

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3336 FORM NO. 10148

Held _____ September 15, _____ 20 21 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, September 15, 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 August 18, 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 2021-129: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the August 18, 2021 regular meeting. Motion carried.

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the September 1, 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 2021-130: Made by Scott Yamamoto, seconded by Paul Molan to approve the minutes of the September 1, 2021 regular meeting. Motion carried.

ZONING INSPECTOR

Mr. Romans reported that Mr. Acquaviva is requesting the assistance of Administrative Assistant Mary Ann Dottore with organizing and filing in the zoning office. The request is for up to 20 hours of work to be done during regular hours and not involving overtime pay.

MOTION 2021-131: Made by Scott Yamamoto, seconded by Paul Molan to approve additional hours for Mrs. Dottore to assist the zoning inspector not to exceed 20 hours. Motion carried.

Mr. Acquaviva reported a couple new permits were issued.

Mr. Acquaviva reported he has been reviewing old files with regard to the mobile home park amendment from 1975. Mr. Acquaviva is waiting for Assistant Prosecutor Susan Weiland to review the documents.

Mr. Acquaviva stated he is working on several lot splits.

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Held September 15, 20 21**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 new radios purchased with a grant are installed in the trucks and issued to personnel. Chief Hildenbrand offered some of the old radios to the road department. They are older than the ones currently used by the road department but are a better radio. Mr. Wolcott stated they have several radios that are not holding a charge. The radios would need to be re-programmed.

Chief Hildenbrand reported that clam bake is scheduled for Saturday, September 18th. Two hundred bakes have been sold.

FINANCIAL

Mr. Romans reported that mid-month payroll and taxes totaling \$7,967.98 were issued.

Mr. Romans reported that for tonight's meeting vendor warrants #12920 through and including #12935, totaling \$199,737.42 were submitted to the Board for approval and signature. There were no questions from the Board.

Mr. Romans reported that purchase order #116-2021 through and including #120-2021 were submitted to the Board for signature and approval.

No blanket certificates were issued.

Four Re-allocation of Appropriations were made

\$750 from 1000-110-740 Machinery, Equip. and Furniture to 1000-110-314 Tax Collections

\$200 from 2031-330-318 Training Services to 2031-330-314 Tax Collections

\$1,400 from 2191-220-599 Miscellaneous Expenses to 2191-220-314 Tax Collections

\$70,000 from 2281-230-750 Motor Vehicles to 2281-230-360 Contracted Services

Mr. Romans asked the Board to rescind resolution 2021-024 creating fund 2277 for American Rescue Plan (ARP) funds. The fund number 2273 is required.

RESOLUTION 2021-027: Made by Scott Yamamoto, seconded by Paul Molan to rescind resolution 2021-024 creating fund 2277 for the American Rescue Plan funds. Upon call of roll: Mr. Yamamoto – yes, Mr. McClintock– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans asked the Board to rescind resolution 2021-025 authorizing deposit of funds into fund 2277 for American Rescue Plan (ARP) funds. The fund number 2273 is required.

RESOLUTION 2021-028: Made by Scott Yamamoto, seconded by Paul Molan to pass resolution authorizing deposit of funds into fund 2277 for American Rescue Plan (ARP) funds. Upon call of roll: Mr. Yamamoto – yes, Mr. McClintock– yes, Mr. McClintock– yes. Motion carried.

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Mr. Romans asked the Board to pass resolution creating fund 2273 for American Rescue Plan (ARP) funds.

RESOLUTION 2021-029: Made by Scott Yamamoto, seconded by Paul Molan to pass resolution creating fund 2273 for the American Rescue Plan funds. Upon call of roll: Mr. Yamamoto – yes, Mr. McClintock– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans asked the Board to pass resolution authorizing deposit of funds into fund 2273 for American Rescue Plan (ARP) funds.

RESOLUTION 2021-030: Made by Scott Yamamoto, seconded by Paul Molan to pass resolution authorizing deposit of funds into fund 2273 for American Rescue Plan (ARP) funds. Upon call of roll: Mr. Yamamoto – yes, Mr. McClintock– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans asked the Board to pass resolution increasing the 2021 revenue and permanent appropriations American Rescue Plan Act Fund 2273 in the amount of \$247,003.

