

**Trustee Special Meeting**  
**Organizational Meeting 1/11/2021**  
Page 1 of 10

The Special Meeting was called to order on Monday, January 11, 2021 at 9:01 a.m. by Trustee Burns for the purpose of paying bills and forwarding the 2021 Organizational Meeting.

Present were Trustees Jim Burns and Melissa Augustine, also present were Fiscal Officer, Martha Catherwood, two reporters and two residents. Trustee Schulte had an excused absence.

Ms. Augustine read the CDC recommended COVID-19 related questions to the attendees.

Mr. Burns made a motion to approve the following sets of minutes; the Regular Meeting of December 15, 2020, the Special Meeting of December 18, 2020, the Special Meeting of December 29, 2020 (Organizational), and the Special Meeting of December 29, 2020 (8 a.m.). Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to pay the bills and payroll on the amount of \$143,712.00. Augustine second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine nominated Mr. Burns, Chairman of the Board of Trustees. Burns second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns nominated Ms. Augustine as Vice-Chairman of the Board of Trustees. Augustine second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine nominated Mr. Schulte, Trustees. Burns second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that Trustees meetings be scheduled as follows: The first regular meeting to be held on Tuesday, January 5, 2021; though that meeting was cancelled, and thereafter every 1st and 3rd Tuesday of each month 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 or adjacent old fire station bay. Prior to the scheduling of any special meeting, the time of the meeting and its purpose shall be established. Further, as directed by the emergency declaration by Ohio Governor Mike DeWine the State of Ohio directive, public meetings may be held virtually by proper advanced notice. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that 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 Office Manager shall notify the news media that have requested notification immediately of the time, place and purpose. Augustine second. **Vote: Augustine– yes / Burns – 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

REQUEST FOR ADVANCE NOTIFICATION:

Mr. Burns made a motion 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. Augustine second.

**Vote: Augustine– yes / Burns – yes**

POSTING

Mr. Burns made a motion 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.

Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion 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.

Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns 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. Augustine second.

**Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that travel expenses incurred by the elected officials to various conventions be paid out of the General Fund with Trustee approval. Augustine second.

**Vote: Augustine– yes / Burns – yes**

Mr. Burns 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. Augustine second.

**Vote: Augustine– yes / Burns – yes**

Mr. Burns 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 a clean condition. Non-profit organizations are exempt from fees. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns 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 a clean condition. Non-profit organizations are exempt from fees.

Augustine second. **Vote: Augustine– yes / Burns – yes**

**Trustee Special Meeting**  
**Organizational Meeting 1/11/2021**  
Page 3 of 10

Ms. Augustine 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. Burns second.

**Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that the Zoning Commission members be compensated in accordance to the following schedule as submitted:

Activity	Chairperson	Vice-Chair	Members
ZC Regular Meeting / Work Session	\$45.00	\$35.00	\$35.00
ZC Public Hearing	\$45.00	\$35.00	\$35.00
ZC Site Visit	\$35.00	\$35.00	\$35.00
BZA Regular Meeting / Work Session / Public Hearing / Site Review**	\$25.00	\$25.00	\$25.00
County Planning Commission Meeting**	\$25.00	\$25.00	\$25.00
TR Work Session / Meeting**	\$25.00	\$25.00	\$25.00
Educational Seminars (max 2)	\$25.00	\$25.00	\$25.00

In the event that a regular meeting, work session, 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.

In the event the BZA Regular Meeting, Work Session and BZA Public Hearing 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. A BZA Site Review is included with the Public Hearing compensation.

\*\*The participation of the Zoning Commission Member who is designated to represent the Zoning Commission Board will be by request of the Zoning Board Chairman and approval by the Trustee Liaison. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that the current terms of the Zoning Commission Board Members and Alternates are as follows as submitted:

Lindsey Wrubel	Alternate	Term Exp. 12/31/2021
Marcus Fisher	Alternate	Term Exp. 12/31/2021
Bruce Schneider	Member	Term Exp. 12/31/2022
Matthew Marzullo	Member	Term Exp. 12/31/2023
Michelle Crew	Member	Term Exp. 12/31/2024

**Trustee Special Meeting**  
**Organizational Meeting 1/11/2021**  
Page 4 of 10

Christopher Kalina	Member	Term Exp. 12/31/2025
David Manley	Member	Term Exp. 12/31/2021

Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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 regular meeting, work session and/or training 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 work session 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:

Gary Wolny	Alternate	Term Exp. 12/31/2021
Bill Schaefer	Alternate	Term Exp. 12/31/2021
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. 12/31/2023
Jeff Hoop	Member	Term Exp. 12/31/2025

Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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 \$25.00 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.

Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to retain Tom Zablony as an independent contractor for the Assistant Zoning Inspector I position at a rate of \$16.00 per hour; not to exceed one-hundred twenty (120) hours per quarter. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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. Burns second.  
**Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to appoint Tom Wilson as Zoning Inspector for the year 2021 at the rate of \$900.00 per month. Burns second. **Vote: Augustine– yes / Burns – yes**

**Trustee Special Meeting**  
**Organizational Meeting 1/11/2021**  
Page 5 of 10

Ms. Augustine made a motion that Administrative Office/Zoning Office Manager Suzanne Peterlin be compensated at \$19.25 per hour in 2021 to include the Sexton role with a minimum of 35 hours per week. Burns Second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that Administrative Office/Zoning Office Assistant Chris Miller be compensated at \$13.00 per hour in 2021 with a maximum of 100 hours per month. Burns Second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to appoint Jennifer Amburn as the Trustee Meeting Recording Secretary at a rate of \$15.00 per hour. Burns Second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to maintain a Zoning Recording Secretary position as an independent contractor for Zoning Meetings. Burns Second.  
**Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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 2021. Burns Second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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. Burns Second.  
**Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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. Burns Second. **Vote: Augustine– yes / Burns – 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to appoint Mike Behary as the Stormwater Management Coordinator. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to establish unskilled to skilled temporary labor rates at a range of \$10.00 to \$30.00 per hour. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to appoint Jestin Grossenbaugh as Fire Chief for the year 2021 at an annual rate of \$37,000.00. Augustine second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that the year 2021 Firemen's compensation will be as follows:

<b>Position</b>	<b>Hourly Rate</b>
Assistant Fire Chief	\$20.21
Chief Engineer	\$17.05

Medical Liaison Officer	\$17.05
Fire Inspector	\$18.36 (hours not to exceed 260 per/quarter)
Lieutenant	\$18.21
Firefighter/EMT Basic	\$15.30
Firefighter/EMT Intermediate	\$15.76
Firefighter/Paramedic	\$16.54
Cadet/New Probationary	\$14.35
Fire Prevention Educator	\$16.30 (15 to 20 hours per month)
Administrative Assistant	\$15.00 (hours not to exceed 260 per/quarter)

Burns second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to allow modification of the otherwise-applicable 1-year probationary period to a period of no less than 6 months for those members who, after the successful completion of their initial 6-month probationary period, 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; and (b) obtain the written recommendation from the Fire Chief of Hinckley's Fire Department to modify their probationary period to a period of at least 6 months but less than 1 year. Augustine second. **Vote: Augustine– yes / Burns – yes**

At the request of Chief Grossenbaugh the Trustees entertained and forwarded a motion to allow new members to the fire department with five (5) or more years of experience and with the Fire Chief's discretion be compensated the normal pay grade for Firefighter/Paramedic rate instead of the Cadet rate. After a brief discussion it was decided that further this decision could be forwarded on a case-by-case basis upon hiring, and was not required as an Organizational Meeting motion. The motion on the floor was rescinded by Mr. Burns.

Mr. Burns made a motion that the Fire Department will be staffed with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 8:00 a.m. through 10:00 p.m., daily (Sunday through Saturday), with staffing members receiving their normal hourly pay rate during these periods. In addition, the Fire Department will be staffed overnight with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 10:00 p.m. through 8:00 a.m., nightly (Sunday through Saturday), with staffing members receiving \$10.00 per hour during these periods. If staffing members are required to respond to a call between the hours of 10:00 p.m. and 8:00 a.m., they will be paid their normal hourly pay rate for the duration of the call. If other members are needed to respond during the 10:00 p.m. to 8:00 a.m. period, they will likewise be paid their normal hourly pay rate for doing so. Augustine second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to compensate Fire Department members at 1.5 times the member's normal pay grade for the following holiday periods:

New Years' Day: 12:00 a.m. to 8:00 p.m.

Easter, Thanksgiving, Christmas Eve and Christmas Day: 8:00 a.m. to 10:00 p.m.

Fourth of July: 8:00 a.m. to 11:59 p.m.

New Years' Eve: 4:00 p.m. to 11:59 p.m.

Burns second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns 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. Augustine second.

**Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that the Ohio Fire Chiefs' Association and Medina County Fire Chief Association dues in the year 2021 for the Fire Chief be paid from the Fire Department fund. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that an insurance cost recovery fee of \$600.00 be applied to all non-residents for Basic Life Support (BLS), and \$600.00 be applied to all residents for Basic Life Support (BLS), 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that an insurance cost recovery fee of \$700.00 be applied to all non-residents for Advanced Life Support (ALS-I), and \$700.00 be applied to all residents for Advanced Life Support (ALS-I), 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that an insurance cost recovery fee of \$800.00 be applied to all non-residents for Advanced Life Support II (ALS-II), and \$800.00 be applied to all residents for Advanced Life Support II (ALS-II), 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion that an insurance cost recovery fee of \$150.00 be applied to all non-residents for non-transport calls. 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns 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. Augustine second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine stated that Chief Centner will defer a raise in salary pending a review of the police budget and contractual changes in the Sergeant’s CBA in October of 2021. In lieu of the pay raise he is requesting an additional week of vacation. Mr. Burns asked if this was in addition to the week already requested, Ms. Augustine stated it was and would result in Chief Centner increasing his vacation time by two weeks in 2021. Both Trustees agreed that the annual vacation should be increased by one week in 2021, resulting in a total of four weeks of vacation.

Ms. Augustine made a motion to appoint David Centner as Chief of the Police Department for the year 2021 at an annual salary of \$90,000.00. Centner shall be eligible for four weeks of vacation in 2021. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to set the year 2021 Police salary rates as per the Union Contracts. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that for 2021 the non-union members of the Hinckley Police Department compensation will be as follows:

Full-time Administrative Assistant	\$19.25 per hour
Part-time Patrolman	\$20.00
Part-time Administrative Support	\$18.50

Burns second. **Vote: Augustine– yes / Burns – yes**

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

James Praisler – Service Worker	\$23.35 per hour
Kenny Humberson – Service Worker	\$23.35 per hour
Zach Eggeman – Service Worker	\$21.75 per hour

Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to appoint Mike Behary as the Service Superintendent for the year 2021 at an annual salary of \$61,800.00 and the use of a township vehicle to and from home. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to approve the Township cell phone plan for all eligible Service Department members, they will be paid a monthly stipend of \$25.00 to offset their personal cell phone use for Township business. Usage shall be approved by the Road Superintendent and certified monthly by the Trustee liaison. Burns second.

**Vote: Augustine– yes / Burns – yes**



Ms. Augustine made a motion that all full-time Service Department members shall receive a bi-annual \$200.00 uniform allowance (\$400.00 annually) to be administered by the Service Superintendent. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to set the rate of onsite, private event use of township fire and police vehicles at a rate of \$15.00 per hour. Township personnel must be on-site during vehicle use and are compensated by private party only. Burns second. **Vote: Augustine– yes / Burns – yes** Mr. Burns 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. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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 or general 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. Burns second.  
**Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion that sets a Tuesday bi-weekly payroll based on the rates approved within the annual Organizational Minutes. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to allow the Fiscal Officer to pay bills outside of the regular meeting schedule for the purpose of avoiding late fees or penalties. Payments may be in the form of a warrant or electronic. In the event of this occurrence the payment shall be approved at the next regular meeting. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion approving all Organizational Meeting non-union pay raises be effective for the January 19, 2021 payroll. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine 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. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to adopt Hinckley Township’s Purchase Resolution for 2021 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, Service 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 Service Superintendent may make recurring purchases up to \$2500.00 with approval from their Trustee Liaison.

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.

**Trustee Special Meeting**  
**Organizational Meeting 1/11/2021**  
Page 10 of 10

Any emergency repairs authorized will be approved by the Board of Trustees at the next scheduled meeting.

All purchases which are greater than above said limits must be approved by the Hinckley Township Board of Trustees. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to adopt the following Resolution 011121-01: **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, 2021, 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 \$4,500,000.00 until amended permanently. Burns second. **Vote: Augustine– yes / Burns – yes**

Ms. Augustine made a motion to assign the following department liaisons for **2021**:

Buildings, Parks and Service	Jim Burns
Fire and Police	Melissa Augustine
Administrative Office, Zoning, Cemeteries, Waste and Recycling	Raymond Schulte

Burns second. **Vote: Augustine– yes / Burns – yes**

Mr. Burns made a motion to adjourn the Special Meeting at 9:40 a.m. Augustine second. **Vote: Augustine– yes / Burns – yes**

Minutes of the meeting approved by:

---

  

---

  

---