

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

Minutes of

REgular

Meeting

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

Held \_\_\_\_\_ May 15, \_\_\_\_\_ 20 24 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, May 15, 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 Mike Welker, Administrative Assistant Mary Ann Dottore, 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**

There were no comments from the residents.

**MINUTES**

Mr. McClintock stated that the minutes will be approved at a later date.

**ZONING INSPECTOR**

Mr. Acquaviva reported that over the past two weeks he has issued six permits. Several permit applications are pending.

Mr. Acquaviva reported that Monday, May 20<sup>th</sup> he and Mr. McClintock are scheduled to attend court over the Dave Colombi residential property violations at 11:00 a.m.

**ZONING**

Mr. Acquaviva stated that he and Mrs. Dottore have gone through old files to see if a property survey was ever done on the Sisson Road cemetery. The neighboring homeowner needs to have the property survey for a side yard variance they applied for. The Board discussed the township having the land survey done on the cemetery. Mrs. Wolcott will request quotes from surveyors to get an idea of what a land survey would cost.

**FIRE DEPARTMENT**

Chief Hildenbrand reported that there is an opportunity to apply for ARPA funds earmarked for EMS recruitment and retention. Chief Hildenbrand would like to apply for \$60,000 if the Board of Trustees would approve.

**MOTION 2023-71:** made by Mr. Johnson, seconded by Mrs. Wolcott to support application of a request for ARPA funding for EMS recruitment with the fire department. Motion carried by unanimous vote.

**FINANCIAL**

Mr. Romans reported that mid-month payroll totaling \$10,953.95 were issued.

Mr. Romans reported that vendor warrants #14324 through and including #14351, totaling \$62,808.72 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 #75-2024 through #80-2024 were submitted to the Board for signature and approval.

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Mr. Romans reported that one blanket certificate was issued.

#95-2024 2041-410-599 Miscellaneous Expenses \$500

**MOTION 2023-72:** Made by Mr. Johnson, seconded by Catherine Wolcott to approve blanket certificate #95-2024 as submitted. Motion carried by unanimous vote.

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

- \$900 from 1000-120-720 to 1000-120-730 for Entrance Door replacement
- \$16,000 from 1000-330-360 to 1000-120-730 for Entrance Door replacement
- \$500 from 1000-110-599 to 1000-110-382 for OTARMA Insurance
- \$100 from 2031-330-382 to 2031-330-381 for OTARMA Insurance
- \$1,500 from 2191-220-740 to 2191-220-381 for OTARMA Insurance

Mr. Romans asked the Board to pass a resolution to transfer \$78,000 from the General Fund to the Fire Fund to supplement the loss in the 2.5 mill fire tax levy through the windfall.

**RESOLUTION 2023-10:** Made by Mr. Johnson, seconded by Mrs. Wolcott to pass the resolution to transfer \$78,000 from the General Fund to the Fire Fund to supplement the loss in the 2.5 mill fire tax levy. Upon call of roll: Mr. Johnson-yes, Mrs. Wolcott-yes, Mr. McClintock – yes. Motion carried by unanimous vote.

Mr. Romans asked the Board to set a special meeting to discuss health insurance renewal premiums with Frank Harmon at Ohio Insurance on Wednesday, May 22<sup>nd</sup> at 5:00 p.m. Mr. Romans will submit the meeting notice to the local newspaper.

Mr. Romans stated that he received prior public service credit information for two existing employees from OPERS on their accrued purchase service credit. The Board needs to accept those public service credits. Bob Hall has 13.247 years of prior service credit and Adam Babic has 4.75 years of prior service credit.

**MOTION 2023-73:** Made by Mr. Johnson, seconded by Catherine Wolcott to accept the prior service credits from OPERS of 13.247 years for Bob Hall and 4.75 years for Adam Babic. Motion carried by unanimous vote.

**ROADS**

Mr. McClintock reported that on May 7, 2024 the Geauga County Commissioners voted to approve advertising of asphalt resurfacing of Chardon Windsor Rd. in Claridon and Hambden townships.

Mr. Welker reported that the diesel fuel at the local gas station is causing issues with some of the equipment. The crack sealer machine is not running properly. The tank had to be drained. Diesel fuel from Chardon Oil does not appear to have any issues. Mr. Welker suggested purchasing a 100-gallon transfer tank for the diesel fuel for equipment. The trucks can be driven to Chardon to fill. The following quotes were received.

