

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

Minutes of

REGULAR

Meeting

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

Held \_\_\_\_\_ November 1 \_\_\_\_\_ 2023 \_\_\_\_\_

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, November 1, 2023 at 5:30 p.m. with the following members present: Pam Carson, Keith McClintock, and Bob Kandra. Also present was Fiscal Officer Mike Romans, Chief Hildenbrand and those on the attached sign in sheet.

Chairman Carson called the Regular Meeting to order with the Pledge of Allegiance at 5:30 p.m.

Ms. Carson reported that there was a quorum. All three trustees were present.

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

**MINUTES**

Ms. Carson asked the Board if there were any comments or corrections regarding the minutes of October 18, 2023 Regular Meeting. There were no corrections or changes to the minutes and Mr. Kandra recommended that they stand as approved and waive the reading.

**MOTION 2023-121:** Made by Mr. Kandra, seconded by Mr. McClintock to approve the minutes of the October 18, 2023 Regular Meeting. Motion carried by unanimous vote.

**ZONING INSPECTOR**

Mr. Acquaviva stated that it's been relatively quiet.

Mr. Acquaviva reported that an update from Assistant Prosecutor Susan Weiland regarding the Colombi residential property violation should be arriving shortly. This is in response to the resolution that the Board of Trustees signed and was followed with an affidavit Mrs. Weiland provided Mr. Acquaviva to sign. Susan Weiland is also moving forward on the Colombi commercial property violation. His final notice for compliance was sent with a compliance date of November 10<sup>th</sup>. The compliance date for the property on the corner of Brakeman and Rt. 6 is November 10<sup>th</sup>. Mr. McNish on 608 has until November 16<sup>th</sup> to bring his property into compliance.

Mr. Acquaviva stated his is working on the filing and organization of his office and hopes to have it completed by the end of this year.

Chief Hildenbrand asked what the issue/violation is in regards to on the corner of Brakeman and Rt. 6 is. Mr. Acquaviva stated that you cannot use a vacant lot as a parking lot. There needs to be a primary use on the property.

**ZONING**

The Zoning Commission is scheduled to meet on Monday evening. They are working on the paperwork for an amendment adjusting the minimum square footage of an accessory building. This should decrease the amount of variance hearings. Ms. Carson asked what the square footage is being changed to. Mr. Acquaviva stated that the minimum size of an accessory building would increase from 1500 sq. ft. to 2500 sq. ft.

**FIRE DEPARTMENT**

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

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**FINANCIAL**

Mr. Romans reported that the month-end payroll totaling \$12,173.03 was issued.

Mr. Romans reported that vendor warrants #14038 through and including #14056, totaling \$40,009.94 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 #105-2023 through and including #107-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.

#108-2023 1000-110-345 Advertising \$1,500.00

**MOTION 2023-122:** Made by Mr. Kandra, seconded by Mr. McClintock approve the blanket certificate as submitted. Motion carried by unanimous vote.

Mr. Romans reported that one Re-allocation of Appropriation was made.

\$1,500 from 1000-110-349 to 1000-110-345 Advertising for Road Superintendent

Mr. Kandra asked the Board to adopt a proclamation honoring Hambden Township resident Ronald Bruce Hutter upon his death.

**MOTION 2023-123:** Made by Mr. Kandra, seconded by Mr. McClintock to adopt a proclamation honoring Hambden Township resident Ronald Bruce Hutter. Motion carried by unanimous vote.

**ROADS**

No report.

**TOWNSHIP HALL**

No report.

**SAFETY**

Mr. Romans reported that the MORE safety grant was submitted for \$500.00.

The Board asked for an updated figure at the next meeting on the balance available on the 2023 NOPEC Energized Grant. They will discuss potential uses of the funds. The Board discussed rolling the balance into next year's grant. One option for next year is an upgrade to more efficient furnace.

**PARK**

No report.

**CEMETERY**

No report.

**MISCELLANEOUS**

Ms. Carson asked the Board to set a date for staff evaluations. The Board will schedule times to meet with the staff on November 15, 2023. Ms. Carson asked that the evaluation work sheets be given to her by November 13<sup>th</sup> for her to type the formal evaluations.

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Ms. Carson reported that since the last trustee meeting the following correspondence was sent to the Board:

- Ohio Township Association November/December Training.
- October 16<sup>th</sup> Road Weekly Work Log
- October 23<sup>rd</sup> and 30<sup>th</sup> Park Inspection Reports

Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, October 15, 2023 at 6:30 pm. followed by an executive session to do performance reviews, evaluations for staff.

**MOTION 2023-124:** Made by Mr. Kandra, seconded by Mr. McClintock to enter executive session at 5:46 P.M. for the purpose of discussing the hiring of a road Superintendent and setting compensation of township employees. Motion carried by unanimous vote.

The board resumed open session at 6:27 P.M.

**MOTION 2023-125:** Made by Mr. Kandra, seconded by Mr. McClintock to hire Tim Bowling as the Road Superintendent at the rate of \$27.50 per hour with a raise to \$29.00 per hour after the probationary period. Motion carried by unanimous vote.

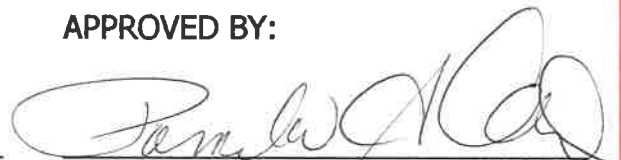
Mr. Wolcott has officially stepped down as road superintendent. Today was his last day. Mr. McClintock stated that Steve will continue being a mentor until he leaves in April and therefore should continue at his current pay rate.

There being no further business to come before the Board at this time, the meeting adjourned at 6:30 p.m.

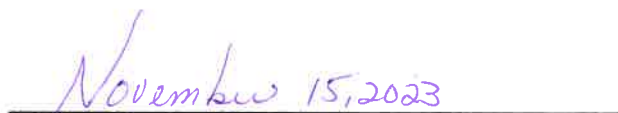
ATTESTED TO:

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

APPROVED BY:

  
\_\_\_\_\_  
Pam Carson

DATE APPROVED:

  
\_\_\_\_\_  
November 15, 2023

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

  
\_\_\_\_\_  
Bob Kandra

4500

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