

**RECORD OF PROCEEDINGS  
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ September 2, \_\_\_\_\_ 2020 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, September 2, 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. There were none.

**OLD BUSINESS**

Mrs. Dottore left detailed information for the trustees review on the following.

Mr. Romans stated that the cost of the Last Spray 360 Disinfection System (Fogger) was \$3,500. There are two types of solution. Botanical RTU and Neutral Q. Both come in a case of 4 one-gallon jugs for \$199.99. Botanical RTU is used full strength and the Neutral Q is diluted 2 ounces of solution per gallon of water. The board decided to order the fogger and one case of Neutral Q solution not to exceed \$4000.

Mr. Romans reported to the board a quote for four leather chairs from Shelter Office Solutions. Four mid-back knee tilt chairs for the conference room and one high-back chair for the trustee's desk in the office at total cost of \$1,345.00 for the five chairs delivered. These chairs are the same as the ones quoted for the fire department. The board would like to see the chairs and get additional quotes.

Mr. Romans stated that Mrs. Dottore provided two quotes for the fall trash day signs. The first quote is for the seven signs with a mid-weight frame in the amount of \$128.92. The second quote is for the seven signs with a heavy-weight frame in the amount of \$ 147.68. The board decided to order the seven signs with the heavy-weight frame not to exceed \$200. The signs will be black background with yellow print.

Mr. Romans stated that Mrs. Dottore suggested automatic paper towel dispensers in the restrooms. After washing your hands, you are touching the lever to dispense paper towels to dry your hands. The board discussed some options and asked for additional quotes on center pull towels and dispensers.

Mr. Romans presented to the board a small hand held ultra-violet sanitizer. Mr. Romans explained that it could be used in small places to sanitize phones, small office supplies and equipment. The road crew could place it in the trucks or equipment. The board agreed to purchase up to 10 units not to exceed \$250.

**MOTION 2020-102:** Made by Paul Molan, seconded by Keith McClintock to approve purchase of the Last Spray 360 Disinfection System (Fogger) and solution not to exceed \$4000, the signage for trash day not to exceed \$200 and hand held ultra-violet sanitizers not to exceed \$250. Motion carried.

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NEW BUSINESSMINUTES

Mr. Yamamoto reported that the minutes of the August 19,2020 regular meeting will be ready for approval at the next trustee meeting.

ZONING INSPECTOR

No report

ZONING

No report

FIRE DEPARTMENT

No report

FINANCIAL

Mr. Romans reported that month-end payroll totaling \$12,526.17 were issued.

Mr. Romans reported that vendor warrants #12336 through and including #12356, totaling \$224,129.23 were submitted to the Board for approval and signature.

Mr. Romans reported that purchase orders #78-2020 through and including #81-2020 were submitted to the board for signature and approval.

Mr. Romans reported that three blanket certificates were issued:

#103-2020 Repairs and Maintenance in the park fund 2171-610-323 in the amount of \$1,500.00.

#104-2020 Operating Supplies in the gasoline tax fund 2021-330-420 in the amount of \$500.00

#105-2020 Site Improvements in the cemetery fund 2041-410-730 in the amount of \$200.00

**MOTION 2020-103:** Made by Paul Molan, seconded by Keith McClintock to approve the blanket certificates as submitted. Motion carried by unanimous vote.

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

\$25,000 was transferred to 4031-760-740 Machinery & Equipment from 4031-760-750 Motor Vehicles.

\$1,000 was transferred to 1000-110-410 Office Supplies from 1000-110-599 Miscellaneous Expense

\$5,020 was transferred to 1000-110-314 Tax Collection Fees

\$2,000 from 1000-110-319 Other Professional and Technical Services

\$100 from 1000-110-342 Postage

\$1,000 from 1000-110-599 Miscellaneous Expenses

\$1,920 from 1000-110-740 Machinery and Equipment

\$300 was transferred to 2031-330-314 Tax Collection Fees from 2031-330-360 Contracted Services

\$2,400 was transferred to 2191-220-314 Tax Collection Fees from 2191-220-410 Office Supplies

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\$6,200 was transferred to 2031-330-420 Operating Supplies from 2031-330-360 Contracted Services

\$195 was transferred to 2171-610-351 Electricity from 2171-610-599 Miscellaneous Expenses

Mr. Romans submitted to the board a resolution to approve the township supplemental appropriations. Mr. Yamamoto read the resolution aloud.

