

**RECORD OF PROCEEDINGS**

Minutes of

**HAMBDEN TOWNSHIP TRUSTEES**

Regular

Meeting

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

Held \_\_\_\_\_ January 18, \_\_\_\_\_ 20 23 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 18, 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 Fire Chief Scott Hildenbrand 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.

Geauga County Engineer Rachel Formica presented to the Board the Resolution to order the shoulder widening and asphalt resurfacing of section "A" of Williams Rd. and the specifications for the shoulder widening and the asphalt resurfacing.

**RESOLUTION 2023-1:** made by Paul Molan, seconded by Keith McClintock to approve the Resolution to order the shoulder widening and asphalt resurfacing of section "A" of Williams Rd. and the specifications for the shoulder widening and the asphalt resurfacing as submitted by the Geauga County Engineer's Office.

Roll call vote – Mr. Molan, yes; Mr. McClintock, yes; Ms. Carson, yes. Motion carried by unanimous vote.

**HAMBDEN RESIDENTS**

Ken Chuha asked the Board if the part-time seasonal employees will receive a raise for 2023. Ms. Carson stated that the discussion would be made at a later time.

**MINUTES**

Ms. Carson asked the Board if there were any comments or corrections regarding the regular meeting of January 4, 2023. There were no corrections or changes to the minutes and Mr. Molan recommended that they stand as approved and waive the reading.

**MOTION 2023-13:** made by Paul Molan, seconded by Keith McClintock to approve the minutes of the regular meeting held on January 4, 2023. Motion carried by unanimous vote.

**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. Chief Hildenbrand stated that the fire department responded to 107 more calls in 2022 than in 2021.

Chief Hildenbrand stated that the engine has been repainted. It was under warranty.

Chief Hildenbrand reported that after taking a corrosion class the policy of washing the trucks after each call will now change to washing the vehicles once a day. Studies have been done showing that washing the vehicles keep the moisture in the station causing corrosion on the vehicles as they sit in the bays. All the new trucks have been undercoated.

**RECORD OF PROCEEDINGS**

Minutes of

**HAMB DEN TOWNSHIP TRUSTEES**

Regular

Meeting

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

Held January 18, 20<sup>23</sup>**FINANCIAL**

Mr. Romans reported that payroll and taxes totaling \$13,444.04 were issued.

Mr. Romans reported that vendor warrants #13635 through and including #13653, totaling \$13,583.06 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 #31-2023 through #32-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that one re-allocation of appropriations was made.  
\$3,400 from 1000-130-599 to 1000-120-730 for LED lighting upgrade.

Mr. Romans advised the Board that total receipts for December were \$49,716.80 and total expenditures were \$138,011.50.

Mr. Romans reported that the Board was given the December financial statement indicating a combined balance of \$2,551,203.41.

**MOTION 2023-14:** Made by Paul Molan, seconded by Keith McClintock to approve the December financial statement as submitted. Motion carried by unanimous vote.

**ROADS**

Mr. Wolcott reported that DJL has held their pricing for crack sealer materials from last year. \$1,845 per 2250# pallet = \$11,070. Other suppliers quoted .60 cents per pound more.

**MOTION 2023-15:** Made by Paul Molan, seconded by Keith McClintock to approve the purchase of 6 pallets of crack sealer from DJL at the cost of \$11,070 Motion carried by unanimous vote.

Mr. Wolcott stated that Ben Hall has expressed an interest in returning to work as part-time summer help. Summer help is scheduled to return on Monday, April 3, 2023. The Board had a short discussion on pay rate for part-time summer help.

**MOTION 2023-16:** Made by Paul Molan, seconded by Keith McClintock to schedule Monday, April 3, 2023 as the start day for part-time summer help. Motion carried by unanimous vote.

Mr. Wolcott stated that the new tractor is due to be delivered the week of January 23, 2023. The mower is due to be delivered in March, 2023.

Mr. Wolcott asked that the concrete pipe be posted on GovDeals auction site asap.

**TOWNSHIP HALL**

Ms. Carson stated that the refrigerator fan motor and handles have been replaced.

Mr. Molan asked the road department to use Super Clean to clean the siding at least by the entrance.

**RECORD OF PROCEEDINGS**  
**HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ January 18, \_\_\_\_\_ 20 23 \_\_\_\_\_

**SAFETY**

No Report.

**PARK**

Ms. Carson reported that three quote requests were made for the portable restrooms in the park for the 2023 season. One company decline submitting a quote. Two quotes were received.

CLN Portable Restrooms	\$4,200
ASAP Sanitary Services	\$4,230

The park board members recommendation is to continue with CLN Portable Restrooms due to the service provided in the past.

**MOTION 2023-17:** Made by Paul Molan, seconded by Keith McClintock to continue with CLN Portable Restrooms for 2023. Motion carried by unanimous vote.

Ms. Carson reported the community picnic is scheduled for Sunday, August 13, 2023 from 1:00 p.m. – 5:00 p.m.

Ms. Carson reported that the community movie night in the park is scheduled for Saturday, July 22, 2023.

**CEMETERY**

Ms. Carson stated that two cemetery deeds for Keith and Kim Scali was issued for the boards' approval.

**MISCELLANEOUS**

Ms. Carson reported that the changes needed to the Business Continuity Plan involved the change of trustee order. Ms. Carson asked for a copy of the call tree that was mentioned in the plan.

**MOTION 2023-18:** Made by Paul Molan, seconded by Keith McClintock to approve the Business Continuity Plan as submitted. Motion carried by unanimous vote.

Ms. Carson asked the Board what hours they would like Spring trash day scheduled for Saturday, April 29, 2023. The Board discussed the low turn out last spring.

**MOTION 2023-19** made by Paul Molan, seconded by Keith McClintock to set spring trash day for Saturday, April 29, 2023 from 8:00 a.m. until noon. Motion carried by unanimous vote.

Ms. Carson asked the Board what hours they would like Fall trash day scheduled for Saturday, September 30, 2023.

**MOTION 2023-20** made by Paul Molan, seconded by Keith McClintock to set fall trash day for Saturday, September 30, 2023 from 8:00 a.m. until noon. Motion carried by unanimous vote.

Ms. Carson suggested not having document shredding due to the lack of interest of the residents. Ms. Carson stated that April 22, 2023 the Geauga Trumbull Solid Waste district will be holding a document shredding event at the Geauga County facility on Merritt Road. Residents that are interested in the shredding can attend that event saving the Hambden Township residents tax dollars.

**RECORD OF PROCEEDINGS**  
**HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held January 18, 2023

Mr. McClintock would like articles submitted to him by February 10, 2023 for the next newsletter.

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

- Geauga County Sheriff's December call list
- Geauga County Recorder fee schedule for 2023.
- January 3<sup>rd</sup> Park Inspection Reports
- January 2<sup>nd</sup> Weekly work log

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

Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, February 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 7:04 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore  
Mary Ann Dottore

Absent  
Pam Carson

DATE APPROVED:

Keith McClintock  
Keith McClintock

February 1, 2023

Paul Molan  
Paul Molan