

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

Minutes of

Regular

Meeting

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

Held \_\_\_\_\_ January 17, \_\_\_\_\_ 20 24 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 17, 2024 at 6:30 p.m. with the following members present: Keith McClintock, Catherine Wolcott, and Dave Johnson. Also present was the Fiscal Officer Mike Romans, Road Superintendent Tim Bowling, Fire Chief Scott Hildenbrand, and those on the sign in sheet.

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.

### **HAMB DEN RESIDENTS**

#### **MINUTES**

Mr. McClintock asked the Board if there were any comments or corrections regarding the regular meeting of January 3, 2024. There were no corrections or changes to the minutes and Mr. Johnson recommended that they stand as approved and waive the reading.

**MOTION 2023-13:** made by Mr. Johnson, seconded by Mrs. Wolcott to approve the minutes of the regular meeting held on January 3, 2024. Motion carried by unanimous vote.

#### **ZONING INSPECTOR**

Mr. McClintock stated that the court hearing for the Colombi zoning violation is scheduled for January 29th at 10:00 AM

#### **ZONING**

No Report

#### **FIRE DEPARTMENT**

Chief Hildenbrand provided a call summary of the Fire Department activities for the month of December. Chief Hildenbrand stated that the fire department responded to 957 calls in 2023.

#### **FINANCIAL**

Mr. Romans reported that mid-month payroll totaling \$5,927.18 were issued.

Mr. Romans reported that vendor warrants #14152 through and including #14165, totaling \$12,697.64 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 #35-2024 through #36-2024 were submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.

#46-2024 1000-410-420 Operating Supplies \$250.00

**MOTION 2023-10:** Made by Mr. Johnson, seconded by Catherine Wolcott to approve blanket certificate #46-2024 as submitted. Motion carried by unanimous vote.

Mr. Romans reported that no re-allocation of appropriations was made.

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### **ROADS**

Mr. Bowling stated that all three of the full-time road crew picked their top three things they would like to use the \$1,000 MORE Grant fund to purchase. They all agreed on two things. One being safety toe boots, and the other one being communication radios for the plow trucks and boom mower. There is a large list of items that the MORE grant can be used to purchase. The balance would be used to purchase any safety equipment that seasonal employees may need.

**MOTION 2024-11:** Made by Mr. Johnson, seconded by Catherine Wolcott to purchase 3 pairs of safety toe boots not to exceed \$600, using the MORE grant funds. Motion carried by unanimous vote.

Mr. Bowling stated that a 30-inch culvert pipe on Pearl Rd. needs to be replaced. An excavator will need to be rented to replace the culvert pipe. Three quotes were received for one week's rental.

Murphy from John Deere \$3,220

Ohio CAT 313 for \$2,490.00 which includes 2 buckets

Sunbelt for John Deere 130 at \$2899.20

The plan is to do the work the week of March 25<sup>th</sup>, weather permitting. Chardon schools will be on spring break that week and the road will need to be closed for two to three days. The point of doing the work this early is that Steve Wolcott will still be employed, and they will have 3 employees who work well together and will not be trying to teach a new guy at the same time. The road closed signs have already been ordered. Mr. Bowling stated that he will need to speak with some of the residents concerning parking and going on their property. Road plates will be needed to keep one lane open. Mr. Bowling is working on getting three quotes for the road plates.

**MOTION 2024-12:** Made by Mr. Johnson, seconded by Mrs. Wolcott to rent an excavator from Ohio CAT with two buckets at the cost of \$2,490.00 for one week rental. Motion carried by unanimous vote.

Mr. McClintock ask the board if everyone had gotten their comments to Mrs. Dottore regarding the summer seasonal part-time employee job description, a full-time road employee job description and for both positions to be advertised in the local paper, website, and social media.

**MOTION 2024-13:** Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the job descriptions for the full-time road employee and the summer seasonal part time employee as well as advertising for both positions. Motion carried by unanimous vote.

Mr. Bowling asked if there were any additional changes to the senior trash day pickup flyer from the Department on Aging. All changes have been made submitted to Mr. Bowling who will notify the Department on Aging that the flier is correct with the submitted changes.

### **TOWNSHIP HALL**

No report.

### **SAFETY**

No Report.

### **PARK**

Mr. McClintock reported that the park board met last Tuesday evening. They are still waiting for an update on the playground equipment installation. Their workers were there on Monday taking measurements on the platform. Slide deck has been installed.

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Mr. McClintock reported the community picnic is scheduled for Sunday, August 11, 2024 from 1:00 p.m. – 5:00 p.m.

**CEMETERY**

Mr. Bowling stated that he spoke to the woman from Florida regarding burying cremains of a loved one. She is planning on coming into town in the Spring and will schedule a time for the burial.

**MISCELLANEOUS**

Mr. McClintock reported that the scrap tire grant has been approved by Geauga Trumbull Solid Waste Management. Notifications will be made to residents stating that scrap tires will be accepted on spring trash day.

Mr. McClintock stated that Mrs. Dottore sent a copy of the Hambden Township Business Continuity Plan to the board for the yearly review. The only changes that were made we're adding the new trustees into the chain of command.

**MOTION 2024-14** made by Mr. Johnson, seconded by Mrs. Wolcott to approve the Hambden Township Business Continuity Plan as submitted. Motion carried by unanimous vote.

Mr. McClintock reported that a prevailing wage coordinator for 2024 will need to be appointed. Previously the Road Superintendent served as the coordinator. Mr. Bowling was asked if this was something he was willing to do. Mr. Bowling accepted the appointment.

**MOTION 2024-15** made by Mr. Johnson, seconded by Mrs. Wolcott to appoint Mr. Bowling as the 2024 prevailing wage coordinator. Motion carried by unanimous vote.

Mr. McClintock asked if a trustee is willing to handle updating the Hambden Township social media page. Mrs. Wolcott stated she has started working with Ms. Carson on taking over the Facebook page. They are having some difficulty transferring the administrator settings to Mrs. Wolcott.

The board discussed the website need some work. There is currently nothing on the calendar of events. The calendar should include trustee meetings, Memorial Day, and Easter egg hunt to name a few. The board would also like to see the gallery photos updated. Mrs. Dottore does not have rights to make the changes herself. She must submit the changes to a tech person who then makes the changes. It was suggested to see if it is possible for the Township to eliminate the middleman and make the changes themselves. Mr. Johnson has agreed to look into this.

Mr. McClintock stated he will forward the Maple Leaf reporter Rose's information to Mrs. Wolcott for Hambden News to be placed in the Geauga County Maple Leaf Hambden Happenings.

Mr. Johnson would like to see pictures of the progress of projects on social media.

Mr. McClintock reported that there is no correspondence listed.

Mr. McClintock would like articles submitted to him by March 8, 2024 for the next newsletter.

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Held January 17, 20 24

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

Mr. McClintock asked if there was any further business or questions to come before the Board. There was none.

There being no further business to come before the Board at this time, the meeting adjourned at 7:05 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore  
Mary Ann Dottore

Keith McClintock  
Keith McClintock

DATE APPROVED:

Catherine Wolcott  
Catherine Wolcott

February 6, 2024

Dave Johnson  
Dave Johnson