

Trustee Chairman, Melissa Augustine called the special meeting for the purpose of a work session to order at 9:33 a.m.

Roll-call: Trustee Augustine, Trustee Ascherl and Trustee Swedyk present.

Additional attendees: Fire Chief Grossenbaugh, Service Superintendent Mike Behary, Suzanne Peterlin, Lynne Rotundo, and Cindy Engleman in the audience.

Virtual attendees: Jen Amburn, Martha Catherwood, Bethany Dentler, and 2 residents (J. Larson, and Lisa Rushworth).

Bethany Dentler (from the virtual audience)

- I. Re: Tax Abatement Application – she is here to answer any questions regarding the CRA application for the potential Drug Mart at W. 130th and Rt. 303.
- II. Discussion ensued as to who will serve as the liaison for the CRA meeting. Trustee Ascherl will be attending the meeting.

Service Superintendent – Mike Behary

- I. Draft of Subdivision Standards – 3 punchline items, 1 and 3 are done. 2nd one is regarding cement stabilization. 7-inch, not 8-inch vs. Urban Build.
- II. Worked on trees all day yesterday.
- III. Trustee Augustine discussed W. 130th accident; one of the residents had emailed her stating that this was a common occurrence. Superintendent Behary stated that this is a county road, and Medina would be the ones to contact regarding making this road flatter in this particular area around address of 2363 W. 130th. Also, perhaps targeted police enforcement might be necessary. Trustee Augustine will speak with Chief Centner when he returns from vacation.
- IV. Trustee Swedyk wanted to clarify the purchase order for Don Cox, was indeed for the mowing in the amount of \$8k. Superintendent Behary stated yes, this was for the mowing.
- V. Fiscal Officer, Martha Catherwood is working on the 2023 Mid-Year Budget, so if any of the trustees have additional expenditures, please let her know.

Fire – Chief Grossenbaugh

- I. Chief Grossenbaugh will be virtual for the next trustee meeting.
- II. He is working on State of Ohio Marks radio grant quote; approximately \$12K.
- III. Chief Grossenbaugh will be requesting for approval and swearing in of two new members, Cameron Bott (who is a Medic) and Matthew Marinella.
- IV. Josh Theaker will be submitting his letter of resignation soon.
- V. Chief Grossenbaugh and the fire department will be clearing out the barn for concrete. He will speak with the service department to see if they can level the floor prior to concrete being poured. Chief Grossenbaugh is looking at mid-June for the roofing to be done, and he would like to have the barn floor done before the roof.
- VI. Webinar on Friday – 1st one, re: State Grant-volunteer fire task force. \$70Million for retention, recruiting, etc. Chief Grossenbaugh will see if our Township Fire department can get any money from this grant.

- VII. Levy Discussion
- A. Levy breakdown sent to trustees on pricing w/renewal or replacement.
 - B. 10% increase cost in materials, 20% increase in cost of turnout gear, and 5 % propane increased cost.
 - C. Pros & Cons - Full-time vs. Part-time
 1. Pros of Full-time staffing
 - a. Buy-in for fire department – dedication and feeling a part of community
 - b. Paramedic on every shift.
 - c. Manage 1560 hours for part-time workers.
 - d. Decrease in stress on staffing/scheduling.
 2. Cons of Full-time staffing
 - a. Benefits cost
 - b. Overtime cost
 3. Pros of Part-time staffing increase to 3 per shift
 - a. Keep costs down
 - b. Not concerned about overtime cost
 - c. Dedicated people on each shift
 - D. Trustee Augustine – supports the 3 full-time fire station members.
 - E. Trustee Swedyk – does not see a complete comparison cost analysis. Needs specific dollar amounts, expenses broken down vs. projected costs. Requesting an increase in staffing for these specific reasons. Trustee Swedyk spoke with Montville Twp. and they are contracting with the Cleveland Clinic for 2 full-time paramedics through LST (EMS service). Chief Grossenbaugh will investigate further.
 - F. Trustee Augustine mentioned there is a fine line between money and community. We have several members that live in Hinckley and some who have served our community for ten to twenty years.
 - G. Trustee Ascherl inquired as to how many of our firefighters and paramedics live in Hinckley? Chief Grossenbaugh stated six people live in Hinckley. Trustee Ascherl stated that cost, obviously, is a big issue, but that there are many variables that enter into the equation of what is better for our community regarding the staffing of the fire department.
 - H. Chief Grossenbaugh stated the vehicle replacement plan for future is hard to determine the cost because the variables are changing drastically at this time.
 - I. Trustee Ascherl stated they need to make a decision regarding levy – renewal with 1 or 1.75 or 2 mill increase – within the next couple of weeks, in order to have this go to the prosecutor’s office in June.
 - J. Trustee Swedyk discussed the replacement flags received. Fiscal officer, Martha Catherwood stated that these were ordered by Service Superintendent Behary. Trustee Augustine stated they were to replace the flags in Veterans Memorial Park. Mr. Behary found a good price for these on Amazon.

Administrative – Suzanne Peterlin

- I. Re: Zoning Commission Letter recommendation for the map amendment requesting that the Trustees move to the next step in the process received on May 6th. Referencing the Ohio Revised Code, there is a time frame on 10 days for notifying the residents or businesses surrounding the property. Trustee Augustine asked the board if they could hold

- the hearing in late May so that the legal notices could be mailed and received in a timely manner. Trustees discussed that they will approve/deny/modify and make a decision at the Special Meeting following the public hearing. There will be a Special Meeting of the Trustees on May 31st @ 6:30 p.m. for the purpose of Map Amendment Hearing for the property located at 1586 Center Rd. with a Special Meeting to follow for the purpose of discussion and decision on the proposed map amendment for 1586 Center Road.
- II. Cemetery –Maple Hill Cemetery: Suzanne to mark footers for headstones to be placed at the grave site. She will also determine if any headstones need to be re-erected. Suzanne mentioned she spoke with Honeybee (Mr. Cox) regarding the mowing schedule for Memorial Day weekend, and will ask Mike Behary to follow-up with Mr. Cox.
 - III. Trustee Augustine stated the Boy Scouts will be placing flags on Saturday and Sunday at the cemetery.

