

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held

February 21,

2024

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 21, 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

Hambden resident John Riccio stated that he has not heard anything from the trustees since the last meeting. Mr. McClintock stated that his recommendation is that all Hambden Township residents receive the same service whether they are in the section of Radcliffe Road served by Leroy Township or not. Therefore, he recommends the board approve the road department to install the driveway culvert pipe for Mr. Riccio and/or any other resident that pays Hambden Township taxes. In his opinion the installation of a driveway culvert pipe does not fall under road maintenance. Mr. McClintock's plan is to attend the next Leroy Township trustee meeting to discuss the Radcliffe Road mutual agreement that was made in 2005 and discuss services to the Hambden Township residence within the agreement.

Sharon Madger asked the board to consider issuing a resolution banning marijuana production and distribution within Hambden Township. Other townships within Geauga County have passed temporary resolutions. Mr. McClintock stated that passing a resolution now may cause complications in the future when changes to legislation are made. Mr. McClintock stated that he has been waiting for advice from Geauga County prosecutor Jim Flaiz. Mr. McClintock stated that he is waiting for wording to be compliant with the state legislation.

Mr. McClintock stated that quote requests for spring trash day have been sent out. Waste Management, Major Disposal and Rumpke did not submit a quote. Penn Ohio submitted a quote stating refuse hauling at \$295 per haul and \$55 per ton. Metal hauling is \$100 per hall. These prices include all delivery, environmental fees, and fuel surcharges.

MOTION 2023-13: made by Mr. Johnson, seconded by Mrs. Wolcott to award spring trash day hauling to Penn Ohio as per quoted. Motion carried by unanimous vote.

Mr. McClintock stated that two quotes were received for scrap tire hauling and recycling

Penn Ohio quoted \$295 per hall and \$205 per ton based on 4 tons of tires totaling \$1,115.

Tire Disposal quoted \$250 per ton with \$300 for a truck and one man totaling \$1,300

MOTION 2023-13: made by Mr. Johnson, seconded by Mrs. Wolcott to award spring trash day tire hauling to Penn Ohio as per quoted. Motion carried by unanimous vote.

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MINUTES

Mr. McClintock asked the Board if there were any comments or corrections regarding the regular meeting of February 6, 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 February 6, 2024. Motion carried by unanimous vote.

Mr. McClintock asked the Board if there were any comments or corrections regarding the special meeting of February 14, 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 special meeting held on February 14, 2024. Motion carried. Mr. McClintock abstained from voting as he was absent from that meeting.

ZONING INSPECTOR

Mr. Acquaviva reported that the McNish property has been given 18 months to clean up the property that was in violation of zoning and little work has been done. Geauga County Assistant Prosecutor Susan Wieland has requested updated pictures of the property prior to filing a case with the courts.

Mr. Acquaviva reported on the Columbia commercial and residential property violations.

Mr. Acquaviva stated that there is a shed being constructed on an empty lot at Sawmill Drive and GAR Highway. This is in violation of the zoning regulations forbidding an outbuilding on an empty lot.

Mr. Acquaviva reported that he received a complaint concerning people living in a camper on Sawmill Drive. He will be inspecting this complaint to determine if people are living in the camper.

Mr. Acquaviva stated that he met with the chairman of the zoning Commission. There have been 3 complaints concerning Leader's Mobile Park.

ZONING

Mr. McClintock stated that he has received several calls from Hambden Township residents regarding the tent city on the City of Chardon property on Chardon-Windsor Road. There is not much he can do about this - being that it is not on Hambden Township property. He will speak with the Chardon police Chief regarding the situation.

FIRE DEPARTMENT

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

Chief Hildenbrand asked for two trustees to volunteer to be on the volunteer dependents fund for the fire department. Mr. Johnson and Mrs. Wolcott both volunteered to serve on the volunteer fire department dependents fund.

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FINANCIAL

Mr. Romans reported that mid-month payroll totaling \$8,201.60 were issued.

Mr. Romans reported that vendor warrants #14195 through and including #14214, totaling \$11,339.96 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 #43-2024 through #46-2024 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that three re-allocations of appropriations were made.

