

RECORD OF PROCEEDINGS

HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ March 1, _____ 20²³ _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 1, 2023 at 6:30 p.m. with the following members present: Pam Carson, Keith McClintock and Paul Molan. Also present was Fiscal Officer Mike Romans, Assistant Road Superintendent Bob Hall, Chief Hildenbrand and those on the attached 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. All three trustees were present.

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

MINUTES

Ms. Carson asked the Board if there were any comments or corrections regarding the minutes of the February 1, 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 2023-37: Made by Mr. Molan, seconded by Mr. McClintock to approve the minutes of the February 1, 2023 Regular Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Acquaviva reported that residents are beginning spring projects.

Mr. Acquaviva spoke with resident Jim Ramsey regarding the alternate position on the Zoning Commission. Being a former Hambden zoning inspector gives him zoning knowledge that would benefit the Zoning Commission. Mr. Acquaviva recommends appointing Mr. Ramsey to the Zoning Commission.

MOTION 2023-38: Made by Mr. Molan, seconded by Mr. McClintock appoint Jim Ramsey as the Zoning Commission alternate. Motion carried by unanimous vote.

ZONING

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

FIRE DEPARTMENT

Chief Hildenbrand provided a call summary of the Fire Department activities. They responded to 68 calls in February.

Chief Hildenbrand reported that the ambulance they ordered last year was to be delivered March of 2024. The Ford chassis is not available and they have moved the deliver date out 6 months to a year. The option to change to a Ram chassis will save the township approximately \$24,000 and the delivery will stay at the original March 2024 date. Chief Hildenbrand will sign a change to the purchase agreement.

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FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaling \$17,071.33 were issued.

Mr. Romans reported that vendor warrants #13694 through and including #13710, totaling \$8,393.61 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 #37-2023 through #40-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.

#45-2023 Account# 1000-120-323 Repairs and Maintenance \$300.00

MOTION 2023-39: Made by Mr. Molan, seconded by Mr. McClintock approve the blanket certificate as submitted. Motion carried by unanimous vote.

Mr. Romans reported that four Re-allocation of Appropriations were made.

\$2,500.00 from 1000-120-319 to 1000-120-353 for Natural Gas for Town Hall and Zoning

\$1,000.00 from 2031-330-329 to 2031-330-353 for Natural Gas for Road Garage

\$423.50 from 2171-610-321 to 2171-610-490 for Replacement Swing Seats.

\$250.00 from 1000-120-599 to 1000-120-323 for Building Repairs

Mr. Romans advised the Board that total receipts for January were \$44,236.43 and total expenditures were \$186,359.85.

Mr. Romans reported that the Board was given the January financial statement indicating a combined balance of \$2,409,080.20.

Mr. Romans asked the Board to pass a resolution accepting Northeast Ohio Public Energy Council (NOPEC) 2023 Energized Community Grant.

RESOLUTION 2023-2: made by Paul Molan, seconded by Keith McClintock to pass a resolution accepting Northeast Ohio Public Energy Council (NOPEC) 2023 Energized Community Grant. Roll call vote – Mr. Molan, yes; Mr. McClintock, yes; Ms. Carson, yes. Motion carried by unanimous vote.

Mr. Romans reported that the township has two levies up for renewal this year. He asked that the Board and Fire Chief decide if they would like to place the levies as renewals or replacements after they review the permanent appropriation figures.

Mr. Romans asked the Board's permission to attend the Ohio Township Association webinar "Is your township in compliance with IRS requirements". The cost of the webinar is \$20. The Board agreed Mr. Romans should attend.

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ROADS

Ms. Carson asked the Board to declare the Case 985 Boom Mower as surplus, unneeded, obsolete and sell on GovDeals.

MOTION 2023-40: Made by Mr. Molan, seconded by Mr. McClintock to declare the Case 985 Boom Mower as surplus, unneeded, obsolete and sell on GovDeals. Motion carried by unanimous vote.

Mr. Hall asked the Board to rescind motion 2023-33, made February 15, 2023 for the purchase of a Scag mower from Spear's Chardon Tractor due to that specific mower not available.

