

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of Regular Meeting

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

Held April 16, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, April 16, 2025 at 6:30 p.m. with the following members present: Catherine Wolcott, and Dave Johnson. Also present was Fiscal Officer Mike Romans, Administrative Assistant Mary Ann Dottore, Chief Hildenbrand and those on the attached sign in sheet. Trustee Keith McClintock was absent.

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.

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

Pearl Road resident John Stehli stated that since 1998 he has had his mailbox knocked over four times. Three times he has replaced the box himself. The fourth time he contacted the road crew who came out and straightened the post and compacted the dirt around it. He is requesting something be done to prevent the post from being knocked over again. The Board will relay the message to the road superintendent.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the March 5, 2025 Regular Meeting. There were no corrections or changes to the minutes and Mr. Johnson recommended that they stand as approved and waive the reading.

MOTION 2025-46 Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the minutes of the March 5, 2025 Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the March 19, 2025 Regular Meeting. There were no corrections or changes to the minutes and Mr. Johnson recommended that they stand as approved and waive the reading.

MOTION 2025-47 Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the minutes of the March 19, 2025 Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva was absent. Mrs. Wolcott read Mr. Acquaviva's report.

Two permits were issued, one is pending. A Board of Zoning Appeals hearing is scheduled for May 1st and one zoning violation has been cleared.

Mrs. Dottore signed Mr. Acquaviva up for next week's HB 315 webinar on zoning.

Mrs. Wolcott reported that HB 315 is regarding meeting schedules and legal ads being placed on the township website and township social media account versus advertising in the local newspaper. The township website has been down for several months and therefore the meetings and legal ads will be placed in the local newspaper until the website is up and running.

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ZONING

Mrs. Wolcott reported that the Zoning Commission met on April 2nd. Mrs. Wolcott was happy that the new alternate members were able to attend and engaged in the discussions.
Three proposed amendments are being sent to the County Planning Commission for an informal review.

FIRE DEPARTMENT

Chief Hildenbrand reported that their new website is up and running. The new website is www.hambdenfire.org.

Chief Hildenbrand stated that they will be replacing the 2011 pickup truck. They will be replacing it with a two door, extended cab with a cap and slide out toolbox.

The Easter egg hunt is scheduled for Saturday in the township park at 10 a.m.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$6,285.42

Mr. Romans reported that tonight vendor warrants #14750 through and including #14769, totaling \$8,112.46 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 #60-2025 through #65-2025 were submitted to the Board for signature and approval.

Mr. Romans reported that four blanket certificates were issued.

#84-2025	1000-110-599-0001	Community Picnic Expenses	\$1,500
#85-2025	1000-110-599-0002	Memorial Day Expenses	\$600
#86-2025	1000-320-322	Trash Day Expenses	\$10,000
#87-2025	2191-220-330	Travel & Meetings	\$1,000

MOTION 2025-48: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the blanket certificates as submitted. Motion carried.

Mr. Romans reported that two Re-allocation of Appropriations were made.
\$1,500 from 1000-110-599 to 1000-110-312 for 2023-2024 audit fees
\$1,000 from 2191-220-750 to 2191-220-330 for travel expenses

Mr. Romans advised the Board that total receipts for March were \$911,208.82 and the total expenditures were \$284,811.78.

Mr. Romans reported that the board was given the March financial statement indicating a combined balance of \$3,026,880.15.

MOTION 2025-49: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the March financial statement as submitted. Motion carried.

Mr. Romans reported that the state audit is being conducted. After the audit is complete, the auditors would like to meet with the Board of Trustees to review the audit report.

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VOID

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ROADS

Mrs. Wolcott asked the Board to approve the Resolution Authorizing Participation in the ODOT Salt Contracts Awarded in 2025 for 1000 tons on summer fill and 1000 tons on Winter fill.

RESOLUTION 2025-5: A motion was made by Mr. Johnson, seconded by Mrs. Wolcott to approve the Resolution Authorizing Participation in the ODOT Salt Contracts Awarded in 2025 for 1000 tons on summer fill and 1000 tons on winter fill. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – absent.

Mrs. Wolcott asked the Board to Award the Asphalt resurfacing of Various Roads (Sisson Road and first 800 ft of Sawmill Drive) to Ronyak Paving per Geauga County Engineer's Office recommendation. The two bids received were:

Ronyak Paving	\$584,945.00
Karvo Companies	\$622,861.61

MOTION 2025-50: Made by Mr. Johnson, seconded by Mrs. Wolcott to Award the Asphalt resurfacing of Various Roads (Sisson Road and first 800 ft of Sawmill Drive) to Ronyak Paving per Geauga County Engineer's Office recommendation. Motion carried.

