

**RECORD OF PROCEEDINGS**

Minutes of

**HAMB DEN TOWNSHIP TRUSTEES**

Regular

Meeting

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

Held April 20, 2022

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, April 20 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, Zoning Inspector Richard Acquaviva, 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.

Geauga County Engineer Shane Hajjar presented the Board with a second revision of the Memorandum of Understanding (MOU) for Holi Dale Drive and Chardon Windsor culverts. The previous version referred to the intersection of Holi Dale Drive and Claridon Troy Road, which does not exist.

**MOTION 2022-056:** Made by Pam Carson, seconded by Keith McClintock to approve the MOU agreement between Hambden Township and Geauga County for the non-emergency road constructing, reconstructing, resurfacing, improvements, repairs and maintenance of Holi Dale Drive and Chardon Windsor Roads pursuant to ORC 5535.08. Motion carried by unanimous vote.

Mr. Molan asked if any residents had questions or concerns to bring before the Board.

Teal Drive resident Christine Vislocky presented to the Board pictures and a drawing of the frontage of her property showing how the road crew mowed into the wetlands that she maintains. Mrs. Vislocky asked the Board why this was mowed since it is maintained and does not block any view and what she needs to do to prevent this from happening again. The Board stated that a meeting will be held with the road department to discuss the complaint and how to prevent this from happening again.

OLD BUSINESS

No report.

NEW BUSINESS**MINUTES**

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the March 28, 2022 Special Meeting. There were no corrections or changes to the minutes and Ms. Carson recommended that they stand as approved and waive the reading.

**MOTION 2022-57** Made by Ms. Carson, seconded by Mr. McClintock to approve the minutes of the March 28, 2022 Special Meeting. Motion carried.

Mr. Molan asked the Board if there were any comments or corrections regarding the minutes of the April 1, 2022 Special Meeting. There were no corrections or changes to the minutes and Ms. Carson recommended that they stand as approved and waive the reading.

**MOTION 2022-58** Made by Ms. Carson, seconded by Mr. McClintock to approve the minutes of the April 1, 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 April 6, 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 2022-59** Made by Ms. Carson, seconded by Mr. McClintock to approve the minutes of the April 6, 2022 Regular Meeting. Motion carried.

**ZONING INSPECTOR**

Mr. Acquaviva reported that six permits were issued and he has several pending.

Mr. Acquaviva reported that the conditional use permit for Behind the Pines Storage has expired and the owner would like to add an additional building in the rear of the property. The Board expressed concern regarding wetlands located to the rear of the property.

Three violations have been issued. Two violations were sent to the property owners and are not coming into compliance have been sent to Assistant Prosecutor Susan Weiland for assistance regarding the property owners that are not coming into compliance.

**ZONING**

Mr. Acquaviva reported that the Zoning Commission has an amendment to the zoning resolution to submit to the Board for approval. A public hearing will need to be held within 30 days of the submission.

**FIRE DEPARTMENT**

Chief Hildenbrand reported that the new truck has a crack in the radiator. It was one month out of warranty but they honored the warranty and replaced the radiator.

Chief Hildenbrand stated that the original quote for the new computers in the trucks was \$5,200. and the fire department was planning to replace half the computers this year and the final half next year. After reviewing the quote with the salesman there were items that were included in the quote that were not needed such as keyboards. After removing those items from the quote, the price lowered enough to make it affordable to replace all the computers this year.

Mr. McClintock asked Chief Hildenbrand to order the Knox boxes that will be purchased through the NOPEC Community Grant.

**FINANCIAL**

Mr. Romans reported that mid-month payroll totaling \$8,868.50 were issued.

Mr. Romans reported that vendor warrants #13235 through and including #13250, totaling \$7,732.60 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 #79-2022 through 83-2022 were submitted to the Board for signature and approval.

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Mr. Romans reported that no blanket certificates were issued.

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

\$1,500 from 2191-220-599 Misc. Expense to 2191-220-420 Operating Supplies  
\$3,000 from 2281-230-490 Other Supplies and Materials to 2281-230-323  
Repairs & Maintenance

Mr. Romans advised the Board that total receipts for March were \$831,696.14 and total expenditures were \$264,880.80.

Mr. Romans reported that the Board was given the March financial statement indicating a combined balance of \$2,310,808.99.

**MOTION 2022-60:** Made by Pam Carson, seconded by Keith McClintock to approve the April financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the Board to pass a resolution declaring intent to utilize the standard allowance provision that was provided for in the Coronavirus State and Local Fiscal Recovery Funds Final Rule.