Home Depot	Tank	\$725.02
	Pump	\$761.02
Tractor Supply	Tank	\$599.99
	Pump	\$999.99
NAPA	Tank	\$743.40
	Pump	\$1,110.74

**MOTION 2023-74:** Made by Mr. Johnson, seconded by Catherine Wolcott to purchase the transfer tank from Tractor Supply at the cost of \$599.99 and the transfer pump from Home Depot at the cost of \$761.02. Motion carried by unanimous vote.

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Mr. McClintock reported that he received an email today from a resident on Kile Road. He is requesting someone look at his ditch and believes it needs to be cleaned out. Mr. McClintock will forward the resident's information to Mr. Welker for follow-up.

### **TOWNSHIP HALL**

Mr. Johnson reported that he is waiting for the contract from Hildenbrand Home Services.

### **SAFETY**

Mr. Welker reported that they have been holding their weekly safety meetings on a regular basis.

### **PARK**

Mr. Welker reported that the weed trimmers are becoming old and need repairs made to them. His recommendation is to replace the weed trimmers with new trimmers from Alvord's Yard and Garden. The following quotes were received.

Alvord's Yard and Garden    \$687.98

Robison Equipment            \$763.98

**MOTION 2023-75:** made by Mr. Johnson, seconded by Mrs. Wolcott to purchase two new weed trimmers from Alvord's Yard and Garden at the total cost of \$687.89. Motion carried by unanimous vote.

Mr. McClintock reported that the base of the slides on the newly installed equipment requires some additional stone to be placed underneath it. A quote was received for \$10,000 to level the site to where it was needed. Bold Design in taking some responsibility has provided a quote for \$2,755, which is substantially less than the \$10,000 quote. They will use 57 limestone.

**MOTION 2023-76:** made by Mr. Johnson, seconded by Mrs. Wolcott to approve the installation of the 57 limestone around the area to bring it up to the level needed for the turf company Forever Lawn for their installation. Motion carried by unanimous vote.

Mr. McClintock reported that the request for using the parking lot at the park for a wedding was approved by Assistant Prosecutor Susan Weiland contingent on the resident signing a Hold Harmless agreement with the township. The resident estimates 60-90 cars will be parking in the township park parking lot.

### **CEMETERY**

Two deeds were submitted to the board for approval and signature. Phyllis Bright purchased two graves and Robert and Rebecca Warner purchased two graves.

### **MISCELLANEOUS**

Mr. McClintock reported that the Board previously approved not-to-exceed \$2,900 for the new website without prior approval. Mr. McClintock asked what additional charges can be expected. Ruta Greiner with SEEK Design stated that web hosting is typically \$350 per year, two hours of photography at \$70 per hour, google search council (quote if requested) and 3 hours of staff training at \$150. If the Board would want SEEK Design to continue making the updates versus the staff, an hourly rate would be charged. Mr. McClintock's recommendation would be to approve not to exceed \$2,900 for the website and an additional \$700 for website hosting, photography, and staff training.

**MOTION 2023-75:** made by Mr. Johnson, seconded by Mrs. Wolcott to approve up to \$700 for website hosting, photography, and staff training. Motion carried by unanimous vote.

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Mr. Johnson reported that additional changes need to be made to the policy and procedure manual. The new changes will be submitted to the Board for review and suggestions prior to sending to Assistant Prosecutor Susan Weiland for final review.

Mr. McClintock reported that since the last trustee meeting no new correspondence was sent to the board.

Mr. McClintock announced the next Board of Trustees' meeting is scheduled for Wednesday, June 5, 2024 at 6:30 pm. and a special meeting will be scheduled for Tuesday, April 23, 2024 at 5:00 p.m.

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 7:06 p.m.


ATTESTED TO:

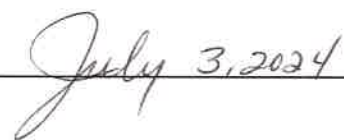
APPROVED BY:

  
\_\_\_\_\_  
Mary Ann Dottore

  
\_\_\_\_\_  
Keith McClintock

DATE APPROVED:

  
\_\_\_\_\_  
Catherine Wolcott

  
\_\_\_\_\_  
July 3, 2024

  
\_\_\_\_\_  
Dave Johnson