

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held _____ *December 6,* _____ 20 *23*

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, *December 6,* 2023 at 6:30 p.m. with the following members present: Pam Carson, Keith McClintock, and Bob Kandra. Also present was Fiscal Officer Mike Romans, Road Superintendent Tim Bowling, Chief Hildenbrand and those on the attached sign in sheet.

Chairman Carson called the Regular Meeting to order with the Pledge of Allegiance at 6:30 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. Jim Petkosek thanked Pam Carson and Bob Kandra for their service to the township.

MINUTES

Ms. Carson asked the Board if there were any comments or corrections regarding the minutes of November 15, 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 2023-133: Made by Mr. Kandra, seconded by Mr. McClintock to approve the minutes of the November 15, 2023 Regular Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

No report.

ZONING

Ms. Carson asked the Board to move Jim Ramsey from alternate to a full member of the Zoning Commission. Mr. Ramsey was never officially made a full member of the Zoning Commission when Mr. Kandra was appointed Township Trustee on June 2, 2023.

MOTION 2023-134: Made by Mr. Kandra, seconded by Mr. McClintock to move Jim Ramsey from alternate to a full member of the Zoning Commission. Motion carried by unanimous vote.

FIRE DEPARTMENT

Ms. Carson asked the board to approve the 2024 fire contract for \$580,000. This is an increase of 5% over last year's contract.

MOTION 2023-135: Made by Mr. Kandra, seconded by Mr. McClintock to approve the 2024 fire contract for \$580,000. Motion carried by unanimous vote.

Ms. Carson asked the board to continue renewal of Life Force existing contract without any changes.

MOTION 2023-136: Made by Mr. Kandra, seconded by Mr. McClintock to continue renewal of life force existing contract without any changes. Motion carried by unanimous vote.

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FINANCIAL

Mr. Romans reported that the month-end payroll totaling \$20,709.21 was issued.

Mr. Romans reported that vendor warrants #14070 through and including #14098, totaling \$25,556.93 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 #110-2023 through and including #112-2023 were submitted to the Board for signature and approval.

Mr. Romans reported that three blanket certificates were issued.

#111-2023	2021-330-323	Repairs and Maintenance	\$3,000.00
#112-2023	1000-110-330	Travel and Meetings	\$ 300.00
#113-2023	1000-110-430	Small Tools & Equipment	\$ 500.00

MOTION 2023-137: Made by Mr. Kandra, seconded by Mr. McClintock approve the blanket certificates as submitted. Motion carried by unanimous vote.

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

\$1,400 from 1000-110-740 to 1000-120-740 for road and town hall appliances.

Mr. Romans advised the Board that total receipts for September were \$812,050.25 and total expenditures were \$271,257.43.

Mr. Romans reported that the Board was given the September financial statement indicating a combined balance of \$2,776,841.30.

MOTION 2023-138: Made by Mr. Kandra, seconded by Mr. McClintock to approve the April financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans advised the Board that total receipts for October were \$131,585.94 and total expenditures were \$81,930.94.

Mr. Romans reported that the Board was given the October financial statement indicating a combined balance of \$2,826,496.29.

MOTION 2023-139: Made by Mr. Kandra, seconded by Mr. McClintock to approve the October financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans advised the Board that total receipts for November were \$60,288.60 and total expenditures were \$38,841.56.

Mr. Romans reported that the Board was given the November financial statement indicating a combined balance of \$2,847,943.33.

MOTION 2023-140: Made by Mr. Kandra, seconded by Mr. McClintock to approve the November financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans reported that last week he submitted the temporary appropriation draft to the board members for review. There were a few minor corrections that were made.

RESOLUTION 2023-25: Made by Mr. Kandra, seconded by Mr. McClintock to approve the temporary appropriations as submitted. Upon call of roll: Mr. Kandra-yes, Mr. McClintock- yes, Ms. Carson – yes. Motion carried.

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Mr. Roman submitted a supplemental appropriation for Ohio Public Works Commission pass through funds totaling \$160,000 that the State of Ohio paid for Williams Road paving project. The money was never given to the township but paid directly to Ronyak Paving. A certificate of estimated resources showing an increase of \$160,000 was needed. Now the funds need to be made available through a supplemental appropriation. According to the State Auditor's office the funds must be shown through a memo receipt showing the funds available and being paid to Ronyak leaving a zero balance.

RESOLUTION 2023-26: Made by Mr. Kandra, seconded by Mr. McClintock to approve the supplemental appropriation for Ohio Public Works Commission pass through funds totaling \$160,000. Upon call of roll: Mr. Kandra-yes, Mr. McClintock-yes, Ms. Carson – yes. Motion carried.

ROADS

Mr. Bowling submitted to the board four quotes for a new man door for the road garage. The existing door is rotting out and has holes in it.

Hartville Hardware	\$2,052.00
Mentor Lumber	\$1,398.00
Carter Lumber	\$1,121.10
Home Depot	\$ 808.00

Mr. Bowling recommended purchasing the door through Carter Lumber for \$1,121.10 using NOPEC grant funds. The Carter Lumber door includes an automatic door closer.

