

RECORD OF PROCEEDINGS

HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held May 1, 20 24

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 1, 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 Mike Welker, Administrative Assistant Mary Ann Dottore, Zoning Inspector Richard Acquaviva, Fire Chief Hildenbrand 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.

Kristie Pinkley of the Geauga County Health District spoke about the changes that are coming at the health district that will affect residents of Geauga County. The basic change is that the state mandated local health departments start a maintenance program for septic systems and issue permits to anyone within a residential septic system tracking maintenance on those systems. Geauga County has an estimated 30,000 total septic systems. Residents will be billed annually for the service.

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

MINUTES

No minutes submitted for approval

ZONING INSPECTOR

Mr. Acquaviva reported he has issued 6 permits and has several permit applications pending approval. Three variances were passed without issue and three additional variances are being processed.

ZONING

Mrs. Wolcott stated that the next Zoning Commission meeting is scheduled for Monday, May 6, 2024.

Mr. Acquaviva stated that the abandoned building at the intersection of Route 6 and Route 166 is scheduled to be torn down in the next few months.

FIRE DEPARTMENT

Chief Hildebrand provided a call summary of the Fire Department activities for the month of April.

Chief Hildenbrand stated that the Citizens Fire Academy held its first class last week. Approximately five citizens have signed up for this year's classes.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$10,896.18.

Mr. Romans reported that tonight vendor warrants #14286 through and including #14323, totaling \$19,147.48 were submitted to the Board for approval and signature. Backup was attached to the checks. They will stand as approved. There were no questions from the Board.

Held _____ May 1, _____ 20 24 _____

Mr. Romans reported that purchase orders #69-2024 through #74-2024 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that two Re-allocation of Appropriations were made.
 \$600 from 2031-330-420 to 2031-330-319 for drug and alcohol testing
 \$1,000 from 1000-330-599 to 1000-330-490 for US street flags

Mr. Romans advised the Board that total receipts for March were \$855,648.02 and the total expenditures were \$281,360.38.

Mr. Romans reported that the board was given the March financial statement indicating a combined balance of \$3,141,620.27.

MOTION 2024-66: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the March financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the Board to pass a motion transferring \$78,000 of the windfall tax funds from the general fund to the fire fund.

MOTION 2024-67: Made by Mr. Johnson, seconded by Mrs. Wolcott to transfer \$78,000 of the windfall tax funds from the general fund 1000 to the fire fund 2191. Motion carried by unanimous vote.

Mr. Romans will have a formal resolution for the Board to approve at the next meeting.

Mr. Romans reported that he received a letter from the Geauga County Auditor's Office stating they discovered a shortfall in the 2191 fire fund in the amount of \$76,170. Mr. Romans asked the board to approve the resolution approving the supplemental appropriation allowing \$20,000 of the shortfall to be appropriated for repairs and maintenance for the 2191 fire fund.

RESOLUTION 2024-3: Made by Mr. Johnson, seconded by Mrs. Wolcott approve the supplemental appropriation as requested. Upon call of roll: Mr. Johnson-yes, Mrs. Wolcott- yes, Mr. McClintock – yes. Motion carried by unanimous vote.

ROADS

Mr. McClintock reported that the Geauga County Engineer's tax map department requestion the Board pass resolution authorizing the Geauga County Engineer's office to assign addresses to parcels that have no address issued to them.

RESOLUTION 2024-3: Made by Mr. Johnson, seconded by Mrs. Wolcott approve the Geauga County Engineer's office to assign addresses to parcels that have no address issued to them. Upon call of roll: Mr. Johnson-yes, Mrs. Wolcott- yes, Mr. McClintock – yes. Motion carried by unanimous vote.

Mr. McClintock reported that the 2008 Ford F-550 and the 2009 International Plow Truck that were declared surplus will be on GovDeals auction beginning May 23rd and the auction will end June 6th.

