

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held July 2, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, July 2, 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, Chief Hildenbrand, and those on the attached sign in sheet.

Mrs. Wolcott called the Regular Meeting to order with the Pledge of Allegiance

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. There were none.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the May 21, 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 2025-83: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the May 21, 2025 Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva was absent. No report was submitted.

ZONING

Mrs. Wolcott reported that the next Zoning Commission meeting is scheduled for Monday, July 7, 2025 at 6:00 p.m.

FIRE DEPARTMENT

Chief Hildenbrand submitted his call summary report for June.

Chief Hildenbrand stated that the GovDeals purchaser of the fire hoses and nozzles was from Mexico. They arrived with a flatbed truck to pick up the hoses and nozzles.

Chief Hildenbrand reported that the new Ford F-250 pickup truck arrived, and the old pickup truck will be sold on GovDeals.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$15,027.27

Mr. Romans reported that vendor warrants #14861 through and including #14877, totaling \$12,642.29, 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 #94-2025 through #96-2025 were submitted to the Board for signature and approval.

Mr. Romans reported that two blanket certificates were issued.

#97-2025 Acct 2281-230-323 Parts, Repairs and Maintenance \$8,000.00

#98-2025 Acct 2191-220-750 Motor Vehicles \$9,971.50

MOTION 2025-84: Made by Mr. McClintock, seconded by Mr. Johnson to approve the blanket certificates as submitted. Motion carried.

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Mr. Romans reported that one Re-allocation of Appropriations was made.
\$33,070.00 from 4301-760-720 to 4301-760-360 for materials for Sawmill Drive

Mr. Romans advised the Board that total receipts for May were \$51,578.81 and the total expenditures were \$191,989.75.

Mr. Romans reported that the board was given the May financial statement indicating a combined balance of \$2,959,089.62.

MOTION 2025-85: Made by Mr. McClintock, seconded by Mr. Johnson to approve the May financial statement as submitted. Motion carried by unanimous vote.

Mr. Romans asked the Board to approve the Resolution approving the proposed 2026 tax budget.

RESOLUTION 2025-13: Made by Mr. Johnson, seconded by Mr. Johonson to pass the Resolution approving the proposed 2026 tax budget. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

Mr. Romans reported that the 2023-2024 state audit is complete. There were no findings. The auditor did have some recommendations where they suggested funds received be credited to different fund accounts.

ROADS

Mr. Welker was absent but submitted a report which Mr. McClintock presented.

Crack sealing is in progress. Resurfacing projects are under way on Sisson Road and Sawmill Drive. There are some setbacks on Sawmill Drive. When they removed the concrete surface, they discovered there was no base materials used when the road was originally paved. Base materials were needed quickly before it began to rain.

Mapledale Landscaping was thanked for donating straw for the re-seeding of grass on Sommerset Drive where the road salt killed off the grass at the end of the cul-de-sac.

Centerra has been contacted for pricing of fuel tanks at the township yard. The diesel fuel being purchased at local gas stations has been causing issues with the road equipment.

Ditch mowing on Radcliffe Road is not being done per our agreement with our neighboring township. Leroy Township will be contacted to find if they plan on ditch mowing on the Hambden Township properties.

Mr. Romans stated that he had a discussion with Mr. Welker and Mr. Babic regarding extending the seasonal part-time hours to include Wednesday afternoons to allow more time to work on crack sealing. They currently work Mondays, Tuesdays and 4 hours on Wednesdays. A full crew is needed for crack sealing.

MOTION 2025-86: Made by Mr. McClintock, seconded by Mr. Johnson to approve an additional 4 hours per week for part-time seasonal for one month. Motion carried.

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TOWNSHIP HALL

Mrs. Wolcott reported that the automatic door closer is not working again. Mrs. Wolcott spoke with Robert Young Construction who installed the two-man doors on the road garage. He was given the paperwork and manual for the door closers. He has experience installing those types of doors and is willing to troubleshoot the door closers for us. Mrs. Wolcott reported that Mrs. Dottore informed her that the front door of the old town hall does not latch. Mr. Romans stated that the door cannot latch due to the striker plate needing to be moved forward. They may need to notch out the weatherstripping which will not affect the door sealing. He spoke with the road crew, but they did not have time to work on the door. Mr. Johnson suggested having Robert Young Construction fix that door when he comes to fix the automatic door closer.

MOTION 2025-87: Made by Mr. McClintock, seconded by Mr. Johnson to approve an expenditure for Robert Young Construction for the two door repairs not to exceed \$1,000. Motion carried.

SAFETY

Mr. McClintock stated the road crew continues to hold safety meetings. The only safety issue seems to be drivers not paying attention and practically running the road employees off the road.

PARK

Mr. McClintock stated that the Park Board met last month. They discussed the Community picnic, which is scheduled for Sunday, August 10, 2025 from 1:00 p.m. – 5:00 p.m.

CEMETERY

Mr. Johnson stated that the Board would like to revise the foundation price to \$150.00 per square foot to cover the township costs.

MOTION 2025-88: Made by Mr. McClintock, seconded by Mr. Johnson to revise the foundation price to \$150.00 per square foot to cover the township costs. Motion carried.

Mr. Johnson stated that he will be meeting with Mr. Welker and Mrs. Dottore to discuss the grave marker pin issue.

MISCELLANEOUS

Mrs. Wolcott submitted a job description for an Assistant to the Administrative Assistant.

MOTION 2025-89: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Assistant to the Administrative Assistant job description. Motion carried.

Mrs. Wolcott stated that they need to advertise for an Assistant to the Administrative Assistant. Mr. Romans asked the Board where they would like to advertise the position. The Board would like the position advertised in the Geauga County Maple Leaf for two weeks. The ad will also be placed on the township website, Facebook page, and the front sign.

Mr. Johnson stated that due to the issues on Sawmill Drive, he questioned if the practice of bore testing should be done prior to resurfacing projects to prevent this issue in the future. Mr. McClintock will meet and discuss with Trace at the Geauga County Engineer's Office.

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Mrs. Wolcott reported that there has been no new correspondence since the last trustee meeting.

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, July 16, 2025 at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 6:56 p.m.

ATTESTED TO:

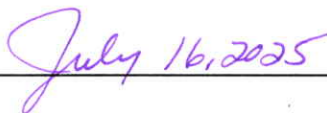
APPROVED BY:

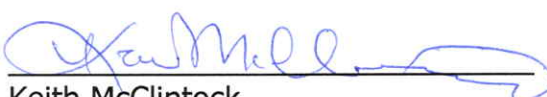

Mary Ann Dottore, Administrative Assistant


Catherine Wolcott

DATE APPROVED:


Dave Johnson


July 16, 2025


Keith McClintock