Mrs. Wolcott stated that Trent Calhoun submitted his application for the part-time seasonal position with the road department. Mr. Welker has not made a recommendation.

TOWNSHIP HALL

Mrs. Wolcott stated that the town hall soffit repair is scheduled for next Wednesday or Thursday. The Illuminating Company will disconnect the power to the town hall for approximately 4-5 hours and reconnect after the soffit repair is completed. There has been a price increase since the original quote.

MOTION 2025-51: Made by Mr. Johnson, seconded by Mrs. Wolcott increase the quote received from Somrack Roofing and Construction by an additional \$150.00 to be added to the original quote that was received in 2024. Motion carried.

Mrs. Wolcott presented to the Board a "For Profit" hall use agreement.

MOTION 2025-52: Made by Mr. Johnson, seconded by Mrs. Wolcott approve the "For Profit" hall use agreement as written. Motion carried.

Mrs. Wolcott stated that the no dumping sign has been posted near the dumpster behind the road garage. The sign was needed to stop residents from using the dumpster after hall rentals. The dumpster is for town hall use only.

SAFETY

No report.

PARK

Mrs. Dottore reported that a resident who stopped into the town hall today stated that there is a sign in the park pavilion that gives a phone number for pavilion hall rentals which has been disconnected. The number was Mrs. Edelinsky's home phone number which has been disconnected. The road crew will be asked to change the number.

CEMETERY

No report.

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MISCELLANEOUS

Mrs. Wolcott stated that HB 315 is now in effect. The bill includes the change in advertising of meetings from advertising in the local newspaper to advertising on the township website and social media (if the township has a social media site). The change would involve Mrs. Wolcott and Mrs. Dottore to design a format for the information to be given to them as well as the posting format. With the website down we would not be able to change over to this procedure at this time.

Mrs. Wolcott gave her thoughts on the website from the hiring of SEEK Collaborative to the current status. Mr. Johnson expressed his opinion. The Board decided to table any changes at this time.

Mrs. Wolcott presented the social media policy she drafted and was approved by Geauga County Prosecutors Office Susan Wieland.

MOTION 2025-53: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve the social media policy as submitted. Motion carried.

Mrs. Wolcott stated that during the audit it was mentioned that Records Commission members need to be appointed at the beginning of each year. The members should consist of the Chairman and Fiscal Officer.

MOTION 2025-54: Made by Mr. Johnson, seconded by Mrs. Wolcott to appoint Catherine Wolcott and Mike Romans as the Records Commission members for 2025. Motion carried.

Mrs. Wolcott asked the Board to approve adding the social media policy to the records retention schedule and the Policy and Procedure Manual.

MOTION 2025-55: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve adding the social media policy to the records retention schedule and the Policy and Procedure Manual. Motion carried.

Mrs. Wolcott asked the Board to approve adding text messages to the records retention schedule with a 30-day retention.

MOTION 2025-56: Made by Mr. Johnson, seconded by Mrs. Wolcott to approve adding text messages to the records retention schedule with a 30-day retention. Motion carried.

Mrs. Wolcott reported the following for Memorial Day.

- Parade Marshal: Nicole & Kyle VanBoxel
- Opening Remarks: To be determined
- Speaker: Eric Parker
- Introduction of Speaker: To be determined
- Closing Remarks: To be determined
- Geauga County Fair Band – Will let me know next Wednesday
- Freedom Alliance Church – Pastor Beorn – Benediction
- Hambden Congregational Church – Pastor Kyle Boone
- Bryant’s Forever Green – 48 red geraniums – Left message
- Road Dept set up microphone and speakers in park
- Highlanders Band – Will participate in parade
- Glen Palmer – Will read veteran’s names

Mr. Johnson is working with the VFW to supply a color guard.

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Mrs. Wolcott stated that spring trash day is scheduled for Saturday, April 26th from 8 am until noon. Habitat for Humanity will attend and retrieve any furniture they see fit to resell. Scrap tires will be accepted, upholstered furniture and mattresses must be wrapped in plastic. The safety meeting will be held at 7 am.

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

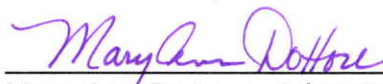
- Letter from Radcliffe Rd resident regarding solar and wind farms
- Snowplow logs
- Weekly worklogs
- Park inspection reports

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

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, May 7, 2025 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:04 p.m.

ATTESTED TO:


Mary Ann Dottore, Administrative Assistant

APPROVED BY:


Catherine Wolcott

ABSENT

DATE APPROVED:


June 4, 2025

Keith McClintock


Dave Johnson

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