\$2,000 from 1000-330-190 to 1000-330-490 for steel road plates

\$500 from 1000-110-599 to 1000-110-519 for Microsoft 360 license renewal

\$15,500 to 1000-120-730 Emergency salt building repair from

1000-110-389	\$600
1000-110-740	\$2,500
1000-120-720	\$1,500
1000-130-599	\$4,700
1000-410-360	\$1,500
1000-410-420	\$700
1000-610-599	\$4,000

Mr. Romans stated that the initial draft of the permanent appropriations was given to the trustees and department heads for review. The permanent appropriations must be filed with the Geauga County auditor's office by the end of March and would like to have any suggestions or changes submitted to him prior to the next trustee meeting.

ROADS

Mr. McClintock reported that the flag installment agreement with the Cleveland Electric Illuminating Company has been received. The agreement allows the Township to install flags on the utility poles within the Township.

MOTION 2023-13: made by Mr. Johnson, seconded by Mrs. Wolcott to sign the agreement with the Cleveland Electric Illuminating Company for the placement of flags on the utility poles in Hambden Township. Motion carried by unanimous vote.

Mr. Bowling reported that the damage to the building from the excavator has been repaired.

Mr. Johnson reported that Cintas was sent a cancellation letter within the timeframe to cancel the contract for uniforms. The letter was sent certified and has been signed for. Mr. Johnson will draft recommendations for the uniform stipends to be presented at the next meeting.

Mr. Bowling reported that the back wall of the salt building has been replaced. This project took two days to complete.

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Mr. McClintock presented the board with the Resolution of Convenience and Necessity for the Improvement of Various Roads that was submitted to the Township by the Geauga County engineers office. The resolution refers to Crimson King Trail, Walking Stick Lane, and Knotty Pine Lane.

RESOLUTION 2023-18: Made by Mr. Johnson, seconded by Mrs. Wolcott to pass the resolution of convenience and necessity for the improvement of various roads within Hamden Township. Upon call of roll: Mr. Johnson-yes, Mrs. Wolcott- yes, Mr. McClintock – yes. Motion carried by unanimous vote.

Mr. Bowling reported that Fairway Ford has a truck on the lot that they would be interested in except that it has an aluminum bed. He is concerned about the durability and the truck would need strobe lights installed. He discussed several different trucks that are available. Mr. Johnson asked Mr. Bowling to get pricing on additional trucks.

Mr. McClintock stated that there has been discussion regarding a headphone usage policy to be added to the policy and procedure manual Mr. Johnson stated he has contacted Kelly at Ohio Township Association to see if they have a policy and procedure manual that may include a headphone usage policy. After a short discussion the board decided to table the motion of revising the headphone usage policy and check the terminology for OSHA regulations.

TOWNSHIP HALL

Mr. Johnson reported that he is working on quotes for door replacement and handicap openers for the glass door replacement on the side of the building making it ADA accessible on both sets of doors.

Mrs. Wolcott reported that Mike Warner would like to make a presentation to the residents on Thursday, April 4th from 6:00 p.m. to 7:00 p.m. Mr. McClintock brought up that after last year's presentation of Historical State Route 6, many residents suggested having additional presentations in the future. The board agreed to the presentation by Mike Warner.

SAFETY

No Report.

PARK

Mr. McClintock stated that the park board received a quote for the playground slide replacement at the cost of \$5,503 on the new playground equipment. The old slide brackets are weak and rusting and the slide has some existing rust. The concern is that this will not pass inspection with our insurance company. There were no additional quotes received due to having to match up the slide with the existing playground equipment that it is being attached. Replacement parts for the old slide are no longer available. The new slide would be a typhoon slide with domed barrel canopy.

MOTION 2023-13: made by Mr. Johnson, seconded by Mrs. Wolcott to approve the purchase of a typhoon slide with a domed barrel canopy to match the existing equipment that is being installed at the cost of \$5,503. The need for it is because the existing equipment has deficiencies in it. Motion carried by unanimous vote

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Mr. McClintock reported that the park board would like to meet with Mr. Bowling and Mr. McClintock to discuss the proposed plan regarding the flagpole reinforcing at the Veterans Memorial in the park. The Park Board would also like to meet with Mr. McClintock and Mr. Romans on March 8th at 10:00 AM to discuss the finances for the park in 2024.

CEMETERY

Mrs. Dottore reported that as requested at the last meeting she contacted Joyce Page of Wreaths Across America. Wreaths Across America will have representatives that come out and place the wreaths on the Revolutionary War veterans' graves. These are live wreaths which are donated to them. They do not have any brackets or anything for attachment they simply lean them against the stone. The wreaths would be placed on the graves on Saturday December 14th and would be removed on a date given by the township trustees. The organization is planning on holding this annual event during the years 2024 through 2026. After a short discussion, the board decided to allow the placement of the wreaths and request they be removed in mid-January.

