RECORD OF PROCEEDINGS

Minutes of HAMBDEN TOWNSHIP TRUSTEES Regular Meeting

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

Held June 17, 20 26

The Hambden Township Trustees met in Regular Session at the Hambden Town Hall on Wednesday, June 17, 2026, at 6:30 p.m. with the following members present: David Johnson, Catherine Wolcott and Keith McClintock. Also, present was Fiscal Officer Mike Romans, and Fire Chief Scott Hildenbrand (see attached sign in sheet).

Mr. Johnson called the Regular Meeting to order with the Pledge of Allegiance at 6:30 p.m.

Mr. Johnson reported that there was a quorum with all three trustees present.

Mr. Johnson asked if there were any comments from the public. There were no questions.

MINUTES
Minutes of June 4, 2026, were not ready for approval.

ZONING INSPECTOR
No report provided.

ZONING
Mr. McClintock missed the last meeting on June 1st (on vacation). He is planning on attending the next meeting on July 6th.

FIRE DEPARTMENT
Chief Hildenbrand reported the department has two new paramedics. Three other candidates are set to finish the paramedic program at the end of July.

Chief Hildenbrand reported that Terrace Glen is under new ownership. They have begun tearing out old trailers and putting in new ones and have had the road repaved.

Chief Hildenbrand reported on the new fire station. The fire department gets a weekly report of what has been completed and what is going to be accomplished for the week. Chief Hildenbrand will email the weekly report to the trustees so they can see the progress.

Chief Hildenbrand reported the live feed camera is in and he is working on getting it up and running. A link for the live feed will be on the fire department website and Facebook. Chief Hildenbrand is hoping to have the camera up and running in next 2 weeks.

Chief Hildenbrand stated the septic tanks should be going in this week.

Chief Hildenbrand reported that since the project came in under budget, the decision has been made to do some upgrades. The installation of solar panels is being explored. He is waiting for a proposal for cost and benefit.

Chief Hildenbrand reported that Vanboxel Building Supply is donating the kitchen cabinets and counter tops, which will open funding for additional upgrades elsewhere in the building.

Chief Hildenbrand reported he drives by the construction site every day to check their progress. The project remains on schedule, and at this point, a little ahead of schedule.

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FINANCIAL

Mr. Romans reported that the mid-month payroll and payroll taxes totaled $14,639.05.

Mr. Romans reported that vendor warrants #15290 through and including #15324, totaling $91,743.67, 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 purchase orders #78-2026 through #84-2026 were issued.

Mr. Romans reported that there was one Blanket Certificate:
#60-2026 Account #2071-610-599-0001 for 2026 Community Picnic $1,500.
MOTION 2026-67: Made by Catherine Wolcott, seconded by Keith McClintock to approve the Blanket Certificates. All in favor, motion carried.

Mr. Romans reported one Re-allocation of Appropriations:
$750 from 2171-610-321 and $750 from 2171-610-430 to 2171-610-599-0001 for the 2026 Community Picnic.

Mr. Romans reported receipts for the month of May were $42,271.73, and expenditures for the month of May were $151,746.06. The Financial Statement for May was $2,606,634.81.
MOTION 2026-68: Made by Catherine Wolcott, seconded by Keith McClintock to approve the May financial statement. All in favor, motion carried.

Mr. Romans presented a resolution to close Middlefield Bank Sweep account and open a Farmer's Bank Money Market account. Farmer's Bank has bought out Middlefield Bank. This is part of the process of switching things over from one bank to the other. The Money Market account will have the same function as the Sweep account.
RESOLUTION 2026-8: Made by Catherine Wolcott, seconded by Keith McClintock to approve resolution to close Middlefield Bank Sweep account and open Farmer's Bank Money Market account. David Johnson – yes; Keith McClintock – yes; Catherine Wolcott – yes.

