

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ June 19, _____ 20 19 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 19, 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.

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. Mr. Ray Kris had asked to be placed on the agenda to discuss the water situation on his property but did not attend.

OLD BUSINESS

Mr. McClintock reported that the park board met on Monday evening and discussed the drainage study proposals. The park board recommendation is to accept the proposal from Shane Hajjar for a portion of the plan at the cost of \$3,500. This portion pertains to the drainage that is directly on the township park property. There were additional services to incorporate three parcels that are neighboring properties.
MOTION 2019-047: Made by Scott Yamamoto, seconded by Keith McClintock to accept the portion of the proposal from Shane Hajjar at the cost of \$3,500. Motion carried by unanimous vote.

Mr. McClintock reported that the Land Use Plan Committee met on Monday evening. An e-mail proposal was received from Kirby Dade for an update to the plan including the maps work needed. This normally costs \$25,000-\$30,000. Kirby's proposal includes using Cleveland State University students in the GIS and Urban Development programs to do the work for the township at a cost of \$5,000. If the board would like to proceed using the Cleveland State students, she would submit an advanced/detailed proposal.

MOTION 2019-048: Made by Scott Yamamoto, seconded by Keith McClintock to continue negotiations on a contract with Cleveland State University to assist with the Land Use Plan. Motion carried by unanimous vote.

Mr. McClintock stated that the revised Policy and Procedure Manual has been reviewed and one additional change was made to the definition of a part-time employee to read "30 hours or less".

MOTION 2019-049: Made by Keith McClintock, seconded by Scott Yamamoto to approve the revised Policy and Procedure Manual. Motion carried by unanimous vote.

NEW BUSINESS

MINUTES

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the June 5, 2019 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2019-050: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the June 5, 2019 regular meeting. Motion carried by unanimous vote.

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ZONING INSPECTOR

Mr. Acquaviva reported that several permits and permit applications were processed since the last trustees' meeting.

ZONING

Mr. Acquaviva reported that the storage container revision to the zoning resolution was submitted to the Geauga Planning Commission for review.

Mr. McClintock stated that the next Land Use Planning Committee meeting is scheduled for Monday, July 15th at 7:00 pm

FIRE DEPARTMENT

Chief Hildenbrand reported that the Explorer group held a successful fundraiser on Saturday.

FINANCIAL

Mrs. Dottore reported that mid-month payroll warrants and deferred compensation totaling \$7,117.89 were issued.

Mrs. Dottore reported that vendor warrants #11682 through and including #11695, totaling \$124,541.51 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 #82-2019 through #84-2019 were submitted to the Board for approval and signature.

Mrs. Dottore reported that two blanket certificates were issued
#105-2019 was issued for advertising in the General fund 1000-110-345 for \$400.

#106-2019 was issued for Dues and Fees in the Zoning fund 1000-130-519 for \$500.

Mrs. Dottore 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 2019-051: Made by Keith McClintock, seconded by Scott Yamamoto to approve the blanket certificate as submitted. Motion carried by unanimous vote.

Mrs. Dottore reported that one re-allocation of funds was made within the General Fund. \$500 was transferred to 1000-130-345 (Zoning Advertising) from 1000-110-389 (Other Insurance and Bonding)

Mr. McClintock reported that a work session is scheduled for Monday, June 24th at 5:30 to review the levies for the November ballot.

ROADS

Mr. Heald reported that the crack sealing machine rented from DJL Material has been returned. There are still two skids of material left on the purchase order. Additional crack sealing will be done in the fall if time permits.

Mr. Heald reported tar and gravel patching has begun. Roadside mowing is being done when the weather does not permit patching.

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Held _____ June 19, _____ 20 19 _____

TOWNSHIP HALL

Mrs. Dottore asked permission to have Elliott's Carpet clean the carpets in the town hall. The board approved.

Mr. Molan stated that Mr. Novak has been working on finishing the window project in the old town hall.

SAFETY

Mr. Heald stated that the boom mower has been re-built. There was 2 feet of play in the mower, restricting how close they could get to objects. To send the mower out for repair would have cost \$5,200. The road crew was able to re-build the mower for \$800 in parts and a couple days of labor on rainy days.

PARK

Mr. Heald reported that Vallo Tree Service removed the dead tree from the park.

Mrs. Edelinsky reported that two Crimson Maple trees in the entrance to the park have died within the last few weeks. The trees were fine earlier in the spring. They will have them checked for disease. One tree by the bandstand will be removed before the community picnic.

Mrs. Edelinsky stated that a short community picnic meeting will follow this meeting.

CEMETERY

Mrs. Dottore submitted the Skolaris deed to the board for approval and signatures. Mrs. Dottore stated that not all niche interiors measure the same. Mr. Skolaris brought his wife's urn to check if it would fit. It did not fit a front niche but did fit in one on the back side.

MISCELLANEOUS

Mr. Molan stated that fall trash day will be held on Saturday, September 28th from 8:00 am until noon. Mr. Yamamoto will inform the Department of Aging so a senior trash pick-up date can be scheduled. Mrs. Dottore will contact Habitat for Humanity Restore.

Mr. Yamamoto reported that three quotes were received for document shredding on fall trash day.

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|---------------|-------------------|
| Iron Mountain | \$650 for 3 hours |
| Shred Rite | \$510 for 3 hours |
| Assured Vault | \$600 for 3 hours |

MOTION 2019-052: Made by Keith McClintock, seconded by Scott Yamamoto to award trash day document shredding to Shred Rite. Motion carried by unanimous vote.

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

- June NOPEC Newsletter
- June Ohio Deferred Compensation Newsletter
- June 7th, 11th and 14th Legislative Alerts
- July 10th Ohio EPA Outreach Event Invitation
- June 30th Common Ground: The Rt. 44 Divide program invite
- Geauga-Trumbull 1st annual "Gotta Go Green" fest invitation
- Road Department Weekly Work Logs
- June 6th and 17th Park Inspection Reports
- June 16th Safety Meeting Notes

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Mrs. Dottore asked the board if there were any questions regarding the correspondence, if not they will be filed in the office. There were no questions.

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

Mr. Molan announced the next Board of Trustees meeting is scheduled for Tuesday, July 2, 2019 at 6:30 p.m.

There being no further business to come before the Board at this time, the meeting adjourned at 7:00 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant

Paul Molan

DATE APPROVED:


Scott Yamamoto

July 2, 2019


Keith McClintock