

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

Minutes of

Regular Meeting

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

Held \_\_\_\_\_ January 3, \_\_\_\_\_ 20 24 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 3, 2024 at 6:30 p.m. with the following members present: Keith McClintock, Catherine Wolcott, and Dave Johnson. Also present was Fiscal Officer Mike Romans, Road Superintendent Tim Bowling, and those on the attached sign in sheet.

Mr. 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. All three trustees were present.

**REORGANIZATION**

Mr. McClintock turned the meeting over to Fiscal Officer Mike Romans.

Mr. Romans asked for nominations for Chairman of the Board of Trustees for 2024. Mrs. Wolcott nominated Mr. McClintock as Chairman of the Board. Mr. Romans asked if there were any further nominations. There were none.

**MOTION 2024-1:** Made by Mr. Johnson, seconded by Mrs. Wolcott to nominate and appoint Keith McClintock as Chairman of the Board of Trustees for 2024. Motion carried by unanimous vote.

Mr. Romans turned the meeting over to newly appointed Chairman McClintock. Mr. Johnson nominated Mrs. Wolcott for Vice-Chairman of the Board of Trustees for 2024. Mr. McClintock asked if there were any further nominations. There were none.

**MOTION 2024-2:** Made by Mr. Johnson, seconded by Mr. McClintock to nominate and appoint Catherine Wolcott as Vice-Chairman of the Board of Trustees for 2024. Motion carried by unanimous vote.

Mr. McClintock asked the board to appoint liaisons to the road department, zoning boards, park board, town hall, cemetery, and fire department for 2024. The following liaison positions were agreed upon.

Cemetery – Dave Johnson  
 Road Department – Keith McClintock  
 Fire Department – Dave Johnson  
 Park Board – Keith McClintock  
 Town Hall – Catherine Wolcott  
 Zoning Boards – Catherine Wolcott

**MOTION 2024-3:** Made by Mr. Johnson, seconded by Mrs. Wolcott to appoint the liaisons as stated for 2024. Motion carried by unanimous vote.

Mr. McClintock recommended the Chairman of the Board serve as the Designated Employer Representative (DER) for the Drug and Alcohol Consortium.

**MOTION 2024-4:** Made by Mr. Johnson, seconded by Mrs. Wolcott to appoint the DER for 2024. Motion carried by unanimous vote.

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

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Mr. McClintock asked the Board if there were any comments or corrections regarding the minutes of the December 20, 2023 Regular Meeting. There were no corrections or changes to the minutes and Mr. Johnson recommended that they stand as approved and waive the reading.

**MOTION 2024-5** Made by Mr. Johnson, seconded by Ms. Wolcott to approve the minutes of the December 20, 2023 Regular Meeting. Motion carried by unanimous vote.

**ZONING INSPECTOR**

Mr. Acquaviva stated that he attended the Regents Green Homeowners Association meeting. No decision was made.

Mr. Acquaviva reported that two zoning applications were submitted for new homes in Hambden Township.

Mr. Acquaviva stated that the Zoning Commission is scheduled to meet on Monday evening, January 8, 2024 at 6 p.m.

**ZONING**

Mr. McClintock stated that the zoning hearing in the Geauga County courthouse is scheduled for January 16<sup>th</sup> has been moved to January 18<sup>th</sup>. The Board is permitted to request a specific date and therefore Mr. McClintock would be available on January 19<sup>th</sup> if that date is available. Mr. McClintock stated that he has history pertaining to violation and would be able to speak at the hearing from the perspective of the Board of Trustees, if necessary.

**FIRE DEPARTMENT**

No report from Chief Hildenbrand.

Mr. Romans stated that the 1<sup>st</sup> quarter check for the fire contract was signed tonight.

**FINANCIAL**

Mr. Romans reported that the year-end payroll and taxes paid in December totaled \$11,973.32.

Mr. Romans reported that year end vendor warrants #14134 through and including #14149, totaling \$110,936.68 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 tonight vendor warrants #14150 through and including #14151, totaling \$145,081.36 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 #1-2024 through #34-2024 were submitted to the Board for signature and approval.

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Mr. Romans reported that blanket certificates #1-2024 through #44-2024 were issued. Due to the number of blanket certificates, copies will be attached to the minutes instead of listing them.

**MOTION 2024-6:** Made by Mr. Johnson, seconded by Mrs. Wolcott to approve blanket certificates #1-2024 through #44-2024. Motion carried by unanimous vote.

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

\$1,300 from 1000-610-323 to 1000-610-321 for truck rental for park excavation work.

\$280 from 1000-110-111 to 1000-110-122 to cover December 1<sup>st</sup> – 15<sup>th</sup> 2023 payroll.

### ROADS

Mr. Bowling stated the last time the F550 truck was repaired at Countryside Truck was due to the internal fuel lines leaking. The current issue is bad motor knocking. The quote from Countryside Truck to fix the motor is to replace the motor at the cost of \$31,411.53. Mr. Bowling's recommendation is to replace the truck versus paying for the repair on the truck that continues to have issues. Mr. Bowling stated that he looked up online through Fairway Ford for pre-built trucks with a couple options for a rough estimate.

