

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Regular

Meeting

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

Held December 3, 2025

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 3, 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 October 3, 2025, Special Meeting. There were no corrections or changes to the minutes. Mr. McClintock recommended that they stand as approved and waive the reading.

MOTION 2025-139: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the October 3, 2025, Special Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the November 19, 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 2025-140: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the November 19, 2025, Regular Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva was absent.

Mrs. Wolcott read Mr. Acquaviva's report.

The Zoning Commission met on Monday, December 1, 2025. Two amendments are being prepared and will be given to Mr. Romans in the next couple days.

Mr. Acquaviva is working with the Geauga County Planning Commission on finalizing amendments to the Hambden Township zoning resolution.

A new variance hearing will be scheduled within the next two weeks.

ZONING

No report.

FIRE DEPARTMENT

Chief Hildenbrand submitted his call summary report for November.

Chief Hildenbrand provided the 2026 Fire Contract in the amount of \$792,750.00. The contract was reviewed and approved by Assistant Prosecutor Susan Weiland.

MOTION 2025-141: Made by Mr. McClintock, seconded by Mr. Johnson to approve the 2026 Fire Contract as submitted. Motion carried by unanimous vote.

Held _____ December 3, 2025

Mrs. Wolcott asked Chief Hildenbrand if he would like to renew the contract with Life Force Management without any changes. Chief Hildenbrand stated they are happy with Life Force Management and would like to renew the contract.

MOTION 2025-142: Made by Mr. McClintock, seconded by Mr. Johnson to renew the contract with Life Force Management without any changes. Motion carried by unanimous vote.

FINANCIAL

Mr. Romans reported that the month-end payroll and taxes totaled \$15,903.53,

Mr. Romans reported that vendor warrants #15041 through and including #15064, totaling \$25,544.74, 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 #138-2025 through #143-2025 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.
\$400 from 1000-120-730 to 1000-120-329 for fire protection service
\$20,000 to 2191-220-323 per resolution 2025-22 made on 11-19-2025

Mr. Romans advised the Board that total receipts for September were \$59,425.12 and the total expenditures were \$649,847.45

Mr. Romans reported that the board was given the September financial statement indicating a combined balance of \$2,323,135.71.

MOTION 2025-143: Made by Mr. McClintock, seconded by Mr. Johnson to approve the September financial statement as submitted. Motion carried.

Mr. Romans advised the Board that total receipts for October were \$44,660.24 and the total expenditures were \$45,575.97.

Mr. Romans reported that the board was given the October financial statement indicating a combined balance of \$2,322,219.98.

MOTION 2025-144: Made by Mr. McClintock, seconded by Mr. Johnson to approve the October financial statement as submitted. Motion carried.

Mr. Romans asked the board to pass the resolution approving the 2026 temporary appropriations.

RESOLUTION 2025-23: Made by Mr. McClintock, seconded by Mr. Johnson to approve the 2026 temporary appropriations as submitted. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

Mr. Romans reported that the NOPEC Grant was approved for \$1,995.00.

ROADS

Mr. McClintock thanked the road crew for keeping the roads clear of snow on Thanksgiving.

The cement pad is ready for the fuel tanks which are due to be delivered.

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The plow on Mr. Lattanzi’s truck has been angled differently to eliminate the plow from hitting mailboxes. They are looking into purchasing the correct size plow made for that truck.

Mr. Welker suggested installing dash cameras on the plow trucks. He is working on getting quotes.

The septic is repaired. A new pump has been installed. Ground water is leaking into the septic system. The original installer of the septic system has been contacted to look into the problem.

TOWNSHIP HALL

Mr. Welker stated that the light fixture over the front door needs to be replaced. It is hanging by a wire.

Mrs. Wolcott stated that the front door installation is complete. Caulking inside still needs to be done. Mr. Welker stated the road crew could handle the caulking and touching up the paint.

SAFETY

No report.

PARK

Mr. McClintock reported that quotes have been received for enclosing pavilion #2 and the ceiling of pavilion #4

MM Yoder Construction \$15,500.

Lester & Sons Construction \$18,400.

MOTION 2025-145: Made by Mr. McClintock, seconded by Mr. Johnson to hire MM Yoder Construction for the work on pavilion #2 and #4. Motion carried.

Mr. Gaspar stated that the park board will not be meeting in December.

CEMETERY

Mr. Johnson reported that they need to find someone to re-pin the cemetery with metal pins and purchase a new metal detector.

Mr. Johnson recommended appointing Adam Babic as cemetery sexton

MOTION 2025-146: Made by Mr. McClintock, seconded by Mr. Johnson to appoint Adam Babic as cemetery sexton. Motion carried.

MISCELLANEOUS

Mr. McClintock asked the board to approve the resolution of Convenience and Necessity for the improvements of Various Roads including Kile Road, Steelhead Run and Flyfisher Way.

RESOLUTION 2025-24: Made by Mr. McClintock, seconded by Mr. Johnson to approve the resolution of Convenience and Necessity for the improvements of Various Roads including Kile Road, Steelhead Run and Flyfisher Way. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

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Mr. McClintock asked the board to approve the Resolution authorizing Keith McCintock to serve as the chief executive officer and certifying representative to submit an application to participate in the OPWC state capital improvement program.