MOTION 2023-41: Made by Mr. Molan, seconded by Mr. McClintock to rescind motion 2023-33, made February 15, 2023 for the purchase of a Scag mower from Spear's Chardon Tractor. Motion carried by unanimous vote.

Mr. Hall presented to the Board the revised pricing for the new mower. Mr. Hall stated that the recommendation is to purchase the 54" ZD1011 Diesel mower from Middlefield Farm & Garden at the cost of \$15,307.58.

Spear's Chardon Tractor	\$13,149.00
Alvord's Yard and Garden	\$13,439.00
Middlefield Farm & Garden	\$11,627.58
Middlefield Farm & Garden	\$15,307.58

MOTION 2023-42: Made by Mr. Molan, seconded by Mr. McClintock to approve the purchase the 54" ZD1011 Diesel mower from Middlefield Farm & Garden at the cost of \$15,307.58. Motion carried by unanimous vote.

Ms. Carson stated that the Board needs to sign three sets of contracts for the paving of Williams Road by Ronyak Paving. One set will be returned to the contractor, one will be sent to the Geauga County Engineer's Office and one set will be kept at the town hall. The Board signed the three sets.

TOWNSHIP HALL

The Board was given copies of the painting quotes received.

Walls Walls LLC.	\$14,250.00
JC Construction	\$13,250.00
J. Padron Legacy Painting LLC	\$ 8,800.00
Prep Pros Painting	\$13,100.00
Jerse Painting & Improvements	Not interested

After a short discussion, the Board tabled the decision until they are able to review the quotes thoroughly.

SAFETY

No report

PARK

Ms. Carson reported that the Pavilion #4 roof project was awarded to Marvin Yoder, the lowest and best quote at \$9,500.

Ms. Carson reported that the Foundation for Geauga Parks grant was received. The grant funds will be used for a pollinator garden around the detention pond, benches and signage identifying and educating the plants.

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CEMETERY

Ms. Carson stated that a deed for Wendy Campana was submitted for approval and signature. Mrs. Campana purchased a columbarium niche for her parents. The Board signed the deed.

Ms. Carson reported that it is very difficult to find someone to engrave the columbarium niche doors. After a short discussion. The Board agreed to hire Milano Monuments for the engraving of names on the veteran's memorial and the columbarium niche doors.

MOTION 2023-43: Made by Mr. McClintock, seconded by Mr. Molan to approve Milano Monuments for the engraving of names on the veteran's memorial and the columbarium niche doors. Motion carried by unanimous vote.

MISCELLANEOUS

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

- February 21st & 23rd Legislative Alert
- Ohio Township Association March Virtual Training
- February 6th & 13th Road Work Agendas
- Snow Plow Logs
- February 13th Park Inspection Report

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

Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, March 15, 2023 at 6:30 pm.

MOTION 2023-44: Made by Mr. McClintock, seconded by Mr. Molan to enter into Executive session to discuss compensation of part-time permanent employees at 7:06 p.m. Motion carried by unanimous vote.

The Board resumed open session at 7:18 p.m.

Mr. McClintock stated that the Board would like to amend the employee handbook, section 409.1 to provided for pro-rated vacation leave for permanent part-time employees.

The existing policy verbiage will be revised to read:

Vacation leave is not available for temporary part-time or seasonal employees.

Additional verbiage will be added to the handbook:

Permanent Part-time employees shall be eligible for vacation leave with full pay upon the attainment of the first year of employment with the township, and annually thereafter. The ratio between the hours worked and the vacation hours awarded to a part-time employee shall be the same as the ratio between the hours worked and the vacation hours earned by a full-time employee. Part-time employees are employees whose regular hours of service for the township total less than 35 hours per week and whose hours of township service total at least five hundred twenty (520) hours annually.

Vacation hours will be calculated using a one-year look back policy. The policy change is for retention of good employees.

MOTION 2023-45: Made by Mr. McClintock, seconded by Mr. Molan to revise section 409.1 of the employee handbook as stated. Motion carried by unanimous vote.

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There being no further business to come before the Board at this time, the meeting adjourned at 7:21 p.m.

ATTESTED TO:

APPROVED BY:





Mary Ann Dottore, Administrative Assistant

Pam Carson

DATE APPROVED:


Keith McClintock

4-5-2023



Paul Molan

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