

# RECORD OF PROCEEDINGS

## HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held \_\_\_\_\_ February 1, \_\_\_\_\_ 2023 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 1, 2023 at 6:30 p.m. with the following members present: Paul Molan and Keith McClintock. Also present was Fiscal Officer Mike Romans, Road Superintendent Steve Wolcott and those on the attached sign in sheet. Pam Carson was absent.

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

Mr. McClintock reported that there was a quorum. Two trustees were present.

Resident Robert Sangdahl expressed his interest in getting involved with the Hambden community and serving on the Board of Zoning Appeals. Mr. Sangdahl stated that his work skills and experience in construction, construction management and real estate management make him a good candidate.

**MOTION 2023-21:** Made by Mr. Molan, seconded by Mr. McClintock to appoint Robert Sangdahl as an alternate member of the Board of Zoning Appeals. Motion carried.

Mr. McClintock thanked Mr. Sangdahl for his interest in serving Hambden Township.

Mr. McClintock asked if any residents had questions or concerns to bring before the Board. There were none.

### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the January 18, 2023 Regular Meeting. There were no corrections or changes to the minutes and Mr. Molan recommended that they stand as approved and waive the reading.

**MOTION 2023-22:** Made by Mr. Molan, seconded by Mr. McClintock to approve the minutes of the January 18, 2023 Regular Meeting. Motion carried.

### **ZONING INSPECTOR**

Mr. Acquaviva reported that three new permits were issued.

Mr. Acquaviva reported that a 1500' drive and an accessory building was constructed on a lot without a building permit. Both of these items are in violation of the zoning resolution. If the owner would have applied for the necessary permits they would have been told they were not permitted which would have saved the property owner time and money.

Mr. Acquaviva stated that the Board of Zoning Appeals has a hearing scheduled for February 16, 2023 at 6:00 p.m.

### **ZONING**

Mr. McClintock reported that the Zoning Commission is scheduled to meet on Monday, February 6, 2023 at 6:00 p.m.

### **FIRE DEPARTMENT**

No report.

Held \_\_\_\_\_ February 1, \_\_\_\_\_ 20 23 \_\_\_\_\_

**FINANCIAL**

Mr. Romans reported that the month-end payroll and taxes totaling \$11,828.49 were issued.

Mr. Romans reported that vendor warrants #13654 through and including #13670, totaling \$6,300.46 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 #33-2023 through #34-2023 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.  
 \$500 from 1000-110-314 to 1000-110-230 for BWC True-up payment.

Mr. Romans reported that at the last meeting Ken Chuha asked if the Seasonal Part-time employees would be receiving a raise. At that time Mr. Romans stated that they had not received a pay raise in several years. Mr. Romans reported that his comment was incorrect. The Seasonal part-time received a \$.50 raise in December of 2021 for the year 2022. An error was made and Mr. Chuha never received his raise. After calculating the taxes and OPERS payment Mr. Chuha was shorted \$279.01.

**MOTION 2023-23:** Made by Paul Molan, seconded by Keith McClintock to approve the back pay of \$279.01 to Mr. Chuha. Motion carried.

Mr. Romans reported that the elected officials pay is based on the township budget. Due to the American Rescue plan funds, the township budget placed the elected officials into a new pay rate in 2022. This is not a normal occurrence and was missed in the payroll of 2022. Mr. Romans spoke to the Auditor and was told to create a resolution approving the increase/back-pay to the elected officials and submit it to the Auditor of State and Assistant Prosecutor Susan Weiland for approval. Mr. Romans will work with on the resolution and present it to the board after approvals are received from the state and prosecutor.

Mr. Romans submitted to the Board for approval a Memorandum of Agreement for Deposit of Public Funds that he received from Middlefield Bank. The Board is not clear on the intent of the memorandum and has asked for Assistant Prosecutor Susan Weiland to review and make a recommendation.

**ROADS**

Mr. McClintock stated that a Prevailing Wage Coordinator needs to be appointed for 2023. Mr. Molan works locally allowing him to stop in on job sites to collect wage information from the contractors.

**MOTION 2023-24:** Made by Keith McClintock, seconded by Paul Molan to appoint Mr. Molan as the 2023 Prevailing Wage Coordinator. Motion carried.

