

RECORD OF PROCEEDINGS

Minutes of

HAMBDEN TOWNSHIP TRUSTEES

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. T0148

Held _____ June 16, _____ 20²¹

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 16, 2021 at 6:30 p.m. with the following members present; Keith McClintock, Paul Molan and Scott Yamamoto. Also present was the 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 6:30 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

Mr. Yamamoto reported that two businesses submitted quotes for the electronic information sign out front of the town hall buildings. Mr. Yamamoto requested quotes from Easy Signs who never responded to the quote request.

Ruff Neon	Monochrome Large 3' x 6'	\$24,824.08
	Monochrome Small 2' x 6'	\$21,808.38
	Color Small	\$27,781.30
	Color Large	\$33,592.03
Heritage Sign	Monochrome - small	\$22,522.50

Mr. Yamamoto recommended purchasing the large Monochrome sign from Ruff Neon for \$24,824.08. He stated the sign has 3" lines, LED lighting, ability to control the brightness and speed of text. Ruff Neon provided the best set of drawings and were most responsive to requests and questions.

MOTION 2021-088: Made by Scott Yamamoto, seconded by Paul Molan to purchase a large monochrome electronic sign for the front of the old town hall using NOPEC funds to finance the majority of the cost. Motion carried.

NEW BUSINESS**MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the June 2, 2021 regular meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved waive the reading.

MOTION 2021-089: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the June 2, 2021 regular meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva reported that nine permits were issued. A Board of Zoning Appeals hearing was held for a fence. Two violation notices were mailed. Two old violations were followed up on. Mr. Acquaviva is working on several lot splits and consolidations.

ZONING

Mr. Acquaviva stated that the Zoning Commission will be holding an organizational meeting next month. Officers will be appointed and meeting dates will be set.

FIRE DEPARTMENT

Mr. Romans reported that the Geauga County Auditor's office received the Certificate of Need for the replacement of the 1.0 fire levy with an increase. The auditor's office is recommending a renewal versus replacement to avoid loss of roll backs. Chief

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Held June 16, 20 21

Hildenbrand will contact Kristen at the auditor's office.

FINANCIAL

Mr. Romans asked the Board to approve change order #1 for Ronyak Paving revising the contract amount to \$110,664.50, saving the township \$9,965.50.

MOTION 2021-090: Made by Scott Yamamoto, seconded by Keith McClintock to approve change order #1 for Ronyak Paving revising the contract amount to \$110,664.50. Motion carried.

Mr. Romans reported that mid-month payroll and taxes totaling \$7,799.66 were issued.

Mr. Romans reported that for tonight's meeting vendor warrants #12796 through and including #12811, totaling \$228,042.89 were submitted to the Board for approval and signature. There were no questions from the Board.

Mr. Romans reported that purchase orders #100-2021 through and including 103-2021 were submitted to the Board for signature and approval.

Two blanket certificates were issued.

#94-2021	2901-330-430	COVID – Small Tools & Equipment	\$62.04
#95-2021	2272-330-430	COVID – Small Tools & Equipment	\$11.95

MOTION 2021-091: Made by Scott Yamamoto, seconded by Paul Molan to approve the blanket certificates as submitted. Motion carried.

Six - Re-allocation of Appropriations

- \$3,000 transferred to 1000-330-490 Other Supplies and Materials from 1000-110-599 Miscellaneous Expenses.
- \$2,500 transferred to 2171-610-420 Operating Supplies from 2171-610-599 Miscellaneous Expenses
- \$11.61 transferred to 2272-330-430 Small Tools and Equipment from 2272-610-360 Contracted services. COVID
- \$61.81 transferred to 2901-330-430 Small Tools and Equipment from 2901-410-360 Contracted services. COVID
- \$.34 transferred to 2272-330-430 Small Tools and Equipment COVID interest received.
- \$.23 transferred to 2901-330-430 Small Tools and Equipment COVID interest received.

Mr. Romans advised the Board that total receipts for May were \$33,058.53 and total expenditures were \$116,261.88.

Mr. Romans reported that the Board was given the May financial statement indicating a combined balance of \$1,660,676.37.

MOTION 2021-92 Made by Scott Yamamoto, seconded by Paul Molan to approve the May financial statement as submitted. Motion carried.

