

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held August 16, 2023

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, August 16, 2023 at 6:30 p.m. with the following members present: Pam Carson, Keith McClintock, and Bob Kandra. Also present was Fiscal Officer Mike Romans, Road Superintendent Steve Wolcott, 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 3 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 August 2, 2023 Regular Meeting. There were no corrections or changes to the minutes and Mr. Kandra recommended that they stand as approved and waive the reading.

MOTION 2023-102: Made by Mr. Kandra, seconded by Mr. McClintock to approve the minutes of the August 2, 2023 Regular Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

No report

ZONING

No report

FIRE DEPARTMENT

No report

FINANCIAL

Mr. Romans reported that the mid-month payroll and taxes totaling \$6,832.35 were issued.

Mr. Romans reported that vendor warrants #13936 through and including #13961, totaling \$9,106.58 were submitted to the Board for approval and signature. Backup was attached to the checks. She 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 order #94-2023 through #95-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that two blanket certificates were issued.

#104-2023	1000-110-345	Advertising	\$375.00
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#105-2023	1000-110-410	Office Supplies	\$1,000.00
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MOTION 2023-103: Made by Mr. Kandra, seconded by Mr. McClintock approve the blanket certificates as submitted. Motion carried by unanimous vote.

Mr. Romans reported that no Re-allocation of Appropriation were made.

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Mr. Romans asked the board 's approval to attend the one-day training and information for fiscal officers that is required in the Ohio revised code to fulfill the annual continuing education requirements. Cost of the event is \$100.00. The seminar is being held on Tuesday October 24, 2023, in Twinsburg Ohio. The Board approved the fiscal officer training.

ROADS

Mr. Shane Hajjar of the Geauga County Engineers office discussed the Williams Road final change order in the amount of \$12,017.32. The original contract amount was \$573,000.00. The final cost is \$585,202.12.

MOTION 2023-104: Made by Mr. Kandra, seconded by Mr. McClintock approve the final change order in the amount of \$12,017.32. Motion carried by unanimous vote.

Mr. Wolcott stated that the hydraulic pump on the LS tractor that runs the flail mower shaft is stripped out. The shaft is going to be replaced to finish out the season. Over the winter they are going to come up with a way to run the mower hydraulically off the motor. Mr. Romans will work with the road department on figuring out what type of pump they will need.

Ms. Carson reported that Board of Commissioners and Department on Aging sent a letter to the trustees thanking the Hambden road department for the service they provided to the Hambden residents during senior trash day pick-up. 56 Hambden residents were serviced with respect and courtesy by the road department.

TOWNSHIP HALL

Mr. Romans reported that the Internet battery backup alarm has been going off once a day for the last 2 days. Mrs. Dottore spoke with the Geauga County ADP help desk who stated it is most likely a fluctuation in power to the building or a problem with the outlet the battery backup is plugged into. Ms. Carson asked for a recommendation. Mr. Romans feels that it is not an issue with the outlet or power to the building as no other electrical power fluctuations have been found. Mr. Roman suggests checking the battery inside the battery backup and replacing that. Mr. Romans will check into how this is done and the cost of the battery.

Mr. Kandra reported that one of the poll workers mentioned a low wire outside the town hall building. Mr. Kandra contacted Paul at Windstream. The wire is not low enough for someone to get caught in the wire when walking by but could reach up and pull the line down. Windstream will be coming out to check out the line and raise it.

SAFETY

No report.

PARK

No report.

CEMETERY

Ms. Carson asked the board to approve & the deed for Stephanie Lessick who purchased a niche for her grandmother. The board approved and signed the deed.

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MISCELLANEOUS

Ms. Carson asked the board to declare the HP ProBook 650 laptop as surplus, damaged, unneeded, unfit due to a broken screen. Mr. Romans stated that the screen is broken and the cost to try and sell on Gov deals would be more than the laptop is worth. The board discussed trashing the laptop. Ms. Carson asked who would wipe the hard drive clean of confidential documents prior to disposing of the laptop. Geauga County ADP will be contacted as to the best procedure for disposing of the hard drive information.

MOTION 2023-105: Made by Mr. Kandra, seconded by Mr. McClintock to declare the HP ProBook 650 laptop as surplus, damaged, unneeded, unfit for use and dispose of by trashing it after the hard drive is wiped clean or destroyed. Motion carried by unanimous vote.

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

- Court of Common Pleas request for approval to place signs in township.
- August 11th Legislative alert
- August & September OTA Education and Events
- July 17th, 24th, 31st and August 7th Weekly Work Agendas
- July 24th, 31st and August 7th Park Inspection Reports
- July Sheriff's monthly call report

Mr. McClintock stated he did not see the Court of Common Pleas request. Ms. Carson pulled the correspondence from the folder and read the request. "We are having a community event (Rockin' with Resources) next Thursday, August 24th and we would like to place some signs to advertise it. I was hoping we could place a couple signs in the township. If you could please let me know as soon as possible I would greatly appreciate it." Mr. McClintock stated he does not have a problem with the signs being posted in the Township, it is a resource for Township residents. The board agreed. Mr. McClintock will respond back to the Court of Common Pleas with the Boards approval and notify the zoning inspector.

There were no further 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, September 6, 2023 at 6:30 pm.

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, Administrative Assistant



Pam Carson

DATE APPROVED:



Keith McClintock




Bob Kandra

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