

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ February 15, _____ 20 23 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 15, 2023 at 6:30 p.m. with the following members present; Pam Carson, Keith McClintock and Paul Molan. Also present was the Fiscal Officer Mike Romans, Road Superintendent Steve Wolcott and those on the sign in sheet.

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

Ms. Carson reported that there was a quorum.

Dean Hayne representative for First Energy/The Illuminating Company introduced himself. Mr. Hayne stated that the street light that was missed when the street lights were upgraded to LED has been replaced. Mr. Hayne asked that the township remind its residents to call when an outage occurs. This information helps them identify where the problem exists. When storm outages occur, the priority is to handle known hazards and secure the location. They return later to restore power. Hospitals, police, fire and other critical facilities are then restored. Next in line are transmission lines and an outage that effects larger quantity of customers that can restore power to a large number of customers with one fix versus a small number of customers. If you are only one of five outages in your area you will be one of the last outages to be restored.

Mr. Hayne reported that the helicopter patrol of lines are being performed in our area. This is done every 4 to 5 years. The flag pole mounting on utility poles agreement may not allow mounting on certain poles that may have special equipment mounted to them. Mr. McClintock stated that in the past the township has mounted 40 flags down Route 6, Route 608, Brakeman Rd. and Route 166. Mr. Wolcott will work on putting together a list of pole numbers that he would like to mount the flags and will submit the agreement package to First Energy.

Mr. Hayne stated that the First Energy/The Illuminating Company have a safety trailer that is used at schools and events to train individuals on safety around power lines. Ms. Carson stated that she would be interested in discussing having the safety trailer at our community picnic in August.

Mr. McClintock asked Mr. Hayne to contact a resident on Route 608 who is concerned about the timber mats the power company is placing that may direct water on to her property. Mr. Hayne will follow up with the resident.

HAMB DEN RESIDENTS

Hambden resident Jim Ramsey expressed his interest in serving on the Zoning Commission Board. Mr. Ramsey was the Hambden Township zoning inspector many years ago. He replaced Billie Kleve as the zoning inspector. Mr. Ramsey described his work experience and history. Mr. McClintock stated that the alternate position on the Zoning Commission Board is available and explained what that entails. The zoning inspector will make a recommendation to the Board regarding Mr. Ramsey being appointed. Mr. Molan stated that with Mr. Ramsey's zoning experience he might be a good candidate for helping Mr. Acquaviva with filing and organizing the zoning office.

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MINUTES

Ms. Carson stated that the February 2023 meeting minutes will be available for approval at the next trustee meeting.

ZONING INSPECTOR

No Report

ZONING

No Report

FIRE DEPARTMENT

Chief Hildenbrand provided a call summary of the Fire Department activities for the month of December to Mr. Romans for distribution.

Ms. Carson reported that the fire department would like the Board to declare Fujitsi Lifebook laptop computers and mounts as surplus, unneeded, obsolete and sell on GovDeals.

MOTION 2023-29: Made by Paul Molan, seconded by Keith McClintock to declare Fujitsi Lifebook laptop computers and mounts as surplus, unneeded, obsolete and sell on GovDeals. Motion carried by unanimous vote.

FINANCIAL

Mr. Romans reported that mid-month payroll totaling \$7,469.97 were issued.

Mr. Romans reported that vendor warrants #13672 through and including #13693, totaling \$18,400.04 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 #35-2023 through #36-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.

#44-2023 Account 1000-410-430 Small Tools & Equipment \$500.00

MOTION 2023-30: Made by Paul Molan, seconded by Keith McClintock to approve blanket certificate #44-2023. Motion carried by unanimous vote.

Mr. Romans reported that the Board tabled approving the Memorandum of Agreement for Deposit of Public Funds from Middlefield Bank. Mr. Romans sent the Memorandum to Assistant Prosecutor Susan Weiland for review and recommendation. After reviewing the form Mrs. Weiland made one change and recommended the Board sign and return it to Middlefield Bank.

MOTION 2023-31: Made by Paul Molan, seconded by Keith McClintock to approve the Memorandum of Agreement for Deposit of Public Funds from Middlefield Bank as submitted. Motion carried by unanimous vote.

Mr. Romans stated that the NOPEC Energized Community Grant resolution will be tabled until the next meeting.

Mr. Romans stated that the Permanent Appropriations will be submitted to the Board for approval at the March 15th meeting.

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ROADS

Mr. McClintock stated that the Williams Road Widening and Resurfacing project bids were open last week. The Geauga County Engineer's estimate for the job was \$750,000.00. Four bids were received.

Karvo Companies Inc.	\$626,875.93
Ronyak Paving	\$573,185.00
Cole Burton Contractors, LLC	\$679,996.00
Chagrin Valley Paving Inc.	\$714,225.93

Mr. McClintock's recommendation is to award Williams Road Widening and Resurfacing project to the lowest bidder, Ronyak Paving for \$573,185.00.

