

**RECORD OF PROCEEDINGS**

Minutes of

**HAMB DEN TOWNSHIP TRUSTEES**

regular Meeting

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

Held \_\_\_\_\_ November 16, \_\_\_\_\_ 20 22 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, November 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, Road Superintendent Steve Wolcott, Zoning Inspector Richard Acquaviva and Fire Chief Scott Hildenbrand

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.

**OLD BUSINESS**

None

**MINUTES**

Mr. Molan stated that the November 2, 2022 meeting minutes will be approved at the next trustee meeting.

**ZONING INSPECTOR**

Mr. Acquaviva reported that two pool permits were issued, four zoning violation notices were sent which included two final notices. Mr. Acquaviva is working on two zoning violation appeals.

Mr. Acquaviva stated that he met with the Geauga County Planning Commission regarding their recommendations on the zoning commission current amendment. A public hearing is scheduled for November 21<sup>st</sup> at 6 p.m. to review the recommendations.

**ZONING**

The Zoning Commission met on Monday.

**FIRE DEPARTMENT**

Mr. Romans reported that he met with Chief Hildenbrand to review the budget figures. Chief Hildenbrand would like to make an additional \$50,000 principal payment on the fire truck.

**MOTION 2022-145** made by Pam Carson, seconded by Keith McClintock to approve an additional \$50,000 principal payment on the fire truck as requested by Chief Hildenbrand. Motion carried by unanimous vote.

**FINANCIAL**

Mr. Romans reported that mid-month payroll totaling \$6,787.31 were issued.

Mr. Romans reported that vendor warrants #13535 through and including #13553, totaling \$17,235.25 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 #135-2022 through #139-2022 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

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Mr. Romans reported that two re-allocation of appropriations were made.  
 \$300 from 1000-110-599 to 1000-110-360 for IT Services  
 \$5,000 from 2191-220-318 to 2191-220-420 for Uniforms and Supplies

Mr. Romans reported that \$4,000 of the EPA Grant funds were received last year. The final \$4000 was received this year. A supplemental appropriation resolution is needed for the funds to be certified with the Geauga County Auditor in order to be used to reimburse the township for the expenses.

**RESOLUTION 2022-17** Made by Pam Carson, seconded by Keith McClintock to pass the resolution adopting the Supplemental Appropriations as submitted. Upon call of roll: Mr. Molan – yes, Mr. McClintock – yes, Ms. Carson – yes. Motion carried.

Mr. Molan stated that the Meraki Cloud Controller License is up for yearly renewal at the cost of \$90.72. The license is for the WIFI access point.

**MOTION 2022-146** made by Pam Carson, seconded by Keith McClintock to approve the yearly renewal of the Meraki Cloud Controller License at the cost of \$90.72. Motion carried by unanimous vote.

### ROADS

Mr. Wolcott reported the labor to repair the salt building that was hit by a truck while delivering salt on the ODOT salt contract is estimated at \$1,197.17. That includes the labor for three township employees, the rental of a 40' lift and the usage of the township lift for three hours. The trucking company will pay for the parts and labor.

**MOTION 2022-147** made by Pam Carson, seconded by Keith McClintock to approve the township employees repairing the salt building at a cost of \$1,197.17 and to be submitted to the trucking company for reimbursement. Motion carried by unanimous vote.

Mr. Wolcott stated that the road department is requesting the purchase of three CB Radios for use in the trucks. This will allow for easier communications between the truck drivers while plowing and load operators at stone docks and asphalt plants. Mr. Wolcott estimates a total cost of \$300.

**MOTION 2022-148** made by Pam Carson, seconded by Keith McClintock to approve the purchase of three CB Radios for use in the trucks at a cost not-to-exceed \$500. Motion carried by unanimous vote.

### TOWNSHIP HALL

Mr. Molan stated that the Division 5 Railroad group which meets in the evening of the first Friday of each month are requesting a change if possible to a weekend day due to aging members not liking to drive in the evening. Mrs. Dottore explained that our policy has been to not rent to groups on the weekend. Weekends are usually left for residents to have parties. Mrs. Dottore informed them she would check with the Board of Trustees who make the decisions. After a short discussion, the Board decided to continue the policy of keeping the weekends available for resident rentals.

Mr. Molan stated that according to Mrs. Dottore last Saturday hall renters left mashed potatoes on the kitchen floor, paper on the lady's room floor and tape on the walls in the old town hall. Mrs. Dottore would like to know how the Board would like to handle this situation. The Board decided to give the resident a warning and state that if they do not follow the rules and clean up the hall after a future rental their security deposit will not be returned.

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Ms. Carson asked the status of quotes for the LED lights in the town hall building. One was received prior to the last meeting, one was received after the last meeting and Mr. Molan stated that the last contractor called to set an appointment but the office was closed due to Veteran's day. Mr. Romans stated that the deadline for submitting to NOPEC is November 30<sup>th</sup>. Without another meeting prior to that date, the project will need to be delayed until next year.

Mr. McClintock reported that due to the information collected on other township polling locations not having stairs to carry the voting booths up and down he recommended allowing the Board of Election workers to use the wheelchair lift to transport the voting booths up to the old town hall and back down.

**MOTION 2022-149** made by Pam Carson, seconded by Keith McClintock to allow the Board of Election workers to use the wheelchair lift to transport the voting booths. Mr. McClintock and Ms. Carson voted yes. Mr. Molan voted no. Motion carried.

Mr. McClintock will contact the Board of Elections to communicate the boards decision.

**SAFETY**

No Report.

**PARK**

No Report.

**CEMETERY**

Mr. Wolcott reported that at Saturday's funeral the vault that was delivered was too small for the casket. Instead of taking three hours for the opening and closing of the grave it took six hours. The road crew had to wait for the vault company to take the incorrect vault back and return with the correct vault. They then had to continue with the burial. The Board discussed the pricing which states \$700 flat charge for weekends and holidays. The Board discussed adding changing the verbiage from flat rate to up to three hours and adding a charge for each additional half hour.

**MOTION 2022-150** made by Pam Carson, seconded by Keith McClintock to revised the verbiage for weekend and holiday burials from a flat rate to up to three hours and adding a charge of \$50 for each additional half hour. Motion carried by unanimous vote.

**MISCELLANEOUS**

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

- November 7<sup>th</sup> Park Inspection reports
- November 7<sup>th</sup> Weekly Work Log
- Geauga County October Sheriff's call report
- OTA November Virtual Training Calendar

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

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Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, December 7, 2022 at 6:30 pm.

Ms. Carson stated that a special work session is scheduled for November 30, 2022 at 6 p.m.

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 6:58 p.m.

ATTESTED TO:

APPROVED BY:

  
\_\_\_\_\_  
Mary Ann Dottore

  
\_\_\_\_\_  
Paul Molan

DATE APPROVED:

  
\_\_\_\_\_  
Keith McClintock

December 7, 2022  
\_\_\_\_\_

  
\_\_\_\_\_  
Pam Carson