

The organizational meeting was called to order on Monday, January 8, 2018 at 6:01 p.m. by Raymond Schulte.

Present were Trustees Raymond Schulte, Jim Burns and Becky Lutzko, also present were Fiscal Officer, Martha Catherwood; department representatives – Tim Kalavsky (Police), Mel Morgan (Fire), Darren Newcomer (Service), Suzanne Peterlin (Cemeteries/Zoning) 2 reporters and 12 residents.

Mr. Schulte nominated Mr. Burns, Chairman of the Board of Trustees. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte nominated Mrs. Lutzko as Vice-Chairman of the Board of Trustees. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion that Trustees meetings be scheduled as follows: The first regular meeting to be held on Monday, January 8, 2018, and thereafter every 1st and third Tuesday throughout the year. Meetings will begin at 6:30 p.m. Meetings are held at the Hinckley Town Hall Meeting Room in the Administration Building. Prior to the scheduling of any special meeting, the time of the meeting and its purpose shall be established.

Special meetings shall not be held unless at least twenty-four (24) hours advance notice is given to the news media that have requested notification, except in an emergency, the Administrative Assistant shall notify the news media that have requested notification immediately of the time, place and purpose. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to make it necessary for resolutions to pass by two (2) favorable votes or two (2) negative votes for failure. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

REQUEST FOR ADVANCE NOTIFICATION:

Mr. Burns moved that any person may upon request obtain reasonable advance notification of all meetings at which a special type of public business that is of interest. In addition to submitting the written request, the person must submit self-addressed stamped envelopes for mailing purposes. The person has the option to provide an email address and request notification through email distribution. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

POSTING

Mr. Burns moved that the Administrative Assistant be directed to post a copy of this schedule in an area of prominence accessible to the public during usual business hours. Also the Administrative Assistant shall post no later than twelve (12) hours before the time of any special meeting, a statement of the time, place and purpose of such special meeting. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte moved that the Fiscal Officer's compensation be in the amount stipulated in the Ohio Revised Code and paid monthly. The Fiscal Officer will be paid on a salaried system. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte moved that the Trustee's compensation be in the amount stipulated in the Ohio Revised Code and paid monthly. The Trustees will be paid on a salaried system. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that eligible employees and elected officials be compensated according to the IRS standard mileage rate at the time of the trip per mile on official business outside the county with Trustee approval. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that travel expenses incurred by the elected officials to various conventions be paid out of the general fund with Trustee approval.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that the Administration Building be scheduled and controlled through the Administrative Offices. Schedules shall be submitted in writing and be renewed yearly. Township official business pre-empts any schedule. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that the Administration Building rental for **Hinckley Township Residents ONLY** is set at \$50.00 per occasion for private use, plus a \$50.00 deposit for cleaning, refundable if the hall is left in clean condition. Non-profit organizations are exempt from fees. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that the Bronger's Park Pavilion rental for **Hinckley Township Residents ONLY** is set with a \$50.00 deposit, per occasion for private use, and refundable, if the facility is left in clean condition. Non-profit organizations are exempt from fees. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion to purchase coffee and accoutrements for the employees and residents. On special occasions the purchase of pastries will be permitted. Also in extreme emergency situations the safety forces are permitted to purchase food for the participants if the situation continues over an extended period of time. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

A discussion was held regarding zoning commission appointments. Mr. Schulte indicated that he was looking for Sean McCarthy to be appointed to the 5-year term and Bruce Schneider be appointed as an alternate. He indicated that he had concern about Mr. Schieder's personality. Mr. Burns indicated that Mr. Schneider is a passionate participant at meetings, but both he and Mrs. Lutzko had asked for a recommendation from Zoning Commission Chairman Spellman and it was indicated that Mr. Spellman would like Mr. Schneider to remain and be re-appointed to the five-year Member term. Mr. Burns and Mrs. Lutzko stated they would defer to Mr. Spellman's recommendation.

Mrs. Lutzko made a motion that the members of the Zoning Commission be compensated at a rate of \$35.00 each per meeting, worksession, site review and/or public hearing. In the event that a worksession/site review, public hearing and/or training are held on the same day, prior to or following any of the above, they shall be counted as one for the purpose of compensation. The current terms of the Zoning Commission Board Members and Alternates are as follows:

Sean McCarthy	Alternate	Term Exp. 12/31/2018
Diane Dermody	Member	Term Exp. 12/31/2021
Bruce Schneider	Member	Term Exp. 12/31/2022
Matthew Marzullo	Member	Term Exp. 12/31/2018
Calvin Powell	Member	Term Exp. 12/31/2019
William Spellman	Member	Term Exp. 12/31/2020

Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – no

Mrs. Lutzko made a motion that the members of the Board of Zoning Appeals shall be compensated at a rate of \$35.00 each per hearing (including site review). The members of the Board of Zoning Appeals shall be compensated at a rate of \$30.00 each per continued hearing. In the event a worksession is held on a separate day, it shall be considered separate and compensated at a rate of \$30.00 each. In the event that a worksession and/or training is held on the same day, prior to or following a hearing(s), they shall be counted as one for the purpose of compensation. The current terms of the Board of Zoning Appeals Members and Alternates are as follows:

Donna Boleman	Alternate	Term Exp. 12/31/2018
Bill Schaefer	Aternate	Term Exp. 12/31/2018
David Zeleznak	Member	Term Exp. 12/31/2021
Julie Mainzer	Member	Term Exp. 12/31/2021
Josephine Calabro	Member	Term Exp. 12/31/2022
William Budd	Member	Term Exp. 12/31/2018
Jeff Hoop	Member	Term Exp. 12/31/2020

Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion that members of the Zoning Commission and the Board of Zoning Appeals shall be required to attend a minimum of one educational seminar (in house or outside) annually and be compensated at a rate of \$30.00 for such attendance. Members shall be allowed compensation for up to two outside educational seminars annually. Members shall be compensated for all in-house seminars provided by the Board of Trustees. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to maintain an Assistant Zoning Inspector I position at a rate of \$15.50 per hour; not to exceed sixty (60) hours per quarter. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte

Mr. Burns made a motion to appoint Tom Wilson as Zoning Inspector for the year 2018 at the rate of \$867.00 per month. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to appoint Suzanne Peterlin as the Administrative & Zoning Manager position to include the Sexton role for the year 2018 at a rate of \$15.97 per hour with a minimum of 35 hours per week, not to exceed 40 hours per week. Mr. Schulte seconded.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to maintain a Recording Secretary position as an independent contractor. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to appoint Suzanne Peterlin as Acting Assistant Zoning Inspector in the event the Zoning Inspector is not available for purposes of signing permits for the year 2018. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion that the cost for opening and closing a grave will be \$625.00, and an extra \$275.00 will be charged if the funeral falls on a weekend or holiday. A cremation opening and closing will be \$200.00 and an extra \$75.00 will be charged for weekend or holiday cremation burial if the Service Department is needed. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to set the price of a gravesite for Township residents at \$400.00. Designated cremation sites at Maple Hill Cemetery will be \$250.00 per site for residents. Resident qualifications to be determined by the Trustees at the time of purchase. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to set the price of a footer for a gravestone at \$50.00 per cubic foot and that all graves must have permanent markers within a thirty-six (36) month time limit. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to appoint Darren Newcomer as the Stormwater Management Coordinator. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to maintain a Township Gardener position for the year 2018 at a rate of \$10.00 per hour. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to establish unskilled to skilled temporary labor rates at a range of \$10.00 to \$15.00 per hour. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion to appoint Mel Morgan as Fire Chief for the year 2018 at an annual rate of \$35,000.00. This has now been set as the cap compensation for this position. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that the year 2018 Firemen's compensation will be as follows:

Position	Hourly Rate
Chief Engineer	\$16.00
Fire Inspector	\$18.00 (hours to not exceed 260 hrs p/quarter)
Lieutenant/Paramedic	\$17.85
Lieutenant/ Intermediate	\$17.00
Lieutenant/Basic	\$17.00
Firefighter/EMT Basic	\$15.00
Firefighter/EMT Intermediate	\$15.45
Firefighter/Paramedic	\$16.22
Cadet/New Probationary	\$13.00/\$14.00 after 6 mo.
Administrative Assistant	\$15.00 (hours to not exceed 260 hrs p/quarter)

A Premium Incentive Pay of \$15.00 per member/per call shall be provided for initial response between the hours of 11:00 p.m. and 8:00 a.m. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that Fire Department compensation to include 1.5 times the member's normal pay grade for two 48-hour periods commencing 8:00 a.m. December 24 – 8:00 a.m. December 26, 2018 and 8:00 a.m. December 31, 2018 8:00 a.m. January 2, 2019. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

The trustees indicated that a further review of 2018 fire department wages would occur at a work session.

