

## RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

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

Held \_\_\_\_\_ September 16, \_\_\_\_\_ 20 20

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, September 16, 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 asked if any residents had questions or concerns to bring before the Board.

Sheryl Clemson stated the cemetery was only half mowed prior to her mother's burial and the grass clippings were not cleaned off the stones. Mr. Heald stated that the road crew has been busy working on the roads and with the rain it prevented them from working in the cemetery.

#### OLD BUSINESS

Mr. Romans reported that Mrs. Dottore contacted KIMKO in Mentor. They do not carry leather chairs. Chief Hildenbrand has not yet ordered his chairs from Shetler Office. Mr. Romans stated Mrs. Dottore is looking for guidance on what type of chair the board is interested in. The board discussed recovering the conference chairs versus purchasing new leather chairs. Mr. McClintock suggested recovering the chairs that match the table.

Mr. Romans presented to the board the cost of center-pull dispensers and towels versus automatic dispensers and towels.

Center pull dispensers	\$21.65 each
Center pull towels	\$46.89 per 6 count
Automatic towel dispensers	\$150.00 each (runs on batteries)
Towels for auto dispenser	\$30.00 per 6 count

Mr. McClintock stated the center pull dispensers and towels are more cost effective.

**MOTION 2020-104:** Made by Paul Molan, seconded by Kieth McClintock to approve the purchase of 4 center pull dispensers and 4 cases of center pull towels using COVID -19 funds. Motion carried by unanimous vote.

Mr. Yamamoto asked if the board was interested in touchless auto door openers. The board decided to put a hold on replacing the side entry doors with touchless sliding doors.

Paul Molan is still waiting for quotes on replacing the town hall exterior siding.

Contractors quoting on the park drainage issue are unable to get to the project until next year. The board discussed sending out new quote requests in January/February.

Mr. Romans reported that Andy Haines with the county IT department quoted on a camera, screen, speakers and cables to install a system for virtual meetings and presentations. The system Mr. Haines recommends would cost approximately \$4,550. Installation of cables etc. would be an additional cost. The board is interested but would like to postpone passing a motion until a complete cost with installation could be presented.

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Held \_\_\_\_\_ September 16, \_\_\_\_\_ 20 20

Mr. Romans suggested purchasing an Allen pure air purifier unit at a cost of approximately \$500. Discussion on the effectiveness of the unit was discussed. Mr. Yamamoto will check with the Geauga County Health Commissioner on his thoughts.

NEW BUSINESSMINUTES

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the August 19, 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 2020-105:** Made by Paul Molan, seconded by Keith McClintock to approve the minutes of the August 19, 2020 Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Yamamoto read Mr. Acquaviva's report.

Three new permits have been issued. Two variance hearing are scheduled for September 10, 2020. Two variance hearings are scheduled for September 24, 2020. Two violation letters are being mailed tomorrow. Two complaints are being investigated. Two complaints have been investigated and no violations found.

Mr. Acquaviva spoke with Geauga Soil and Water Conservation District regarding J&S located on the corner of Brakeman Road and Rt. 6. He will be meeting with their inspector on site tomorrow. Mr. Acquaviva also contacted the health department inquiring as to whether a septic permit has been issued. He has not received a response to his calls from the property owner in two weeks.

ZONING

No Report

FIRE DEPARTMENT

No Report

FINANCIAL

Mr. Romans reported that mid-month payroll taxes totaling \$7,440.53 were issued.

Mr. Romans reported that for tonight's meeting vendor warrants #12357 through and including #12374, totaling \$195,646.71 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 #82-2020 through and including #86-2020 were submitted to the board for signature and approval.

Mr. Romans reported that 17 blanket certificates were issued.

106-2020 – 109-2020 closed due to wrong expiration date.

110-2020 – 1000-120-360 Contracted Services for \$250.

111-2020 – 2272-120-360 COVID Contracted Services for \$150.

112-2020 – 2272-120-420 COVID Operating Supplies for \$1,500.

113-2020 – 2272-120-430 COVID Small Tools and Equipment for \$1,500.

114-2020 – 2272-120-740 COVID Machinery, Equipment and Furniture for \$6,500.

115-2020 – 2272-330-420 COVID Operating Supplies for \$500.