MOTION 2023-141: Made by Mr. Kandra, seconded by Mr. McClintock to approve purchasing the man door through Carter Lumber for \$1,121.10. Motion carried by unanimous vote.

Mr. Bowling reported that Napa is having a Milwaukee deal on an angle grinder with two batteries and a half inch compact impact driver for \$450. The blanket certificate was issued for the purchase. The angle grinder and batteries normally run around \$500 without the impact driver.

TOWNSHIP HALL

Mr. Romans stated that the new stove was delivered, and the microwave is on order for the town hall kitchen. A new refrigerator and microwave were also purchased for the road garage break room. These purchases were made with NOPEC grant funds that were expiring at the end of November. The appliances were purchased at Black Friday pricing.

SAFETY

No report.

PARK

Ms. Carson reported that excavation for the new turf and playground equipment is needed. The jungle gym playground equipment would perform the excavation if the Township purchased the turf through them. The turf vendor's turf was a better quality than the jungle gym vendor. The following quotes were received from the playground equipment vendor Bold Design and Recreation and the turf vender Forever Lawn.

Bold Design and Recreation	\$4,800.00
Forever Lawn	\$5,880.00

The park board's recommendation is to award the excavation to Bold Design and Recreation.

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MOTION 2023-142: Made by Mr. Kandra, seconded by Mr. McClintock to award the excavation to Bold Design and Recreation at the cost of \$4,800. Motion carried by unanimous vote.

It was recommended not to involve a vendor that is not involved with the installation.

CEMETERY

Ms. Carson presented to the board for approval and signature a deed for Kevin Santa who purchased a grave in the Township cemetery

MISCELLANEOUS

Mr. Kandra asked the Board to appoint Mr. Romans and Mr. Kandra to draft a comprehensive resolution for the transfer of the Opioid relief settlement funds roughly \$400 to the Hambden Congregational Church which would receive the funds on behalf of and offset the cost of rent and amenities for the alcoholics' anonymous chapter that meets at the church. Alcoholics Anonymous does not accept donations. There are strict rules as to where the funds can be used. Mr. Kandra explained how the settlement restrictions apply to the donation. The resolution will describe the conditions in which the funds will transfer to the Hambden Congregational Church which will receive them and the restrictions where and how the funds can be used.

MOTION 2023-143: Made by Mr. Kandra, seconded by Mr. McClintock to approve the drafting of the Opioid relief settlement resolution and be presented at the next trustee meeting. Motion carried by unanimous vote.

Mr. Romans asked the Board to authorize Re-allocation of Appropriations within the same fund be made without prior motion. Re-allocation will be reported on at the meeting following the transfer.

MOTION 2023-144: Made by Mr. Kandra, seconded by Mr. McClintock to authorize Re-allocation of Appropriations within the same fund be made without prior motion. Motion carried by unanimous vote.

Ms. Carson asked the Board to continue with OPERS deductions according to the salary reduction plan.

MOTION 2023-145: Made by Mr. Kandra, seconded by Mr. McClintock to continue with OPERS deductions according to the salary reduction plan. Motion carried by unanimous vote.

Mr. Kandra recommended the Board keep the Board member meeting stipend at \$22 per meeting for next year meetings they attend. This was last increased in 2021 for 2022.

MOTION 2023-146: Made by Mr. Kandra, seconded by Mr. McClintock to keep the Board member meeting stipend at \$22 per meeting for the meetings they attend in 2024. Motion carried by unanimous vote.

Mr. Kandra recommended that miscellaneous Blanket Certificates not exceed \$15,000 for 2024.

MOTION 2023-147: Made by Mr. Kandra, seconded by Mr. McClintock that any miscellaneous Blanket Certificates do not exceed \$15,000 for 2024. Motion carried by unanimous vote.

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Mr. Kandra recommended declaring the following items as surplus obsolete, unneeded, or unfit and dispose of.

- Inventory #128 GE Stove – Model JBS03F2
- Inventory #504 Sharp EL-1750V calculator (broken)

MOTION 2023-148: Made by Mr. Kandra, seconded by Mr. McClintock to declare the GE Stove – Model JBS03F2 and Sharp EL-1750V calculator as surplus obsolete, unneeded, or unfit and dispose of. Motion carried by unanimous vote.

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


- State Capital Budget memo and worksheet
- Ohio Township Association – "Issue 2 and what townships need to know"
- Ohio Township Association – "Last call for December Training Opportunities"
- December 1st Legislative Alert
- November Geauga County Sheriff's call report
- November 10th, 17th and 24th Weekly work log
- Snowplow log sheets
- Nov 13th, 20th and 27th Park inspection report

Ms. Carson announced the next Board of Trustees meeting is scheduled for Wednesday, December 20, 2023 at 6:30 pm.

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



Pam Carson

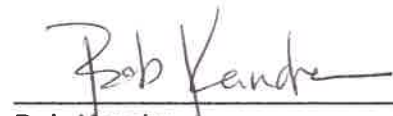
DATE APPROVED:



Keith McClintock



December 20, 2023



Bob Kandra

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