

**RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held March 16, 2022

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 16, 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, Chief Hildenbrand, Road Superintendent Steve Wolcott 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. Molan asked if any residents had questions or concerns to bring before the Board.

Resident Bill Lette inquired about the new sign in the cemetery regarding borders, permanent plantings etc. that are in violation of the cemetery rules and regulations. The Board explained the policy change was needed to address items interfering in the maintenance and digging of new graves.

OLD BUSINESS

Mr. Romans stated that the flush valve in the men's room was replaced and the leaking has stopped.

Mr. McClintock stated that a letter was sent from Assistant Prosecutor Susan Weiland to Accu-Steel regarding the warranty of the salt building back fabric panel that is tearing.

Ms. Carson stated that she and the employees attended a CPR and defibrillator training held at the town hall with Captain David Baird of the Hambden Fire Department. Captain Baird inspected the defibrillator and found that the pads were outdated. He recommends ordering adult pads, pediatric pads and CPR mask to be placed with the defibrillator.

NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the March 2, 2022 Regular Meeting. There were no corrections or changes to the minutes and Ms. Carson recommended that they stand as approved and waive the reading.

MOTION 2022-46 Made by Ms. Carson, seconded by Mr. McClintock to approve the minutes of the March 2, 2022 Regular Meeting. Motion carried.

ZONING INSPECTOR

No report.

ZONING

Mr. McClintock reported that the Zoning Commission met March 7th. The members reviewed the amendment to the zoning resolution.

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Held _____ March 16, _____ 20²²**FIRE DEPARTMENT**

Chief Hildenbrand reported that the citizens fire academy being held at the Hambden Fire Department will begin May 16th.

Chief Hildenbrand stated that the pagers and computers in the trucks are being replaced with hi-band frequency models as funds become available. A grant is being used for the first set of equipment needs. The fire department will be responsible for paying 10% of the \$20,000 cost.

FINANCIAL

Mr. Romans reported that mid-month payroll totaling \$7,158.06 were issued.

Mr. Romans reported that vendor warrants #13176 through and including #13199, totaling \$161,044.10 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 #51-2022 through 58-2022 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported five re-allocation of appropriations were made.

- \$250 from 2031-330-599 Misc. Expense to 2031-330-319 Other Professional & Technical Services.
- \$2,900 from 2011-330-420 Operating Supplies to 2011-330-490 Other Supplies and Material
- \$1,200 from 2011-330-599 Misc. Expense to 2011-330-420 Operating Supplies
- \$700 from 1000-110-599 Misc. Expense to 1000-110-360 Contracted Services
- \$172 from 1000-120-319 Other Prof & Technical Services to 1000-120-323 Repairs & Maintenance

Mr. Romans advised the Board that total receipts for January were \$31,932.90 and total expenditures were \$186,322.20.

Mr. Romans reported that the Board was given the January financial statement indicating a combined balance of \$1,735,322.95.

MOTION 2022-47: Made by Pam Carson, seconded by Keith McClintock to approve the January financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans advised the Board that total receipts for February were \$58,740.63 and total expenditures were \$50,069.93.

Mr. Romans reported that the Board was given the February financial statement indicating a combined balance of \$1,743,993.65.

MOTION 2022-48: Made by Pam Carson, seconded by Keith McClintock to approve the February financial statement as submitted. Motion carried by unanimous vote.

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Mr. Romans reported that the Board and department heads were given a copy of the permanent appropriation draft. Mr. Romans asked if there were any changes, if not he would like a resolution approving the permanent appropriations as submitted.

RESOLUTION 2022-05: Made by Pam Carson, seconded by Keith McClintock to approve the permanent appropriations as submitted. Upon call of roll: Ms. Carson – yes, Mr. McClintock– yes, Mr. Molan– yes. Motion carried by unanimous vote.

Mr. Romans reported that Worker’s Compensation pays 60% of the missed salary when a person files a claim. The township would be responsible for 40%. After a short discussion it was decided that the township would pay the entire 100% wages to Dan Brazis on his Worker’s Compensation claim. Mr. Romans discuss with Susan Weiland at the Geauga County Prosecutors Office.

ROADS

Mr. Wolcott reported that he interviewed Benjamin Helms. He applied for the part-time seasonal employee. He is able to begin work on April 4th but returns to college full time in the fall. He will need to quit the end of August, two months earlier than the position ends. Mr. Wolcott suggested hiring Benjamin Helms for the summer.

MOTION 2022-49: Made by Ms. Carson, seconded by Mr. McClintock to hire Benjamin Helms for the part-time seasonal employee. Motion carried by unanimous vote.

Mr. McClintock stated an updated resolution needs to be passed changing the Chief Executive Officer from Scott Yamamoto to Keith McClintock for the Williams Road OPWC contract and requesting a 12 – 14 month extension in the project time line.

RESOLUTION 2022-06: Made by Pam Carson, seconded by Keith McClintock to approve the resolution changing the Chief Executive Officer from Scott Yamamoto to Keith McClintock for the Williams Road OPWC contract and requesting a 12 – 14 month extension in the project time line. Upon call of roll: Ms. Carson – yes, Mr. McClintock– yes, Mr. Molan– yes. Motion carried by unanimous vote.

TOWNSHIP HALL

No report.

SAFETY

No report.

PARK

Ms. Carson reported that gravel was ordered for the walking trails, funds for the pavilion repairs are in the budget and they are working on getting quotes for the detention basin landscaping project.

CEMETERY

No report.

MISCELLANEOUS

Mr. Molan reported two quotes were received for spring trash day shredding services.

Assured Vault - \$350 per hour but not available on that day.

Iron Mountain - \$324 per hour x 5 hours = \$1,620.

MOTION 2022-50: Made by Ms. Carson, seconded by Mr. McClintock to hire Iron Mountain for spring trash day shredding services at \$1,620. Motion carried by unanimous vote.

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

- March 4th and 11th Legislative Alerts
- Ohio Township Association March Training events
- ODOT Safety Sign Upgrade Grant
- Chagrin River Watershed Partners Newsletter
- Snow Plow Route logs
- March 9th Park Inspection report
- February 28th and March 7th Weekly work log

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

Mr. Romans stated that a report was received from OTARMA regarding the insurance coverage updates. A copy was left on the desk for the trustees to review.

Mr. Romans asked when the policy and procedure manual will be approved. Mrs. Dottore has questions on some of the changes. Mr. McClintock stated he will work with Mrs. Dottore to get the changes made.

Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, April 6, 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 7:06 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore
Mary Ann Dottore, Administrative Assistant

Paul Molan
Paul Molan

DATE APPROVED:

Keith McClintock
Keith McClintock

April 6, 2022

Pam Carson
Pam Carson