

Trustee Chairman, Melissa Augustine called the special meeting for the purpose of a work session to order @ 9:30 a.m.

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

Additional attendees: Police Chief Centner, Fire Chief Grossenbaugh, Service Superintendent Mike Behary, Suzanne Peterlin, Lynne Rotundo, and Gus Ruggiero in the audience.

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

Service Superintendent – Mike Behary

- I. Busted Doors @ shop – ASAP door to evaluate
- II. Draft of Subdivision Standards – received back from Matt Martin, Medina County Engineer.
 - A. Much discussion over sidewalks, cul-de-sacs & islands ensued.
 1. Sidewalks not required except in urban build subdivisions.
 - B. Trustee Augustine updated the documents prior to the meeting to reflect past updates made by motion of trustees in 2020: Street lights at entrance put in by builder. LED lights maintained by township.
 - C. Trustees looked at document collectively and add Matt’s recommendations.
 - D. Cement stabilization
 - E. Google doc updates made while in session by Mike, Melissa, and Jack. Allows for multiple people to edit the document at the same time.
 - F. Rural ditch enclosure vs. concrete curb and gutter discussion.
 - G. Mike Behary to clean up document, resend to Matt Martin, and then will be forwarded to the Prosecutor’s office for review.

Police – Chief Centner

- I. Refurbish Lower-Level Floors & Side Platform and Sally Port upstairs
 - A. 3 companies – 2 estimates (funds come from anonymous donor)
 1. Emerald Finishing of Medina (Granger Twp.)
 - a. Quote is \$18,172
 2. Cutting Edge Flooring of Richfield
 - a. Found that rebar was coming through – their plan is to seal it, replace floor drains, and yellow lines marking parking spots.
 - b. Quote is \$19,585
 - c. Have previous experience with this vendor, and even though bid is approx. \$1400 higher, they caught the rebar coming through the pavement.
 - d. Trustee Augustine inquired about the warranty... 20-year warranty
- II. Lock System Quote – B & T – still waiting on this.

Fire – Chief Grossenbaugh

- I. Levy Talking Point discussion will be delayed until later in the meeting.
- II. 2012 Squad Car 37 – Siren went out, and back door latch rusted and broke – is currently at Williams. Will cost \$3,083.11 to repair. Chief Grossenbaugh will make the motion at the next meeting not to exceed \$3,200.

- III. Trustee Ascherl asked if the trucks are undercoated. Chief Grossenbaugh stated that they weren't. He has heard pros and cons on this being done.
- IV. Replace light fixtures with LED bulbs in Fire station Bays and in the Fire station.
 - A. Chief Grossenbaugh to get quotes from Lights.com and Home Depot.
 - B. One of his people at the fire station can wire the ballast to connect to LEDs.

Fiscal Officer – Martha Catherwood

- I. Martha attended a webinar regarding the required reporting for American Rescue Plan funds. She is looking for a consensus from the board agreeing to approve the standard allowance method. The Board agreed to indicate the standard allowance method on the report due April 30, 2022.
- II. Martha recommended the Trustees contact Baker Dublikar for additional allowable usage guidance. Ms. Augustine asked if ARPA funding could be used for legal guidance as it was for the other COVID grant. Martha replied she assumed so, but it can be paid out of the General Fund in order to maximize ARPA funds for larger projects.

Zoning – Tom Wilson

- I. Reminder of Continuation of Map Amendment meeting on May 5th at 6:30 p.m.

Fire – Chief Grossenbaugh (cont.)

- I. Levy Talking Point discussion.
 - A. Full-time members – another option presented.
 - B. Increase to 3-man staffing is a definite consideration.
 - C. Increase number of shifts – to Five (5) Twelve Hour shifts per month
 - D. Discussed additional part-time members bumping up the roster to 35-38 firefighters.
 - E. Example of Seven Hills Fire Dept. – 1500 calls with 5 members, paying more \$, but not as high of a turnover.
 - F. Discussion ensued re: PT dept. possibly increasing hourly wage, have a core group of members, retention.
 - G. Safety of members & community. Important to have a Medic on any calls.
 - H. Guaranteed medic, 3-man staffing.
 - I. Model after Brunswick Hills F.D.
 - J. If add five (5) people to the part-time staffing at Fire Department, it will cost an estimated \$28K for the first year (equipment and turnout gear).
 - K. Trustee Swedyk – requested a cost analysis.
 - L. Renewal vs. Replacement Levy – meet with Fiscal Officer and Prosecutor's office.
 - M. Chief's position – still would like there to be a full-time chief position.
 - N. Trustee Augustine – supports the 3 full-time fire station members and full-time chief.
 - O. Trustee Ascherl – concern with unions coming in with full-time members, and also benefit cost concerns. With the additional part time firemen, this gives the dept. room to grow.
 - P. Fireman Gus Ruggiero from the audience – stated that unions can also be for part-time fire departments too.

