could lead to legal problems. There are three new Board of Zoning Appeals members that cannot appropriately be prepared for such issues remotely.

Mr. Acquaviva suggests, if the board deems it acceptable, to re-open the zoning office as of June 1st. The first Zoning Commission meeting would not take place until July 7th. Scheduling a Board of Zoning Appeals hearing along with the legal notice time requirements is generally 2-3 weeks. The earliest a Board of Zoning Appeals hearing would happen is mid-June. That would provide sufficient time to train and prepare new members and meet all other requirements. Hearings could be held in the old town hall and still provide acceptable distance between all parties.

The board of trustees discussed several options for holding a Board of Zoning Appeals hearing while maintaining social distancing.

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held _____

May 20,

20²⁰**ZONING**

Mr. McClintock suggested having Mr. Acquaviva poll the zoning commission board members to see if they feel comfortable holding an in-person meeting at this time. Several software recommendations were discussed for virtual meetings. The decision to hold virtual meetings has been tabled.

FIRE DEPARTMENT

Mr. Yamamoto read Chief Hildenbrand's report.

The April monthly incident report was sent to each trustee for review. There were 51 calls during the month of April. A copy of the report is attached.

The fire department is ready for the Memorial Day parade through the streets of Hambden Township with the road department truck pulling a trailer with the three trustees.

Two Grants were received. BWC paid 100% for all new Non-carcinogen hoods and gloves. Forestry Division will be reimbursing 50% for replacement Hydrant Heads.

Chief Hildenbrand is looking at resuming training and meetings on June 1st.

There have been no illnesses at fire station. They have plenty of supplies, have been working with Health Dept. and Emergency Management Agency.

Chief Hildenbrand asked that the board declare Equipment as surplus equipment to be sold on GovDeals:

- TNT Hydraulic extrication tool including power unit, Cutter, Spreader, Ram, and 20 ft. of hose.
- (4) Motorola Radius CM 300, VHF mobile radios.

MOTION 2020-059: Made by Paul Molan, seconded by Keith McClintock to declare TNT Hydraulic extrication tool and Motorola radios as surplus and post on GovDeals per Chief Hildenbrand request. Motion carried by unanimous vote.

FINANCIAL

Mr. Romans reported that we received a \$500 safety grant from OTARMA. Mr. Heald went to Hemly Tool and made a list of safety equipment needed. Mr. Romans submitted the request to OTARMA.

Mr. Romans reported that April 30th month-end payroll and taxes totaling \$19,391.02 were issued.

Mr. Romans reported that May 15th mid-month payroll and taxes totaling \$7,148.68 were issued.

Mr. Romans reported that on May 8th vendor warrants #12171 through and including #12197, totaling \$10,924.27 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.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10146

Held _____ May 20, _____ 20 20 _____

Mr. Romans reported that on May 20th vendor warrants #12198 through and including #12213, totaling \$15,646.60 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 #50-2020 through and including #64-2020 were submitted to the board for signature and approval.

Mr. Romans reported that two blanket certificates were issued.

#97-2020 Operating Supplies in the Road fund 2231-330-420 in the amount of \$12,000.

#98-2020 Site Improvements in the Cemetery fund 2041-410-730 in the amount of \$1,000.

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

MOTION 2020-60: Made by Paul Molan, seconded by Keith McClintock to approve the blanket certificates as submitted. Motion carried by unanimous vote.

Mr. Romans reported that six re-allocation of appropriations were made.

\$4,300 was transferred to 1000-120-351 Town Hall Electricity from
1000-310-351 Zoning Electricity

\$500 to 1000-110-599 Misc. Expenses from 1000-110-740 Machinery and
Equipment

\$1,500 to 1000-130-519 Contracted Services for Kirby Date from:

\$400 1000-130-318 Zoning Training Services

\$400 1000-130-330 Zoning Travel & Meetings

\$90 1000-130-342 Zoning Postage

\$350 1000-130-519 Zoning Other Dues and Fees

\$260 1000-130-599 Zoning Misc. Expenses

\$1,000 to 2041-410-730 Cemetery Site Improve. from 2041-410-599
Cemetery Misc. Exp.

