

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ April 7, _____ 2021 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, April 7, 2021 at 6:30 p.m. with the following members present Keith McClintock, Paul Molan and Scott Yamamoto. Also present was Fiscal Officer Mike Romans and those on the attached sign in sheet.

Chairman McClintock called the Regular Meeting to order with the Pledge of Allegiance at 6:33 p.m.

Mr. McClintock reported that there was a quorum. All three trustees were present.

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

OLD BUSINESS**NEW BUSINESS****MINUTES**

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the March 3, 2021 regular meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-056: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the March 3, 2021 regular meeting. Motion carried by unanimous vote.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the March 8, 2021 special meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-057: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the March 8, 2021 special meeting. Motion carried by unanimous vote.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the March 17, 2021 regular meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-058: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the March 17, 2021 regular meeting. Motion carried by unanimous vote.

Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the March 22, 2021 special meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-059: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the March 22, 2021 special meeting. Motion carried by unanimous vote.

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Mr. Yamamoto asked the Board if there were any comments or corrections regarding the minutes of the March 26, 2021 special meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved and waive the reading.

MOTION 2021-060: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the March 26, 2021 special meeting. Motion carried. Mr. McClintock abstained from the vote due to his absence from the meeting.

ZONING INSPECTOR

Mr. Acquaviva reported that he has responded to 25 voicemails in the last eight days. Seven permits were issued. Mr. Acquaviva reported that he met with the Planning Commission several times to discuss and sign off on lot splits/consolidations. J & S Auto dropped off a check for the zoning permit and the penalty for not pulling permit prior to beginning work.

Mr. Acquaviva stated that he has not had time to look into IWorQ software options.

ZONING

Mr. Acquaviva reported that he has not heard from Leanne Exum concerning her re-appointment to the Board of Zoning Appeals.

FIRE DEPARTMENT

Mr. McClintock read Chief Hildenbrand's report.

The fire department responded to 67 calls during the month of March.

The newest squad box was damaged while at the shop (Countryside), they are paying for the repairs but it will be out of service for a week or more.

Reminder that the Mother's Day rib dinner is scheduled for May 9th. Carryout only. Tickets are available for sale at the fire department.

The fire department responded to several grass fires. Only two were in Hambden Township.

The fire department opened up the training/meetings for the Explorers. They are meeting outside.

The new phone system has been installed in the fire station.

FINANCIAL

Mr. Romans reported that month end payroll warrants totaling \$6,438.84 were issued.

Mr. Romans reported that vendor warrants #12668 through and including #12702, totaling \$206,576.99 were submitted to the Board for approval and signature.

Mr. Romans reported purchase orders #44-2021 through and including 58-2021 were issued.

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Mr. Romans reported that blanket certificates #47-2021 through and including #91-2021 was issued.

Due to the number of blanket certificates, copies will be attached to the minutes versus listing each separately.

MOTION 2021-061: Made by Scott Yamamoto, seconded by Paul Molan to approve the blanket certificates as submitted. Motion carried by unanimous vote.

Mr. Romans reported that five Re-allocation of Appropriations were made:

\$2,500 was transferred to 1000-110-314 Tax collection fees

\$1,000 from 1000-110-222 Life Insurance

\$500 from 1000-110-223 Dental Insurance

\$500 from 1000-110-224 Vision Insurance

\$500 from 1000-110-229 Other Insurance Benefits

\$1,000 was transferred to 2191-220-314 Tax collection fees

from 2191-220-490 Other Supplies and Materials

\$5,000 was transferred to 2021-330-319 Other Professional services

from 2021-330-420 Operating Supplies

\$840 was transferred to 2901-330-430 Small Tools and Equipment

from 2901-610-360 Contracted Services

\$200 was transferred to 1000-110-319 Other Professional Services

from 1000-110-740 Machinery, Equipment and Furniture

Mr. Romans reported that warrant #12563, dated 1/19/2021 has not cleared the bank and Cleveland State University has never received the \$1,500 check. Mr. Romans will contact Cleveland State University for permission to place a stop payment

Mr. Heald asked the board to approve 6 pallets of crack sealer from DJL Material for \$10,260. The cost includes the use of the crack sealing machine.

MOTION 2021-062: Made by Scott Yamamoto, seconded by Paul Molan to approve the purchase of 6 pallets of crack sealer from DJL material for \$10,260. Motion carried by unanimous vote.

ROADS

Mr. McClintock asked the Board to approve the Resolution Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2021 for a total of 500 tons of road salt.

RESOLUTION 2021-012: Made by Scott Yamamoto, seconded by Paul Molan to participate in the ODOT Road Salt Contracts Awarded in 2021 for a total of 500 tons of road salt. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes. Motion carried.