Administrative – Lynne Rotundo

- I. Community Garden: Have received most of the letters back. Some people have already started gardening, have sent email to the service department requesting the remaining garden plots to have the tarps removed from the reserved plots, and five unused plots will remain covered.
- II. Postage Meter for bulk mailings: pay for meter yearly (\$265 to start, \$265 yearly fee, and then still pay for postage). Lynne will look into further for potential to use for Kimble mailing in September, and make sure it is a cost-effective way to do this.

Trustee Ascherl

- I. Kimble Opt-Out Letter for residents – it was suggested in an outline from the previous administrative assistants that this month would be the time in which the trustees decide if they will be doing a mailing this year to the residents for Kimble trash.
- II. Proctor Position:
 - a. 2 Proctors hired.
 - b. Trustee Augustine would like to have both applicants stop in to make sure they are both trained (co-hosts etc.), and also to ensure they have virus protection on their laptops/tablets, as well as trained to be cautious regarding hearings. Trustee Ascherl to setup training time with both proctors. She would like them to sign something stating they will not share the Zoom password.
- III. Trustee Ascherl will hold an “Informal Conversations with Residents” Meeting on May 28th.
- IV. Social Media – Facebook discussed. Both Trustee Augustine and Trustee Swedyk would like to have the web page done before there is any further discussion regarding this.

Trustee Swedyk

- I. Check for OPBA legal charge came out of purchase order. Fiscal officer, Martha Catherwood stated to “make sure the board agrees when a trustee is independently contacting legal counsel outside of the realm of legal purpose” and to be cognizant of time. Board of trustees agreed to contact lawyer and get down to business at hand.
- II. Website: suggested template sent from the County Prosecutor’s office to Proximity Marketing. Trustee Swedyk told Proximity to remove anything that was outdated or not relevant any more from the suggested website template.

- III. East Wall: Recommend breakdown of structural (wall/windows/doors), and then have someone else do the finish work. Fiscal officer, Martha Catherwood suggested to resell the bay doors because the resale value might be significant. Trustee Augustine stated it might be beneficial to paint the ceiling prior to working on the east wall.

Trustee Augustine

- I. Employee Non-Union Handbook Update/Review
 - A. Received a quote from Laura Brocklehurst - Review is \$200, To make changes \$300.
 - B. Quote lower than originally thought it would be.
 - C. Trustee Augustine to bring up at the next trustee meeting.
- II. Medina Community Block Grant webinar today
 - A. Specific to handicap accessibility
 - B. Kobak field – perhaps parking paved for those in a wheelchair
 - C. Also, ADH doors – Trustee Augustine will look into both of these.
- III. Cemetery – Maple Hill – Trustee Augustine posed the following question to Trustee Swedyk, should there be an additional pull-off area due to traffic constraints when there is a funeral there? Trustee Swedyk replied that people usually park next to the gravesite.
- IV. Comprehensive Steering Committee Surveys are ready to go out. Mailing fee is approximately \$900. Discussion ensued on whether to pay via credit card (might be an additional fee), or to use a personal check and then get reimbursed. Payment needs to happen today, in order to get the mailing done today.
- V. Memorial Day Parade – May 30th this year
 - A. Trustee Augustine is drafting the program for this, and will coordinate both the parade and the ceremony.
 - B. Donuts have been ordered from Hinckley Donuts and will be available for pickup on Monday, May 30th anytime after 6:30 a.m. Trustee Swedyk will pickup donuts on that Monday.
 - C. Wreath has been ordered from Countryside Florist on Broadview Rd. in Richfield and will need to be picked up on Saturday, May 28th. Trustee Ascherl will pick-up and bring to the Hinckley Veteran’s Memorial Park on Monday morning.
 - D. Sound system (1box) will need to be brought to the Hinckley Veteran’s Memorial Park on Monday morning (by 8:30 a.m.). Trustee Ascherl will pick-up and set up (provided it isn’t raining).
- VI. Citizen of the Year will be formally recognized at the next Trustee regular meeting on Tuesday, May 17th.
- VII. Medina Township Association Membership – fee of \$260. This will be on the agenda for Tuesday, May 17th as well.

Cindy Engleman (from the audience)

- I. Zoning Commission Meeting – She stated she felt this was a really good meeting.
 - A. Benefit of 2 Alternates maybe for future
- II. Chap. 2 Comprehensive Plan
 - A. Improve Town Center, but limit expansion
 - B. 3 Objectives – none spoke to expansion
 1. Discussed what does expansion mean?

Trustee Swedyk complimented Mrs. Engleman on a job well done, and stated that he appreciates her willingness to take the time to do due diligence.

Jim Larson (from the virtual audience)

- I. Tax Abatement for Drug Mart – CRA application.
 - A. Radio silence per public view.
 - B. He will email the trustees and the fiscal officer with questions, and also will discuss consequences for abatement being denied/approved.

Trustee Chairman Augustine made a motion to adjourn the meeting at 11:28 a.m., Seconded by Trustee Swedyk. Vote: Ascherl – Yes, Swedyk – Yes, Augustine – Yes.