Hambden Township resident Mary Martin informed the board that she had several Christmas decorations taken from family members' graves. One was a potted tree that was securely attached to the ground, as well as another decoration. Mary Martin stated there was no way this tree and decoration were blown away by the wind. Someone had to have removed it. Her other concern is if they are stealing items from the cemetery - who is responsible if they damage headstones. Mrs. Dottore stated that they have had decorations stolen in the past, but not very often. As far as damage to the headstone Mrs. Dottore stated that Mr. Romans contacted the Township insurance company and a print-off of the policy was given to the trustees. Mr. McClintock stated that our insurance does cover damage to headstones. Chief Hildenbrand suggested calling the sheriff's office if this happens again. Additional patrol was suggested to Chief Hildenbrand. Mr. McClintock stated that Munson Township trustee Jim McCaskey is working with students who are cleaning and archiving headstones in their cemetery.

Mrs. Dottore reported that years ago a bronze military plaque for Mr. Dolak was received and sat in the office for several years. Mr. Wisniewski, Mr. Dolak's grandson was to pick up the plaque and deliver it to the company that would mount it onto Mr. Dolak headstone. The plaque was never picked up and the location of the plaque is unknown. Mr. Wisniewski has contacted Mrs. Dottore asking to pick up the plaque so he can take it to Sly Funeral Home for mounting. Mrs. Dottore asked the board how to handle the missing plaque issue. Chief Hildebrand stated that Mr. Wisniewski should contact the Geauga County Veterans Affairs for a replacement plaque.

MISCELLANEOUS

Mr. McClintock stated that the Township needs a Memorial Day speaker and parade marshal. Mr. McClintock suggested Mike Warner as speaker. Chief Hildebrand stated that Mr. Warner would probably not be available on Memorial Day as he attends several Memorial Day observances with the VFW.

Mr. Johnson reported that he has been working with Mrs. Dottore on web page updates.

Mr. Johnson reported that he is working on updating the Township policy and procedure manual.

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Mr. McClintock stated that in the policy and procedure manual under section 602.1 it currently reads 15% maximum for Township reimbursement tipping at a restaurant. The board discussed raising the tip amount to coincide with customary tipping practices. The board decided to keep the maximum tipping for Township reimbursement at 15% - as this is taxpayers' money. If the person would like to tip an additional amount out of their own pocket, that is entirely up to them.

Mrs. Dottore reported that there was an issue with her phone and the call went through to 911. When the 911 operator returned her call, they saw that it was coming from Geauga County and suggested having this issue addressed. Chief Hildenbrand asked Mrs. Dottore to call 911 and ask where these calls are being forwarded to. Mrs. Dottore returned to the meeting stating that the 911 calls from the office are being forwarded to Bowling Green. Chief Hildebrand stated he will check with the county and work on repairing this issue.

Mr. McClintock reported that the township currently has three Middlefield Visa cards issued to Mike Romans, Keith McClintock, and Pam Carson. The card for Ms. Carson will need to be cancelled. The board would like to see each of the trustees have their own card which is kept in the office. Cards will be requested for Catherine Wolcott and Dave Johnson.

A Home Depot card is issued to Steve Wolcott. Mrs. Dottore asked the board if they would like each full-time road employee to have their own Home Depot card. The board decided to have a card in the name of road superintendent, Tim Bowling. There are currently three tractor supply credit cards issued to Tim Bowling, Bob Hall, and Steve Wolcott. The board would like the cards for Bob Hall and Steve Wolcott to be cancelled. If a road employee is going to Tractor Supply, they can use the superintendent's card.

Mrs. Dottore stated that after all the old cards are canceled and the new cards are received, she will update the authorized users list and exhibit C listing all credit cards and who is authorized to use them.

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

February 12th and 20th Ohio Township association news break

February 16th 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, March 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.

Mr. McClintock stated that after a short recess the board will be entering executive session.

MOTION 2023-13: made by Mr. Johnson, seconded by Mrs. Wolcott to enter executive session for the purpose of discussing discipline of a Township employee and the hiring of a Township employee at 7:53 p.m. Motion carried by unanimous vote.

Open session resumed at 8:26 PM

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No action was taken.

There being no further business to come before the Board at this time, the meeting adjourned at 8:27 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore



Keith McClintock

DATE APPROVED:



Catherine Wolcott

March 20, 2024



Dave Johnson

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