

RECORD OF PROCEEDINGS

Minutes of

HAMB DEN TOWNSHIP TRUSTEES

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES #44-224-3338 FORM NO. 10148

Held _____ January 19, _____ 20 22 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 19, 2022 at 6:30 p.m. with the following members present; Paul Molan, Keith McClintock, and Pam Carson. Also present was the Fiscal Officer Mike Romans, Administrative Assistant Mary Ann Dottore, Zoning Inspector Richard Acquaviva, Road Superintendent Steve Wolcott, Chief Hildenbrand and those on the attached sign in sheet.

Chairman Molan called the Regular Meeting to order with the Pledge of Allegiance at 6:30 p.m.

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

Mr. McClintock welcomed newly appointed trustee Pam Carson.

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

OLD BUSINESS

None

NEW BUSINESS

Mr. Molan asked the board to appoint liaisons to the road department, zoning boards, park board, town hall, cemetery and fire department for 2022. The following liaison positions were agreed upon.

Cemetery – Pam Carson
 Road Department – Keith McClintock
 Fire Department – Paul Molan
 Park Board – Pam Carson
 Town Hall – Paul Molan
 Zoning Boards – Keith McClintock

MOTION 2022-13: Made by Ms. Carson, seconded by Mr. McClintock to appoint the liaisons as stated for 2022. Motion carried by unanimous vote.

MINUTES

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the December 15, 2021 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2022-14 Made by Mr. McClintock, seconded by Mr. Molan to approve the minutes of the December 15, 2021 Regular Meeting. Motion carried.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the January 11, 2022 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2022-15 Made by Mr. McClintock, seconded by Mr. Molan to approve the minutes of the January 11, 2022 Special Meeting. Motion carried.

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Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the January 12, 2022 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2022-16 Made by Mr. McClintock, seconded by Mr. Molan to approve the minutes of the January 12, 2022 Regular Meeting. Motion carried.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the January 13, 2022 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2022-17 Made by Mr. McClintock, seconded by Mr. Molan to approve the minutes of the January 13, 2022 Special Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva reported that he had a long in-person meeting with the attorney for the manufactured home park situation. They discussed current status and the future handling.

Mr. Acquaviva reported the Zoning Commission initiated an amendment that was delivered to the Geauga County Planning Commission office last week.

Mr. Acquaviva reported that the Board of Zoning Appeals has a hearing scheduled for January 20, 2022 to review a request for an area variance.

No new permits were issued.

Mr. Acquaviva stated he will provide Mrs. Dottore with the missing Zoning minutes for submission onto the website.

Mrs. Dottore stated that Mr. Acquaviva has asked for her assistance in completing the filing and organizing the zoning office they started last year. They are estimating the hours not-to-exceed 20 hours.

MOTION 2022-18: Made by Ms. Carson, seconded by Mr. McClintock to approve Mrs. Dottore additional hours to assist Mr. Acquaviva not-to-exceed 20 hours. Motion carried by unanimous vote.

ZONING

Mr. McClintock reported that resident Scott Yamamoto submitted a letter of interest to serve on the Zoning Commission Board.

MOTION 2022-19: Made by Ms. Carson, seconded by Mr. McClintock to appoint Scott Yamamoto as the Alternate on the Zoning Commission. Motion carried by unanimous vote.

FIRE DEPARTMENT

Chief Hildenbrand provided a call summary of the Fire Department activities. There responded to 89 calls in December.

Chief Hildenbrand submitted to the Board a call breakdown for all calls they responded to in 2021.

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Held January 19, 2022**FINANCIAL**

Mr. Romans reported that the year-end payroll and taxes paid in December totaled \$13,235.70.

Mr. Romans reported that mid-month payroll totaling \$12,201.55 were issued.

Mr. Romans reported that end of year warrants #13074 through and including #13092, totaling \$11,264.67 were submitted to the Board for approval and signature in late December. Back-up was attached to the checks.

Mr. Romans reported that for tonight's meeting vendor warrants #13093 through and including #113116, totaling \$156,782.00 were submitted to the Board for approval and signature. Backup was attached to the checks. He asked the Board if there were any questions or discussion regarding the bills. If not, they will stand as approved. There were no questions from the Board.

Mr. Romans reported that purchase orders #138-2021 through #144-2021 and #1-2022 through #34-2022 were submitted to the Board for signature and approval.

Mr. Romans reported that blanket certificates #1-2022 through #34-2022 were issued. Due to the number of blanket certificates, copies will be attached to the minutes instead of listing them.

MOTION 2022-20: Made by Ms. Carson, seconded by Mr. McClintock to approve blanket certificates #1-2022 through #34-2022. Motion carried by unanimous vote.

