

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of Regular Meeting

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

Held March 5, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, March 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.

The Board was given a comparison sheet for spring trash day quotes. Mrs. Dottore explained the figures based on last year's disposal quantities. Penn Ohio quoted trash, metal and tire hauling, Dresmith Tire Disposal quoted tire hauling and Major Waste Disposal quoted trash and metal hauling.

MOTION 2025-25: Made by Mr. McClintock, seconded by Mr. Johnson to award trash and metal hauling to Penn Ohio. Motion carried by unanimous vote.

MOTION 2025-26: Made by Mr. McClintock, seconded by Mr. Johnson to award scrap tire hauling to Dresmith Tire Disposal. Motion carried by unanimous vote.

Mrs. Wolcott asked if any residents had questions or concerns to bring before the Board. There were none.

MINUTES

Mrs. Wolcott reported that there were no meeting minutes ready for approval.

ZONING INSPECTOR

Mr. Acquaviva reported that the Board of Zoning Appeals held a hearing on the addition to the Hambone restaurant kitchen. The variance was approved.

Mr. Acquaviva stated that he met with Geauga County Prosecutors Office Susan Weiland last week to sign the affidavit for default judgment on the Columbi property on Route 608.

One permit was issued, and a few applications are pending.

Four properties were placed in violation of the zoning resolution. Two properties are located on Woodin Road, one property on Rock Creek Road and one on Williams Road.

ZONING

Mrs. Wolcott reported that the Zoning Commission met Monday evening. There was not a quorum.

Two letters of interest were received for the Zoning Commission Alternate position. A third letter is expected. The appointments to the zoning boards were tabled until the next trustee meeting.

FIRE DEPARTMENT

Chief Hildenbrand submitted his call summary for the month of February.

The Easter egg hunt is scheduled for Saturday, April 19th at 10 am in the township park.

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FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$14,995.41.

Mr. Romans reported that tonight vendor warrants #14685 through and including #14702, totaling \$58,505.13 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 #41-2025 through #46-2025 were submitted to the Board for signature and approval.

Mr. Romans reported no blanket certificate were issued.

Mr. Romans reported that three Re-allocation of Appropriations were made.
\$1,500 from 1000-120-720 to 1000-120-323 for the road garage electrical panel
\$300 from 2041-410-720 and \$250 from 2041-410-730 to 2041-410-740 for salt spreader.
\$500 from 1000-110-315 and \$514 from 1000-110-330 to 1000-110-221 for health insurance.

Mr. Romans advised the Board that total receipts for January were \$44,997.26 and the total expenditures were \$244,225.48.

Mr. Romans reported that the board was given the January financial statement indicating a combined balance of \$2,468,620.07.

MOTION 2025-27: Made by Mr. McClintock, seconded by Mr. Johnson to approve the January financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the Board to approve the 2025 permanent appropriations as submitted.

RESOLUTION 2025-2: Made by Mr. McClintock, seconded by Mr. Johnson to approve the 2025 permanent appropriations as submitted. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

Mr. Romans asked the Board for a motion to ratify the 2024 sick leave credit which was based on their starting date, for the three full-time road employees.

MOTION 2025-28: Made by Mr. McClintock, seconded by Mr. Johnson to ratify the 2024 sick leave credit which was based on their starting date, for the three full-time road employees. Motion carried by unanimous vote.

Mr. Romans stated that Geauga County Prosecutors Office Susan Weiland also recommended that the sick leave credit should be increased by 5 hours at each pay period and the policy should be updated to that effect.

Current policy 401.1

Accrual Rate

All eligible employees shall earn sick leave credit of fifteen (15) days per year beginning January 1st of each year. Full-time employees may accrue up to a total of 1020 hours in their sick leave account.

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Held March 5, 20 25

Proposed change

Accrual Rate

Motion to modify the Sick Leave Policy as follows:
All eligible employees shall earn sick leave credit of fifteen (15) days per year, increasing at a rate of 5 hours per pay period.
Full-time employees may accrue up to a total of 1020 hours in their sick leave account.

MOTION 2025-29: Made by Mr. McClintock, seconded by Mr. Johnson to modify the Sick Leave Policy to read "All eligible employees shall earn sick leave credit on based on an accrual rate of 5 hours per pay period.
Full-time employees may accrue up to a total of 1020 hours in their sick leave account." Motion carried by unanimous vote.

