

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held June 18, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 18, 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, 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.

Sawmill resident Ron Skillicorn stated his concerns about the asphalt resurfacing of the first 800 feet of Sawmill Drive and his driveway apron. The Board discussed the reasons behind the asphalt resurfacing with Mr. Skillicorn.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the May 7, 2025 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 2025-80: Made by Mr. McClintock, seconded by Mrs. Wolcott to approve the minutes of the May 7, 2025 Regular Meeting. Mr. Johnson abstained due to his absence at the May 7th meeting. Motion carried.

ZONING INSPECTOR

Mrs. Wolcott stated that Mr. Acquaviva is absent but submitted his report.

Two permits have been issued, two permits are being reviewed, and one variance is being reviewed. Two properties in violation have received their second follow up letters. Mr. Acquaviva has been working with Assistant Prosecutor Susan Weiland regarding the Pinnacle Woods property.

ZONING

Mrs. Wolcott reported that the Zoning Commission is scheduled to meet on Monday, July 7, 2025 at 6:00 p.m.

FIRE DEPARTMENT

Chief Hildenbrand stated that they are receiving many questions regarding the new fire station. Updates will be posted on the fire department website to keep residents informed.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$13,151.46

Mr. Romans reported that tonight vendor warrants #14835 through and including #14860, totaling \$267,086.52 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 #88-2025 through #93-2025 were submitted to the Board for signature and approval.

RECORD OF PROCEEDINGS

HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held June 18, 2025

Mr. Romans reported that two blanket certificates were issued.

#95-2025	2031-330-599	Miscellaneous Expenses	\$300
#96-2025	1000-330-490	Other Supplies and Materials	\$500

MOTION 2025-81: Made by Mr. McClintock, seconded by Mr. Johnson to approve the blanket certificates as submitted. Motion carried.

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

\$20,000 from 2011-330-360 and \$9,000 from 2011-330-420 to 2011-330-750 for new plow truck

\$54,000 from 4301-760-720 to 4301-760-750 for new plow truck

Mr. Romans asked the Board to declare it Necessary to Levy a tax in excess of the ten-mill limitation for renewal of an existing 0.8 mill road levy.

RESOLUTION 2025-12: A motion was made by Mr. McClintock, seconded by Mr. Johnson declare it Necessary to Levy a tax in excess of the ten-mill limitation for renewal of an existing 0.8 mill road levy. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

ROADS

Mr. Babic reported that the road crew has been crack sealing and roadside mowing.

Mr. McClintock stated that the culverts on Sisson Road have been patched, and the signs are up for the resurfacing project. The resurfacing project is due to begin on June 25th.

Mr. McClintock reported that Mr. Welker stated that he is looking into fuel tanks being placed at the town hall due to the bad fuel that they have been getting from the local gas stations.

Mr. McClintock reported that there is a dead tree in the cul-de-sac island on Willow Lane that needs to be removed.

Mr. McClintock stated that at the end of Somerset, where the snow gets piled, has burnt out grass due to the collection of road salt and snow mold. Mr. Johnson stated that new grass will not grow in that soil. The proper way would be the remove the top 2 – 3 inches of dirt and be replaced with topsoil, starter fertilizer, lime, and grass seed.

Mr. McClintock suggested that an Assistant Road Superintendent be appointed to assign work and supervise when the Road Superintendent is absent. The Board agreed with the suggestion.

MOTION 2025-82: Made by Mr. McClintock, seconded by Mr. Johnson to appoint Adam Babic as Assistant Road Superintendent effective June 16, 2025 with a pay increase of \$1 per hour. Motion carried.

TOWNSHIP HALL

The automatic door opener that was repaired by Mr. Welker has stopped working again. The Board agreed to hire a professional door installer to repair the doors.

SAFETY

No report.

RECORD OF PROCEEDINGS
HAMB DEN TOWNSHIP TRUSTEES

Minutes of Regular Meeting

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

Held June 18, 2025

PARK

Mr. McClintock reported that the Park Board met last evening and discussed projects for this summer including adding gravel to the walking trails and playground mulch to the playgrounds as required by OTARMA to the depth required.

The community picnic committee is seeking donations from local community vendors for the August 10th picnic.

CEMETERY

No report.

MISCELLANEOUS

Mrs. Wolcott stated the Board is seeking a part-time office assistant to assist with various office duties preparing for Mrs. Dottore's retirement and her possible medical leave. Administrative duties are falling behind due to Mrs. Dottore's health issues. They are discussing 20 hours per week at a pay of \$18 per hour. They suggested a job description and advertising schedule be prepared for presentation at the next meeting for approval.

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

- Weekly worklogs
- Park inspection reports

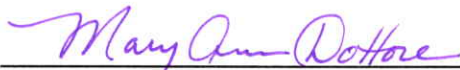
There were no questions from the Board. The correspondence will be filed in the office.

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, July 2, 2025 at 6:30 pm.

Mr. Romans reported that the budget hearing is scheduled for July 2, 2025 at 6:15 p.m., just prior to the trustees' meeting.

There being no further business to come before the Board at this time, the meeting adjourned at 7:16 p.m.

ATTESTED TO:



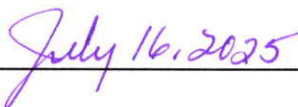
Mary Ann Dottore, Administrative Assistant

APPROVED BY:



Catherine Wolcott

DATE APPROVED:



Keith McClintock



Dave Johnson

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

PAGE
INTENTIONALLY
LEFT
BLANK