Mr. Romans asked the Board to increase appropriations of Account 2031 Road and Bridge by \$3,321.19.

MOTION 2021-93: Made by Scott Yamamoto, seconded BY Paul Molan to increase appropriations of Account 2031 Road and Bridge by \$3,321.19. Motion carried.

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Held _____

June 16,

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Mr. Romans asked the Board to reduce appropriations of Account 4301 Permanent Improvements by \$3,321.19.

MOTION 2021-94: Made by Scott Yamamoto, seconded by Paul Molan to reduce appropriations of Account 4301 Permanent Improvements by \$3,321.19. Motion carried.

Mr. Romans asked the Board to increase COVID Account 2901 Miscellaneous Special Revenue by \$.23 for interest.

MOTION 2021-95: Made by Scott Yamamoto, seconded by Paul Molan to increase COVID Account 2901 Miscellaneous Special Revenue by \$.23 for interest received. Motion carried.

Mr. Romans asked the Board to increase COVID Account 2272 Corona Virus Relief by \$.34 for interest received.

MOTION 2021-96: Made by Scott Yamamoto, seconded by Paul Molan to increase COVID Account 2272 Corona Virus Relief by \$.34 for interest received. Motion carried.

Mr. Romans asked the Board to reduce Account 2171 Park Appropriation fund by \$10,872.97 due to cellular tower lease funds going into the general fund as approved last year, effective January 1, 2021.

MOTION 2021-97: Made by Scott Yamamoto, seconded by Paul Molan to reduce Account 2171 Park Appropriation fund by \$10,872.97 due to cellular tower lease funds going into the general fund as approved last year, effective January 1, 2021. Motion carried.

Mr. Romans asked the Board to adopt the Certificate of Needs for the renewal of the .50 mill General Operating levy. Mr. McClintock read the resolution aloud.

RESOLUTION 2021-15: Made by Scott Yamamoto, seconded by Paul Molan to adopt the Certificate of Needs for the renewal of the .50 mill General Operating levy. Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans asked the Board to set a public hearing for the 2022 budget for July 7th at 6:15 p.m.

MOTION 2021-98: Made by Scott Yamamoto, seconded by Paul Molan to set a public hearing for the 2022 budget for July 7th at 6:15 p.m. Motion carried.

Mr. Romans asked the Board to pass a motion to approve the amended method of distribution for the Undivided Local Government Funds beginning in 2022, which was approved by the Geauga County Budget Commission at its meeting on May 25, 2021 and further amended at its meeting of June 14, 2021 pursuant to Ohio Revised Code Section 5747.53 as requested by the Geauga County Prosecutor's Office.

MOTION 2021-99: Made by Scott Yamamoto, seconded by Paul Molan to approve the amended method of distribution for the Undivided Local Government Funds beginning in 2022, which was approved by the Geauga County Budget Commission at its meeting on May 25, 2021 and further amended at its meeting of June 14, 2021 pursuant to Ohio Revised Code Section 5747.53 as requested by the Geauga County Prosecutor's Office. Motion carried.

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Held _____ June 16, _____ 20²¹ _____**ROADS**

Mr. Yamamoto reported Shane Hajjar sent an email to the Board stating PJ Cavanaugh is currently the Geauga County Township representative for District 7 OPWC. Mr. Cavanaugh is willing to continue to serve as the representative for an additional 3 years. Mr. Yamamoto stated that he is the alternate and willing to continue to serve as the alternate.

MOTION 2021-98: Made by Paul Molan, seconded by Keith McClintock to affirm PJ Cavanaugh as the Geauga County Township representative for District 7 OPWC and Scott Yamamoto as the alternate for a three-year period. Motion carried. Mr. Yamamoto abstained from the vote.

Mr. Yamamoto reported that he spoke with Nick Gorris of the Geauga County Engineer's Office regarding Karvo Paving. Karvo Paving did not understand the appeal process for the final payment of Cutts Road paving. Karvo is stating the township still owes \$40,000 while the engineers office is stating the township has made the final payment leaving a zero-balance due. Karvo Paving will be granted a hearing at the Geauga County Engineer's Office on June 17th. Mr. Gorris will be advocating for the township at the hearing.

Mr. Yamamoto stated that the invoice for the Holi Dale Drive culvert project has not yet been received.

Mr. Yamamoto reported that Montville Township has applied for an OPWC grant for paving Kile Road in 2023. Hambden Township will be required to pave their section of Kile Road at the same time. Hambden Township's portion is estimated to cost \$120,000.

Mr. Yamamoto reported that Taylor Wells is scheduled to be repaved in 2022. The township's portion is estimated at \$50,000 with a possible \$25,000 covered with OPWC grant funds.

Mr. Wolcott reported the crack sealing is halfway completed. Three additional loads of tar are needed.

TOWNSHIP HALL

Mr. McClintock stated a revised town hall agreement form was submitted by Mrs. Dottore for approval. The revised form includes provisions provided by the Geauga County Health Department on guidance for COVID 19, mask wearing and guidance for use of the town hall. This has been added to the hall use agreement form as an addendum.

MOTION 2021-101: Made by Scott Yamamoto, seconded by Paul Molan to approve the revised town hall use agreement form. Motion carried.

SAFETY

Mr. McClintock reported that the KLA Consulting findings and recommendations were:

- 1) Remove gauges on oxy-acetylene welding unit and replace with compressed gas cylinder caps.
- 2) Separate compressed gas cylinders on oxy-acetylene welding cart.
- 3) Resubmitted – Review wood composite playground unit for safety.

Mr. Wolcott stated that the gauges were removed from the welding unit and replaced with a gas cylinder cap. A new welding cart was priced. They may build a new cart with steel. The wood playground unit will be repaired this year and the entire unit will be replaced in 2022.

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PARK

Mr. Yamamoto reported the township was awarded \$8,000 for 2021-2022 trash days through an EPA grant he applied for. Mr. Yamamoto will be attending a mandatory zoom meeting on June 30th regarding the grant.

Mr. Wolcott asked the Board if it would be possible to rent a pick-up truck for senior trash day. The dump trucks are difficult to get into residential driveway as well as loading and unloading. The Board will re-address before fall trash day.

Mr. McClintock reported Easton Excavating will be reshaping the bottom of the basin which was dug too deep and the side slopes need matting. Grass seed was spread on the side slopes that will need to be watered during dry spells this summer. The proposal was for \$36,000. Due to slight changes in the specification the final bill will be \$26,400.

Mr. McClintock stated that three rolls of erosion matting, staples, freight and labor for installing the matting on the edge of the basin by Easton Excavating is estimated to not exceed \$4,000.

MOTION 2021-102: Made by Scott Yamamoto, seconded by Paul Molan to purchase three rolls of erosion matting, staples, freight and labor for install the matting on the edge of the basin by Easton Excavating is estimated to not exceed \$4,000. Motion carried.

A permanent fence will be needed to prevent vehicles from driving down into the basin.

Mr. McClintock stated that the next Park Board meeting is scheduled for Tuesday, June 15th at 5:30 p.m.

CEMETERY

Mr. McClintock stated that four cemetery deeds were submitted for approval and signature.

- William M. Lette deed for two graves
- Clarence Anderson deed for one grave
- Christa Bushnell deed for one grave in lot 74
- Christa Bushnell deed for two graves in lot 87

MISCELLANEOUS

Mr. McClintock read the proposed changes to the Pay Dates verbiage on Page 501.1 of the Hambden Policy and Procedure Manual. Mr. McClintock read the changes aloud.

MOTION 2021-103: Made by Scott Yamamoto, seconded by Paul Molan to change the Pay Dates verbiage on Page 501.1 of the Hambden Policy and Procedure Manual as submitted. Motion carried.

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

- June 4th and 11th Legislative Alerts
- E-mails from Lorrie Benza regarding Frank Antennuci resignation
- May Geauga County Sheriff's Office call report
- Road Department Weekly Work Logs
- Park Inspection Report
- OPERS Notice of Election packets
- Request from Carol Byler to vote no on NOACA resolution
- KLA Risk Consulting inspection results

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

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Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, July 7, 2021 at 6:30 pm.

Mr. McClintock 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:

APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Keith McClintock

DATE APPROVED:


Paul Molan

7/7/21


Scott Yamamoto