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

Minutes of

Regular Meeting

GOVERNMENT FORMS &amp; SUPPLIES 844-224-3335 FORM NO. 10148

Held \_\_\_\_\_ February 1, \_\_\_\_\_ 20<sup>23</sup> \_\_\_\_\_

Mr. McClintock asked the Board to approve the 2022 Township Highway System Mileage certification received from the Geauga County Engineer's Office showing 25.793 miles as of December 31, 2022. There are no additional roads since last year.  
**MOTION 2023-25:** Made by Paul Molan, seconded by Keith McClintock to approve the 2022 Township Highway System Mileage certification received from the Geauga County Engineer's Office showing 25.793 miles as of December 31, 2022.  
 Motion carried.

Mr. McClintock stated that the Williams Road bid opening is scheduled for Friday, February 10, 2023 at 1:05 p.m. Mr. Molan will attend.

**TOWNSHIP HALL**

Mr. McClintock reported that Mrs. Dottore is submitted to the Board for review a request for quotes for painting the interior town hall walls.

**MOTION 2022-26:** Made by Keith McClintock, seconded by Paul Molan to approve the request for quotes as submitted. Motion carried. The Board asked to add the grade of paint to the RFQ.

Mr. Molan asked to have the furnaces, heaters and air conditioners inspected. They have not been inspected since they were installed. The Board agreed that this should be done yearly.

Mr. Molan stated that the LED lighting upgrade in the town hall has been completed.

Mr. Romans stated that a resident stopped in to let us know that the street light in front of the daycare was never changed to LED when we updated all the street lights. The road department will check all the street lights in the township to verify they were all done. Mr. McClintock will contact First Energy regarding the light by the daycare.

**SAFETY**

No report

**PARK**

No report

**CEMETERY**

Mr. McClintock reported that Semerano Monuments sold out to Johns-Carabelli who are not honoring Semerano's pricing. After requesting quotes from several engravers, Milano Monuments quoted \$260 for engraving of a name on the veteran's memorial versus \$70 that was charged by Semerano's. Milano's was also higher for niche door engraving. Norman Monuments quoted a minimum of \$900 per engraving. Belding Monuments did not reply. Memorials by Behm does not travel to do engravings. Sheffield Monuments uses an elderly gentleman from Medina, who will not come out this far. Johns-Carabelli did not reply and we have had many issues with them in the last year. Mr. McClintock will discuss this with Ms. Carson and ask around for other companies that may do engraving. Due to the large increase in price, the Board decided to table the decision until further investigating can be done.

**RECORD OF PROCEEDINGS**  
**HAMBDEN TOWNSHIP TRUSTEES**

Minutes of

Regular

Meeting

GOVERNMENT FORMS & SUPPLIES B44-224-3338 FORM NO. 10148

Held \_\_\_\_\_ February 1, \_\_\_\_\_ 2023 \_\_\_\_\_

**MISCELLANEOUS**

Mr. McClintock reported that every year Don Rice attends a trustee meeting to discuss future plans of the Metzenbaum Center. Mr. Rice would like to attend a meeting in April, May or June. The Board has no preference and will let Mr. Rice choose a meeting convenient for him.

Mr. McClintock asked the Board if they would like to apply for the scrap tire grant for spring trash day.

**MOTION 2023-27:** Made by Paul Molan, seconded by Keith McClintock to apply for the scrap tire grant for spring trash day. Motion carried.

Mr. McClintock stated that a parade marshal and speaker need to be chosen for Memorial Day parade and observance.

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

- January 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> Weekly work logs
- January 11<sup>th</sup>, 17<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> Park Inspection reports
- Snow plow route logs

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

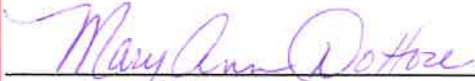
Mr. Wolcott asked if the part-time seasonal employees will receive a raise in pay for 2023.

**MOTION 2023-28:** Made by Paul Molan, seconded by Keith McClintock to raise the returning part-time seasonal employees to \$16.75 per hour. Motion carried.

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, February 15, 2023 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:15 p.m.

ATTESTED TO:

  
\_\_\_\_\_  
Mary Ann Dottore, Administrative Assistant

APPROVED BY:

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

DATE APPROVED:

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

  
\_\_\_\_\_  
March 1, 2023

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