

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held July 16, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, July 16, 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. There were none.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the June 4, 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 2025-90: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the June 4, 2025 Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the June 18, 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 2025-91: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the June 18, 2025 Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the July 2, 2025 Work Session. There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-92: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the July 2, 2025 Work Session. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the July 2, 2025 Budget Hearing There were no corrections or changes to the minutes and Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-93: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the July 2, 2025 Budget Hearing Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the July 2, 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 2025-94: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the July 2, 2025 Regular Meeting. Motion carried.

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ZONING INSPECTOR

Mr. Acquaviva reported that four permits have been issued, one permit is pending.

Mr. Acquaviva stated that the Board of Zoning Appeals held a hearing on July 10th. The Board approved the appeal.

Mr. Acquaviva reported that he will be meeting with Assistant Prosecutor Susan Weiland on Friday to discuss the Pinnacle Woods matter.

Mr. McNish was in court today regarding his zoning violation. The property has been cleaned up and the case was dropped.

Mr. Acquaviva needs a legal size file cabinet. He will speak with Mrs. Dottore about purchasing one.

ZONING

Mrs. Wolcott reported that the Zoning Commission is scheduled to meet on Monday, August 4, 2025 at 6:00 p.m. The July 7, 2025 meeting was cancelled due to not meeting a quorum.

FIRE DEPARTMENT

Chief Hildenbrand stated they are waiting for the cap, radios and lights to be installed on the new pick-up truck.

Chief Hildenbrand reported that they are working with the architect on the new fire station.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$7,656.17

Mr. Romans reported that vendor warrants #14878 through and including #14892, totaling \$27,874.54 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 #97-2025 through #99-2025 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans reported that two Re-allocations of Appropriations were made.
\$1,000 from 1000-120-740 to 1000-120-360 for town hall door repair.
\$2,800 from 2191-220-740 to 2191-220-323 for repairs to fire unit 3638 tanker.

Mr. Romans advised the Board that total receipts for June were \$47,734.93 and the total expenditures were \$295,325.43.

Mr. Romans reported that the board was given the June financial statement indicating a combined balance of \$2,711.499.11.

MOTION 2025-95: Made by Mr. McClintock, seconded by Mr. Johnson to approve the June financial statement as submitted. Motion carried.

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Mr. Romans asked the Board to pass the resolution approving the Supplemental Appropriations allowing the purchase of a loader, fire truck repairs, lights for new truck and paving the town hall parking lot.

RESOLUTION 2025-14: A motion was made by Mr. McClintock, seconded by Mr. Johnson approve the Supplemental Appropriations allowing the purchase of a loader, fire truck repairs, lights for new truck and paving town hall parking lot. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

ROADS

Mrs. Wolcott asked the Board to accept the resignation of Hunter Knight, effective July 11, 2025.

MOTION 2025-96: Made by Mr. McClintock, seconded by Mr. Johnson to accept the resignation of Hunter Knight, effective July 11, 2025. Motion carried.

Mrs. Wolcott asked the Board where they would like to advertise for the full-time road employee position. They would like it advertised in the same locations as the office Assistant position was placed. On the front sign, Hambden Facebook page, website and one time in the Geauga County Maple Leaf newspaper.

Mr. Johnson reported on the culvert issues on Tudor Place. Mr. Johnson stated that the drainage issue is not the responsibility of the township. The state is responsible for the culvert. Geauga County Soil and Water Conservation District is involved with the drainage issue.

Mr. Welker stated they have 3 ½ pallets of crack sealing material left. They hope to complete crack sealing by the end of July.

Mr. Welker stated that he would like to replace the crossover pipe on Kile Road. He will contact Chief Hildenbrand for use of a steel plate to place over the road while the work is being performed. Next year he would like to replace the culvert on Pearl Road. He already has the pipe.

Mr. Welker stated that Sisson Road and Sawmill Road repaving is complete except for the striping. The walkthrough meeting has not yet been scheduled to his knowledge. Mr. McClintock stated that a meeting is tentatively scheduled with the township and the county engineers for Friday morning at 7:00 a.m. to discuss how the projects went and get feedback from the township.

Mr. Johnson stated that there are currently no speed limit signs on Sisson Road. A speed study is scheduled for Sisson Road as soon as the paving project is finalized.

TOWNSHIP HALL

Mrs. Wolcott stated that the contractor for the automatic door closers, front town hall door and ladies room door handle still has not been out to look at the doors. Mr. Welker stated that the paperwork on the door closures was sent to the contractor to review.

SAFETY

Mr. Welker stated that heat exposure training was done today.

Held July 16, 2025

PARK

Mr. McClintock reported that the Park Board met last evening and reviewed projects for 2026 including enclosing pavilion #2, putting on new siding and a metal roof, as well as repaving and leveling the basketball court and adding bleachers to the area.

The community picnic committee met after the park Board. The picnic is scheduled for Sunday, August 10th. Donations from local community vendors and residents are beginning to be delivered.

The craft and vintage show being held in the township park on August 17th has over 60 vendors signed up to participate.

Mr. Welker stated that the certified playground mulch has been spread on the playground. The extra playground mulch is being stored for use when needed.

CEMETERY

The Board was given two cemetery deeds for approval and signature. Two graves were purchased by Lori Ann Gilbert and one columbarium niche was purchased by Fred Carver.

Mr. Johnson thanked the road crew for assisting with the burial of his mother-in-law on July 4th. He also thanked the township trustees and employees for the sympathy card that was sent to his family.

MISCELLANEOUS

Mrs. Wolcott reported that Mrs. Dottore suggested Mr. Romans, Mrs. Dottore, Mr. Acquaviva and Mr. Welker be given access to Share Point software which the trustees have on their new laptops. Her suggestion was to then have the employees place documents, quotes, and correspondence into the software for everyone to have access to. The Board agreed with the suggestion.

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

- Geauga Public Health pricing
- OTARMA Electrical Storm information.

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, August 6, 2025 at 6:30 pm.

Mrs. Wolcott stated that they will take a short break before entering into executive session.

At 7:07 Mr. McClintock made a motion to enter into executive session.
MOTION 2025-97: Made by Mr. McClintock, seconded by Mr. Johnson to enter into executive session for the purpose of discussing potential land acquisition and performance of a Hambden Township employee. Motion carried.

The Board resumed open session at 7:44 p.m.

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No decisions were made.

There being no further business to come before the Board at this time, the meeting adjourned at 7:45 p.m.

ATTESTED TO:

APPROVED BY:

Mary Ann Dottore
Mary Ann Dottore, Administrative Assistant

Catherine Wolcott
Catherine Wolcott

DATE APPROVED:

Keith McClintock
Keith McClintock

August 6, 2025

Dave Johnson
Dave Johnson

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Held _____ 20 _____

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