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- 116-2020 – 2272-330-430 COVID Small Tools and Equipment for \$1,000.
- 117-2020 – 2272-330-740 COVID Machinery, Equipment and Furniture for \$500.
- 118-2020 – 2272-610-420 COVID Operating Supplies for \$900.
- 119-2020 – 2272-220-420 COVID Operating Supplies for \$5,000.
- 120-2020 – 2272-220-430 COVID Small Tools and Equipment for \$5,000.
- 121-2020 – 2272-220-740 COVID Machinery, Equipment and Furniture for \$10,000.
- 122-2020 – 2272-230-740 COVID Machinery, Equipment and Furniture for \$10,000.

**MOTION 2020-106:** Made by Paul Molan, seconded by Keith McClintock to approve the blanket certificates as submitted. Motion carried by unanimous vote.

Mr. Romans reported that two re-allocation of appropriations were made.  
 \$1,000 from 2011-330-599 Misc. Expenses to 2011-330-323 Repairs & Maintenance.  
 \$2,026.32 from 2031-330-599 Misc. Expenses to 2031-890-890 SIB Loan Payment.

Mr. Romans advised the Board that total receipts for August were \$654,803.53 and total expenditures were \$230,775.81.

Mr. Romans reported that the Board was given the August financial statement indicating a combined balance of \$1,712,612.60.

**MOTION 2020-107:** Made by Paul Molan, seconded by Keith McClintock to approve the August financial statement as submitted. Motion carried by unanimous vote.

### ROADS

Mr. Yamamoto reported that a new smart phone with unlimited talk, text and data were being looked into for Road Superintendent Dave Heald.

- Smart phone with unlimited talk, text and data \$48.75/mo.
- Current phone with unlimited talk, text and data \$69.99/mo.
- Current Verizon bill without unlimited \$36.24/mo.
- Case for smart phone \$29.99.
- New smart phone – free upgrade.

**MOTION 2020-108:** Made by Paul Molan, seconded by Keith McClintock to approve the upgrade to the road superintendent phone to a smart phone with unlimited talk, text and data. Motion carried by unanimous vote.

Mr. Yamamoto reported that residents living in the cul-de-sac on Holi Dale are expressing a concern about their cost for correcting the drainage issue. The township will tear out the old culvert pipe and grade for the new pipe. The residents are responsible for the purchase of the new pipe and installation. A letter will be sent to the residents living in the cul-de-sac for a meeting with the township to discuss the drainage issues.

Mr. Heald reported that during culvert inspections they found an electrical conduit pipe run through the culvert pipe on Walking Stick. The homeowner claims they do not know anything about the conduit. Ohio Utility Protection Service (OUPS) will need to be called to investigate.

Mr. Heald stated that new tear away safety vests were ordered. Mr. Chuha told Mrs. Dottore that those vests were the wrong color and could not be used. Mr. Heald does not know why Mr. Chuha said they were wrong.

### TOWNSHIP HALL

Mr. Romans suggested to the board to change the wording on the front sign to say the trustee meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month versus needing to change the dates very month. The board agreed with the suggestion.

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**SAFETY**

No report

**PARK**

No Report

**CEMETERY**

No Report

**MISCELLANEOUS**

Mr. Romans reported that he received a notice from the Division of Liquor Control asking if the township officials had any objections to any of the liquor permit holders. The board had no objections.

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

- Road Weekly Work Logs
- August 21<sup>st</sup> Safety Meeting Notes.
- August 10<sup>th</sup>, 17<sup>th</sup>, 25<sup>th</sup> and September 3<sup>rd</sup> Park Inspections
- September 4<sup>th</sup> and 14<sup>th</sup> Legislative Alerts
- August Sheriff's call report
- United Way 2020 Report to the Community

Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, October 7, 2020 at 6:30 pm.

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

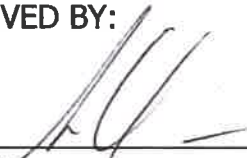
There being no further business to come before the Board at this time, the meeting adjourned at 7:19 p.m.

ATTESTED TO:



Mary Ann Dottore, Administrative Assistant

APPROVED BY:



Scott Yamamoto

DATE APPROVED:

10/21/20

  
Keith McClintock

Paul Molan