\$2,500 to 2281-230-349 EMS Other Communications from 2281-230-599 EMS
Misc. Exp.

\$600 to 1000-410-360 Cemetery Contracted Services (Niche engraving) from
1000-410-599 Cemetery Misc. Exp.

Mr. Romans advised the Board that total receipts for March were \$734,234.82 and total expenditures were \$55,530.03.

Mr. Romans reported that the board was given the March financial statement indicating a combined balance of \$1,826,317.18.

MOTION 2020-61: Made by Paul Molan, seconded by Keith McClintock to approve the March financial statement as submitted. Motion carried by unanimous vote.

The financial statement was signed prior to the meeting.

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ May 20, _____ 20 20 _____

Mr. Romans presented to the board for review and approval a resolution requesting new fund account 2901 be created for Stimulus Cares Act Relief payment.

RESOLUTION 2020-013: Made by Paul Molan, seconded by Keith McClintock to approve a new fund account 2901 be created for Stimulus Cares Act Relief payment. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Romans presented to the board for review and approval a resolution authorizing deposit of funds into Fund 2901 from Stimulus Cares Act Relief payment.

RESOLUTION 2020-014: Made by Paul Molan, seconded by Keith McClintock to approve deposit of funds into Fund 2901 from Stimulus Cares Act Relief payment. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Romans presented to the board for review and approval a resolution requesting new fund account 2902 be created for the LED streetlight NOPEC grant funds.

RESOLUTION 2020-015: Made by Paul Molan, seconded by Keith McClintock to approve resolution requesting new fund account 2902 be created for the LED streetlight NOPEC grant funds. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Romans asked for a motion to restore the funds back into the general funds once the NOPEC grant funds are received into fund 2902.

MOTION 2020-62: Made by Paul Molan, seconded by Keith McClintock to restore the funds back into the general funds once the NOPEC grant funds are received into fund 2902. Motion carried by unanimous vote.

ROADS

Mr. McClintock received a phone call from a resident complaining about the large truck traffic on Brakeman Road. Mr. Yamamoto asked the Geauga County Engineers office if they had any heavy trucking permits for that road. They do not. Mr. Yamamoto was told that nothing could be done unless the trucks are over the weight limit for that road. Chief Hildenbrand told Mr. Yamamoto that due to the COVID-19 virus they are not doing any weight limit testing. Mr. McClintock will inform the resident that there is nothing the township could do unless the trucks are over the weight limit for that road.

Mr. Yamamoto stated that Ronyak Paving began patching on Locust Grove and Montclair on Saturday. The patches were not satisfactory. Mr. Yamamoto sent emails with pictures to county engineers Nick Gorris and Shane Hajjar who were already aware of the problem. The road is sitting on clay and with the amount of rain the patches were not holding up. Mr. Gorris marked nine areas that needed to be removed and repatched. Ronyak Paving hopes to have the paving completed by mid-next week.

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10145

Held _____ May 20, _____ 20 20 _____

Mr. Yamamoto read Mr. Heald's report.

The crack sealing is finished for the spring. Mr. Yamamoto read the roads and amounts of crack sealing product used on each road. Tar and gravel repairs will begin in June. Road side ditching will begin immediately after Memorial Day. Weather permitting headstone foundations will be poured that first week of June. A 36' x 40' concrete culvert pipe needs to be replaced before paving.

Mr. Yamamoto reported that he detailed the truck that will pull the trailer for the Memorial Day parade through the township.

Mr. Wolcott's truck needs a \$900 transmission repair. It is not being driven at this time.

Mr. Romans suggested purchasing parts on E-Bay for sometimes half the price when the part is not needed immediately. The idea will be presented to Geauga County Prosecutor Susan Weiland for her legal opinion.

