

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held August 7, 2019

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, August 7, 2019 at 6:30 p.m. with the following members present Paul Molan, Scott Yamamoto and Keith McClintock. Also present was Fiscal Officer Linda Legg, 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 reported that five fall trash day quote requests were sent out.

Penn Ohio	\$ 2,547.22
WLE Trucking	\$ 4,810.50
Waste Management	No Quote
Major Disposal	No Quote
Jim Doherty Trucking	No Quote

MOTION 2019-058: Made by Keith McClintock, seconded by Scott Yamamoto to award fall trash day hauling to Penn Ohio. Motion carried by unanimous vote.

Al Vontorcik and Allen Keener of the Geauga County Automatic Data Processing (ADP) department presented the board with a detailed quote cost sheet, Hambden Township building drawing, presentation booklet and ADP service cost for telephone and internet service through the Geauga County ADP department. After the presentation and short discussion, the board of trustees approved contracting with the Geauga County ADP department. A contract will be sent for approval and signatures. After approval, the project is estimated to take 60-days for completion.

Mr. Molan asked if any residents had questions or concerns to bring before the Board. There were none.

OLD BUSINESS

Mr. Yamamoto reported that the work agreement between Hambden Township and Raymond Kriz for property located at 10660 Somerset Drive was approved by Geauga County Assistant Prosecutor Susan Weiland and signed by Mr. Kriz and Mr. Yamamoto.

Mr. Heald reported that two quotes were received for remaking the "Welcome to Hambden Township" signs.

Sign Chrome	\$765.00
Shetler Office Solutions	\$950.00

Sign Chrome offered a second option of a thinner sign which is not engraved but laminated at a cost of \$300 - \$400. The lamination can be removed and replaced if it becomes faded or damaged. The hanging mount would need to be changed. From the street it would look the same.

MOTION 2019-059: Made by Keith McClintock, seconded by Scott Yamamoto to purchase a new "Welcome to Hambden Township" sign from Sign Chrome out of the thinner material at a cost not to exceed \$400. Mr. McClintock and Mr. Yamamoto voted yes. Mr. Molan opposed. Motion carried.

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NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the June 10, 2019 Work Session. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2019-060: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the June 10, 2019 work session. Motion carried by unanimous vote.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the June 24, 2019 Work Session. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2019-061: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the June 24, 2019 work session. Mr. Yamamoto and Mr. Molan voted yes. Mr. McClintock was absent from the meeting and abstained from vote. Motion carried.

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

MOTION 2019-062: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the July 2, 2019 budget hearing. Motion carried by unanimous vote.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the July 2, 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 2019-063: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the July 2, 2019 regular meeting. Motion carried by unanimous vote.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the July 17, 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 2019-064: Made by Keith McClintock, seconded by Scott Yamamoto to approve the minutes of the July 17, 2019 regular meeting. Motion carried by unanimous vote.

Mr. Yamamoto stated that he was absent at the June 10, 2019 Work Session and should not have voted.

MOTION 2019-065: Made by Keith McClintock, seconded by Scott Yamamoto to rescind Motion 2019-60. Motion carried by unanimous vote.

MOTION 2019-066: Made by Keith McClintock, seconded by Paul Molan to approve the minutes of the June 10, 2019 work session. Mr. McClintock and Mr. Molan voted yes. Mr. Yamamoto was absent from the meeting and abstained from vote. Motion carried.

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GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 10148

Held _____

August 7,

20¹⁹**ZONING INSPECTOR**

Mr. Acquaviva reported he issued two permits, two permits are pending, and he is scheduling a variance. Mr. Acquaviva has two meetings for variances later this week.

Mr. Acquaviva stated he is working on organizing his files and asked the board's permission to purchase additional file cabinets. Mr. McClintock recommended contacting the Geauga County Maintenance department. They have a surplus of used office equipment and file cabinets that they will donate to townships.

ZONING

Mr. Acquaviva reported that the next zoning commission meeting is scheduled for September 3, 2019.

Mr. McClintock reported that the Cleveland State University research agreement for mapping and consulting of the revamping of the Land Use Plan was received. Total cost for the services is \$5,000. Two equal payments are expected in January 2020 and July 2020. The agreement was reviewed and approved by Geauga County Assistant Prosecutor Susan Weiland.

MOTION 2019-067: Made by Keith McClintock, seconded by Scott Yamamoto to approve entering into the agreement with Cleveland State University for assistance with the Land Use Plan. Motion carried by unanimous vote.

FIRE DEPARTMENT

Chief Hildenbrand was absent. No report.

FINANCIAL

Mrs. Legg reported that mid-month payroll warrants and deferred compensation totaling \$23,329.50 were issued.

Mrs. Legg reported that vendor warrants #11739 through and including #11772, totaling \$11,852.25 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. Legg reported that purchase orders #92-2019 through #96-2019 were submitted to the Board for approval and signature.

Mrs. Legg reported that one blanket certificate was issued since the last meeting.
BC 110-2019 Community Picnic Expenses 1000-110-599-0001 for \$1,500.

MOTION 2019-068: Made by Keith McClintock, seconded by Scott Yamamoto to approve the blanket certificate as requested. Motion carried by unanimous vote.

Mrs. Legg reported five re-allocation of funds were made since the last meeting:

- \$500 from 1000-110-740 Machinery/Equipment to 1000-110-599-0001 Community Picnic
- \$7,000 from 1000-330-730 Road Site Improvements to 1000-110-213 Medicare
- \$2,000 from 1000-330-730 Road Site Improvements to 1000-120-351 Electric Service
- \$500 from 1000-610-420 Park Operating Supplies to 1000-130-341 Zoning Phone/Internet
- \$750 from 1000-410-190 Cemetery Salaries to 1000-410-211 Cemetery OPERS

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ROADS

Mr. Yamamoto reported that he met with Geauga County Engineer Nick Gorris on Cutts Road. The Cutts Road repaving project is complete. There are discrepancies on the amount owed to Karvo Paving. No final invoice has been received.

Mr. Heald reported that Ronyak Paving has finished the asphalt resurfacing of Big Creek Ridge Drive and Hinsdale Drive. There are some asphalt areas of concern. Berms still need to be completed. The township road department will work on the guardrail area.

Mr. Yamamoto reported that the Geauga County Engineer's office is asking for a list of road projects being considered for 2020. Locust Grove and Montclair are on the schedule for 2020 depending on the funds available.

Mr. Heald stated that the berm work is complete, tar and gravel patching will be finished this week and full depth asphaltting will begin.

TOWNSHIP HALL

Mr. Heald stated that the lift rental is scheduled for August 15th for repairs to the town hall building, zoning office and tree removals on Pearl Road.

Mrs. Dottore asked the board's permission to purchase two used legal, vertical, fire-proof file cabinets from A & G Office Furniture. She has run out of room for filing historical files. Mrs. Dottore received three quotes for fire-proof file cabinets.

Staples	\$2,845.50	1 - New
Office Depot	\$1,700.00	1 - New
A & G Office Furniture	\$1,187.00	2 - Used

MOTION 2019-069: Made by Keith McClintock, seconded by Scott Yamamoto to approve the purchase of two used fire-proof legal cabinets as requested, contingent on the availability to acquire one from the Geauga County Maintenance department. Motion carried by unanimous vote.

Mr. Molan stated that grass clippings were left on the zoning stoop. The road department was unavailable to remove them. Mr. Molan cleaned the clippings.

SAFETY

Mr. Heald reported that new "High Water" signs were delivered.

PARK

Mrs. Edelinsky reported that the Movie Night in the park held on Saturday, July 27th was well attended. She thanked those who helped with set up, serving popcorn etc.

Mrs. Edelinsky reported that the park board is scheduled to meet on Monday, August 19th at 6:00 pm.

CEMETERY

The board was presented a deed for David Coley for approval and signature.

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MISCELLANEOUS

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

- July 17th, 26th and August 2nd Legislative Alerts
- UH Hospital July Newsletter
- July Sheriff's Call List
- July 2nd, 8th, 17th, 22nd and 25th Park Inspection Reports
- July 9th Road Sign Inspection Log
- Road Weekly Work Logs

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


Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, August 21, 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 7:36 p.m.

ATTESTED TO:

APPROVED BY:



 Mary Ann Dottore, Administrative Assistant



 Paul Molan - Chairman

DATE APPROVED:



 Scott Yamamoto – Vice Chairman

8/21/19

Absent

 Keith McClintock - Trustee

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