

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

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

Held _____ June 17, _____ 20 20 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 17, 2020 at 6:30 p.m. with the following members present; Scott Yamamoto, Keith McClintock and Paul Molan. Also present was the Administrative Assistant Mary Ann Dottore 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 asked if any residents had questions or concerns to bring before the Board.

Sheryl Clemson thanked the Board for re-opening the Board of Zoning Appeals hearings. The Clemson hearing is scheduled for July 2, 2020.

OLD BUSINESS

Mr. Yamamoto asked the board to approve an additional \$1,500 for Kirby Date at Cleveland State University for additional work on the Land Use Plan. Purchase order #57-2020, dated May 5, 2020 was issued and signed for this additional work.

MOTION 2020-064: Made by Paul Molan, seconded by Keith McClintock to approve an additional \$1,500 for Kirby Date at Cleveland State University for additional work on the Land Use Plan. Motion carried by unanimous vote.

NEW BUSINESS

Mr. Yamamoto suggested returning to two trustee meetings per month.

MOTION 2020-065: Made by Paul Molan, seconded by Keith McClintock to return to two trustee meetings per month. Motion carried by unanimous vote.

Mr. McClintock stated that he will not be attending the July 1, 2020 meeting.

Mr. Yamamoto asked if the board was ready to open the playgrounds. Mrs. Dottore stated that signs stating the playground equipment has not been sanitized and to use at your own risk will be placed in the playground area. Mr. Yamamoto read the opinion and recommendation from Health Commissioner Tom Quade regarding opening the playgrounds. Mrs. Dottore has not been able to locate hand sanitizer dispensers for the park. Sheryl Clemson stated that as an employee of CLN who services our portable restrooms in the park she can offer three hand sanitizer stations on poles in five-gallon buckets in the park and one in the cemetery to be serviced twice a week when they service the portable restrooms for \$40 per month.

MOTION 2020-066: Made by Keith McClintock, seconded by Paul Molan to contract with CLN for up to five hand sanitizer units, not to exceed \$200 per month. Motion carried by unanimous vote.

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Mr. Yamamoto asked the board if they would like to hold fall trash day. Mr. Yamamoto read Health Commissioner Tom Quade's recommendations for holding fall trash day. Mr. Quade has approved trash day in September as long as we don not see a new spike in COVID-19 cases in Geauga County between now and then. He suggests employees wear appropriate personal protection equipment when unloading items. Residents should stay in their vehicles. Bill Phillips at the Department of Aging would like to schedule Senior Trash Day for September 22th – 24th.

MOTION 2020-067: Made by Paul Molan, seconded by Keith McClintock to hold fall trash day on September 26th and reserve the right to cancel if the COVID-19 cases spike between now and then. Motion carried by unanimous vote. Tires will be accepted using the recycling grant offered by Geauga Trumbull Solid Waste. Document shredding will not be offered.

Mr. Yamamoto asked the board if they would like to hold the Hambden Community Picnic this year. The board discussed social distancing in the auction tent, selling tickets, kid games etc.

MOTION 2020-068: Made by Keith McClintock, seconded by Paul Molan to cancel Hambden Community Picnic this year due to pandemic social distancing and limited time for planning. Motion carried by unanimous vote.

MINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the May 20, 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 2020-069: Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the May 20, 2020 Regular Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Yamamoto read Mr. Acquaviva's report.

Four new permits have been issued. One being a new home.

Five new permits are pending. One being a new home.

Hearings scheduled for five variances, four more are in progress.

Mr. Acquaviva will be meeting with the two new Board of Zoning Appeal members to explain the role and answer questions. Mr. Acquaviva found an excellent BZA handbook that clearly explains the process, requirements and standards. All BZA members will receive a copy of the handbook.

Mr. Acquaviva has received two written complaints regarding the noise being generated by a business on Route 608. The project manager was told on three separate occasions that the operations must cease. An official letter will be issued within the next couple days.

ZONING

Mr. Yamamoto asked the board to appoint Joleigh Burnett to the Board of Zoning Appeals as recommended by Mr. Acquaviva.

MOTION 2020-070: Made by Paul Molan, seconded by Keith McClintock to appoint Joleigh Burnett to the Board of Zoning Appeals. Motion carried by unanimous vote.

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Mr. Yamamoto asked the board to appoint David Baird to the Board of Zoning Appeals as recommended by Mr. Acquaviva.

MOTION 2020-071: Made by Paul Molan, seconded by Keith McClintock to appoint David Baird to the Board of Zoning Appeals. Motion carried by unanimous vote.

FIRE DEPARTMENT

Mr. Yamamoto read Chief Hildenbrand's report.

The 1999 E-One Pumper truck sold on GovDeals for \$5,500.

Everyone at the fire station is healthy. They have one new paramedic. She just passed her test. Calls have been steady.

Mr. Yamamoto submitted to the board for approval the Certificate of Need Resolution for the 1.5 mill Fire Levy renewal. The resolution has been reviewed and approved by Geauga County Prosecutor Susan Weiland.

RESOLUTION 2020-016: Made by Paul Molan, seconded by Keith McClintock to approve the Certificate of Need Resolution for the 1.5 mill Fire Levy renewal. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

FINANCIAL

Mr. Yamamoto reported that May 31st month-end payroll and taxes totaling \$18,035.52 were issued.

Mr. Yamamoto reported that June 15th mid-month payroll and taxes totaling \$9,876.64 were issued.