RESOLUTION 2025-25: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Resolution authorizing Keith McCintock to serve as the chief executive officer and certifying representative to submit an application to participate in the OPWC state capital improvement program. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

Mr. McClintock asked the board to approve the Memorandum of Understanding regarding funding obligations for the improvement of Kile Road located in Montville and Hambden townships in Geauga County.

MOTION 2025-147: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Memorandum of Understanding regarding funding obligations for the improvement of Kile Road located in Montville and Hambden townships in Geauga County. Motion carried.

Mr. McClintock asked the board to approve the certificate of local funds in the amount of \$200,000 to pay the local share for the Kile Road Improvement project.

MOTION 2025-148: Made by Mr. McClintock, seconded by Mr. Johnson to approve the certificate of local funds in the amount of \$200,000 to pay the local share for the Kile Road Improvement project. Motion carried.

Mr. McClintock asked the board to approve the State of Ohio Public Works Commission application for financial assistance.

MOTION 2025-149: Made by Mr. McClintock, seconded by Mr. Johnson to approve the State of Ohio Public Works Commission application for financial assistance. Motion carried.

Mrs. Wolcott asked the board if they would like to approve or request a hearing regarding the liquor permit request for State Route 608 LLC. The board approved the request.

Mr. McClintock stated that he spoke with Geauga County Assistant Prosecutor Susan Wieland in regards regarding the request to place an American flag/pole on cul-de-sac by residents at 8555 Willow Lane. According to Mrs. Wieland nothing can be placed in a road right away.

Mrs. Wolcott asked the board to declare the BAZIC folding cart surplus, inventory #552 broken and dispose of.

MOTION 2025-150: Made by Mr. McClintock, seconded by Mr. Johnson to declare the BAZIC folding cart, inventory #552 as broken and dispose of. Motion carried.

Mrs. Wolcott asked the board to approve Re-allocation of Appropriations within the same fund be made without prior motion. Re-allocation will be reported at the meeting following the transfer for 2026.

MOTION 2025-151: Made by Mr. McClintock, seconded by Mr. Johnson to approve Re-allocation of Appropriations within the same fund be made without prior motion. Motion carried.

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Mrs. Wolcott asked the board to approve a rule that miscellaneous blanket certificates may not exceed \$15,000 for 2026.

MOTION 2025-152: Made by Mr. McClintock, seconded by Mr. Johnson to approve a rule that miscellaneous blanket certificates may not exceed \$15,000 for 2026. Motion carried.

Mrs. Wolcott asked the board if they would like to approve OPERS deductions according to the salary reduction plan for 2026.

MOTION 2025-153: Made by Mr. McClintock, seconded by Mr. Johnson to approve OPERS deductions according to the salary reduction plan for 2026. Motion carried.

Mrs. Wolcott asked the board to re-appoint Dave Heald as a member of the Board of Zoning Appeals for another term.

MOTION 2025-154: Made by Mr. McClintock, seconded by Mr. Johnson to re-appoint Dave Heald as a member of the Board of Zoning Appeals for another term. Motion carried.

Mrs. Wolcott asked the board to re-appoint Jim Petkosek as a member of the Park Board for another term.

MOTION 2025-155: Made by Mr. McClintock, seconded by Mr. Johnson to re-appoint Jim Petkosek as a member of the Park Board for another term. Motion carried.

Mrs. Wolcott asked the board to re-appoint Linda Petkosek as a member of the Park Board for another term.

MOTION 2025-156: Made by Mr. McClintock, seconded by Mr. Johnson to re-appoint Linda Petkosek as a member of the Park Board for another term. Motion carried.

Mrs. Wolcott asked the board to accept the resignation of Phil Smith from the Zoning Commission effective January 31, 2026.

MOTION 2025-157: Made by Mr. McClintock, seconded by Mr. Johnson to accept the resignation of Phil Smith from the Zoning Commission effective January 31, 2026. Motion carried.

Mrs. Wolcott asked the board to pass a resolution of approval of the solid waste management plan adopted on April 2, 2025.

RESOLUTION 2025-26: Made by Mr. McClintock, seconded by Mr. Johnson to pass a resolution of approval of the solid waste management plan adopted on April 2, 2025. Roll call: Mrs. Wolcott, yes; Mr. Johnson – yes; and Mr. McClintock – yes.

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

- November Geauga County Sheriff’s call report
- Snowplow Route Sheets – November and December through 12/2/25
- Nov 3rd and 13th Park inspection reports
- Plan review notice of compliance letter from Geauga Soil and Water for fire department
- Zito Media notice of December 2025 service rate adjustments for customers

The correspondence will be filed in the office.

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Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, December 17, 2025, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 7:12 p.m.

ATTESTED TO:

Mary Ann Dottore
Mary Ann Dottore, Administrative Assistant

APPROVED BY:

Catherine Wolcott
Catherine Wolcott

DATE APPROVED:

December 17, 2025

Dave Johnson
Dave Johnson

Keith McClintock
Keith McClintock