

## **Trustee Special Meeting**

**1/11/2022**

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The Special Meeting was called to order on Tuesday, January 11, 2022 at 9:30 a.m. by Trustee Augustine. Present were Trustees Melissa Augustine, Monique Ascherl and Jack Swedyk, also present were Fiscal Officer, Martha Catherwood, Police Chief Centner, Fire Chief Grossenbaugh, Road Superintendent Behary, Suzanne Peterlin, Zoning Inspector Wilson, two residents in person and six viewed the meeting via Zoom.

Ms. Augustine stated the purpose of the Special Meeting is to discuss and approve amendments to the 2022 Organizational Meeting and approval of the December 21, 2021 Regular Trustee Meeting Minutes. She added that the Trustees will be going into Executive Session.

Ms. Augustine made a motion to approve the December 21, 2021 Trustee Regular Meeting Minutes. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

The Trustees held a discussion regarding the two Zoning Commission Alternate positions currently open. Ms. Augustine indicated that the former Board of Trustees had held interviews for the position and at this time she would like to reappoint Lindsey Wruble to a one-year term and appoint Tom Schrader to the remaining Alternate position.

Ms. Ascherl asked Ms. Augustine if there were any interview notes to review as she and Mr. Swedyk were not Trustees at the time. Ms. Augustine replied there were no interview notes and that the current Trustees could schedule a new interview process. Ms. Augustine asked the Board if they were comfortable reappointing Lindsey Wruble to one of the Alternate positions. Mr. Swedyk and Ms. Ascherl replied they would support Ms. Wruble's reappointment and discuss at the next regular meeting a timeline establishing interviews for the remaining Alternate Position.

Ms. Augustine made a motion to reappoint Lindsey Wruble as an Alternate to the Zoning Commission to a one-year term expiring on December 31, 2022. Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Augustine stated she had some concerns she would like to address with the Board regarding the Board of Zoning Appeals.

Ms. Augustine made a motion to adjourn into Executive Session to discuss personnel appointments. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

The Trustees returned from Executive Session, Ms. Augustine made a motion to reconvene the regular meeting at 9:51 a.m. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Augustine made a motion to reappoint Dave Zelaznek as a Board of Zoning Appeals Member to a five-year term expiring December 31, 2026. Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

The remaining member position will be discussed at the next regular meeting.

Ms. Augustine made a motion to reappoint Bill Schaefer as a Board of Zoning Appeals Alternate to a one-year term expiring December 31, 2022. Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Augustine made an amended motion to appoint Tom Wilson as Zoning Inspector for the year 2022 at the rate of \$1,400.00 per month. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

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This amendment was due to a mistake in the Organizational Meeting Minutes,

Ms. Augustine proposed a 3-percent wage increase for Administrative Office/Zoning Office Manager Suzanne Peterlin and Police Department Administrative Assistant Kumhee Agostin, increasing their hourly wage to \$19.82.

A discussion regarding the current Administrative Office Assistant vacancy and required hours centered around working within the revenue available. The administration of the Kimble single-hauler contract has required additional administrative hours. It was determined to forward the motion for Ms. Peterlin's 3-percent hourly wage increase and filling the vacancy with a goal of hours staying within a budget.

Ms. Augustine made an amended motion that Administrative Office/Zoning Office Manager Suzanne Peterlin receive a 3-percent wage increase (\$19.82 per hour) in 2022 to include the Sexton role with a minimum of 35 hours per week. second. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Mrs. Catherwood asked the Trustees consider establishing a fee for the price of a gravesite that is sold to an individual whose residency qualification require Trustee approval. Several gravesites were approved by the Trustees last year and were sold at the resident rate of \$400. She explained that the non-resident gravesite sales were ceased several years ago, with the provision that an applicant that had lived in the Township for a significant period may have the option of being buried within the Township.

After a lengthy discussion it was determined to set the rate of a gravesite purchase in which residency requirements were approved by the Trustees be forwarded at a fee of \$600.00. Ms. Peterlin asked if cremation sites should also be addressed. It was suggested that possibly a surcharge of \$300 should be applied to the resident rate for gravesites and cremation sites. It was determined to table this item pending suggested language for the motion.

Ms. Augustine made a motion to adjourn into Executive Session to discuss wages and appointment of Chief Grossenbaugh. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

The Trustees adjourned into Executive Session at 10:21 a.m.