RESOLUTION 2021-031: Made by Scott Yamamoto, seconded by Paul Molan to increase the 2021 revenue and permanent appropriations American Rescue Plan Act Fund 2273 in the amount of \$247,003. Upon call of roll: Mr. Yamamoto – yes, Mr. McClintock– yes, Mr. McClintock– yes. Motion carried.

Mr. Romans reported that American Tower submitted a proposal offering four options for the tower lease funds the township receives.

Option 1: Reduce rent to \$980 per month

Option 2: One-time payment of \$158,000 in exchange for perpetual real estate interest.

Option 3: Perpetual easement extending payments for 5-years @ \$2,290.14 per month equaling \$174,008.60.

Option 4: Perpetual easement extending payments for 10-years @ \$1,594.36 per month equaling \$191,323.04.

Assistant Prosecutor Susan Weiland was contacted for her recommendation which included contacting the American Tower for additional information. Mr. McClintock contacted Mr. Ruiz at American Tower and was informed that this is not a mandatory lease amendment but a request to ease the financial burden on American Tower caused by the pandemic. The Board discussed the request and has decided to continue with the current lease providing \$1,300 per month to the township.

ROADS

Mr. Heald stated that an electrical line on Willow Lane was dug up due to OUPS error in marking the existing lines.

Mr. Heald stated they are working on the culvert pipe on Williams Road.

TOWNSHIP HALL

No report.

SAFETY

No report.

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PARK

Mr. McClintock reported that the park board is scheduled to meet on September 21st.

The park board will be meeting with the landscape architect to review plans for the detention pond landscape design.

CEMETERY

Mr. Yamamoto reported that a resident is requesting the section signs in the cemetery be cleaned. There is moss growing on the signs.

Mr. McClintock asked the Board if they would like to have the hand sanitizer removed from the cemetery at the same time as the park hand sanitizers, at the end of September. The Board agreed to have them removed at the end of September.

MISCELLANEOUS

Mr. McClintock stated that the township needs to appoint a Chief Privacy Officer for the OTARMA Cyber Underwriting application. Mr. Yamamoto reported that he met with Frank Antenucci and Andy Haines of the Geauga County ADP department, Mr. Romans and Mrs. Dottore to complete the Cyber Security application. Mr. Yamamoto stated he forwarded to the Board via email a description of a Chief Privacy Officer position. Mrs. Dottore forwarded to the Board via email section 900 of the Hambden Township Policy and Procedure Manual regarding the internet security policy. Mr. Yamamoto suggested that instead of re-addressing the appointment of a Chief Privacy Officer on a yearly basis, appoint the acting Chairman of the Board of Trustees as the Chief Privacy Officer. Most of the privacy issues are handled by the Geauga County ADP department.

MOTION 2021-132: Made by Scott Yamamoto, seconded by Paul Molan to make the Chairman of the Board of Trustees the Chief Privacy Officer. Motion carried. Mr. McClintock signed the application.

Mr. McClintock stated that the Habitat for Humanity restore has requested attending Fall trash day to salvage items that could be sold at their store. The Board was in full agreement that this has been a good method of recycling in the past and would like to see it continue.

Mr. McClintock reported that the Board of Elections has requested information on who will be opening the building on election day and an emergency contact if the main contact is unable to be reached. Steve Wolcott will be responsible for opening the building prior to 5:15 a.m. on election day and Scott Yamamoto will be the emergency contact.

MOTION 2021-133: Made by Scott Yamamoto, seconded by Paul Molan for Steve Wolcott to open the building on election day and Scott Yamamoto will be the emergency contact. Motion carried.

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

- August 30th Road Weekly Work Log
- August 30th and September 7th Park Inspections
- September 1st Road Sign Inspection log
- September 3rd and 10th Legislative Alerts
- August Sheriff's call report
- Board of Commissioners regarding vacating Public Rights of Way for Hambden Hills

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

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, October 6, 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

10-6-2021


 Scott Yamamoto

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