

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ October 1, _____ 20 25 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, October 1, 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.

Willow Lane resident Shirley McKeechan expressed her concern about a Willow Lane neighbor who has proposed removing the dead tree from the cul-de-sac and replacing it with a memorial to their son with a lit flagpole flying the American flag. Greg Lentz stated he agrees with Shirley and feels that it should not be in a public right-of-way. He asked if this was allowed, what would stop others from making a memorial for their loved ones in the cul-de-sac. Mr. McClintock stated this would need to be passed before Geauga County Assistant Prosecutor Susan Wieland before any decision can be made. It was suggested that they call the Township office the day of the next meeting to see if a decision was made or if more discussion is needed.

Mr. Antenucci spoke to the board about the revised code 9.64 that the legislature passed requiring townships to have a cyber security plan policy in place effect prior to July 1st, 2026. Since Hambden Township is under contract with Geauga County ADP, they can adopt a policy that the Geauga County ADP created as legislative authority. Mr. Antenucci stated that he can provide the Township with a resolution to be passed at the next trustee meeting.

MINUTES

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the September 17, 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 2025-115: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the September 17, 2025, Regular Meeting. Motion carried.

ZONING INSPECTOR

Mrs. Wolcott reported that Mr. Acquaviva issued two permits and a couple permits are being reviewed. Mr. Acquaviva is waiting for the Army Corp of Engineers documentation regarding South Brown.

Mrs. Wolcott stated that the zoning amendment paperwork is being prepared for the next Zoning Commission meeting.

ZONING

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

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FIRE DEPARTMENT

Chief Hildenbrand submitted his call summary report for September.

Chief Hildenbrand reported that the second clambake is scheduled for October 18th.

Chief Hildenbrand stated that he spoke at the League of Women Voters meeting about the two road levies.

Chief Hildenbrand reported the architect for the new fire station will have the plans ready to be sent to the government in approximately 10 weeks. They are still staying in the budget using only government grant funds.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$16,290.30

Mr. Romans reported that vendor warrants #14960 through and including #14975, totaling \$447,135.74, 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 #120-2025 through #124-2025 were submitted to the Board for signature and approval.

Mr. Romans reported that no blanket certificates were issued.

Mr. Romans advised the Board that total receipts for August were \$150,489.30 and the total expenditures were \$661,581.86.

Mr. Romans reported that the board was given the August financial statement indicating a combined balance of \$2,913,558.04.

MOTION 2025-116: Made by Mr. McClintock, seconded by Mr. Johnson to approve the August financial statement as submitted. Motion carried.

Mr. Romans reported that three Re-allocation of Appropriations were made.

- \$3,000.00 from 1000-130-360 to 1000-610-360 for trucking of limestone
- \$400.00 from 1000-330-599 to 1000-330-360 for fuel tank fees
- \$30,000.00 from 2021-330-599 to 2021-330-420 for road salt summer fill

Mr. Romans asked the board to pass a resolution accepting the amounts and rates determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor

RESOLUTION 2025-19: Made by Mr. Johnson, seconded by Mr. Johnson to pass a resolution accepting the amounts and rates determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Upon call of roll: Mr. Johnson-Yes, Mrs. Wolcott-Yes, Mr. McClintock-Yes. Motion carried by unanimous vote.

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ROADS

Mr. Romans asked the board to approve the Ronyak Paving change order from \$584,945.00 to \$617,525.40 for Asphalt Resurfacing Contract. This change order was approved by the Geauga County Engineers Office.

MOTION 2025-117: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Ronyak Paving change order from \$584,945.00 to \$617,525.40. Motion carried.

Mr. Romans asked the board to approve payment of the Ronyak Paving invoice in the amount of \$254,068.40 for work completed July 4, 2025, to July 15, 2025

MOTION 2025-118: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Ronyak Paving invoice in the amount of \$254,068.40 for work completed July 4, 2025, to July 15, 2025. Motion carried.

Mr. Welker recommended hiring Paul Lattanzi for the full-time road worker position.

Mr. Lattanzi introduced himself and gave a short synopsis of his work history. The board will schedule an executive session for Friday, October 3rd to discuss the hiring of a full-time road employee.

Mr. Welker discussed placing a cement pad for new fuel tanks. The pad will measure 12' x 12', and 8" thick with rebar. Mr. Welker is estimating \$1,000 for materials for the pad and to run power to the tanks. The work will be completed by the road employees.

Upgrading tools for the shop for maintaining equipment was budgeted for this year.

Mr. Welker stated that he is working on upgrading tools for the shop for maintaining equipment. Tools were budgeted in for this year.

Mrs. Wolcott asked if the culvert pipes that did not sell on GovDeals were going to be declared surplus and disposed of. Mr. McClintock stated that he will contact Geauga County Assistant Prosecutor Susan Weiland if we could give away the pipes since they did not sell.

Mr. Johnson would like to sell the old backhoe on GovDeals. Mr. Welker suggested keeping the backhoe since it will not sell for much.

TOWNSHIP HALL

No report.

SAFETY

No report.

PARK

Mr. McClintock reported that the park board is scheduled to meet in two weeks.

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CEMETERY

Mr. Johnson reported that he met with the Geauga County GIS technician regarding the mapping of the cemetery. Mrs. Dottore will be contacted for additional information regarding record keeping.

Mr. Welker reported that he caught up on pouring headstone foundations. Mr. Welker stated that the regulations need to be updated regarding foundations at grass level.

MISCELLANEOUS

Mrs. Wolcott reported that Chardon is holding trick or treat on Friday, October 31, 2025, from 5:30 pm – 7:30 pm. Hambden Township will follow the same schedule as Chardon as in the past.

Mr. Welker stated that five rubbish dumpsters and two scrap metal dumpsters were used on trash day. The scrap metal proceeds were \$690.25 from 9,860 pounds.

Mrs. Wolcott stated that she attended the League of Women Voters meeting and spoke about the road levy that will be on the November ballot.

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

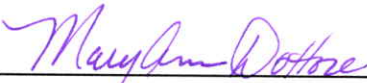
- Weekly Work Logs – 9/8/25 – 9/12/25
- Park Inspection Reports – 9/9/25, 9/17/25, 9/23/25
- Safety Training - 9/9/25 loader training with CAT Ohio
- Geauga County Sheriff's Office September call report
- OTARMA crisis communication plan. Per Mary Ann Dottore, the Business Continuity Plan updated annually in January covers this.

The correspondence will be filed in the office.

Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, October 15, 2025, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:13 p.m.

ATTESTED TO:



Mary Ann Dottore, Administrative Assistant

APPROVED BY:



Catherine Wolcott



Dave Johnson

DATE APPROVED:

November 5, 2025



Keith McClintock