**RESOLUTION 2022-08:** Made by Pam Carson, seconded by Keith McClintock to declare intent to utilize the standard allowance provision that was provided for in the Coronavirus State and Local Fiscal Recovery Funds Final Rule. Upon call of roll: Ms. Carson – yes, Mr. McClintock– yes, Mr. Molan– yes. Motion carried by unanimous vote.

Mr. Romans asked the Board to pass a resolution authorizing Increase in Micro-Purchase Threshold and Adopt Uniform Guidance Procurement Policy to be used for all expenditures of American Rescue Plan Act of 2021 (ARPA) funds.

**RESOLUTION 2022-09:** Made by Pam Carson, seconded by Keith McClintock to authorize the Increase in Micro-Purchase Threshold and Adopt Uniform Guidance Procurement Policy to be used for all expenditures of American Rescue Plan Act of 2021 (ARPA) funds. Upon call of roll: Ms. Carson – yes, Mr. McClintock– yes, Mr. Molan– yes. Motion carried by unanimous vote.

Mr. Romans asked the Board to Designate staff for key roles in managing State and Local Fiscal Recovery Funds (SLFRF) reports as requested by the U.S. Department of Treasury. Mr. Romans recommendations were approved as follows.

Account Administrator – Mike Romans  
Point of Contact for Reporting – Mike Romans  
Authorized Representative for Reporting – Keith McClintock

Mr. Romans reported that the NOPEC Energized Community (NEC) grant was awarded for this year. There is no carry over from last year. Those funds were used to purchase the front LED sign. Mr. McClintock asked the Board to think about ideas for the use of these funds.

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**ROADS**

Mr. Wolcott reported that the road department has been roadside mowing. Crack sealing has been delayed several times due to rain.

Mr. Wolcott reported that 68 pick-ups are scheduled for Senior Trash Day. Two trucks are being rented from Handy Rents.

**TOWNSHIP HALL**

No report.

**SAFETY**

No report.

**PARK**

Ms. Carson reported the design for the detention pond with itemization and timeline will be submitted at the next trustee meeting.

Ms. Carson stated the Community Picnic is scheduled for August 14<sup>th</sup>. The committee will begin to work on the planning.

**CEMETERY**

No report.

**MISCELLANEOUS**

Mr. Romans reported that several pieces of office equipment and road equipment are not needed/working and need to be declared surplus. The office items are outdated/not working and will be disposed. Mr. Wolcott recommends the four pieces of road equipment be sold on GovDeals as a one lot purchase. Mr. Romans asked to Board to declare the following items as surplus.

- Inventory #288      Leaf Blower 8 HP Giant Vac
- Inventory #303      Wire Utility Wagon
- Inventory #323      Linksys E1200 Wireless Router
- Inventory #342      Dell OptiPlex 3010 Desktop Computer
- Inventory #404      Dell OptiPlex 3020 Desktop Computer
- Inventory #406      Canon Pixma MB 6620 Desktop Printer
- Inventory #433      Asus Dual Band Router
- Inventory #434      D-Link DGS-1100 16 port Gigabit Switch
- Inventory #449      Acu Steel 6 cu. ft. Wheelbarrow
- Inventory #501      Canon Pixma MG2520 Desktop Printer
- Inventory #505      Brother ADS-1500W Document Scanner
- No Inventory #      Leaf Vacuum

**MOTION 2022-61:** Made by Pam Carson, seconded by Keith McClintock to declare the list of items as surplus and dispose of the office equipment and sell the road equipment (Inventory #288, 303, 449 and the leaf vacuum) on GovDeals as recommended. Motion carried by unanimous vote.

Mr. Romans stated that the 48" CAT Excavator Ditching Bucket did not sell on GovDeals when it was listed last time. The highest bid was \$500 which did not meet the \$900 reserve. The recommendation is to relist the Bucket on GovDeals without a reserve.

HAMBDEN TOWNSHIP TRUSTEES

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

- April 1<sup>st</sup> & 8<sup>th</sup> Legislative Alerts
- Ohio Township Association April training
- March Geauga County Sheriff's report
- Lifeline Annual dinner and awards invitation
- Geauga County Board of Commissioners letter
- Snow Plow logs
- April 1<sup>st</sup>, 11<sup>st</sup> and 18<sup>th</sup> Park Inspection Reports
- March 28<sup>th</sup>, April 4<sup>th</sup> and 11<sup>th</sup> Weekly Work Logs

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

Mr. Acquaviva asked if the zoning members will receive a stipend for attending the Zoning and Planning seminar being held at Punderson State Park. The Board agreed to pay the attending members a stipend and mileage.

Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, May 4, 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 7:24 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant

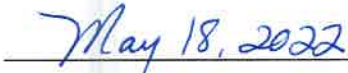


Paul Molan

DATE APPROVED:



Keith McClintock





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