- Q. Trustee Swedyk – economically, it is a tough road for millage levy. He supports the part-time increase to three-person staffing vs. fulltime.

Administrative – Suzanne Peterlin

- I. Website removal of all archived info. and figure out what items do we want to see on the new website.
- II. Letters sent to Valley Brook residents for May 4th meeting with the County Engineer.
- III. Drafted Mtg. Agenda – May 3rd meeting, Trustees discussed. May 3rd meeting will be canceled. There will be a Special Meeting of the Trustees on May 4th at 5:15 p.m. for the purpose of paying bills.
- IV. Cemetery – There is a deed that will need to be signed for a recent purchase of a lot at Maple Hill Cemetery.
- V. Still working on Zoning Fee Structure with four items left to discuss.

Trustee Ascherl

- I. Proctor Position:
 - a. Spoke with the County Prosecutor's office regarding concerns with one of the applicants for the proctor position – they see no problems with this.
 - b. One resident who is a high school student also applied for the position of proctor.
 - c. One person out of state – emails sent attempting to contact, answered the first email, and no response since.
 - d. Trustees would like to meet with both applicants – Trustee Ascherl to setup meeting for either Thursday, 4/28/2022 or next Thursday or Friday of next week.
- II. YouTube channel for Hinckley Township – can turn off commenting for the YouTube. Check with Proximity Marketing regarding this. Also, mention this to the proctors upon interviewing them to have them take Zoom recordings and put on the YouTube channel possibly in the future.

Trustee Swedyk

- I. Trustee Swedyk met with Highland RAH (Recreational Association of Highland) Re: Kobak Field.
 - A. Discussed the possibility of a picnic table, fence (chain-link); Trustee Augustine mentioned that the previous board had discussions about allowing signage on the fence. Fence is a liability right now - damaged and broken.
 - B. Trustee Augustine mentioned the possibility of obtaining the playground equipment from old Hinckley Elementary.
 - C. Re: picnic table – the trustees briefly discussed the possibility of having one of the Eagle Scouts, or maybe even a local boy scout group, do a project to build one or several tables.
- II. Website paperwork sent to the County Prosecutor's office.

Trustee Augustine

- I. Employee Non-Union Handbook Update/Review
 - A. Our document now is 38 pages, and is from 2008.

- B. Laura Brocklehurst is the reviewer recommended by Sharon Township.
- C. Review is \$200, To make changes \$500
- II. Steering Comprehensive Plan Committee Meeting tonight
 - A. Still waiting on microphone and laser pointer
 - B. Packet for tonight's meeting – to do today with Admins.
 - C. Typist to be Trustee Ascherl for tonight.
 - D. Proctor for tonight – Either Trustee Swedyk or Trustee Ascherl
 - E. Timer for tonight – Trustee Swedyk
 - F. Trustee Ascherl to write the name tags
 - G. Trustee Swedyk will comment at the meeting, that it is important to consider if each question references the audit of the existing comprehensive plan, and does the question address the need for that plan to be updated?
 - H. Trustee Ascherl inquired for the actual survey questions – do the trustees get a final say? Committee to do the questions that night and we will go with what is determined at the meeting tonight.
 - I. Trustee Augustine encouraged the engagement of the other trustees for Comprehensive Plan Meeting for that evening. There is a motion for the surveys to be printed, and by agreeing to the printing, the trustees will therefore agree to the survey.
 - J. OHM recommends two (2) weeks to collect information from survey.
 - K. Committee will work with OHM questions and adjust to their specific needs for the purpose of the survey.
- III. Driving abstracts completed with the Driving Rules and Regulations Rosters.
- IV. Newsletter to township drafted yesterday; Trustee Augustine asked that if anyone wanted to add to the newsletter that they send her their additions.

Trustee Chairman Augustine made a motion to adjourn the meeting at 11:37 a.m., Seconded by Trustee Swedyk. Vote: Ascherl – Yes, Swedyk – Yes, Augustine - Yes.