ROADS

Mr. Welker reported that the Western Star wiring harness was repaired.

The road workers have started cold patching the roads.

TOWNSHIP HALL

Mrs. Wolcott reported that after a past employee was found to be dumping personal trash in the dumpster behind the road garages it was discovered that past employees were telling new employees they could use the dumpster for personal use since the township is not being charged for the dumpster. The Board stated this should not be the case. Signs will be posted near the dumpster stating it is "For Township Use Only – All others will be prosecuted." The Board discussed installing a surveillance camera at the town hall to document violators.

Mrs. Wolcott reported that the two-man doors have been replaced on the road garage. The electrical panel in the road garage has been replaced.

Mrs. Wolcott reported that the Geauga County IT department quoted \$1,600 per laptop computer for each of the trustees. She stated that Mrs. Dottore asked the county if it is possible to use the laptops in the office for the trustees since they are talking about upgrading the office computers and laptops. She was told the computers could not support Windows 11.

SAFETY

Mr. Welker reported that Mr. Babic hit the garage door header while pulling a dump truck out of the garage after inspecting a hydraulic leak. Mr. Babic forgot to lower the dump before attempting to exit the garage.

Mr. Welker stated that while they are trying to patch Sisson Road people are speeding and making it very unsafe. Mr. McClintock stated that he will contact the Geauga County Engineer's Office regarding the speed and recommendation for additional signs.

PARK

Mr. McClintock reported that the park Board is scheduled to meet on March 18th.

Held March 5, 2025

CEMETERY

Mrs. Wolcott presented to the Board a deed for Ellen Wodiuk who purchased a grave for her mother’s cremains. The Board approved and signed the deed.

Mrs Wolcott asked Mr. Johnson if he would be attending the Ohio Township Association webinar “Preserving and Protecting Ohio Cemeteries.” The cost is \$20. Mrs. Dottore volunteered to attend the webinar on March 17, 2025 at 10:30 am. The Board approved Mrs. Dottore to attend the webinar and pay the fee.

Mr. Johnson stated that he received a quote to replace the Trex section markers in the cemetery that are not legible and have moss growing on them. The quote was for 16 – 8 ½ x 11 Aluminum signs/double sided at a cost of \$726.

MOTION 2025-30: Made by Mr. McClintock, seconded by Mr. Johnson to accept the quote from SEEK design for a total not-to-exceed \$726. Motion carried by unanimous vote.

MISCELLANEOUS

Mr. Johnson stated that IONIS will be hosting our website.

Mrs. Wolcott reported that additional verbiage is needed to our record retention schedule. She is recommending adding the clause “Records in the format of texting have a 30-day retention.”

Mrs. Wolcott stated that she drafted a social media policy regarding Facebook updates and has submitted it to Assistant Prosecutor Susan Weiland for approval.

Mrs. Wolcott asked the Board who is permitted to participate in the Hambden trash days. Residents, property owners, renters, commercial property owners? The Board stated that residents, property owners and renters are all permitted. Mr. Johnson, Mr. McClintock, Catherine Wolcott, Dan Welker, Adam Babic and Hunter Knight will all be working trash day.

Mr. Johnson asked Mr. Welker to solicit quotes for weed control in the park.

Mr. Johnson stated that the part-time seasonal help needs to be advertised. Mr. Welker stated that the ad should include CDL Class B training will be provided if needed.

Mrs. Dottore reported that prior to leaving on vacation she submitted a request to the IT department to forward the Hambden and payables e-mails to Mike Romans for processing. When she returned to work a week later, she found that they never forwarded the e-mails causing invoices to not be processed for payment at this meeting.

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

- Weekly worklogs
- Snowplow route logs
- February 26th Park inspection report

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

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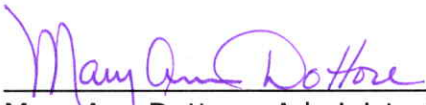
Held March 5, 20 25

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

There being no further business to come before the Board at this time, the meeting adjourned at 7:25 p.m.

ATTESTED TO:

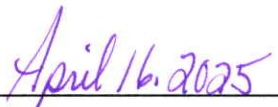
APPROVED BY:


Mary Ann Dottore, Administrative Assistant


Catherine Wolcott

DATE APPROVED:


Keith McClintock


April 16, 2025


Dave Johnson

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Held _____ 20 _____

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