The Trustees returned from Executive Session, Ms. Augustine made a motion to reconvene the regular meeting at 11:39 a.m. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made an amended motion that the year 2022 Firemen's compensation be increased by 3-percent for the following:

<b>Position</b>	<b>Hourly Rate</b>
Assistant Fire Chief	\$20.82
Firefighter/EMT Basic	\$15.76
Firefighter/EMT Intermediate	\$16.75
Administrative Assistant	\$15.45 (hours not to exceed 260 per/quarter)

Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

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Ms. Augustine made an amended motion to allow modification of a period of no less than 3 months for those members who, after the successful completion of their initial 3-month tenure, meet the following criteria: (a) have at least 3 continuous years active service on a full-time fire department, and have been employed in that capacity within the preceding 12-month period. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made an amended motion that a mileage rate of \$15.00 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. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made an amended motion to appoint David Centner as Chief of the Police Department for the year 2022 at an annual salary of \$92,000.00. Centner shall be eligible for five weeks of vacation in 2022. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made an amended motion that for 2022 the non-union members of the Hinckley Police Department compensation will be as follows:

Full-time Administrative Assistant	\$19.82 per hour
Part-time Patrolman	\$20.00
Part-time Administrative Support	\$18.50

Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion to adjourn into Executive Session to discuss wages for the Service Department. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

The Trustees adjourned into Executive Session at 11:45 a.m.

The Trustees returned from Executive Session, Ms. Augustine made a motion to reconvene the regular meeting at 12.22 a.m. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made an amended motion to accept the Service Department pay rates as follows:

Service Superintendent (Mike Behary)	\$31.00 per hour ( includes the use of a township vehicle to and from home)
Service Class I (Praise/Humberson)	\$24.50 per hour
Service Class II (Nowell)	\$22.50 per hour

Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion to rescind the salaried appointment of Mike Behary as the Service Superintendent for the year 2022 at an annual salary of \$61,800.00 and the use of a township vehicle to and from home. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion approving all amended Organizational Meeting non-union pay raises be effective for the next payroll submitted (February 1, 2022). Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

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Ms. Augustine made an amended motion that all full-time Service Department members shall receive a bi-annual \$250.00 uniform allowance (\$500.00 annually) to be administered by the Service Superintendent and approved by the Trustees. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

The Trustees entered into a discussion regarding the assignment of department liaisons for 2022. Ms. Augustine stated she would like to remain the fire and police liaison. Mr. Swedyk expressed a desire to do away with liaisons in order to fully involve all three trustees in Township departments. Ms. Augustine replied that it has been her experience that despite assigned liaisons, all three trustees are fully involved. Ms. Ascherl stated she has observed minimal conversation by the trustees at past meetings, possibly due to limited knowledge of the subject being voted on.

Conversation continued as to the value of establishing a departmental point-of-contact, which all three trustees agreed was important. Former trustee Jim Burns spoke to his experiences and supported the continuation of establishing departmental liaisons. Discussion continued as to the definition of point-of-contact vs. liaison.

Mrs. Catherwood suggested holding work sessions again as a means for department heads to present information to all three trustees in advance of the regular meeting. Police Chief Centner stated he liked the work sessions because they gave an opportunity to meet and provide information to all three trustees. He also supports a point-of-contact to stream-line communication.

The Trustees agreed to further discuss scheduling bi-weekly work sessions and moved back to the topic of assigning liaisons. Ms. Augustine reiterated her desire to maintain the fire and police liaison ship, citing the Pandemic, the model that she and Chief Grossenbaugh were engrossed in and minimizing the transition of the township, so as not to affect the safety services. She feels Ms. Ascherl should be the zoning liaison as was outlined in her campaign and she expressed her confidence in Ms. Ascherl's abilities to invoke the zoning changes she spoke about publicly.

Ms. Ascherl replied she will be very involved with zoning, but felt that Ms. Augustine's recent appointment to the Medina County Planning Commission was a better fit to the assignment of zoning liaison, due to the information and knowledge she could share. A lengthy back and forth discussion continued regarding this topic.

Mrs. Catherwood requested the Trustees make a motion to assign department liaisons due to the inability to come to a verbal consensus. Ms. Augustine stated that liaison assignments were never voted on before. To which Mrs. Catherwood replied they appear to be unable to come to a verbal consensus, and a vote may move this discussion forward.

Ms. Augustine made a motion to assign the following liaisons for 2022:

- Swedyk: Buildings, Service, Parks and Cemeteries
- Augustine: Fire, Police and Waste and Recycling
- Ascherl: Administrative Office and Zoning

The motion failed due to a lack of a second.

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Ms. Marzullo made a motion to assign the following liaisons for 2022:

- Swedyk: Buildings, Parks and Cemeteries
- Augustine: Zoning and Police
- Ascherl: Administrative Office, Fire and Waste and Recycling

Swedyk second. Vote: ASCH=yes, S=yes, AUG=no

Ms. Augustine made a motion to adjourn the Special Meeting at 1:09 p.m. Ascherl second.

Vote: ASCH=yes, S=yes, AUG=yes

Minutes of the meeting approved by:

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