

# RECORD OF PROCEEDINGS

## HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ August 2, \_\_\_\_\_ 20 23 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, August 2, 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, Zoning Inspector Richard Acquaviva, Road Superintendent Steve Wolcott, 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. Mr. Madger asked the Board for an update on the neighborhood watch sign that was discussed at the June 21<sup>st</sup> meeting. Ms. Carson stated that the township giving permission for the sign was not recommended by the Geauga County Prosecutors Office and not permitted by the Hambden Zoning resolution. The township will not take responsibility for the installation or maintenance of non-permitted signs but will not remove the sign if the residents wish to install and maintain the sign for a sense of neighborhood security.

Jim Zuccaro of Summit Insurance was present to discuss the township property and general liability insurance. The insurance is covered by OTARMA (Ohio Township Association Risk Management Authority). OTARMA is a self-insurance program owned by the members of the Ohio Township Association (OTA). Over 80% of the townships on Ohio are members of the OTA. The goal of OTARMA is to keep the premiums level throughout the years. The property insurance covers the buildings, vehicles properties and general liability. Mr. Zuccaro explained Hambden Townships' existing coverage and renewal rate.

### MINUTES

Ms. Carson asked the Board if there were any comments or corrections regarding the minutes of July 12, 2023 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

**MOTION 2023-96:** Made by Mr. McClintock, seconded by Ms. Carson to approve the minutes of the July 12, 2023 Special Meeting. Motion carried by unanimous vote.

Ms. Carson asked the Board if there were any comments or corrections regarding the minutes of July 19, 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 2023-97:** Made by Mr. Kandra, seconded by Ms. Carson to approve the minutes of the July 19, 2023 Regular Meeting. Motion carried by unanimous vote.

### ZONING INSPECTOR

Mr. Acquaviva reported that five permits were issued, two variance meetings were held and both variances were granted. Two violations were referred to Geauga County Prosecutors Office Susan Weiland for official letters to be sent. Five additional violations were issued from the zoning inspector.

Mr. Acquaviva reported that his new laptop was delivered and set up by the County IT. He continues to have voicemail issues and has notified the County.

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**ZONING**

Mr. Acquaviva stated that the next zoning commission meeting may be cancelled due to lack of member availability.

**FIRE DEPARTMENT**

Chief Hildenbrand provided a call summary of the Fire Department activities for the month of July.

Chief Hildenbrand reported that the fire department is working on getting things ready for the community picnic.

**FINANCIAL**

Mr. Romans reported that the month-end payroll totaling \$12,476.92 were issued.

Mr. Romans reported that vendor warrants #13916 through and including #13935, totaling \$18,265.85 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 order #93-2023 was submitted to the Board for signature and approval.

Mr. Romans reported that three blanket certificates were issued.

#101-2023	Account 1000-120-323	Repairs and Maintenance	\$300.00
#102-2023	Account 1000-610-740	Park Bulletin Boards	\$600.00
#103-2023	Account 2041-410-420	Operating Supplies	\$500.00

**MOTION 2023-98:** Made by Mr. McClintock, seconded by Ms. Carson to approve the blanket certificates as submitted. Motion carried by unanimous vote.

Mr. Romans reported that two Re-allocation of Appropriations were made.  
\$300 transferred from 1000-120-720 to 1000-120-323 for Repairs and Maintenance  
\$600 transferred from 1000-610-599 to 1000-610-740 for park Bulletin Boards

Mr. Romans advised the Board that total receipts for June were \$1,540,271.68 and total expenditures were \$2,174,741.98.

Mr. Romans reported that the Board was given the June financial statement indicating a combined balance of \$2,277,206.93.

**MOTION 2023-99:** Made by Mr. McClintock, seconded by Mr. Kandra to approve the June financial statement as submitted. Motion carried by unanimous vote.

**ROADS**

Mr. Wolcott reported that new tires are needed on the lift truck. Hambden Tire quoted \$1,578.00 for six tires mounted and balanced.

**MOTION 2023-100:** Made by Mr. McClintock, seconded by Mr. Kandra to approve the purchase of six tires from Hambden Tire in the amount of \$1,578.00. Motion carried by unanimous vote.

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Ms. Carson stated the ODOT (Ohio Department of Transportation) requires CDL truck drivers receive physicals every two years. Mr. Hall is asking for reimbursement due to the township requiring the truck drivers to have a CDL license. Ms. Carson stated that reimbursing Mr. Hall would set a precedence without a policy in place.

**MOTION 2023-101:** Made by Mr. McClintock, seconded by Mr. Kandra to add a policy stating the township will reimburse CDL drivers for the ODOT physicals. The policy will be added to the Hambden Township Policy and Procedure Manual. Motion carried by unanimous vote.

**TOWNSHIP HALL**

Mr. Romans reported that the voting booths were delivered for the August 8<sup>th</sup> election.

Ms. Carson stated that the parking lot striping looks great.

**SAFETY**

No report.

**PARK**

Ms. Carson asked Dave Johnson of Mapledale Landscaping what chemicals were used for weed control in the park. She was concerned that the chemicals were toxic to animals and humans. Mr. Johnson stated the chemicals they use are approved by the EPA and Homeland Security. The chemicals can only be tracked while wet. Ms. Carson recommends Mapledale Landscaping place signs regarding the fresh spraying of chemicals at the time of application.

Ms. Carson reported the rock throwing around the detention pond is controlled at this time.

**CEMETERY**

Ms. Carson stated that Mrs. Dottore received a call from a resident wanting to purchase graves and wants to plant live plants around the grave. Mrs. Dottore informed the resident that planting live plants around the grave is not permitted per the cemetery regulations. The resident stated everyone else does. Ms. Carson asked the Board if letters should be sent regarding removing the plants. Mr. McClintock stated that the official policy is no live plants. The plants impede the ability to maintain the grounds. We are not the only cemetery to not allow plantings.

**MISCELLANEOUS**

Mr. Kandra reported that Mr. Baird was very helpful with completing the grant paperwork for the premium pay to ambulance and transportation personnel.

Mr. McClintock thanked Mr. Romans for a clean audit by the State Auditor.

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

- July 25<sup>th</sup> and 28<sup>th</sup> Legislative Alerts
- July 10<sup>th</sup> and 17<sup>th</sup> Park Inspection Reports
- July 3<sup>rd</sup> and 10<sup>th</sup> Road Weekly Work Log

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

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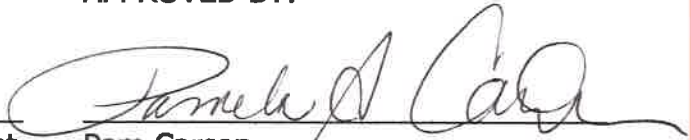
Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, August 16, 2023 at 6:30 pm.

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

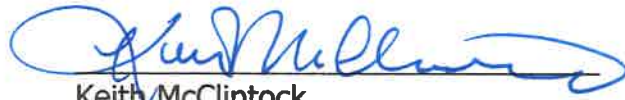
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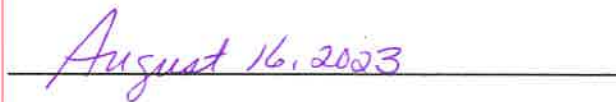
APPROVED BY:

  
Mary Ann Dottore, Administrative Assistant

  
Pam Carson

DATE APPROVED:

  
Keith McClintock

  
August 16, 2023

  
Bob Kandra