Mr. Romans submitted to the Board the contract with Cole Burton Contractor for the Asphalt Resurfacing of Various Roads for signature. Cole Burton Contractor has signed and returned the contract prior to the township signatures.

RECORD OF PROCEEDINGS

HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ May 1, _____ 20 24 _____

Mr. Welker reported that crack sealing on six roads is completed.

Mr. Welker stated that the belts on the LS Alamo mower keep breaking. They purchased four belts at Robinsons. Mr. Johnson suggested upgrading to Kevlar belts.

Mr. Welker stated that he would like to hire Ceara O'Handley as the new part-time seasonal employee. She is available to start any time and is available to have her pre-employment physical and drug testing tomorrow.

MOTION 2024-68: Made by Mr. Johnson, seconded by Mrs. Wolcott to hire Ceara O'Handley effective May 6th at a rate of \$16.00 per hour. Motion carried by unanimous vote.

TOWNSHIP HALL

Mr. Johnson reported 7 quote requests have been sent out for the main entrance door replacement using the NOPEC Energizer grant funds. Only one quote was received. Hildenbrand Home Services. The quote includes removing and replacing both side doors with Aluminum Pre-Finished, 10" bottom rail, concealed vertical rod devices with pull handles, pivot hinges and 1/4" tempered glass and electronic handicap door openers for \$16,852.00.

MOTION 2024-69: Made by Mr. Johnson, seconded by Mrs. Wolcott to contract Hildenbrand Home Services to replace the glass side doors as quoted. Motion carried by unanimous vote.

Mrs. Wolcott reported that she has not had an opportunity to speak again with Michelle Urban regarding renting the Hambden Town Hall. Mrs. Dottore reached out to Huntsburg Township who stated that they offered to rent it to Mrs. Urban based on the program deals with suicide prevention but asked for more information from Mrs. Urban. Mrs. Urban was able to find a facility in Chardon for this summer. The Board will look into revising the hall rental policy.

SAFETY

No report

PARK

Mr. McClintock stated that the playground equipment is installed. The park Board was originally told that material had to be removed to install the playground equipment correctly. The turf matting installer is saying the site must be built up and is quoting \$10,270 to bring the site to where it needs to be. Mr. McClintock and the park Board members are to meet with the owner of the playground equipment company to discuss a solution.

Mrs. Dottore reported that a Brakeman Road resident is requesting the use of the township park parking lot on September 21st from 3:30 p.m. until 10:00 p.m. with some vehicles remaining overnight. Her child is getting married in their yard and they would like to shuttle the guests from the township parking lot to their home on Brakeman for the wedding. The Board discussed the possibility of having the homeowner sign a hold harmless agreement if approved by Assistant Prosecutor Susan Weiland. The Board would also like to know an approximate number of cars. Mr. McClintock will check with Susan Weiland and Mrs. Dottore will contact the resident for additional information.

Held _____ 20 _____

Mr. Welker reported that crack sealing on six roads is completed.

Mr. Welker stated that the belts on the LS Alamo mower keep breaking. They purchased four belts at Robinsons. Mr. Johnson suggested upgrading to Kevlar belts.

Mr. Welker stated that he would like to hire Ceara O'Handley as the new part-time seasonal employee. She is available to start any time and is available to have her pre-employment physical and drug testing tomorrow.

MOTION 2024-68: Made by Mr. Johnson, seconded by Mrs. Wolcott to hire Ceara O'Handley effective May 6th at a rate of \$16.00 per hour. Motion carried by unanimous vote.

TOWNSHIP HALL

Mr. Johnson reported 7 quote requests have been sent out for the main entrance door replacement using the NOPEC Energizer grant funds. Only one quote was received. Hildenbrand Home Services. The quote includes removing and replacing both side doors with Aluminum Pre-Finished, 10" bottom rail, concealed vertical rod devices with pull handles, pivot hinges and 1/4" tempered glass and electronic handicap door openers for \$16,852.00.

