

RECORD OF PROCEEDINGS
HAMBDEN TOWNSHIP TRUSTEES

Minutes of

Meeting

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

Held December 17 20 25

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, December 17, 2025, at 6:30 p.m. with the following members present: Catherine Wolcott, Dave Johnson and Keith McClintock. Also, present were 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 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 December 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 2025-161: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the December 3, 2025, Regular Meeting. Motion carried.

Mrs. Wolcott asked the Board if there were any comments or corrections regarding the minutes of the December 12, 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 2025-162: Made by Mr. McClintock, seconded by Mr. Johnson to approve the minutes of the December 12, 2025, Special Meeting. Motion carried.

ZONING INSPECTOR

Mr. Acquaviva was absent.

ZONING

Mrs. Wolcott reported that the next Zoning Commission meeting is scheduled for January.

FIRE DEPARTMENT

Chief Hildenbrand reported that the new fire station plans are moving forward. The \$2 million State of Ohio funding is going smoothly. They are hoping to put the fire station project out for bid prior to Christmas.

Chief Hildenbrand stated that Captain Tim Tobin is recovering and provided an update. Captain Tobin's daughter is doing well.

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Mrs. Wolcott asked the board to approve the 2026 Fire Protection Officers as submitted by Chief Hildenbrand.

Fire prevention officer – Chief Scott Hildenbrand

Deputy prevention officers:

David Peterson

Tim Tobin

David Baird

Doug Riedel

Christopher Titterington

Joshua Greigus

Cal Henderson

Ella Rhodes

MOTION 2025-163: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Fire Prevention Officers as submitted. Motion carried.

FINANCIAL

Mr. Romans reported that the mid-month payroll and taxes totaled \$13,706.68.

Mr. Romans reported that vendor warrants #15065 through and including #15074, totaling \$15,429.99, 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 #144-2025 through #146-2025 have been issued since the last meeting.

Mr. Romans reported that one blanket certificate was issued.

#108-2025 Acct 1000-330-599 Miscellaneous Expenses \$500.00

MOTION 2025-164: Made by Keith McClintock, seconded by Mr. Johnson to approve blanket certificate #108-2025 as submitted. Motion carried.

Mr. Romans reported that one Re-allocation of Appropriations was made.
\$1,400 from 1000-110-229 to 1000-110-223 for dental insurance.

Mr. Romans advised the Board that total receipts for November were \$55,651.86 and the total expenditures were \$129,437.35

Mr. Romans reported that the board was given the November financial statement indicating a combined balance of \$2,248,434.49.

MOTION 2025-165: Made by Mr. McClintock, seconded by Mr. Johnson to approve the November financial statement as submitted. Motion carried.

Mr. Romans reported that NOPEC has offered Hambden Township \$1,500 for the 2026 Community Event Sponsorship grant.

MOTION 2025-166 Made by Mr. McClintock, seconded by Mr. Johnson to accept the 2026 NOPEC Community Event Sponsorship grant. Motion carried.

Mr. Romans reported that the 2026 temporary appropriations were approved by the Geauga County Auditors Office in the amount of \$1,782,045.00.

Held December 17 20 25

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Fire prevention officer – Chief Scott Hildenbrand

Deputy prevention officers:

- David Peterson
- Tim Tobin
- David Baird
- Doug Riedel
- Christopher Titterington
- Joshua Greigus
- Cal Henderson
- Ella Rhodes

MOTION 2025-163: Made by Mr. McClintock, seconded by Mr. Johnson to approve the Fire Prevention Officers as submitted. Motion carried.

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ROADS

Mr. Welker reported that the salt spreader on the newest plow truck has been calibrated. It was only spreading salt on one lane of the road. He is also working on getting quotes for a new plow for that truck. He hopes to have the quotes ready for approval at the next trustee meeting.

Mr. Welker asked the board to approve \$400 for the Road Superintendent breakfast which Hambden Township is hosting and being catered by Maple City Taps.

MOTION 2025-167: Made by Mr. McClintock, seconded by Mr. Johnson to approve up to \$400 for the Road Superintendent breakfast. Motion carried.

Mr. McClintock asked Mr. Welker about quotes for dash cams on the plow trucks due to complaints regarding the plow trucks. Mr. Welker reported purchasing Ryobi SD card dash cams was recommended by Jake. The installation of the power supply connection for the dash cams was quoted for \$150.00 per truck. The two new freightliners already have USB connections in the truck.

MOTION 2025-168: Made by Mr. McClintock, seconded by Mr. Johnson to approve up to \$3000 for 8 cameras and installation in plow trucks. Motion carried.

Mr. Welker suggested giving the fire department a key to the one-ton truck to be used in case of an emergency.

