

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held September 17, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, September 17, 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, Zoning Inspector Richard Acquaviva, Road Superintendent Mike 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.

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

Mr. Schafer stated that he has a concern about construction on South Brown. He spoke with Mr. Acquaviva but has not heard back from him. Mr. Acquaviva reported that he spoke with the property owner and stated that it is not a zoning issue at this time. Mr. Acquaviva contacted Geauga Soil and Water Conservation District who will inspect the construction site.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the August 6, 2025, Regular Meeting. There were no corrections or changes to the minutes. Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-110: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the August 6, 2025, Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the August 20, 2025, Regular Meeting. There were no corrections or changes to the minutes. Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-111: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the August 20, 2025, Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the September 3, 2025, Regular Meeting. There were no corrections or changes to the minutes. Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-112: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the September 3, 2025, Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva reported that five permits have been issued. A handful of permit applications are being reviewed, they may become variances.

Mr. Acquaviva stated that He spoke with Geauga County Assistant Prosecutor Susan Wieland. Mr. Colombi is going away for a year or more. He will try and reach out to the next person listed on the articles of incorporation regarding the zoning violations. The other option would be for the Township to legally remove the vehicles at the township's expense.

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ZONING

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

FIRE DEPARTMENT

Chief Hildenbrand reported that they are working on getting the septic system approved for the new fire station.

Chief Hildenbrand reported that the second clambake fundraiser will be held on October 18th.

FINANCIAL

Mr. Romans reported that the mid-month payroll and taxes totaled \$5,907.31.

Mr. Romans reported that vendor warrants #14945 through and including #14959, totaling \$164,251.61, 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 #117-2025 through #119-2025 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.
\$550 from 2031-330-321 to 2031-330-314 for tax collection fees
\$650 from 2191-220-599 to 2191-220-314 for tax collection fees

ROADS

Mr. McClintock reported that Mr. Welker received three quotes for fuel tanks and fuel management systems.

Centerra	\$150 for fuel tanks \$59.95 per month for the management system
Great Lakes Petroleum	\$400 for fuel tanks and management system
Melzer Fuel	\$150 per month for fuel management system

Mr. Welker recommendation is to contract with Centerra as they are the cheapest monthly fee.

MOTION 2025-113: Made by Mr. McClintock, seconded by Mr. Johnson to contract with Centerra for the fuel tanks and supplying the fuel for the road department and fire department. Motion carried.

Centerra will be supplying off road diesel, on road diesel and regular 87 gasoline. Each employee will be issued a separate pin number like they do for WEX.

Mr. Welker reported that they are caught up with roadside ditching. Cold patches are needed on Radcliffe Road and Kile Road before winter. The license plates for the new plow truck still have not arrived. The new loader is in and training by CAT has been completed. The Western Star truck needs new front springs.

Mr. Welker continues to interview candidates for the full-time road employee position.

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TOWNSHIP HALL

Mrs. Wolcott stated that R.E.Y. has submitted a quote of \$1,995 to replace the front door of the old town hall. There is a 4 to 6 week delivery of the door from the manufacturer.

MOTION 2025-114: Made by Mr. McClintock, seconded by Mr. Johnson to approve the quote of \$1,995 from R.E.Y. to replace the front door of the old town hall. Motion carried.

SAFETY

Mr. Welker reported that the training on the new loader has been completed. CAT also has training videos on their website for use.

PARK

Mr. McClintock reported that the park board met last evening. They discussed pavilion work for next year including a new roof on pavilion #1 and a new roof and enclosure on pavilion #2.

The park board discussed the recap of the community picnic.

Fifteen trees were donated to the park. The park board discussed options for getting the trees installed.

Mrs. Wolcott asked about the phone number on the sign for park rentals. Mr. McClintock stated that the town hall phone number and park extension should be listed on the sign. The road crew will handle changing the phone number.

CEMETERY

Mr. Johnson played the video presentation on the cemetery GIS program. There is no cost to the township. The county will do the mapping. The GIS can be accessed from a cell phone for residents to look up graves. If the information is currently in Microsoft Excel, the information can be dropped into the new program. They will map both the new and old sections of the cemetery. If additional land is added to the cemetery the new section can be added to the program.

MISCELLANEOUS

Mrs. Wolcott asked if there will be enough helpers for fall trash day. Mr. McClintock, Mr. Welker, Mr. Babic, and Mr. Romans will be working. Mrs. Wolcott can work until 9:45 AM but has another commitment that day. Kevin Talty will be asked if he would like to work trash day.

Mrs. Wolcott reported that the county ADP department has quoted \$50 per computer to wipe the hard drives from the old computers. Mr. Romans stated that there is a utility on Windows 10 that allows you to wipe the hard drive. He will watch the YouTube video on the process of wiping the hard drives and attempt this on one of the computers to see if it works. If so, he will wipe the hard drives and the computers can then be sold on Gov deals, sealed bids or possibly eBay. Mrs. Dottore is checking with Geauga County Assistant Prosecutor Susan Wieland to see if they can be sold on eBay.

Mrs. Wolcott signed the 2025 NOPEC General Assembly proxy. The proxy will be sent back to NOPEC tomorrow.

Mr. Romans reported that the Hambden elementary school is being sold, he suggests that the Township contacts the Chardon school district to see if the Hambden Township can acquire the Hambden school bell to place in the Hambden Township Park.

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Mrs. Wolcott ask the board if anyone would like to attend League of Women Voters candidate night on September 30th. Mrs. Wolcott offered to attend and speak about the upcoming road levy.

Mrs. Wolcott suggested adding Traci Palattella to the Geauga Township Association as an affiliate member. The board agreed.

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

- Playground Inspection Reports – 8/27 and 9/2
- Hambden Township Road Dept. Weekly Work Log – 8/25-8/29 and 9/1-9/5
- Amendment to ORC 9.03 -Eliminating Charter Entity Exemption from Restrictions in Public Funds Expenditure to influence the Outcome of an Election
- OPEC Dental & Life program renewals for January 2026

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

Mr. Johnson reported that Terrace Glenn is under foreclosure.

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, October 1, 2025, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:17 p.m.

ATTESTED TO:

APPROVED BY:



Mary Ann Dottore, Administrative Assistant

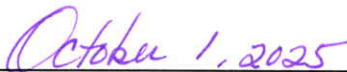


Catherine Wolcott

DATE APPROVED:



Keith McClintock



Dave Johnson