Mr. Romans reported that Three Re-allocation of Appropriations from 2021 were made.
 \$1,000 from 1000-330-190 Other Salaries to 1000-330-490 Other Supplies & Materials
 \$93.58 from 2281-230-599 Misc. Expenses to 2281-230-319 Other Professional & Technical
 \$471.75 from 1000-110-381 Property Insurance Premiums to 1000-110-360 Contracted Services

Seven Re-allocation of Appropriations for 2022 were made.
 \$3,000 from 1000-120-316 Engineering Services to 1000-120-319 Other Professional & Technical
 \$1,000 from 1000-410-599 Miscellaneous Expenses to 1000-410-430 Small Tools & Equipment
 \$500 from 1000-610-599 Miscellaneous Expenses to 1000-610-323 Repairs & Maintenance
 \$21,000 from 1000-610-599 Miscellaneous Expenses to 1000-610-360 Contracted Services
 \$500 from 2031-330-318 Training Services to 2031-330-319 Other Professional & Technical
 \$500 from 2041-410-599 Miscellaneous Expenses to 2041-410-321 Rents & Leases
 \$2,522.40 from 2191-820-820-1 Principal Payments to 2191-830-830 Interest Payments

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Mr. Romans advised the Board that total receipts for November were \$63,120.66 and total expenditures were \$127,999.23.

Mr. Romans reported that the Board was given the November financial statement indicating a combined balance of \$1,939,307.86.

MOTION 2022-21: Made by Pam Carson, seconded by Keith McClintock to approve the November financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans advised the Board that total receipts for December were \$47,720.19 and total expenditures were \$97,315.80.

Mr. Romans reported that the Board was given the December financial statement indicating a combined balance of \$1,889,712.25.

MOTION 2022-22: Made by Pam Carson, seconded by Keith McClintock to approve the December financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the Board to approve consulting hours for Linda Legg.

MOTION 2022-23: Made by Pam Carson, seconded by Keith McClintock to approve consulting hours for Linda Legg not-to-exceed 40 hours for 2022 at the rate of \$20 per hour. Motion carried by unanimous vote.

Mrs. Dottore asked the Board to approve additional hours for her to work on year-end filing.

MOTION 2022-24: Made by Pam Carson, seconded by Keith McClintock to approve additional hours for Mrs. Dottore to work on year-end filing, not-to-exceed 30 hours. Motion carried by unanimous vote.

ROADS

Mr. Molan asked the Board to approve the 2021 Township Highway System Mileage certification received from the Geauga County Engineer's Office showing 25.793 miles as of December 31, 2021.

MOTION 2022-25: Made by Pam Carson, seconded by Keith McClintock to approve the 2021 Township Highway System Mileage certification received from the Geauga County Engineer's Office showing 25.793 miles as of December 31, 2021. Motion carried by unanimous vote.

Mr. Wolcott reported that there have not been any qualified applicants for the full-time road department position. Mr. McClintock suggested Mr. Wolcott review the applications, contact the most qualified individuals and ask them if they are willing to apply for the Class A CDL within a specified time frame. Mr. Wolcott will present his recommendation at the next trustees meeting.

Mr. Wolcott reported that Spee-D Metals quoted \$1,080 for 40 – 72" aluminum poles to replace the roadside wood flag poles that bend and warp. Amazon sells 40 rotating rings for flag poles for \$344.26. Mr. Wolcott would like to make aluminum poles that will last many more years than the wood.

MOTION 2022-26: Made by Pam Carson, seconded by Keith McClintock to approve the purchase of 40 aluminum poles and 40 rotating rings for new flag poles not-to-exceed \$1,440. Motion carried by unanimous vote.

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Mr. Wolcott reported that D.J.L. Material and Supply quoted \$1,845 per pallet of crack sealing material. Mr. Wolcott would like to purchase 6 pallets of material with the free use of the Super-shot Melter machine.

MOTION 2022-27: Made by Pam Carson, seconded by Keith McClintock to approve the purchase of 6 pallets of crack sealing material with the free use of the Super-shot Melter machine not-to-exceed \$11,070. Motion carried by unanimous vote.

Mr. Wolcott stated that the road crew would like to discontinue getting uniforms and the cleaning service from Cintas. They would prefer to purchase and wash their own clothes. Mrs. Dottore explained that they are under contract with Cintas until May of 2024. The only way out of the contract would be for Cintas to have a price increase and the township refuse to pay the increase. Then Cintas has the right to continue at the current price or void the contract. The Board asked that we contact the other townships in Geauga County asking if: 1) they have a written policy on uniforms, 2) how they handle uniforms for their road crew, 3) if an allowance is paid in lieu of providing uniforms, and 4) the amount of the allowance.

