

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular Meeting

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

Held _____ October 15, _____ 20 25 _____

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, October 15, 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. There were none.

MINUTES

Mrs. Wolcott reported that the minutes of the October 1st will be ready for approval at the next meeting.

ZONING INSPECTOR

Mr. Acquaviva reported that two permits have been issued. Four permit applications and four variances are being reviewed.

Mr. Acquaviva stated that two amendments have been submitted to the Geauga County Planning Commission. They will not be on the agenda for approval until their November meeting.

ZONING

Mrs. Wolcott reported that the Zoning Commission is scheduled to meet on Monday, November 3, 2025, at 6:00 p.m.

FIRE DEPARTMENT

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

Chief Hildebrand stated that the levy yard signs have been distributed and placed in yards.

Chief Hildenbrand reported that there was a large woods fire last week which burned 15 to 20 acres. The fire was started on a building site where debris was being burned and caught dry leaves on fire. Several area fire departments provided mutual aid. They were on site for approximately three hours.

FINANCIAL

Mr. Romans reported that the mid-month payroll and taxes totaled \$5,906.78.

Mr. Romans reported that vendor warrants #14976 through and including #14993, totaling \$19,445.16, 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 #125-2025 through #128-2025 were submitted to the Board for signature and approval.

Held October 15, 2025

Mr. Romans reported that one blanket certificate was issued.
#99-2025 1000-120-730 Installation material for fuel tanks \$2,000
MOTION 2025-119: Made by Keith McClintock, seconded by Mr. Johnson to approve the blanket certificate as submitted. Motion carried.

Mr. Romans reported that three Re-allocations of Appropriations were made.
\$500 from 1000-330-490 to 1000-330-251 for uniform reimbursement
\$50 from 2031-330-490 to 2031-330-740 for new plow truck radio
\$150 from 2191-220-599 to 2191-220-519 volunteer firefighters' dependency fund

Mr. Romans asked the board to pass a resolution to adopt and implement the cybersecurity program policies of the Geauga County Automatic Data Processing (ADP) board.
RESOLUTION 2025-20: Made by Mr. McClintock, seconded by Mr. Johnson to adopt and implement the cybersecurity program policies of the Geauga County Automatic Data Processing (ADP) board. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

Mr. Romans asked the board to approve the quote from Charles E. Harris & Associates for the year end Hinkle financial reports. The quote covers three years as follows: \$600 for 2025, \$700 for 2026 and \$800 for 2027.
MOTION 2025-120: Made by Keith McClintock, seconded by Mr. Johnson to approve the quote from Charles E. Harris & Associates for the year end Hinkle financial reports. Motion carried.

ROADS

Mrs. Wolcott asked the board to declare the concrete pipes and asphalt as surplus, unwanted with no value and give away to residents.
MOTION 2025-121: Made by Keith McClintock, seconded by Mr. Johnson to declare the concrete pipes and asphalt as surplus, unwanted with no value and give away to residents. Motion carried.

Mr. Welker reported that four quotes were requested for repairing front springs on western star truck.
Cleveland Spring - \$2,650
Stuver Auto Spring - \$3,000
Dias Spring - \$2,500
Warren Spring – Did not submit quote
MOTION 2025-122: Made by Keith McClintock, seconded by Mr. Johnson to accept the quote from Cleveland Spring based on the distance closer to the town hall (resulting in a lower cost overall). Motion carried.

Mrs. Wolcott reported that an email was received from Hunter Knight on October 15, 2025, regarding a schedule repayment of tuition for his CDL class. His first payment of \$200 per month was received today.

Mr. Welker reported that he would like to patch the road damage on Steelhead Run now to get through the winter and pave in the spring. The board agreed.

Mr. Welker stated that he would like to purchase sand at \$5 per ton for ice control on Sawmill Dr. The board agreed.

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Mr. Welker stated that Paul Lattanzi started work on Tuesday.