**RESOLUTION 2020-022:** Made by Paul Molan, seconded by Keith McClintock to approve the resolution approving the township supplemental appropriations. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

Mr. Romans received notification that 3-hours of Bureau of Workers Compensation training is required to receive a 20% discount. Mr. Romans stated that he attended the training via internet.

Mr. Romans submitted to the board a resolution re-allocating the funds received from the cellular tower lease into the general fund instead of the park fund making the funds flexible to be used in other departments as needed. Geauga County Prosecutors Office Susan Weiland approved the resolution. Mr. Yamamoto read the resolution aloud.

**RESOLUTION 2020-023:** Made by Paul Molan, seconded by Keith McClintock to approve the resolution re-allocating the cellular tower lease funds into the general fund. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Mr. Yamamoto – yes. Motion carried by unanimous vote.

### ROADS

Mr. Yamamoto reported that the Ohio Public Works Commission pre-application has been filled out and sent to the Geauga County Engineer's Office for repaving of Williams Road scheduled for 2022. The township is asking for \$160,000 in aid. The balance of the \$250,000 allocated to Hambden Township over the next few years will be used for Kile Road.

Mr. Heald stated that they have been cleaning brush and working on waterway on Holidale. One pipe is only flowing 4" due to being blocked with rocks and the pipe is 12" in diameter and should be 15" in diameter. Five culverts were enclosed incorrectly in the cul-de-sac without permits.

Mr. Heald stated that 1,000 feet of ditching is completed on Williams Road. Additional 1,000 feet of ditching and tree work is needed.

Mr. Heald reported that the lawn mower at the fire station needs a new engine. That specific engine is no longer available. Mr. Romans is getting prices for a comparable engine. One price he received is \$1,850 plus shipping. The exhaust and air cleaner clearances will be different but alterations could be made to accommodate the new system. A new engine could extend the life of the mower by 10 to 15 years. A new mower would cost \$11,000.

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Mr. Heald stated that the township insurance covers rented and borrowed equipment. Mr. Molan has a lift that he is willing to let the township borrow. Letters need to be sent to Pearl Road residents regarding tree work.

**TOWNSHIP HALL**

Mr. Molan stated that he has an appointment on September 8<sup>th</sup> with a siding contractor for a quote on siding the town hall building.

**SAFETY**

Mr. Heald reported that Dan’s truck was taken to Countryside Truck for work on the brakes.

**PARK**

Mr. Romans stated that Kenneth Lee James, our flag provider has gone out of business. Mrs. Dottore is working to find a new distributor of that Valley Forge brand of flags.

Mr. Heald stated that 4-yards of playground mulch/fiber were delivered.

Mr. Yamamoto stated that Gradeworks will be submitting a quote for the drainage work in the park to be performed in spring of 2021. Mr. Molan stated that two other contractors are stopping in next week to pick up copies of the Request for Proposals.

Mr. McClintock stated that Mrs. Dottore is setting up the anti-harassment training video for each employee.

**CEMETERY**

Yamamoto stated that a deed for Earl Abshire has been presented for approval and signature.

**MISCELLANEOUS**

Mr. McClintock stated he was contacted by a resident with a complaint regarding Zito Media cable service. Mr. McClintock will contact Zito Media.

Mr. Yamamoto stated that he will be submitting an article for the quarterly newsletter regarding blocking driveway pipes. Mr. McClintock asked that all articles be submitted to him by September 25<sup>th</sup>.

Mr. Yamamoto reported that the meeting for the 5-year permanent improvement plan is scheduled for September 18<sup>th</sup> at 7 am. Yearly, the chairman will schedule a meeting to review the plan.

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

- August 21<sup>st</sup> and 28th Legislative Alerts.
- Ohio Township Association COVID-19 updates.
- 2020 Ohio Municipal Guide for download.

The correspondence will be filed in the office.



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Mr. Yamamoto announced the next Board of Trustees meeting is scheduled for Wednesday, September 16, 2020 at 6:30 p.m.

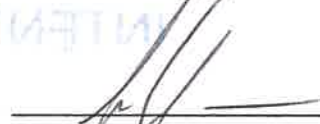
Mr. Yamamoto asked if there was any further business or questions to come before the Board. There were none.

There being no further business to come before the Board at this time, the meeting adjourned at 7:57 p.m.

ATTESTED TO:

APPROVED BY:


  
Mary Ann Dottore, Administrative Assistant

  
Scott Yamamoto

DATE APPROVED:

  
Keith McClintock

10/7/20

  
Paul Molan

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 1D148

Held \_\_\_\_\_ 20 \_\_\_\_\_

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