TOWNSHIP HALL

Mr. Yamamoto stated that he received a request from an Alcoholic Anonymous member who stated that they currently meet on Saturday mornings at the Hambden Grange. They need a new meeting location for after the ten-person restriction is lifted. They meet from 8 am to 10 am every Saturday. The consensus of the board was to deny the request due to residents utilize the hall on most Saturdays and the hall is to be available to the residents. The board does not have an issue allowing the AA group to use the hall on week day mornings.

SAFETY

Mr. McClintock received an email for a locking hand sanitizer station on a post. After investigating into the unit, the pricing starts at \$490 up to \$900. The unit does not include freight, tax, sanitizer pump and liquid. It is strictly the metal unit and post depending on the unit. The board discussed the outrageous cost and made the decision to not order these units.

PARK

Mr. McClintock stated that the Governors guidelines for baseball and softball will be forwarded to any team requesting use of the township park ball fields. The teams must also sign a hold harmless agreement which will be supplied to them after being reviewed by Geauga County Prosecutor Susan Weiland.

The board agreed to keep the playgrounds and park pavilions closed until further notice and directions from the Governor.

CEMETERY

Mr. Yamamoto stated that two deeds have been presented for approval and signature. Paul & Melissa Howard and Doris Aiken purchased graves.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held May 20, 20 20**MISCELLANEOUS**

Mr. Yamamoto reported that he received an e-mail from Hambden Resident and Chardon Rotarian Terry Hegner asking the board to support the Claridon Community Helps fundraiser. The board discussed posting a link to the organization on the Hambden Township website. Mr. Yamamoto will present this request to Geauga County Prosecutor Susan Weiland for her review and recommendation.

MOTION 2020-63: Made by Paul Molan, seconded by Keith McClintock to post a link to the Claridon Community Helps organization on the Hambden Township website contingent on approval of Geauga County Prosecutor Susan Weiland. Motion carried by unanimous vote.

Mr. Yamamoto reported that since the last trustee meeting the following correspondence was sent to the board:

- Weekly work log agendas.
- April 13th, 27th, May 1st and 11th Park inspection reports.
- April 7th Safety Meeting sign in sheet.
- May 11th Road Sign Log
- April 20th, 24th, May 1st, 8th, 15th and 18th Legislative Alerts.
- OTARMA Risk Control Services newsletter
- E-Civis Webinar invitations and Making the Most of Grants Fee download Guide
- University Hospital Newsletters
- Lake Health – Universal Masking Policy
- US Chamber of Commerce Grant Program
- Geauga County Department on Aging updates
- SB 310/CARES Act Funding and Treasurers Update from Lorrie Benza
- Campground Signs ad
- Geauga County DES updates on Masks

Mr. Yamamoto reported that the Ohio Township Association sent out a "Returning Township Employees to the Workplace Frequently Asked Questions". The board discussed the need for a COVID-19 Workplace Policy.

Mr. Yamamoto stated that the truck is ready for Memorial Day. Mr. Molan will have the trailer at the township on Thursday evening for the road department to install the generator and PA system onto the trailer on Friday.

Mr. Yamamoto reported that resident Ralph Cleveland is requesting a street light be installed at the intersection of Sawmill and Rt. 6. There are guidelines that must be followed. Mr. Cleveland would need to present a petition that is signed by all the residents in the immediate area that would be affected by the light. That would include the residents on the other side of Rt. 6. Then the trustees would have to proceed with having the light installed. First Energy quoted \$2,500 - \$4,000 per street light.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, June 17, 2020 at 6:30 p.m.

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held May 20, 20 20

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

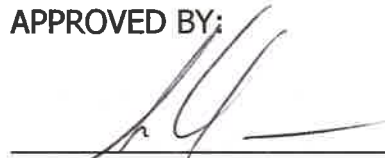
There being no further business to come before the Board at this time, the meeting adjourned at 8:23 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Scott Yamamoto

DATE APPROVED:



Keith McClintock

6/17/20



Paul Molan