MOTION 2023-32: Made by Keith McClintock, seconded by Paul Molan to award Williams Road Widening and Resurfacing project to the lowest bidder, Ronyak Paving for \$573,185.00. Motion carried by unanimous vote.

Mr. Wolcott presented to the Board three quotes for a new mower.

Spear's Chardon Tractor	\$12,049.00
Alvord's Yard and Garden	\$13,439.00
Middlefield Farm and Garden	\$11,627.58

Mr. Wolcott recommends the Scag Turf Tiger II mower from Spear's Chardon Tractor.

MOTION 2023-33: Made by Paul Molan, seconded by Keith McClintock to the Scag mower from Spear's Chardon Tractor for \$12,049.00. Motion carried by unanimous vote.

Ms. Carson stated that Mrs. Dottore asked if finger printing is needed during pre-employment testing for seasonal part-time employees that return every year. After a short discussion it was decided to contact the insurance company to see if they require the employees to be fingerprinted prior to hiring.

Mr. Wolcott would like to have the boom mower declared as surplus at the next meeting.

TOWNSHIP HALL

Ms. Carson stated furnace and A/C inspection and service quotes were received.

Quotes are for 3 furnaces and 4 heaters in fall (now) and 3 A/C units in Spring		
Jesse Whitehead – Lynn Services LLC	\$420 for heating	\$300 for A/C
DeBord's – Benjamin Franklin	\$1,338 for heating	\$630 for A/C
Emerson Heating and Air	\$860 for heating	\$330 for A/C

MOTION 2023-34: Made by Paul Molan, seconded by Keith McClintock to award the inspection and service of 3 furnaces, 4 heaters and 3 air conditioner units to Jesse Whitehead – Lynn Services LLC. Motion carried by unanimous vote.

Ms. Carson stated that Mrs. Dottore met with 3 contractors. She will be meeting another contractor tomorrow morning. Quotes are due February 28th.

SAFETY

Mr. Wolcott stated that all three of the road employees attended a safety training. The training covered excavating and digging. It is sponsored by "Call before you dig".

Held

February 15,

2023

PARK

Ms. Carson stated that one verbal quote for Pavilion 4 roofing repair was received for \$9,500. Two written quotes are coming. Ms. Carson asked the Board to approve Pavilion 4 roof repairs not-to-exceed \$15,000. She does not want to wait another two weeks to get the approval. She would like to get the project completed before user reservations start in the spring, and before the contractors get too busy for small projects.

MOTION 2023-35: Made by Keith McClintock, seconded by Paul Molan to award the pavilion #4 roof repair to the lowest and best quote not-to-exceed \$15,000. Motion carried by unanimous vote.

Ms. Carson reported that the old wooden jungle gym will be removed by the road department prior to spring. Playground Equipment Services has a local chapter in Chardon. The representative, a local resident put together a drawing that looks very much like the old system, using our old slides. The new structure would be made of composite material. One price includes using our landings and the other quote will be with new landings. There is a \$3,000 price difference.

Option 1: \$28,000 with our slide, freight, construction and installation of footers.

Option 2: \$25,000 with our landings.

MOTION 2023-36: Made by Keith McClintock, seconded by Paul Molan to contract for playground equipment for the park that includes the actual playground equipment, construction, freight and installation of footers not-to-exceed \$28,100. Motion carried by unanimous vote.

Ms. Carson reported that the mural on the front of the dugout will be painted for free. The township will supply the paint and painting supplies.

CEMETERY

No report

MISCELLANEOUS

Ms. Carson reported that a draft of the new vacation policy for permanent part-time employees was given to the Board. Mr. McClintock would like to table the approval to allow for formatting and re-wording the policy to fit into the format of the existing policy and procedure manual.

Ms. Carson reported that since the last trustee meeting the following correspondence was sent to the Board:

- OTARMA Winter Driving Training
- Ohio Safety Congress and Expo Invitation
- Geauga County January call report
- January 30th Weekly Work Logs
- February 7th Park Inspection report
- Plow Logs

Ms. Carson asked the board if there were any questions, if not the correspondence will be filed in the office. There were no questions.

Mr. Romans stated that he is waiting for approval from the State Auditor on the calculation of the back pay from 2022 for the trustees and fiscal officer. Assistant Prosecutor Susan Weiland approved the verbiage of the resolution that will be submitted to the Board for approval at the next trustee meeting.

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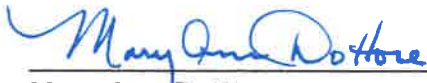
Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, March 1, 2023 at 6:30 pm.

Ms. Carson asked if there was any further business or questions to come before the Board. There was none.

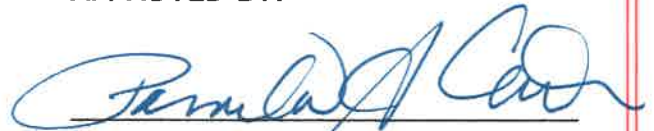
There being no further business to come before the Board at this time, the meeting adjourned at 7:24 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore



Pam Carson

DATE APPROVED:



Keith McClintock

4-5-2023



Paul Molan

4412

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