

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held December 18, 2024

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 18, 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, 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. All three trustees were present.

HAMBDEN RESIDENTS

No report.

Ruta Greiner of SEEK Collaborative Design gave a presentation of the new website she designed. Mrs. Greiner will forward a link to the Board to review and submit changes to the website that they would like to see.

MINUTES

Mr. McClintock asked the Board if there were any comments or corrections regarding the Regular Meeting of October 2, 2024. There were no corrections or changes to the minutes and Mr. Johnson recommended that they stand as approved and waive the reading.

MOTION 2024-161: made by Mr. Johnson, seconded by Mrs. Wolcott to approve the minutes of the Regular Meeting held on October 2, 2024. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Acquaviva was not present.

Mrs. Wolcott read Mr. Acquaviva's report. Permits that were issued in 2024 were: 7 residential permits, 5 residential addition permits, 6 deck and patio permits, 2 pool permits, 14 accessory structure permits, 2 fence permits, 4 solar permits, and 1 commercial permit.

ZONING

Mrs. Wolcott stated that Mr. Acquaviva is preparing an amendment for in-ground pool fencing that will be presented in January.

Mrs. Wolcott stated the next Zoning Commission meeting is scheduled for Monday, January 6, 2025 at 6:00 p.m.

FIRE DEPARTMENT

Chief Hildenbrand reported that Santa made his rounds on the fire truck around Hambden Township this past Saturday. Candy canes were given to the children.

Chief Hildenbrand stated that he will be out of town during the month of January and will not be available to attend the trustee meetings. Rich Vandevander will attend some of the meetings in Chief's place.

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FINANCIAL

Mr. Romans reported that mid-month payroll totaling \$11,707.49 were issued.

Mr. Romans reported that vendor warrants #14583 through and including #14617, totaling \$32,485.56 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 order #130-2024 was submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate was issued.
#106-2024 Account 2021-330-323 Repairs and Maintenance \$2,000.

MOTION 2024-162: made by Mr. Johnson, seconded by Mrs. Wolcott to approve blanket certificate #106-2024. Motion carried by unanimous vote.

Mr. Romans reported that no re-allocation of appropriations was made.

Mr. Romans reported that the Board was given the November financial statement indicating a combined balance of \$2,699,779.78.

MOTION 2024-163: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the November financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans stated that the temporary appropriations that was approved at the last meeting was filed with the Geauga County Auditor's office and was approved as submitted.

Mr. McClintock stated that he will be contacting the Geauga County Budget Commission regarding the steps the township has taken creating a reserve fund as they requested.

ROADS

Mr. Welker was absent but had submitted a report to Mr. McClintock.

The road department has been keeping up with snow plowing the roads. They have serviced the Freightliner, fixed the transmission and replaced the fog lights on the Western Star as well as fixed the pump body job sticks. The new radios have been installed in the road equipment. The portable radios are on backorder. A shield was installed on the front of the backhoe, undercoating was put on the Western Star and One-ton trucks. The plow trucks are being washed out after each snow storm using salt neutralizer.

TOWNSHIP HALL

No report.

SAFETY

The road department has continued to hold safety training on a weekly basis.

PARK

Mr. McClintock stated that the park board met last evening.

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Mr. McClintock reported that the park Board reviewed financials for the year 2025. They are looking into having a craft show in the township park on August 17, 2025 that would be run by an independent party. This event is being reviewed by Assistant Prosecutor Susan Weiland and a policy would be written to protect the township of any responsibility.

CEMETERY

Mr. Johnson stated that there is a burial of cremains planned for this Friday.

MISCELLANEOUS

Mr. McClintock asked the Board if they would like to waive the year-end meeting and stop in to sign checks. Mr. Romans and Mrs. Dottore will process the final checks of the year on December 30th. The Board waived the year-end meeting.

Mr. McClintock asked the Board if they would like to set the Board compensation rate as daily or salary for the year 2025.

MOTION 2024-164: Made by Mr. Johnson, seconded by Mrs. Wolcott to set the Board compensation rate as salary for 2025. Motion carried by unanimous vote.

Mr. McClintock asked the Board to set the Board of Trustees meeting schedule for 2025.

MOTION 2024-165: Made by Mr. Johnson, seconded by Mrs. Wolcott to keep the Board of Trustees meeting schedule the same as 2024, the 1st and 3rd Wednesday of each month. Motion carried by unanimous vote.

Mr. McClintock asked the Board to set the date for the first meeting in 2025. The first Wednesday of January falls on New Years Day. After a short discussion the Board set the date for the first meeting of the year on January 2, 2025 at 6:30 p.m.

Mr. McClintock asked the board if they would like to increase the meeting stipend for the Zoning and Park boards. The rate was last increased to \$22 per meeting in 2021 for 2022. Mr. Romans stated that the other townships are comparing meeting stipends. Mr. Acquaviva will report on the figures when they are received. The Board tabled a decision until the comparison is received.

Mrs. Dottore asked the Board to approve additional hours for year-end closing not-to-exceed 30 hrs. The hours will be used during the months of January and February.

MOTION 2024-166: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve additional hours for Mary Ann Dottore for year-end closing not-to-exceed 30 hrs. Motion carried by unanimous vote.

Mr. McClintock asked the Board to pass a resolution authorizing intent to dispose of unneeded, obsolete, or unfit township property via internet auction for calendar year 2025.

RESOLUTION 2024-28: Made by Mr. Johnson, seconded by Mrs. Wolcott to pass a resolution authorizing intent to dispose of unneeded, obsolete, or unfit township property via internet auction for calendar year 2025. Upon call of roll: Mr. Johnson - yes, Mrs. Wolcott – yes, Mr. McClintock – yes. Motion carried by unanimous vote.

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

Mrs. Dottore stated that the final changes to the Policy and Procedure manual were made. Mr. McClintock asked the Board if they approve the changes effective January 1, 2025.

MOTION 2024-167: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the final changes to the Policy and Procedure manual effective January 1, 2025. Motion carried by unanimous vote.

Mr. McClintock asked the Board to approve reimbursing Mrs. Dottore \$24.94 for decorations she purchased for the January Geauga County Township Association dinner. The Board approved the reimbursement. Mr. McClintock asked the Board if they would like to invite the members of the park and zoning boards to the dinner as they have in the past. The Board approved inviting the members. The Board is deciding on who will provide the prayer and welcome speech at the dinner.

Mr. McClintock asked if there was any further business or questions to come before the Board.

Mr. McClintock announced the next Board of Trustees' meeting is scheduled for Thursday, January 2, 2025 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:17 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore
Mary Ann Dottore
Administrative Assistant

Keith McClintock
Keith McClintock

DATE APPROVED:

Catherine Wolcott
Catherine Wolcott

February 5, 2025

Dave Johnson
Dave Johnson