MOTION 2024-69: Made by Mr. Johnson, seconded by Mrs. Wolcott to contract Hildenbrand Home Services to replace the glass side doors as quoted. Motion carried by unanimous vote.

Mrs. Wolcott reported that she has not had an opportunity to speak again with Michelle Urban regarding renting the Hambden Town Hall. Mrs. Dottore reached out to Huntsburg Township who stated that they offered to rent it to Mrs. Urban based on the program deals with suicide prevention but asked for more information from Mrs. Urban. Mrs. Urban was able to find a facility in Chardon for this summer. The Board will look into revising the hall rental policy.

SAFETY

No report

PARK

Mr. McClintock stated that the playground equipment is installed. The park Board was originally told that material had to be removed to install the playground equipment correctly. The turf matting installer is saying the site must be built up and is quoting \$10,270 to bring the site to where it needs to be. Mr. McClintock and the park Board members are to meet with the owner of the playground equipment company to discuss a solution.

Mrs. Dottore reported that a Brakeman Road resident is requesting the use of the township park parking lot on September 21st from 3:30 p.m. until 10:00 p.m. with some vehicles remaining overnight. Her child is getting married in their yard and they would like to shuttle the guests from the township parking lot to their home on Brakeman for the wedding. The Board discussed the possibility of having the homeowner sign a hold harmless agreement if approved by Assistant Prosecutor Susan Weiland. The Board would also like to know an approximate number of cars. Mr. McClintock will check with Susan Weiland and Mrs. Dottore will contact the resident for additional information.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ May 1, _____ 20 24 _____

CEMETERY

Mr. Johnson reported that he spoke with Mary Martin regarding the Christmas decorations that were removed prematurely by the road crew. Mr. Johnson offer her compensation for the items that were removed. Mrs. Martin stated that she was appreciative of the gesture.

Mr. Johnson requested four quotes for sign replacements in the cemetery. The quotes received were not for the same type of material so new quotes were requested. Only two companies requoted. KT Custom Logo's quoted \$290 and Seek Collaborative Design quoted \$275.

MOTION 2024-70: Made by Mr. Johnson, seconded by Mrs. Wolcott to contract with Seek Collaborative Design for the new signs in the cemetery. Motion carried by unanimous vote.

Deeds for Donna DeMeo Burgan, Mary Pertz and Wendy Campana were submitted to the board for approval and signature.

Mr. Johnson stated that Nicole from Swingin' Hams picked up the cemetery flags to be placed on the veteran's graves for Memorial Day as part of their community project.

MISCELLANEOUS

Mr. Johnson stated that 4 quote requests were sent for redesigning the township website. Two quotes were received. Company 119 quoted \$5,000 and Seek Collaborative Design quoted \$2,900. Additional costs would be added for training, yearly fees, and photographs. Mr. Johnson will contact Seek Collaborative Design for a complete list of fees that would be additional to the base price.

Mr. McClintock reported that the Geauga County Fair Band, The Highlanders Band, Hambden Congregational Church, and Freedom Alliance Church have all confirmed participation in the Memorial Day Observance. The Board agreed to raise the contribution to the Geauga County Fair Band to \$200. The geraniums have been ordered. Harold Hedrick has agreed to be the Parade Marshal and will provide his own vehicle for the parade.

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

- April 15th, 22nd and 29th Park Inspection Reports.
- April 15th and 22nd Weekly Work Logs.
- April 12th, 17th and 24th Safety Meeting sign ins.
- April 12th Fire Safety Inspection Reports.

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

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ May 1, _____ 20²⁴ _____

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, May 15, 2024 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:30 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore
Mary Ann Dottore, Administrative Assistant

Keith McClintock
Keith McClintock

DATE APPROVED:

Catherine Wolcott
Catherine Wolcott

July 3, 2024

Dave Johnson
Dave Johnson