TOWNSHIP HALL

Mrs. Wolcott reported that she received a complaint about the heat in the town hall being set at 47° Fahrenheit when they arrived to use the town hall. They immediately turned the temperature up, but it did not even reach 60° by the time their meeting was over. Mr. Romans stated that he keeps the temperature set at 50° since the town hall is not used on a daily basis. The temperature will be turned up prior to someone using the town hall in the future.

Mr. Johnson asked about the light on the front door of the Old Town hall that needed to be replaced. Mr. Welker stated that the new light was just delivered and they would install it as soon as time permits.

SAFETY

Mr. Welker reported the shut-off switch for the new fuel tanks is located in the old salt shed to allow access by the fire department.

PARK

No Report.

CEMETERY

Mr. Johnson reported that he was impressed with the new GIS cemetery program. It is very detailed. Mr. Babic, Mrs. Dottore, Mrs. Palattella and Mr. Johnson attended the GIS program presentation. After reviewing the program, the employees requested fields be added and wording of some fields be changed to coincide with the existing township verbiage.

The board approved the purchase of a laptop and cell phone for Mr. Babic to use as the Cemetery Sexton allowing access to the GIS program.

MISCELLANEOUS

Held December 17 2025

Mrs. Wolcott asked the Board to pass a resolution authorizing intent to dispose of unneeded, obsolete, or unfit township property via internet auction for calendar year 2026 with eBay added to the list of internet auction sites.

RESOLUTION 2025-27: Made by Mr. McClintock, seconded by Mr. Johnson to pass a resolution authorizing intent to dispose of unneeded, obsolete, or unfit township property via internet auction for calendar year 2026. Upon call of roll: Mr. McClintock - yes, Mr. Johnson - yes, Mrs. Wolcott - yes. Motion carried by unanimous vote.

The board decided to waive the year-end meeting and stop in the office and sign checks after they are printed. Mr. Romans and Mrs. Palattella will process the final checks of the year on December 30th.

Mrs. Wolcott asked the Board if they would like to set the Board compensation rate as daily or salary for the year 2026.

MOTION 2025-169: Made by Mr. McClintock, seconded by Mr. Johnson to set the Board compensation rate as salary for 2026. Motion carried by unanimous vote.

The board re-appointed road and office personnel as follows:

- Road Superintendent – Mike “Dan” Welker
- Road Worker – Adam Babic
- Road Worker – Paul Lattanzi
- Administrative Assistant – Mary Ann Dottore
- Assistant to the Administrative Assistant – Traci Palattella
- Zoning Inspector – Richard Acquaviva
- Cemetery Sexton – Adam Babic
- Cemetery Sexton Administrator – Mary Ann Dottore

MOTION 2025-170: Made by Mr. McClintock, seconded by Mr. Johnson to re-appointed road and office personnel. Motion carried by unanimous vote.

Mrs. Wolcott asked the board to consider allowing Mrs. Dottore to carry over 27.5 hours of vacation leave into 2026 to be used while recovering.

MOTION 2025-171: Made by Mr. McClintock, seconded by Mr. Johnson to allow Mrs. Dottore to carry over 27.5 hours of vacation leave into 2026 to be used while recovering. Motion carried by unanimous vote.

Mrs. Wolcott ask the board to approve Traci Palattella to work up to\not to exceed 30 hours per week starting January 1, 2026, while Mrs. Dottore is out on leave.

MOTION 2025-172: Made by Mr. McClintock, seconded by Mr. Johnson to approve Traci Palattella to work up to\not to exceed 30 hours per week starting January 1, 2026, while Mrs. Dottore is out on leave. Motion carried by unanimous vote.

Mrs. Wolcott asked the board if they would like to increase the meeting stipend for the Zoning and Park boards. The rate was last increased to \$22 per meeting in 2021 for 2022.

MOTION 2025-173: Made by Mr. McClintock, seconded by Mr. Johnson to keep the meeting stipend for the Zoning and Park boards at the rate of \$22 per meeting in 2026. Motion carried by unanimous vote.

Mrs. Wolcott reported that since the last trustee meeting the following

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correspondence was sent to the Board:

- Weekly work blogs 11/17/25 – 12/14/25
- Snowplow route sheets 11/10/25 – 12/15/25
- 2025 snowplow safety training

The correspondence will be filed in the office.

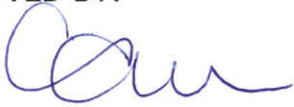
Mrs. Wolcott announced the next Board of Trustees meeting is scheduled for Wednesday, January 7, 2026, at 6:30 pm.

There being no further business to come before the Board at this time, the meeting adjourned at 6:59 p.m.

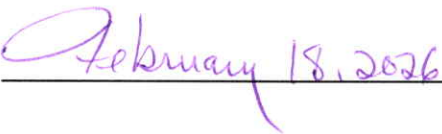
ATTESTED TO:


Mary Ann Dottore, Administrative Assistant

APPROVED BY:


Catherine Wolcott

DATE APPROVED:


February 18, 2026


Dave Johnson


Keith McClintock

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