

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of

REgular Meeting

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

Held February 5, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, February 5, 2025 at 6:30 p.m. with the following members present: Catherine Wolcott, Dave Johnson and Keith McClintock. Also present was Fiscal Officer Mike Romans, Road Superintendent Dan Welker, Chief Hildenbrand, 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. All three trustees were present.

Mrs. Wolcott asked if any residents had questions or concerns to bring before the Board.

John Beran stated that he is the owner of Country Mower Sales and John's Country Nursery in Middlefield. Mr. Beran invited the township to an Open House he is holding on March 20th and 21st.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the December 18, 2024 Special Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-16 Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the December 18, 2024 Special Meeting. Motion carried by unanimous vote.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the December 18, 2024 Regular Meeting. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-17 Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the December 18, 2024 Regular Meeting. Motion carried by unanimous vote.

ZONING INSPECTOR

Mr. Acquaviva was absent. Mrs. Wolcott read his report.

One permit was issued for a new inground pool and one for a residential addition. A hearing is scheduled for February 20th for the Hambone addition. He is working on an amendment for the inground pool hard cover. The amendment for cargo containers is still pending. He is still waiting to hear from the planning commission and Geauga County Prosecutors Office Susan Weiland as to the type of amendment this will entail.

ZONING

Mrs. Wolcott reported that the Zoning Commission met and discussed cargo container amendment and the inground pool hard cover. Their next meeting is scheduled for the beginning of March.

FIRE DEPARTMENT

Chief Hildenbrand reported that they had a busy month due to the weather.

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Chief Hildenbrand reported they received a \$40,000 grant from OBWC. \$61,000 in equipment was purchased leaving the township to pay \$21,000 for all the new equipment.

Chief Hildenbrand stated that the knox boxes were purchased with the NOPEC grant funds.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$24,420.96.

Mr. Romans reported that tonight vendor warrants #14649 through and including #14667, totaling \$66,549.37 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 #35-2025 through #38-2025 were submitted to the Board for signature and approval.

Mr. Romans reported that one blanket certificate issued.

#42-2025 Account# 2021-330-323 Repairs and Maintenance \$4,000

MOTION 2025-18: Made by Mr. McClintock, seconded by Mr. Johnson to approve the blanket purchase order as submitted. Motion carried by unanimous vote.

Mr. Romans reported that two Re-allocation of Appropriations were made.

\$21,000 from 2191-220-750 to 2191-220-430 for the fire department grant

\$1,500 from 1000-110-599 and \$1,500 from 1000-110-740 to 1000-110-519 for the annual Microsoft License renewal for 2/1/2025 – 1/31/2026.

Mr. Romans advised the Board that total receipts for December were \$71,923.69 and the total expenditures were \$103,855.18.

Mr. Romans reported that the board was given the December financial statement indicating a combined balance of \$2,667,848.29.

MOTION 2025-19: Made by Mr. McClintock, seconded by Mr. Johnson to approve the December financial statement as submitted. Motion carried by unanimous vote.

ROADS

Mr. Welker reported that Hunter Knight passed his CDL test.

The international is fixed as well as the backhoe. The balance of road salt is on order and due to be delivered on Friday. Mr. Welker suggested that a load of sand be purchased every year to be used on Sawmill Drive versus using road salt on the cement road.

Mr. Johnson stated that several residents have stopped in to praise the road personnel on keeping up with the snow removal.

Mr. McClintock recommend giving Hunter Knight a 5% pay increase upon obtaining his CDL license and completing his 90-day probation period.

MOTION 2025-20: Made by Mr. McClintock, seconded by Mr. Johnson to give Hunter Knight a 5% pay increase upon obtaining his CDL license and completing his 90-day probation period. Motion carried by unanimous vote.

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Mrs. Wolcott reported that she spoke with the contractor for the two-man doors being replaced on the road garage. He is hoping to schedule the installation for Friday, February 7, 2025. He will be stopping in tomorrow to look into keying the locks to match the existing locks on the building.

TOWNSHIP HALL

Mrs. Wolcott reported that the Geauga County Board of Elections has requested the use of the town hall for special elections on Tuesday, May 6, 2025 and election day on Tuesday, November 4, 2025. The Board agreed. Mrs. Wolcott has agreed to be the emergency contact.

SAFETY

Mr. Welker reported that welding helmets were purchased for safety when welding.

PARK

Mr. McClintock reported that the park Board is scheduled to meet in two weeks.

CEMETERY

Mr. Johnson stated that the Trex section markers in the cemetery are not legible and have moss growing on them. He is working on specs to get them replaced with a material that will stand up to the weather and can be cleaned.

Mr. Welker stated that the plot markers are hard to find. He would like to see flush mount markers in the new section. Mr. Johnson stated that he will look into what changing the markers to flush mounted markers would entail.

Mr. Welker stated that he is training Mr. Knight to be the cemetery sexton.

MISCELLANEOUS

Mrs. Wolcott stated it is time to start thinking of a parade marshal and speaker for Memorial Day.

Mr. McClintock stated at the winter conference they spoke about having a social media policy. They discussed accepting comments from the public opens up a debate if the township tries to answer the comments. They suggested not accepting comments. Geauga County Prosecutors Office Susan Weiland will be contacted for legal advice on the policy. Mrs. Wolcott stated a social media policy sample was received from another township in Ohio that we can design suitable for Hambden Township.

Mr. McClintock HB 315 provide notice that allows townships to publish public notices on the township website rather than submitting to a local newspaper. The public notice requirement would need to be on both the website and on Facebook if the township has a Facebook page. Placing the notice on the sign does not have to be documented.

Mr. Johnson stated that the website is up and running. The e-mails are not currently working.

Mr. McClintock has received several articles for the newsletter.

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Mrs. Wolcott reported that since the last trustee meeting the following correspondence was sent to the Board:

- Weekly work logs
- Park Inspection reports
- Snowplow route logs

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

Mr. Welker discussed electronic reporting for the road department also useable for the cemetery.

Mr. McClintock stated that he will summarize the winter conference classes he attended for the next meeting.

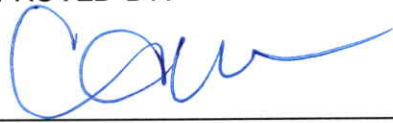
Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, February 19, 2025 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 6:58 p.m.

ATTESTED TO:

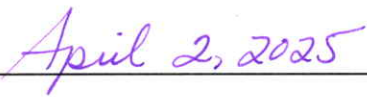
APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Catherine Wolcott

DATE APPROVED:


Keith McClintock


April 2, 2025


Dave Johnson