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| F350, 4WD, 9' box, 7.3L motor, no plow | \$72,000 |
|--|----------|

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|---|----------|
| F550, Supercab, 6.7L – will not fit in the cemetery | \$79,000 |
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|                          |          |
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| F550, 9' box, 6.7L motor | \$85,000 |
|--------------------------|----------|

Mr. McClintock will check with Assistant Prosecutor Susan Wieland regarding the requirements for purchasing a truck at state bid pricing.

Mr. McClintock reported that a job posting for a road worker is needed with Mr. Wolcott leaving the end of March. Copies of the road worker job description were distributed to the board. Mr. McClintock asked the board to review the job description and make any recommendations at the next trustees meeting. Mr. McClintock stated that the job description for a part-time, seasonal worker will be distributed to the board for review. One change that will be needed is who the part-time seasonal employees report to. This was changed to the Assistant Road Superintendent to accommodate a returning part-time, seasonal employee who was related to the Road Superintendent. Since that issue will no longer exist it is recommended that the entire road department report directly to the Road Superintendent. Mr. McClintock would like the job posting for the road worker position posted in January to allow time to find a qualified person prior to Mr. Wolcott leaving the end of March. The job will be listed on the township website, social media, and local newspapers.

Mr. Bowling stated he received a call from the Department on Aging regarding senior trash pickup. Senior trash pickup is normally scheduled on Wednesday, Thursday, and Friday the week of the community spring trash day. The Department of Aging is already scheduled for Thursday and Friday. They are offering us Monday, April 22nd through Wednesday, April 24th with trash day scheduled for Saturday, April 27<sup>th</sup> from 8:00 a.m. – Noon. The Board agreed to these dates for senior trash pickup and the Road Department crew will accommodate.

Mr. Bowling stated that according to the road paving schedule Kile Road, Crimson King, Knotty Pine are scheduled for 2024. Kile Road needs to be coordinated with Montville Township. Moving Kile Road to 2025 would combine it with Steelhead Run and Flyfisher Way which are located off Kile Road. Kile Road will may involve widening and additional preparation work.

Held \_\_\_\_\_ 20 \_\_\_\_\_

Mr. Bowling stated that the man door that was approved from Carter Lumber was not an insulated door. Mr. Bowling requested a quote from Carter Lumber for an insulated door with a window to match what is currently there. The quote they sent was again for a wood door. Mr. Bowling contacted another company that deals with insulated doors and was quoted \$1,389. He has requested a price for installation which he has not received. Mr. Bowling will have quotes prepared for the next meeting. Mr. Romans stated that the NOPEC Energy Grant would cover the cost of the door and installation.

### **TOWNSHIP HALL**

Mr. McClintock stated that the Board of Elections is asking for permission to use the town hall on March 19th for the primary elections. The Board has no objection. An emergency contact person is needed if any issues arise. Mrs. Wolcott has agreed to be the emergency contact person for the March 19<sup>th</sup> election day.

### **SAFETY**

No report

### **PARK**

Mr. McClintock thanked Mr. Bowling and the road department for the excavation work at the park for the new playground equipment. Mr. Bowling stated that the contractor has ripped up the ground and left ruts. Mr. Bowling took pictures of the ruts in case the contractor does not perform repairs after they are done with their installation. A wall piece of the slide is missing, and the slide is not fitting correctly. The missing piece should be available within a few days.

### **CEMETERY**

Mr. Bowling stated he received a call today from a Florida resident whose mom passed away and would like to have her cremains buried in the spring. He will be contacting her for more information.

### **MISCELLANEOUS**

Mr. McClintock asked the Board if they would like to set the Board of Trustees compensation rate as daily or salary for 2024.

**MOTION 2024-7:** Made by Mr. Johnson, seconded by Mrs. Wolcott to set the Board of Trustees compensation rate as salary for 2024. Motion carried by unanimous vote.

Mr. McClintock asked the Board if they would like to keep the meeting schedule the same for 2024. The current schedule is the first and third Wednesday of each month at 6:30 p.m.

**MOTION 2024-8:** Made by Mr. Johnson, seconded by Mrs. Wolcott to keep the meeting schedule the same for 2024. The current schedule is the first and third Wednesday of each month at 6:30 p.m. Motion carried by unanimous vote.

Mr. McClintock asked the board to reschedule the Wednesday February 7th board of trustees meeting due to the trustees being out of town for the Ohio Township association winter conference. Mr. McClintock suggested meeting a day earlier, Tuesday, February 6th at 6:30 p.m. The board agreed with his suggestion.

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

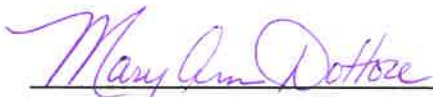
- December 22<sup>nd</sup> Legislative Alert.

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

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, January 17, 2024 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:28 p.m.

ATTESTED TO:



Mary Ann Dottore, Administrative Assistant

APPROVED BY:



Keith McClintock

DATE APPROVED:



Catherine Wolcott



Dave Johnson

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Meeting \_\_\_\_\_

GOVERNMENT FORMS & SUPPLIES 844-224-3398 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

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