Mr. Romans presented a resolution for Supplemental Appropriations. He suggested an increase of the funds in the reserve fund to the maximum which will reduce the funds in the general fund, as quotes for parking lot came in higher than expected. The estimate from the Engineer's Office is lower than what the actual contract came in as from the lowest bidder for roads for 2026.
RESOLUTION 2026-9: Made by Catherine Wolcott, seconded by Keith McClintock to approve resolution Supplemental Appropriations. David Johnson – yes; Keith McClintock – yes; Catherine Wolcott – yes.

Mr. Romans presented a resolution to transfer funds from the General Fund 1000 to the Capital Project Fund 4902. This allows the transfer of funds provided the money is available.
RESOLUTION 2026-10: Made by Catherine Wolcott, seconded by Keith McClintock to approve resolution to transfer funds from the General Fund to the Capital Project Fund. David Johnson – yes; Keith McClintock – yes; Catherine Wolcott – yes.

Mr. Romans expects to have a copy of budget by next week.

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ROADS

Three quotes were discussed for a new mower. The following quotes were received:

Middlefield Farm & Garden	Kubota - Diesel	$14,194.72
Alvord's	Lazer Z - Diesel	$22,613.00
Spear	Tiger Cat - Gas	$10,451.00

Mr. Welker and Mr. Johnson recommended the Kubota to keep all mowers the same and with diesel engines.

MOTION 2026-69: Made by Catherine Wolcott, seconded by Keith McClintock to approve purchase of the Kubota from Middlefield Farm & Garden for $14,194.72. All in favor, motion carried.

Mr. Johnson reported on Zarzour R.O.W. cul-de-sac issue. There was an email with pictures. The seed did not completely take because of the weather. Mr. Johnson suggested cleaning it up and putting some screened topsoil down, seed it, and mulch with straw. Mr. McClintock stated he will instruct Mr. Welker per the discussion in the meeting to use screened topsoil, seed, and straw for this site and moving forward.

Mr. Johnson stated he was informed the High Country ditch restoration was completed and he will be checking on the work after the meeting.

Mr. McClintock read the report left by Mr. Welker. All culverts on Kile Road have been replaced and Kile Road will be paved next month.

There was significant storm damage observed throughout the township and cleanup efforts have been completed.

Still waiting on crack sealing machine to arrive. In the meantime, the road crew will begin ditching projects. There is a new location to dump material. The Road Crew will be getting caught up on roadside mowing and should have it completed by next week.

The following items need to be declared surplus and sell on GovDeals.

MOTION 2026-70 Made by Catherine Wolcott, seconded by Keith McClintock to declare Exmark mower as surplus and sell on GovDeals. All in favor, motion carried.

MOTION 2026-71 Made by Catherine Wolcott, seconded by Keith McClintock to declare CAT backhoe as surplus and sell on GovDeals. All in favor, motion carried.

MOTION 2026-72 Made by Catherine Wolcott, seconded by Keith McClintock to declare New Holland tractor and attachments as surplus and sell on GovDeals. All in favor, motion carried.

Mr. Johnson suggested looking into making a separate ingress/egress drive for the road department to use. Once the parking lot is re-surfaced, the trucks are just going to tear it up again. Mr. Welker is to contact Mr. Acquaviva to see if zoning will permit the creation of the access drive.

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TOWN HALL

Mrs. Wolcott reported that we are finally back in the Board meeting room in the Town Hall.

Mrs. Dottore, Mrs. Baird, and Mrs. Wolcott all met at Company119 last week to make sure we are all on the same page for the website and had a training session with them.

Kennington was awarded to do the electrical work on the sign. All paperwork was completed and turned into Mr. Romans.

The ceiling is falling in the old town hall. Looking for suggestions on contractors for drop ceiling. Mr. Johnson said he would research and suggest some contractors for Mrs. Wolcott to contact.

SAFETY

No report presented.

PARK

Mrs. Wolcott asked Mr. Romans on behalf of the Park Board about the Community Grant from NOPEC on whether money was carried over. Mr. Romans stated the grant is $1500 and it is used up every year on eligible expenses. There is no carry over. If it is not used up by the park, then money goes to the fire department for KNOX boxes. The only carryover is from the NOPEC Energy Grant.

