

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of Regular Meeting

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

Held December 4, 2024

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 4, 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, Administrative Assistant Mary Ann Dottore, Road Superintendent Mike Welker, 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.

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

Ruta Greiner of SEEK Collaborative Design was scheduled to present the new website she designed but cancelled due to illness.

MINUTES

Mr. McClintock stated that there were no minutes ready to be approved.

ZONING INSPECTOR

Mr. Acquaviva reported he issued one permit and a possible judgement entry.

ZONING

Mrs. Wolcott reported that the Zoning Commission meeting was cancelled due to the snowstorm.

FIRE DEPARTMENT

Chief Hildenbrand provided the 2025 Fire Contract in the amount of \$755,000.00. The contract was reviewed and approved by Assistant Prosecutor Susan Weiland.

MOTION 2024-150: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the 2025 Fire Contract as submitted. Motion carried by unanimous vote.

Chief Hildenbrand provided a call summary of the Fire Department activities for the month of November. Chief Hildenbrand stated that the report looks different due to the Hambden fire department receiving a new software program.

Mr. McClintock asked Chief Hildenbrand if he would like to renew the contract with Life Force Management without any changes. Chief Hildenbrand stated they are happy with Life Force Management and would like to renew the contract.

MOTION 2024-151: Made by Mr. Johnson, seconded by Mrs. Wolcott to renew the contract with Life Force Management without any changes. Motion carried by unanimous vote.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$12,001.96.

Mr. Romans reported that tonight vendor warrants #14568 through and including #14582 totaling \$13,514.12 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.

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Mr. Romans reported that purchase order #125-2024 through and including #129-2024 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that one re-allocation of appropriation was made.
\$200 from 1000-120-720 to 1000-120-323 for garage door repair.

Mr. Romans advised the Board that total receipts for October were \$147,868.78 and the total expenditures were \$68,209.99

Mr. Romans reported that the board was given the October financial statement indicating a combined balance of \$2,693,166.18.

MOTION 2024-152: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the October financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans stated that the Temporary Appropriations were sent to the Board for review. The Temporary Appropriations are due to the Auditor by December 31, 2024. If the Board has no questions or changes to the Temporary Appropriations, he would like the Board to approve the resolution as submitted.

RESOLUTION 2024-27: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the Temporary Appropriations as submitted. Upon call of roll: Mr. Johnson-Yes, Mrs. Wolcott-Yes, Mr. McClintock-Yes. Motion carried by unanimous vote.

Mr. Romans asked the board to approve 40 hours of contracted services with Linda Legg at \$20 per hour for 2025.

MOTION 2024-153: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve 40 hours of contracted services with Linda Legg at \$20 per hour for 2025. Motion carried by unanimous vote.

ROADS

Mr. Welker reported that two trucks are down needing repairs.

TOWNSHIP HALL

Mrs. Wolcott stated that she has been in contact with the representative from the Illuminating Company. Yesterday a service representative stopped in the office discussed payment and wanting to set up a date for the removal and reinstalling of the power line. After speaking with the fascia contractor, he would like to delay the work until the spring as the cold weather can cause the fascia to crack. The Illuminating Company representative stated they are scheduling three weeks out and suggested calling the end of February to schedule. Mrs. Wolcott stated that she now has direct cell phone numbers for all the contractors which should help with scheduling.

SAFETY

No report.

PARK

Mr. Petkosek stated that the next park Board meeting is scheduled for Tuesday, December 17th.

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CEMETERY

Mrs. Dottore stated that a resident’s husband passed away on Saturday and is requesting an indigent burial stating they have no money to pay for a burial. After speaking with Assistant Prosecutor Susan Weiland, Geauga Hospital and the wife, she must contact Social Security to provide the township with proof of income for her husband and herself. Social Security claims they can not provide the proof of income until they meet with her. The wife has an appointment on December 11th with Social Security, but they will send a letter to her home with the information but will not send the information to a third party. The board stated that when the information is received and she proves she qualifies for the indigent burial, the Board will call a special meeting to approve the township accepting the costs associated with the burial. She originally stated he only receives disability but now is claiming he also receives money from social security.

Mrs. Dottore stated that there is a resident who claims that he placed a live wreath zip tied onto a shepherd’s hook by his wife’s grave as he has for the past 5 years, and someone removed it. The Board stated they cannot control theft of decorations in the cemetery.