Mr. Yamamoto reported that on June 3rd vendor warrants #12214 through and including #12224, totaling \$6,003.59 were submitted to the Board for approval and signature. Backup was attached to the checks. The checks were mailed.

Mr. Yamamoto reported that for tonight's meeting vendor warrants #12225 through and including #12251, totaling \$248,559.20 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. Yamamoto reported that purchase orders #65-2020 through and including #66-2020 were submitted to the board for signature and approval.

Mr. Yamamoto reported that one blanket certificate was issued.

#99-2020 Training in the Road fund 2031-330-318 in the amount of \$250.

Mr. Yamamoto 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 2020-72: Made by Paul Molan, seconded by Keith McClintock to approve the blanket certificate as submitted. Motion carried by unanimous vote.

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Mr. Yamamoto reported that a dividend check from the Bureau of Workers Compensation in the amount of \$4,153.08 was received and the funds were put into the General Fund.

Mr. Yamamoto asked the board if they had a chance to review the 2021 budget and if there were any changes required.

MOTION 2020-73: Made by Paul Molan, seconded by Keith McClintock to approve the 2021 budget as prepared. Motion carried by unanimous vote.

ROADS

Mr. Yamamoto reported that he received an email from First Energy stating updated to the CEI Streetlight Tariff approved by the PUCO allow the Illuminating Company to convert existing streetlights to LED streetlight when they fail. By signing the LED Street Lighting Agreement First Energy will replace the streetlights under this agreement and will be refunded under our agreement to replace all streetlights in Hambden Township to LED lights.

Mrs. Dottore reported that a Tanager resident asked who was responsible to the Old Stone Ridge sub-division sign at Tanager and Woodin Road. The trustees stated it should be in their development by-laws in the home-owners association. Outside the road right-of-way is the responsibility of the association or home owner.

Mr. Yamamoto reported the 1st draw check was issued to Ronyak Paving. The paving project on Locust Grove and Montclair is complete and looks good. Six mailboxes need adjusted to comply with the post office guidelines. There is a quote of \$500 in the bid for adjusting the mailboxes. The road department will adjust the mailboxes. The materials used are less than noted in the bid.

Mr. Yamamoto read Mr. Heald's report.

The road department is working on roadside mowing, headstone footers were poured today and headstones were reset. The transmission on Steve's truck is fixed.

An estimated \$70,000 to \$100,000 in culvert work is needed. \$250,000 is listed in the 2021 budget under contracted services to pave Copperleaf and replace culverts.

The road department would like to purchase a chipper. The purchase can be made from the Permanent Improvement fund which has a surplus of funds.

Seasonal part-time employee Mike Young's wife has been diagnosed with COVID-19. He is currently in self quarantine and is not showing signs of virus. He is being contact traced by the Geauga County Health Department. He has to report to the health department every day.

TOWNSHIP HALL

Mrs. Dottore stated that she is receiving calls for hall rentals. Mr. Yamamoto asked the board if the town hall should be re-opened to the public for hall rentals. The board decided the hall will remain closed for use by the public as we have no means of sanitizing after use and according to the health commissioner we are responsible to policing social distancing.

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Mr. Yamamoto stated the soffit on the west side of the garage is falling off. The road department will be asked to repair.

SAFETY

Mrs. Dottore submitted to the board options for social distancing signs for the park.
MOTION 2020-74: Made by Paul Molan, seconded by Keith McClintock to approve four plastic 10" x 14" social distancing signs for the park at a cost not to exceed \$60. Motion carried by unanimous vote.

PARK

Mr. McClintock stated Joyce Edelinsky is handling ball field requests.

Mr. McClintock reported that he has not received any written proposal on the drainage issue from Shane Hajjar.

CEMETERY

Mrs. Dottore reported that Chardon Township surveyed area cemeteries on the fees charged for headstone footers. The average charge is \$100 per square foot. Mrs. Dottore submitted to the board a price comparison of current pricing versus suggested average charge.

| | 2-foot | 3-foot | 4-foot |
|----------------|--------|--------|--------|
| Current Prices | \$70 | \$90 | \$110 |
| Suggested | \$200 | \$300 | \$400 |

The board discussed that at the current prices we are only covering the cost of the cement.

MOTION 2020-75: Made by Keith McClintock, seconded by Paul Molan to approve the price increase for headstone footers to \$100 per square foot. Motion carried by unanimous vote.

MISCELLANEOUS

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

- June NOPEC Newsletter
- May 22nd, 29th, June 1st, 4th, 5th, 11th and 12th Legislative Alerts
- E-mails from Lorrie Benza regarding Managing Local Gov't Finances in an Emergency and Cares Act
- May Geauga County Sheriff's Office call report
- Ohio Treasurer COVID-19 Community Response Initiative
- OTARMA Cares Act funding Teleconference
- Road Department Weekly Work Logs
- Road Sign Log
- Park Inspection Reports
- June 2nd Safety Meeting Notes
- ECivis Grants 101 Online Course
- GovLoop Community Pulse e-book
- Chagrin River Watershed Annual Report
- OTARMA risk control tools

There were no questions from the board. The correspondence will be filed in the office.

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Mr. Yamamoto reported that in response to the Chardon Rotary Claridon Community Helps request Geauga County Prosecutor Susan Weiland gave her approval to post on the website. Mrs. Dottore stated that she has it posted on the township website.

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, July 1, 2020 at 6:30 pm.

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 7:24 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Scott Yamamoto

DATE APPROVED:

Absent
Keith McClintock

7/1/2020



Paul Molan