Mr. Welker stated that he is waiting for OUPS to flag the power lines before pouring the concrete pad for the new fuel tanks.

Mr. Welker reported that Middlefield Township would like to borrow the tar kettle. The board agreed to lend the machine to Middlefield Township purchasing the tar and propane fuel will be the responsibility of Middlefield Township.

Mr. Romans reported that a quote was received from Ten10 Design for the township truck decals. The board asked Mr. Romans to order the decals.

TOWNSHIP HALL

Mrs. Wolcott reported that the well is very low and needs water. The pump was just replaced, and the filter is collecting rust and sediment. The board discussed having the fire department bringing in pond water or purchasing water from a company. Mr. Welker will look into the cost of having a tank of water delivered. With the upcoming rain they are hoping it will rain enough to not need water delivered.

SAFETY

No report.

PARK

Mr. McClintock reported that quotes were received for hauling limestone needed for the walking trail in the park.

- Piras Trucking - \$3,200 (\$8 per ton)
- Clay Trucking - \$3,700 (\$8 per ton)
- JC's Hauling - \$4,000 (\$10 per ton)

MOTION 2025-123: Made by Keith McClintock, seconded by Mr. Johnson to accept the quote from Piras Trucking for the hauling of limestone for the walking trail at the cost of \$8 per ton. Motion carried.

Mr. McClintock stated that Jim Petkosik and Larry Gaspar would like to switch positions on the park board. The board agreed. A formal motion will be made at the next trustee meeting.

CEMETERY

Mr. Welker stated that the trees in the cemetery have been cleaned up.

MISCELLANEOUS

Mrs. Wolcott reported that Mary Ann Dottore is back to work with normal hours of 30 per week. Their work schedule is as follows:

- Mary Ann Dottore – Monday – OFF, Tuesday – work from home, Wednesday & Thursday – office, and Friday – work from home
- Traci Palattella – Monday – OFF, Tuesday, Wednesday, Thursday – office, Friday – OFF

An adjustment is needed to return Traci Palattella's hours from up to 30 hours per week to 20 hours per week.

MOTION 2025-124: Made by Keith McClintock, seconded by Mr. Johnson to return Traci Palattella's hours from up to 30 hours per week to 20 hours per week. Motion carried.

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Mr. Romans asked the board if Kevin Talty is to be paid for helping on fall trash day. In the past the workers that are not currently employed by Hambden Township received \$100.

MOTION 2025-125: Made by Keith McClintock, seconded by Mr. Johnson to pay Kevin Talty \$100 for his labor on fall trash day. Motion carried.

Mr. Johnson reported that he will be attending the Montville Township trustee meeting on October 22, 2025, to support Hambden Township residents who have complaints about the noise from Pioneer Water Park.

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

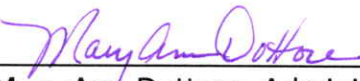
- September 29th, October 6th and October 14th Park inspection reports
- September 22nd – September 27th and September 29th – October 3rd Weekly work logs
- OTA Legislative Alert & Info 10/3/25
- Red Cross – DCS Sheltering Operation Exercise 10/25/25

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, November 5, 2025, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:02 p.m.

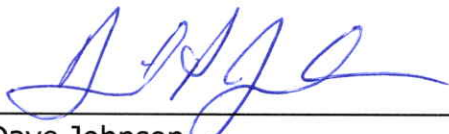
ATTESTED TO:

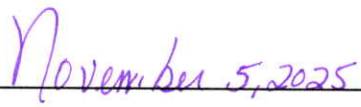

Mary Ann Dottore, Administrative Assistant

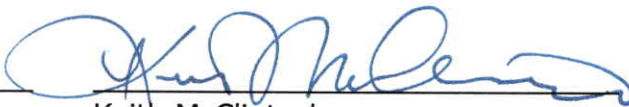
APPROVED BY:


Catherine Wolcott

DATE APPROVED:


Dave Johnson


November 5, 2025


Keith McClintock