Mr. Yamamoto reported that he met for two hours with the road personnel and fiscal officer to hold a strategic planning session. The following items were discussed.

- It appears that the township will not need to pay any additional funds on the Cutts Road project. The balance held in a purchase order from 2018 would not be available until 2022.
- Williams Road repaving is estimated by Mr. Yamamoto at \$400,000. OPWC grant funds in the amount of \$160,000 for Williams Road were applied for and expected to be awarded in July 2021.
- The SIB loan for Cutts Road will be paid off in 2022.
- A utility truck purchase would allow the road crew to have tools readily accessible to transfer to a job site. It would save wear and tear on the large dump trucks, save time and money allowing the replacement of plow truck to be extended by five years.

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- They also discussed replacing all the road department buildings with one connected building without ramps and large enough to service the trucks in the garages.
- The road crew recommended a privacy fence be installed between the fire department and cemetery.
- The removal of recycling bins in the park was discussed -the bins are being used to dispose of residential household trash.

Mr. Yamamoto stated the road department would like to purchase a second set of tools using COVID funds. This would allow multiple people using the tools at the same time without sanitizing in between.

MOTION 2021-063: Made by Scott Yamamoto, seconded by Paul Molan to purchase a second set of tools using COVID funds not-to-exceed \$1,960. Motion carried by unanimous vote.

Mr. Yamamoto reported that the road crew interviewed a perspective employee. They all agreed this person is qualified and would be a great fit for a part-time/seasonal employee with the possibility of transitioning to a full-time employee upon the resignation of Mr. Heald and Mr. Brazis in 2022.

TOWNSHIP HALL

Mr. Molan reported that 7 contractors were contacted regarding the siding replacement project on the town hall building. Mr. Molan stated that two quotes were received for the siding replacement project.

Miller's Construction and Roofing	\$29,500.00
Siding and More	\$18,400.00

Mr. Molan reviewed the quotes. The Board discussed the project and decided that the siding would not match the rest of the buildings and the NOPEC grant funds could be used more wisely on a different project. Replacement of the front sign with an electronic sign was suggested.

SAFETY

Mr. Heald stated that the road crew would like to purchase three earmuff/face shields at \$50 each for weed-whacking. The purchase could be made using an existing purchase order. The Board agreed these were needed for safety of the employees.

PARK

The park board is scheduled meet on Tuesday, April 27, 2021 in the old town hall.

CEMETERY

Mr. Heald submitted to the Board five quotes for tree removals in the Sisson Cemetery.

Tree Service Now Inc. (3 trees removed, 4 deadwood)	\$3,500
Hometown Lawn & Tree Service (3 trees removed, 4 deadwood)	\$4,200
Jolly Green Giants (3 trees removed, 4 deadwood, haul away)	\$5,200
Brobst Tree & Stump Service (3 trees removed, 4 deadwood, haul away)	\$3,800
Veneer (2 trees removed, 3 deadwood)	\$3,200

Mr. Heald recommended Brobst Tree Service due to lowest, most complete quote.

MOTION 2021-064: Made by Scott Yamamoto, seconded by Paul Molan to hire Brobst Tree Service due to lowest, most complete quote of \$3,800 as recommended by Mr. Heald. Motion carried by unanimous vote.

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Mr. McClintock presented to the board for approval and signatures a corrected deed for Francis and Regina Collins who purchased two graves. The amount paid was incorrect on the first deed.

MISCELLANEOUS

Mr. McClintock stated that Mrs. Dottore would like to attend the Ohio Township Association webinar "Requirements for Township Newsletters, Websites and Advertising". The cost of the webinar is \$20. The Board agreed that Mrs. Dottore should attend the webinar.

Mr. McClintock reported that since the last trustee meeting the following correspondence was sent to the Board:

- Geauga County Sheriff's Office May call report
- Chagrin River Watershed Partners Newsletter
- Geauga Trumbull Solid Waste – 2021 Great American Litter Cleanup
- First Energy announcement of newly named CEO
- OTARMA Update
- Ohio Township Association Legislative Alerts, Call to Action and One-Day Training
- Lifeline – United Way Home Relief Program
- March 8th and 15th Park inspection reports

Mr. McClintock asked the board if there were any questions, if not the correspondence will be filed in the office.

Mr. Yamamoto reported that the new website is complete and ready to go live. He will call and release the website to go live.

Mr. Romans stated that the state audit has started.

Mr. Molan asked if it would be cost effective to contract out the mowing of the cemetery. The Board explained that they have looked into this several times and the cost is much higher than paying the summer help to mow.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, April 21, 2021 at 6:30 p.m.

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

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There being no further business to come before the Board at this time, the meeting adjourned at 7:44 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Scott Yamamoto

DATE APPROVED:



Keith McClintock

5/5/21



Paul Molan