Mrs. Wolcott reported someone tore up the baseball field over the weekend. Games were cancelled on Monday, and the Chardon baseball team had to have someone come out and re-grade everything. The bases were all taken out, and the pitching mound was destroyed. There was chalk all over one of the pavilions and the people renting it out had to clean it. The gate is not locked on the day care side. Joyce had seen a truck and trailer leaving from back there Saturday evening but didn't think anything of it at the time. Damage was found on Monday. It was noted that all vandalism is to be reported to the Sheriff's Office as soon as it is observed.

Pavilion 4 has a bad electrical outlet. Mrs. Wolcott will inquire if the road department would be able to fix it within the next week.

The Park board is requesting permission to use the Zoning Office to store donations for the community picnic. Mrs. Wolcott will verify approval with Mr. Acquaviva.

CEMETERY

Mr. Johnson read a report left by Mr. Babic. All footers have been poured and are ready for the monuments. Weeding has been completed. Backfill and seeding have been completed.

Mr. Johnson heard back from the surveyor in reference to pinning of the cemetery. The surveyor stated he will be out of town and will contact Mr. Johnson around July 1st. He did leave research for his office staff to do while he is gone. Mr. Johnson said they will meet sometime after he gets back.

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MISCELLANEOUS

Mr. Johnson reported Radcliffe Road agreement has been completed.

It was noted too many trips are being made to Hemly Tool Supply. It is more expensive and farther than Home Depot. A suggestion was made to make a list of what is needed and make one trip to providers closer to the office.

Geauga County Association Dinner is July 8 at 6 p.m. Final count needs to be in by June 24th.

Carpet cleaning of the rugs in the Town Hall and carpets in the Meeting Room, Zoning Office and Records room was discussed. The Meeting Room is being handled as part of the cleanup from the flood. Quotes will be needed for the rugs, Zoning Office and Records room.

The following correspondence was presented:

- Weekly worklogs 5/4 – 6/12
- Geauga County Airport Ribbon Cutting
- Fly In & Pancake Breakfast at the Geauga County Airport

Mr. Romans brought up a question about permanent appropriations for potential projects this year. Repaving the parking lot, concrete floor in old salt building, door on the old salt building, sidewalks out front and retaining wall in the park were listed. Mr. Romans would like to know which projects are going to be done this year and which we are not. Mr. Johnson said Mr. Welker would need to get quotes before an educated answer could be given. Mr. McClintock will talk with Mr. Welker to get quotes for the salt storage doors for the next meeting and the question of whether the road crew will do the concrete work for the floor in the salt building. The discussion on the road department versus a contractor doing the concrete work was had stating the road crew may not have time.

Mr. McClintock will also ask Mr. Welker when the retaining wall work for the park will be scheduled.

Mr. Romans asked about the legal ad for paving. Mr. McClintock stated he believed the legal ad was already written and stated for Mr. Romans to coordinate with Mrs. Dottore.

Request for the release of proposal for the Town Hall parking lot replacement project.

MOTION 2026-73: Made by Catherine Wolcott, seconded by Keith McClintock to approve the release of proposal for the Town Hall parking lot. All in favor, motion carried. Release date will be June 17th with response deadline July 10th. Projected township approval at the July 15th meeting.

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Mr. Johnson announced the next Board of Trustees meeting is scheduled for Wednesday, July 1, 2026, at 6:30 p.m.

Mr. Romans announced prior to the Board of Trustees meeting on July 1, 2026, there will be a budget hearing at 6:15 p.m.

There being no further business to come before the Board at this time, the meeting adjourned at 7:20 p.m.

ATTESTED TO:

Danielle Baird
Danielle Baird – Administrative Assistant

APPROVED BY:

Dave Johnson

Keith McClintock

Catherine Wolcott

DATE APPROVED:

August 5, 2026