

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Meeting

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

Held January 7 20 26

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, January 7, 2026, at 6:30 p.m. with the following members present: Keith McClintock and Catherine Wolcott. Also present were Fiscal Office Mike Romans, Road Superintendent Mike Welker, Road Worker Adam Babic, and those on the attached sign in sheet.

Mrs. Wolcott called the Regular Meeting to order with the Pledge of Allegiance at 6:30 p.m.

Mrs. Wolcott reported that there was a quorum. Two trustees were present (Dave Johnson was absent).

Catherine Wolcott turned the meeting over to Mike Romans as presiding officer.

Mr. Romans asked for nominations for Chairman of the Board of Hambden Township Trustees for 2026. Keith McClintock nominated Dave Johnson as Chairman. Mike Romans asked if there were any further nomination – with there being none.

MOTION 2026-01: Made by Mr. Keith McClintock, seconded by Mrs. Wolcott to appoint Dave Johnson as Chairman of the Board of Hambden Township Trustees for 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

Mr. Romans asked for nominations for vice-Chairman of the Board of Hambden Township trustees for 2026. Catherine Wolcott nominated Keith McClintock as Vice-Chairman. Mike Romans asked if there were any further nomination – with there being none.

MOTION 2026-02: Made by Mrs. Wolcott, seconded by Mr. McClintock to appoint Keith McClintock as Vice-Chairman of the Board of Hambden Township Trustees for 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

A discussion followed on appointing township trustee liaisons for 2026.

MOTION 2026-03: Mr. McClintock made a motion to approve the following liaison positions for 2026, seconded by Catherine Wolcott:

Roads – Keith McClintock

Zoning – Keith McClintock

Park – Catherine Wolcott

Town Hall – Catherine Wolcott

Cemetery – David Johnson

Fire Department – David Johnson.

Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

Mrs. Wolcott asked if any residents had questions or concerns to bring before the Board. There were no questions or concerns.

MINUTES

Mrs. Wolcott reported that minutes were not ready for this meeting.

ZONING INSPECTOR

Mrs. Wolcott stated that Mr. Acquaviva left a report which outlined that he had issued two violations and one zoning amendment. There will be a Zoning Board of Appeals meeting on January 8, 2026.

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ZONING

Mr. Acquaviva left a recommendation to appoint Eric Barbe from alternate Zoning Commission Board member to Full Zoning Commission Board member.

MOTION 2026-04: Made by Mr. McClintock, seconded by Mrs. Wolcott to appoint Eric Barbe from alternate Zoning Commission Board member to Full Zoning Commission Board member. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

FIRE DEPARTMENT

Chief Hildebrand was not present. No report left.

FINANCIAL

Mr. Romans reported that the mid-month payroll warrants totaled \$16,307.57.

Mr. Romans reported that vendor warrants #15075 through and including #15106 totaling \$36,655.30 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.

Mr. Romans reported that purchase orders # 147-2025 through #150-2025 and #1-2026 through #30-2026 were submitted to the Board for signature and approval.

Mr. Romans reported that blanket certificates #1-2026 through #44-2026 were issued. Due to the large number of blanket certificates, they will not be presented individually and will be attached to the minutes.

MOTION 2026-05: Made by Mr. McClintock, seconded by Mrs. Wolcott to approve the blanket certificates as submitted. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

Mr. Romans presented the following Re-Allocations of Appropriations:
\$3,200 from 1000-410-190 to 1000-330-420 for Road Salt.

ROADS

Road Superintendent Mike Welker stated that the new plow truck is down and in need of service. He hopes to have the truck back by Friday. The plow truck used by Paul on his routes is not functioning properly (drifting). A new plow is needed. Mr. Welker provided the following quotes to replace the plow:

Concord Road Equipment (including mailbox cut-out) - \$10,548.36;

Henerson - \$16,235.80

Henderson (including mailbox cut-out) - \$16,376.02

MOTION 2026-06: Made by Mrs. Wolcott, seconded by Mr. McClintock to purchase a new plow from Concord Road Equipment for \$10,548.36. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

Mr. McClintock presented a modified plow policy. Discussion followed.

MOTION 2026-07: Made by Mrs. Wolcott, seconded by Mr. McClintock to approve the plow policy. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

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TOWNSHIP HALL

No report presented,

SAFETY

No report presented.

PARK

Mrs. Wolcott reported that the Park Board will meet on January 20, 2026.

CEMETERY

No report presented.

MISCELLANEOUS

MOTION 2026-08: Made by Mrs. Wolcott, seconded by Mr. McClintock to set mileage reimbursement rate for 2026 to match the IRS rate of 72.5 cents per mile. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

MOTION 2026-09: Made by Mrs. Wolcott, seconded by Mr. McClintock to accept the resignation of Traci Palattella as Assistant to the Administrative Assistant effective January 14, 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

MOTION 2026-10: Made by Mrs. Wolcott, seconded by Mr. McClintock to appoint Danielle Baird as Assistant to the Administrative Assistant at \$18/hour for 20-30 hours/week effective January 6, 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

Mrs. Wolcott stated that spring and fall trash days need to be scheduled. After a brief discussion the following dates were set:

Spring trash day – Saturday, April 25, 2026 from 8:00 am to noon. Senior trash pickup on Monday - Wednesday, April 20 – April 22, 2026.

Fall trash day – Saturday, September 26, 2026 from 8:00 am to noon.

The Board approved submission of the scrap tire grant for spring trash day.

MOTION 2026-11: Made by Mrs. Wolcott, seconded by Mr. McClintock to approve the 2026 Business Continuity Plan with the only change being the emergency contact persons listed (due to change in Chairman), and the removal of the fire truck (paid off). Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

MOTION 2026-12: Made by Mrs. Wolcott, seconded by Mr. McClintock to appoint the Prevailing Wage coordinator to Mike Welker for 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

MOTION 2026-13: Made by Mrs. Wolcott, seconded by Mr. McClintock to appoint the Prevailing Wage coordinator to Mike Welker for 2026. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

MOTION 2026-14: Made by Mrs. Wolcott, seconded by Mr. McClintock to approve the Trustee meeting schedule for 2026 as the first and third Wednesday of every month at 6:30 PM. Both Catherine Wolcott and Keith McClintock approved the motion, motion carried.

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The following correspondences will be filed:

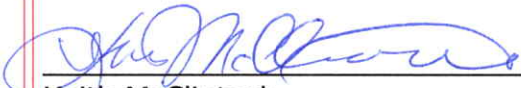
- 12/15/25 - 12/29/25 and 1/2/26 Weekly Work Logs.
- 11/27/25 - 12/31/25 Plow Logs.
- December Geauga County Sheriff's call report.
- Master Rain Gardener Course of 2026 set for February 2, 2026

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, January 21, 2026, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 6:50 p.m.

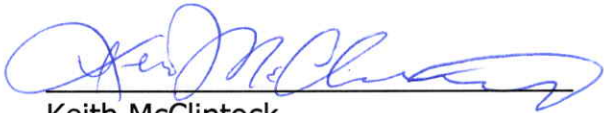
ATTESTED TO:

APPROVED BY:


Keith McClintock

Absent
Dave Johnson

DATE APPROVED:


Keith McClintock

February 18, 2026


Catherine Wolcott