MISCELLANEOUS

Mr. McClintock 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 2024-154: Made by Mr. Johnson, seconded by Mrs. Wolcott to authorize Re-allocation of Appropriations within the same fund be made without prior motion. Motion carried by unanimous vote.

Mr. McClintock asked the Board if they would like to continue with OPERS deductions according to the salary reduction plan?

MOTION 2024-155: Made by Mr. Johnson, seconded by Mrs. Wolcott to continue with OPERS deductions according to the salary reduction plan. Motion carried by unanimous vote.

Mr. McClintock asked the Board to approve miscellaneous blanket certificates not to exceed \$15,000 for 2025.

MOTION 2024-156: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve miscellaneous blanket certificates not to exceed \$15,000 for 2025. Motion carried by unanimous vote.

Mr. McClintock asked the Board to set the following hourly pay rates effective January 1, 2025. The Board met with the staff prior to this meeting in executive session for their reviews.

Richard Acquaviva \$23.40

Mary Ann Dottore \$23.40

Hunter Knight \$19.00, which has not changed as he is still in his probational period.

Starting Seasonal Worker \$16.50

Mike “Dan” Welker \$29.80, which includes his 90-day probation increase.

Adam Babic \$25.60, which includes his 90-day probation increase.

Returning Seasonal Experienced Worker – No change

MOTION 2024-157: Made by Mr. Johnson, seconded by Mrs. Wolcott to set the hourly pay rates as stated effective January 1, 2025. Motion carried by unanimous vote.

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Mr. McClintock asked the Board to re-appoint road and office personnel

Road Superintendent – Mike “Dan” Welker

Road Worker – Adam Babic

Road Worker – Hunter Knight

Administrative Assistant – Mary Ann Dottore

Zoning Inspector – Richard Acquaviva

Cemetery Sexton – Mike “Dan” Welker

Cemetery Sexton Administrator – Mary Ann Dottore

MOTION 2024-158: Made by Mr. Johnson, seconded by Mrs. Wolcott to re-appoint road and office personnel as stated. Motion carried by unanimous vote.

Mr. McClintock reported that the following correspondence was sent to the board.

- November Geauga County Sheriff’s call report
- Snowplow log sheets
- Nov 26th Park inspection report

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

Mr. McClintock announced the next Board of Trustees meeting is scheduled for Wednesday, December 18, 2024 at 6:30 pm.

Mr. Romans questioned the change to the policy and procedure manual regarding overtime that was discussed at the previous meeting. Mr. Romans stated that the part-time employees would lose out on overtime if they needed to work over 8 hours to finish a job. Mr. Romans asked Mr. Heald to attend the meeting to talk about why the overtime was set at any time worked over 8 hours in a day. Mr. Johnson stated that it is the law for both private and government workers to be paid overtime for hours worked over 40 hours in a week. A week being Monday through Sunday. Mr. McClintock reported that he contacted Assistant Prosecutor Susan Weiland who verified that overtime is based on any hours over 40 hours worked in a week. As far as the part-time workers not benefiting from working over 8 hours in a day, Susan Weiland stated that it is a benefit of being a full-time employee.

Mr. McClintock reported that requests for proposals (RFP) were sent for Commercial Property Inspections at the town hall property road garage and the fire station. The RFP was distributed and published in the News Herald for the time legally advised. One proposal was received. TC Property Inspections quoted \$2,525. This information is needed to set up the reserve fund needed for the county auditor. Mr. McClintock’s recommendation is to approve the RFP from TC Property Inspections contingent on the approval of Assistant Prosecutor Susan Weiland and they are in good standing with the state auditor.

MOTION 2024-159: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the RFP from TC Property Inspections contingent on the approval of Assistant Prosecutor Susan Weiland and they are in good standing with the state auditor. Motion carried by unanimous vote.

Mr. McClintock will send an email to the Geauga County Auditor’s office describing the steps the township is taking to set up the reserve fund.

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There being no further business to come before the Board at this time, the meeting adjourned at 7:07 p.m.

ATTESTED TO:

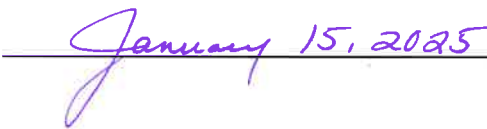
APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Keith McClintock

DATE APPROVED:


Catherine Wolcott


January 15, 2025


Dave Johnson

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