

Trustee Vice Chairman, Jack Swedyk called the meeting for the purpose of a work session to order @ 9:38 a.m., after some technical difficulties with the microphone.

Roll-call: Trustee Ascherl and Trustee Swedyk present, and Trustee Augustine had an excused absence.

Additional attendees: Mike Behary, Tom Wilson, Suzanne Peterlin, Lynne Rotundo, and Cindy Engelman in audience.

Virtual attendees: 3 residents (R. Pearl, J. Larson, and L. Rushworth) and 1 Township (via iPhone - Martha Catherwood).

Police and Fire not able to be present today.

Trustee Ascherl stated that the Fire Department will be making a motion at the next meeting on Tuesday to purchase Turnout Gear not to exceed \$350.

Zoning – Tom Wilson

Nothing new to report.

Service – Mike Behary

Service Superintendent, Mike Behary discussed the following:

1. Draft for Subdivision Standards provided to trustees via email yesterday. He asked the trustees to make any additions/changes/corrections. Removal of 20 foot, and go with the 22 foot, and cement stabilization – concrete vs. asphalt, there is a need for options for new developments
 - a. Urban concrete gutter for future, wider lanes discussed.
 - b. Trustee Swedyk suggested for Mike to reach out to engineers and get their feedback.
2. Mike Behary discussed the sewer job pipe replacement at Valleybrook. The sewer jet being used is a used trailer unit, cost to purchase is \$35,000. He was recommending we purchase and use the \$60,000 equipment line in the Permissive Fund for this. This Sewer Jet is a glorified pressure washer for pipes and to rent one each time they need it would be \$8500 per month rental. The rental prices will increase at least 10% in the future. Monique sent a msg to Martha to ask if we can make a motion to pay for this at the next Regular Meeting. Martha replied, "You can decide to put it on the agenda for approval". Mike Behary needs to let vendor know by Wednesday, but can probably push this back until Friday.
3. Mike Behary stated that Precision Heating & Cooling will be at the historical building on Monday to install the heating and air conditioning units. Mike also stated that the materials for the doors are on backorder, and ASAP door company will contact him to schedule once materials are received (probably 3-4 weeks out from date of order).

Trustee Swedyk reached out to Angie of Medina County Engineers Office for letter for Valleybrook. There will be an invite for a meeting soon.

Trustee Monique Ascherl

Trustee Ascherl discussed recommendations for changing the scorecard for the web developers meeting next Tuesday. Trustee Swedyk thought there should be bonus points ranging from 1 to 3 additional for

the developers anticipating things that they have not thought of, and Trustee Ascherl agreed, labeling them a “wow factor”. Trustee Ascherl spoke with Jen Amburn who suggested to add “How long have you been in business? And to start with 5-6 years”. Length of project to start at one month and then go to 4 months and up. Trustee Ascherl also recommends to have the people who have knowledge of website development (Jeff Kinney, Mike Schroll, Jen Amburn, Lynne Rotundo) to be present at the meeting next Tuesday when the website developers are presenting. Trustee Ascherl has also asked the department heads to be there, if they wish. Trustee Ascherl then reviewed some of the questions that will be on the rubric. Discussion ensued. Suzanne Peterlin asked about a user manual and will there be one provided to us, in addition to the training? There will be basic questions, and there is also time in the 45-minute window to have a Q&A session for each vendor. Trustee Swedyk added to the Cost of Project, a Cost vs. Value of Work rating. Suzanne Peterlin asked Trustee Ascherl to forward a copy of the rubric questions to her and Lynne for review.

Trustee Ascherl made a motion to go into Executive Session at the end of this meeting to discuss the proctor position. Motion seconded by Trustee Swedyk.

Trustee Jack Swedyk

1. Fuel System Monitoring Software: Trustee Swedyk stated there will be a Data Collection Form, along with a Fuel Usage & Monitoring Policy for employees. Trustee Ascherl inquired if this will be separate from the handbook; Trustee Swedyk replied yes.
2. Cemetery: Definition of resident, current resident and former resident of a period of time, 10 years seems to be the general consensus, neither Granger Twp. nor Montville define the term. He is waiting to hear back from Trustee Augustine on her thoughts of a reasonable amount of time for being a resident in order to purchase cemetery plots. Trustee Swedyk will then move forward with drafting the specs letter.
3. Trustee Swedyk brought up concerns with Service & Administration COMP time (COMP Time is time and a half pay). He stated the Fiscal Officer has expressed concerns and there should be a cap or maximum on the hours earned. Trustee Swedyk proposed language to be modified in the non-union employee handbook to include a cap of 120 hours yearly. Trustee Swedyk will give this to Melissa, so that this can be discussed further at the next meeting.

Steering Committee discussion: Trustee Ascherl mentioned the wording of Zoning Resolution and Comprehensive Plan can be ambiguous, and not well understood by the public. Perhaps putting a Key to terms on survey would be helpful. Resident, Cindy Engelman, suggests to “Keep It Simple”, use words and define them, especially “conservation development”. Trustee Swedyk concurred that residents would be less likely to respond to a lengthy survey. Trustee Ascherl suggested to have examples of existing conservation developments. Mrs. Engelman suggested call it the “Current Plan” vs. the “Comprehensive 2015 Steering Plan”, stated the word “rural” definition is not perceived the same by people, and prefers shorter questions and an open-ended question at end of survey. Trustee Swedyk mentioned that the proposed questions for the survey seem to be driving zoning regulation changes instead of auditing the actual Comprehensive Plan. Trustee Ascherl recommends that they take the questions from people and incorporate in the draft of the survey. Mrs. Engelman and Trustee Ascherl both agreed to limit the technical terms on the survey, and you will get more participation. Trustee Ascherl thanked her for her feedback and recommendations.

Administrative Office - Suzanne Peterlin

1. Electric Aggregation Program mailing opt-out letter received by residents. Trustee Ascherl mentioned that she has seen a lot on social media regarding this. (This was answered by Martha Catherwood, our Fiscal Officer in additional comments from the virtual audience.)

Trustee Ascherl brought up the Community Trash Day where we would have a dumpster at town hall. From last work session discussion, it was determined it would not be cost effective to do this at this time.

Trustee Swedyk confirmed with Trustee Ascherl that the website presentations are to be on Tuesday, April 19th starting at 12 noon.

Virtual Audience – Jim Larson

1. Opt-out for electric questions – Answered by Martha Catherwood, Fiscal Officer: This is a Medina County aggregation program initiated by the County Commissioners about fourteen years ago. The opt-out option is required every three years per the contract.
2. Observations on questionnaire for Comprehensive Plan – broad questions, and one on sustainability. The general consensus is that the questions are complex and broad. Mr. Larson also discussed the Conservation Development term.
3. Sewer Jet – Mr. Larson liked the quick response in taking care of this item.

Trustee Swedyk made a motion to adjourn into executive session for the purpose of discussing the Township Proctor Applicants. Trustee Ascherl seconded the motion. Vote: Ascherl-Yes, Swedyk-Yes. Roll call at 10:38 a.m. Trustees convened to Executive Session.

The Trustees returned from Executive Session. Trustee Swedyk made a motion at 10:45 a.m. to reconvened from Executive Session to Special Meeting. Trustee Ascherl seconded the motion. Vote: Asch. - Yes, S-Yes. Trustee Ascherl stated no decision has been made on proctor applicants.

Trustee Vice Chairman Swedyk made a motion to adjourn the meeting at 10:46 a.m., Seconded by Trustee Ascherl. Vote: Ascherl – Yes, Swedyk – Yes.