Mr. Schulte made a motion that Fire Department members shall receive a \$200.00 uniform allowance annually. Probationary members and those members not fulfilling performance standards will be compensated at the discretion of the Chief. Mrs. Lutzko seconded.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that the Ohio Fire Chiefs' Association and Medina County Fire Chief Association dues in the year 2018 for the Fire Chief be paid from the Fire Department fund. Mrs. Lutzko seconded.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that an insurance cost recovery fee of \$600.00 be applied to all non-residents for basic life support, and \$550.00 be applied to all residents for basic life support, for EMS transport. The billing agent for these fees shall be LifeForce Management with all monies directly deposited by LifeForce Management into the Township Fire Department fund as per the contract between LifeForce Management and Hinckley Township. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Schulte made a motion that an insurance cost recovery fee of \$700.00 be applied to all non-residents for advanced life support, and \$650.00 be applied to all residents for advanced life support, for EMS transport. The billing agent for these fees shall be LifeForce Management with all monies directly deposited by LifeForce Management into the Township Fire Department fund as per the contract between LifeForce Management and Hinckley Township. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion that a mileage rate of \$12.00 per mile be assessed to all non-residents and residents for EMS transports. The billing agent for these fees shall be LifeForce Management with all monies directly deposited by LifeForce Management into the Township Fire Department fund as per the contract between LifeForce Management and Hinckley Township. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to appoint Tim Kalavsky as Chief of the Police Department for the year 2018 at an annual salary of \$78,000.00 with five (5) weeks paid vacation. This has now been set as the cap compensation for this position. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to set the year 2018 Police salary rates as per the Union Contract. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion that for year 2018 the non-union members of the Hinckley Police Department compensation will be as follows:

Position	Hourly Rate
Part-time Patrolman	\$20.00 per hour
Full Time Administrative Assistant	\$17.34 per hour
Part-time Patrolman hired after 1/13/2013	\$18.00 per hour

Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to accept the Service Department pay rates per the 2018 In House Union Contract. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to appoint Darren Newcomer as Road Superintendent for the year 2018 at an annual salary of \$51,000.00. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion to set the rate of onsite, private event use of township fire and police vehicles at a rate of \$10.00 per hour. Township personnel must be on-site during vehicle use and are compensated by private party only.

Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mrs. Lutzko made a motion that upon Trustee approval Hinckley Township will provide a reimbursement of a projects tangible material costs not to exceed \$500.00 per Eagle Scout applicant and/or the same per Gold Award applicant for final projects completed within Hinckley Township. Mr. Burns second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion that in the event the Hinckley Township Zoning Commission receives an applicant fee for third-party planning assistance the funds shall be deposited into the zoning fund. Payments to the third-party planning firms will be paid from this applicant fee. Any balance remaining upon completion of the third-party planning assistance process shall be refunded to the applicant from the zoning fund.

Mrs. Lutzko seconded.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to allow regular and super blanket certificates to be made up to a 365 day expiration date up to an amount determined by statute per certificate. Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to adopt Hinckley Township's Purchase Resolution for 2018 for recurring expenses which states the following: Hinckley Township Board of Trustees sets the following limits for those authorized to make purchases on behalf of Hinckley township: Hinckley Township Trustees - \$2500.00, Hinckley Township Fiscal Officer - \$2500.00, Chief of Police - \$1000.00, Fire Chief - \$1000.00, Road Superintendent - \$1000.00, Administrative and Zoning Office Manager - \$500.00 per occurrences. Those individuals listed above may make purchases without Board approval within their limit with proper documentation. The Fire Chief, Police Chief and Road Superintendent may make purchases up to \$2500.00 with approval from their Trustee Liaison. All purchases which are greater than above said limits must be approved by the Hinckley Township Board of Trustees. For those repairs that arise creating an emergency situation, department heads may authorize the repair with Trustee Liaison approval for amounts in excess of above said limits. Any emergency repairs authorized will be approved by the Board of Trustees at the next scheduled meeting. Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Mr. Burns made a motion to adopt the following Resolution: **BE IT RESOLVED** by the Board of Trustees of Hinckley Township, Medina County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2018, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, Amount of \$6,000,000.00 Mr. Schulte second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

The trustees reviewed the liaisonship responsibilities. Mr. Schulte stated he would like to be fire liaison and zoning liaison. Mrs. Lutzko replied that after the last work session the trustees had worked through these assignments and it had been indicated that she would assume the fire liaisonship. Mr. Schulte replied that it was always his intention to be fire liaison and the five-hour duration of the work session had contributed to his agreement for Mrs. Lutzko to assume the role. Discussion ensued with Mrs. Lutzko citing the need to equitably divide the liaison responsibilities, especially since zoning is anticipated to be very busy in the upcoming year, and, that liaisonships should remain as determined at the work session. Mr. Burns asked Mr. Schulte if he would like cemetery or parks, since previously Mr. Burns may have had both, plus service. Mr. Schulte indicated cemetery. The trustees decided to move forward on the liaisonships as discussed at the work session.

Mr. Burns made a motion to assign the following departmental liaisons for 2018:

Buildings, Parks and Service	Jim Burns
Fire and Police	Becky Chattin Lutzko
Administrative Office, Zoning, Cemeteries	Raymond Schulte

Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – no

Mr. Burns made a motion to adjourn the Organizational Meeting.

Mrs. Lutzko second.

Vote: Lutzko – yes / Burns – yes / Schulte – yes

Meeting adjourned at **6:35** p.m.

Martha Catherwood, Fiscal Officer

Minutes of the meeting approved by Trustees:
