

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

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

Held _____ October 20, _____ 20 21 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, October 20, 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

No old business.

NEW BUSINESS**MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the October 6, 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 2021-146: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the October 6, 2021 regular meeting. Motion carried.

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the October 12, 2021 special meeting. There were no corrections or changes to the minutes and Mr. Yamamoto recommended that they stand as approved waive the reading.

MOTION 2021-147: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the October 12, 2021 special meeting. Motion carried.

ZONING INSPECTOR

No Report

ZONING

Mr. Acquaviva reported that the Zoning Commission did not meet due to Zoning Commission members not being available.

FIRE DEPARTMENT

Chief Hildenbrand reported that the last clam bake for the year was held Saturday, October 16th.

Chief Hildenbrand reminded everyone to have your chimney checked and cleaned.

FINANCIAL

Mr. Romans reported that mid-month payroll and taxes totaling \$15,071.41 were issued.

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 1014B

Held _____ October 20, _____ 20 21 _____

Mr. Romans reported that for tonight's meeting vendor warrants #12965 through and including #12981, totaling \$10,872.17 were submitted to the Board for approval and signature. There were no questions from the Board.

Mr. Romans reported that purchase order #125-2021 through and including #129-2021 were submitted to the Board for signature and approval.

No blanket certificates were issued.

Mr. Romans advised the Board that total receipts for September were \$133,889.46 and total expenditures were \$230,888.25.

Mr. Romans reported that the Board was given the September financial statement indicating a combined balance of \$2,050,475.72.

MOTION 2021-148 Made by Scott Yamamoto, seconded by Paul Molan to approve the September financial statement as submitted. Motion carried.

Two Re-allocation of Appropriations were made

\$1,600 from 2031-330-360 Contracted Services to 2031-330-599 Miscellaneous Expenses.

\$61,000 from 4301-760-750 Motor Vehicles to 4301-760-740 Machinery, Equipment and Furniture.

Mr. Romans reported that the Cemetery Sexton Operations and Cemetery Sexton Administration job descriptions state in the qualifications that they are not to be related to any other township employee. This qualification does not appear on any of the other job descriptions. Mr. Romans contacted Geauga County Prosecutors Office Susan Weiland for her opinion of any legal reasons the Board would not be able to change or eliminate this qualification. Per Susan Weiland a change is acceptable. Her suggestion is that since the language exists, change it to "Not related to full-time employees (or elected officials)". Mr. Yamamoto suggested seasonal employees could be under the supervision of the Assistant Road Superintendent. Chief Hildenbrand stated that you are not able to have an immediate supervisor as a close family member. Mr. Yamamoto suggested reviewing the policy and procedure manual prior to the end of the year and adopting changes effective January 1, 2022.

ROADS

Mr. Heald reported they are doing tree work on Williams Road. Mr. Wolcott stated they are trying to get the work completed on Williams Road prior to winter.

TOWNSHIP HALL

Mr. McClintock reported that the new LED sign software was installed today. The training on the programming is scheduled for Wednesday, October 27th from 4:15 p.m. until 5:15 p.m. Mrs. Dottore, Mr. Yamamoto and Mr. Romans will be attending the training. Mr. Yamamoto stated that Mrs. Dottore suggested a form be created for people to fill out when requesting a meeting or township event be displayed on the sign. The form would include the dates and times they would like it advertised.

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Held _____ October 20, _____ 20 21 _____

SAFETY

Mr. Heald stated that he inspected the fire extinguishers and exit lights. One kitchen fire extinguisher was discharged, lost all the pressure. He is working on getting a new extinguisher for the kitchen.

PARK

Mr. McClintock reported that the park board met on October 19th.

The park board met with a landscape architect at the meeting of October 19th to review plans for the detention pond landscape design. The park boards recommendation will be to implement the plan in Spring, 2022, planting all the plants at the same time to get them all established. The park board is exploring the idea of a low guardrail type fence along the front of the basin to prevent cars from entering the basin. The recommendations from the park board will be coming next month.

CEMETERY

No report.

MISCELLANEOUS

Mr. McClintock stated that the township needs to appoint and designate a proxy to serve as the township representative at the NOPEC General Assembly meeting scheduled for November 9th. The meeting will be via live stream at 10 a.m.

MOTION 2021-149: Made by Scott Yamamoto, seconded by Keith McClintock to appoint and designate Paul Molan as the Hambden Township representative at the November 9th NOPEC General Assembly meeting via live streaming. Motion carried. Mr. McClintock signed the Proxy.

Mr. McClintock reported that Mrs. Dottore will be on vacation October 28th – November 8th. She will have the township laptop to occasionally check e-mails and in case something urgent comes up. She will be accessible via cell phone calls or texts.

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

- September 17th, 24th, October 1st, 8th, and 15th Legislative Alerts
- OTARMA H.B. 606 COVID-19 Immunity update
- OTARMA Resource eLibrary new webinar on Employee Harassment-Liability Risks and Prevention
- Chagrin River Watershed Partnership E-Newsletter
- September 13th, 20th and 27th Park inspection reports
- September 30th Road Sign Inspection log
- Geauga County Commissioners approval and execution of Resolution 21-122 to proceed with vacation of Hambden Hills Drive and Wildwood Drive Right-of-Way.
- Geauga County Commissioners approval and execution of Resolution 21-126 to order the vacation of Hambden Hills Drive and Wildwood Drive Right-of-Way.
- Geauga County Commissioners approval and execution of the Vacation Plat for Hambden Hills Drive and Wildwood Drive.

Mr. McClintock asked the Board if there were any questions, if not the correspondence will be filed in the office. There were no questions.

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Mr. Yamamoto presented David Heald with a resolution honoring him for his years of service to the township upon his retirement on November 1, 2021.

RESOLUTION 2021-032: Made by Scott Yamamoto, seconded by Paul Molan to pass the resolution honoring David Heald for his years of service to the township upon his retirement on November 1, 2021.

Upon call of roll: Mr. Yamamoto – yes, Mr. Molan– yes, Mr. McClintock– yes.
Motion carried.

Mr. Heald’s retirement party is scheduled for November 6, 2021 from 3 p.m. until 6 p.m.


Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, November 3, 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 7:00 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant



Keith McClintock

DATE APPROVED:

Paul Molan



Paul Molan



11/3/21



Scott Yamamoto