

**RECORD OF PROCEEDINGS  
HAMB DEN TOWNSHIP TRUSTEES**

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ December 21, \_\_\_\_\_ 20 22 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 21, 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 and Administrative Assistant Mary Ann Dottore.

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 asked the Board if there were any comments or corrections regarding the regular meeting of December 7, 2022. There were no corrections or changes to the minutes and Ms. Carson recommended that they stand as approved and waive the reading.

**MOTION 2022-165** made by Pam Carson, seconded by Keith McClintock to approve the minutes of the regular meeting held on December 7, 2022. Motion carried by unanimous vote.

**ZONING INSPECTOR**

No Report

**ZONING**

No Report

**FIRE DEPARTMENT**

Mr. Molan reported that per Chief Hildenbrand with the winter weather warning in effect he is working on setting up warming centers for those who lose heat and need a safe location to stay until their power is restored.

**FINANCIAL**

Mr. Romans reported that payroll and taxes totaling \$12,410.62 were issued.

Mr. Romans reported that vendor warrants #13589 through and including #13615, totaling \$17,534.20 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 #150-2022 through #151-2022 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that two re-allocation of appropriations were made.  
\$1,700 from 1000-130-190 to 1000-120-730 for LED Lighting upgrade.  
\$3,000 from 1000-330-360 to 1000-330-323 for Repairs, Parts and Maintenance.

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Mr. Romans advised the Board that total receipts for November were \$41,250.74 and total expenditures were \$77,295.44.

Mr. Romans reported that the Board was given the November financial statement indicating a combined balance of \$2,639,498.11.

**MOTION 2022-166:** Made by Pam Carson, seconded by Keith McClintock to approve the November financial statement as submitted. Motion carried by unanimous vote.

**ROADS**

Mr. Wolcott reported the 1-ton truck is working and back at the township. Internal fuel lines were leaking. All the lines were replaced. Countryside Truck Service asked that after the truck is used for a couple weeks that an oil sample be dropped off and they will send it out to be tested to verify the gas is no longer leaking into the oil.

Mr. Wolcott stated that the boom mower pin that holds the boom onto the mower broke. A new pin is being made and should be delivered tomorrow.

Mr. Wolcott reported that the broken salt building straps have been replaced. While the township had use of the lift, a tree that needed to be taken down on Bascom Road was removed.

**TOWNSHIP HALL**

Mr. Molan stated that as the Board heard earlier, the refrigerator in the townhall kitchen is making noises that sound like the compressor may be going bad. Mrs. Dottore stated that the existing refrigerator was purchased September 2013. Mrs. Dottore checked pricing at Home Depot and found a new refrigerator would cost between \$600 and \$900. An ice maker is not needed. The Board discussed the option of repairing the existing refrigerator or purchasing a new. A service call will be made to get an estimate on repairing the refrigerator. If the quote is too high, a new refrigerator will be purchased.

**MOTION 2022-167:** Made by Pam Carson, seconded by Keith McClintock to repair the refrigerator at a cost not-to-exceed \$300 or purchase a new refrigerator at a cost not-to-exceed \$800. Motion carried by unanimous vote.

Mrs. Dottore stated that the walls in the town hall building need to be painted. They have not been done in several years. There are areas where exit lights and new drinking fountain were installed exposing old wall colors. A request for quote (RFQ) will be written up prior to contacting contractors for quotes.

**SAFETY**

No Report.

**PARK**

Ms. Carson stated that the Park Board will be meeting in January.

Ms. Carson reported that quote requests will be re-sent for pavilion #4 roof replacement. Past requests have only received one quote. Several contractors have stated that they would be able to submit a quote in January for installation within two months.

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**CEMETERY**

Copies of the proposed revisions to the Cemetery fee schedule were distributed to the Board prior to the meeting for review. The old pricing was inconsistent with holiday and weekend pricing. Ms. Carson did comparison pricing to other Geauga County townships.

**MOTION 2022-168** made by Pam Carson, seconded by Keith McClintock to approve the cemetery fee schedule revised pricing as submitted. Motion carried by unanimous vote.

**MISCELLANEOUS**

Mr. Molan asked the Board if they would like to hold a year-end meeting or just stop in to sign final checks for the year. Mr. McClintock stated he will be out of town the last week of the year. Ms. Carson and Mr. Molan stated they would be available to stop in and sign the checks prior to the end of the year.

Mr. Molan asked for re-appointments to the road and office personnel. Paul Molan read the list.

Road Superintendent – Steve Wolcott  
 Assistant Road Superintendent – Bob Hall  
 Road Worker – Tim Bowling  
 Administrative Assistant – Mary Ann Dottore  
 Zoning Inspector – Richard Acquaviva  
 Cemetery Sexton – Steve Wolcott  
 Cemetery Sexton Administration – Mary Ann Dottore

**MOTION 2022-169:** Made by Pam Carson, seconded by Keith McClintock to reappoint the road and office personnel as listed by Mr. Molan. Motion carried by unanimous vote.

Mr. Molan asked the Board to pass resolution authorizing intent to dispose of unneeded, obsolete or unfit township property via internet auction for calendar year 2023.

**RESOLUTION 2022-19:** Made by Pam Carson, seconded by Keith McClintock to pass resolution authorizing intent to dispose of unneeded, obsolete or unfit township property via internet auction for calendar year 2023. Upon call of roll: Ms. Carson – Yes, Mr. McClintock – Yes, Mr. Molan - Yes. Resolution carried.

Mr. Molan asked the Board if they would like to set the Board of Trustees compensation rate as daily or salary for 2023.

**MOTION 2022-170:** Made by Pam Carson, seconded by Keith McClintock to set the Board of Trustees compensation rate as salary for 2023. Motion carried by unanimous vote.

Mr. Molan asked the Board if they would like to keep the meeting schedule the same for 2023. The current schedule is the first and third Wednesday of each month at 6:30 p.m.

**MOTION 2022-171:** Made by Pam Carson, seconded by Keith McClintock to set the Board of Trustees meeting schedule for 2023 the same as this year. Motion carried by unanimous vote.

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

- Legislative Alerts
- Snow Plow Route Logs
- December 5<sup>th</sup> and 12<sup>th</sup> Weekly Work Log.

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

Mr. Molan announced the next Board of Trustees meeting is scheduled for Wednesday, January 4, 2023 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 6:53 p.m.

ATTESTED TO:

APPROVED BY:

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

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

DATE APPROVED:

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

Jan 4, 2023  
\_\_\_\_\_

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