Mrs. Dottore reported that Scott Yamamoto served as the township Designated Employer Representative (DER) for the Drug and Alcohol Consortium. Mrs. Carson offered to serve as the DER.

MOTION 2022-28: Made by Pam Carson, seconded by Keith McClintock to appoint Pam Carson as the new Designated Employer Representative (DER) for the Drug and Alcohol Consortium. Motion carried by unanimous vote.

TOWNSHIP HALL

Mrs. Dottore reported that Mr. Romans found paperwork on the defibrillator that was donated to the township several years ago. Mrs. Dottore stated that there has not been any training on the unit. Chief Hildenbrand recommended contacting David Baird or Dave Peterson for defibrillator and CPR training of all township employees working in the town hall and garage.

Mrs. Dottore asked the Board if they would like to suspend town hall rentals due to the rise in COVID infections. The Board agreed that the number of cases appear to be declining and will table the decision until such time as the case numbers begin to rise.

SAFETY

Mr. Wolcott reported that he and Mr. Hall will be attending a "call before you dig" class.

PARK

Mr. Wolcott reported that the roof on pavilion 4 is leaking. The plywood is rotting. Mr. Wolcott recommended replacing the pavilion roofs with steel roofs. Mr. McClintock will contact the Park Board for their recommendation.

Mr. McClintock stated that the contractor will begin installing the barrier on the southern and eastern sides of the detention pond, weather permitting.

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CEMETERY

Mr. Wolcott reported that KT's Custom Logos has submitted a quote for the enforcement of rules sign for the township cemetery at a cost of \$360.

MOTION 2022-29: Made by Pam Carson, seconded by Keith McClintock to approve the quote from KT's Custom Logos for the enforcement of rules sign for the township cemetery at a cost of \$360. Motion carried by unanimous vote.

MISCELLANEOUS

Mrs. Dottore reported that the Business Continuity Plan is due to be reviewed and updated. Copies were given to the Board for review and will be discussed at the next trustees meeting.

Mr. McClintock stated that the NOPEC Energy grant in the amount of \$8,708 and the Community Grant in the amount of \$1,500 has been offered to the township for 2022. Mr. McClintock asked for ideas for the use of the energy grant. The community grant will be used to purchase additional Knox boxes for the fire department and the balance for a township community movie night.

Mr. Molan asked the Board to set spring trash day. The last Saturday in April is April 30th. The usual time held is 8 a.m. until 1 p.m.

MOTION 2022-30: Made by Pam Carson, seconded by Keith McClintock to set spring trash day for April 30, 2022 from 8 a.m. until 1 p.m. Motion carried by unanimous vote. Resident Scott Yamamoto stated that he was the contact for the Department of Aging and someone would need to step in and become the new contact. Mr. Wolcott agreed to contact Bill Phillips at the Department of Aging and become the new contact for the township.

Mr. McClintock stated that with the resignation of Scott Yamamoto he has signed up to serve as the township representative for the U.S. Census Bureau. Mr. McClintock will be participating in the 2022 Boundary and Annexation Survey

MOTION 2022-31: Made by Pam Carson, seconded by Keith McClintock appoint Mr. McClintock to serve as the township representative for the U.S. Census Bureau. Motion carried by unanimous vote.

Mr. McClintock stated that newsletter articles should be submitted to him by February 7th for printing and mailing in mid-February.

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

- December 17th and 31st, January 7th and 14th Legislative Alerts.
- Geauga County Sheriff's December call list
- Chagrin River Watershed presentation notification
- Geauga County Recorder fee schedule for 2022.
- December 10th, 23rd and January 10th Park Inspection Reports
- Snow Plow Logs

There were no questions from the Board. The correspondence will be filed in the office.

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Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, February 2, 2022 at 6:30 pm.

Mr. Molan 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 7:30 p.m.

ATTESTED TO:

APPROVED BY:





Mary Ann Dottore, Administrative Assistant

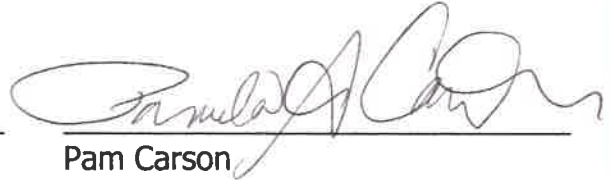
Paul Molan

DATE APPROVED:



Keith McClintock

2-2-22


Pam Carson

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