

Trustee Chairman, Melissa Augustine called the special meeting for the purpose of a work session to order at 9:32 a.m.

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

Additional attendees: Fire Chief Grossenbaugh, Sergeant M. Schroll, Service Superintendent Mike Behary, Suzanne Peterlin, Lynne Rotundo, Bethany Dentler, and residents C. Engelman and R. Pearl.

Virtual attendees: 2 residents (J. Larson and Lisa Rushworth).

Bethany Dentler, Medina County Economic Development Corp.

- I. Overview of Tax Abatement options – Township-based requirements.
 - A. Just because the 50% original setup for fifteen years, does not mean the abatement has to be the 50% max for the full 15 years. There is the flexibility for the township to offer different levels of tax abatement guidelines. Anything over 50% tax abatement must have school board approval. [There is legislation that has not been passed yet that would increase it to 75% without school approval.]
- II. Examples given of Lafayette Twp., Montville Twp., and Granger Twp.
- III. If Township creates a tiered level tax abatement guideline, can be used to set expectations for future projects.
- IV. Bethany has spoken with Trustee Ascherl and suggested to have a tiered level for tax abatement guidelines. Trustee Augustine and Trustee Ascherl agree this would be a good idea. Trustee Ascherl suggested that the township does a reverse scale to attract more local and small business investment. Trustee Augustine would like to review the documents provided (from Bethany Dentler on the examples given from the 3 townships listed above). Trustee Swedyk is concerned with the possible annexation of Drug Mart by Brunswick. Trustee Ascherl concurs. Bethany stated that annexation is always a concern, and the township can do a higher incentive to attract small business.
- V. Discussion ensued as to when Bethany can come back to an August Trustee Work Session. It was decided tentatively that Bethany would come back for the meeting on Tuesday, August 23rd at 9:30 a.m.

Police – Sergeant M. Schroll

- I. Expenses for Detective Kinney for OP Juvenile Officers Association for August 2nd-5th at a \$595 cost (includes conference, lodging, and meals).
- II. Expenses for Patrolman Jessica Parente for Effective Leadership Class in North Royalton on September 12th-13th at a \$275 cost.
- III. Received a letter of resignation from Patrolman Neubert after day one of orientation.
- IV. 1 new hire possible – Sergeant Schroll will contact.
- V. HVAC: the air conditioning is being repaired today.

Fire – Chief Grossenbaugh

- I. Thank you for Saturday celebration of Chief's 25 years with Hinckley Township.
- II. Tom Koller, is a Fire Inspector as well as a Firefighter. Chief Grossenbaugh stated there are now two more people, Anthony Makaryk and Josh Spanulo that qualify as a Fire Inspector. Collectively, they cannot work more than 260 hours per quarter as a Fire Inspector, and between the 3 of them this will be balanced better. (Fire Inspector is a higher pay grade; helps with safety for the community and ISO qualifications.)

- III. Tanker went in for P.M. – has major repairs needed, as it is over 30 years old; repairs needed include: Auto Lube for pump shaft and water in gear box, cost to repair may be significant. Chief Grossenbaugh has been checking on state bids, and is waiting to get a repair quote. If order, is 18-24 months if order a new chassis; there are demos out there on state bids and wait time for this is long too, and it may be difficult to find one that meets our township specific needs with the hills, etc.
- IV. Next Tuesday for the Trustee Meeting, Chief has been asked to speak at a special meeting at the Medina County Fireman’s Association that he must attend, and would like to meet with Trustee Ascherl prior so that she can speak on Chief’s behalf at the Trustee Meeting.
- V. Trustee Augustine congratulated Chief Grossenbaugh on his nomination for Medina County Leadership Inspire Award.
- VI. Trustee Swedyk discussed Fire Alarm Inspections. Chief Grossenbaugh discussed as to who can do this; still to be determined.
- VII. Donation Request of the Cleveland Foundation for \$250 K. Trustee Augustine will get copies to the other trustees.

Service Superintendent – Mike Behary

- I. ASAP Doors will be installing the door replacements tomorrow.
- II. Kobak Fence Replacement: NEO Fence is about 4 -6 weeks out on schedule to install fence.
- III. Trustee Swedyk commented re: Bethany Lane work, still waiting to hear back from engineering/architect.

Administrative / Cemetery / Zoning – Suzanne Peterlin

- I. Pinnacle Monument Leveling: Saturday, July 23rd: Twenty headstones need marked and also will confirm amount of gravel for delivery for 2 of the cemeteries. Suzanne will work with Mike Behary on this. Trustee Augustine stated that this should be in time for the deadline of August 1st. Discussion ensued regarding the paperwork needed to submit for the Grant.
- II. Trustee Augustine mentioned the Zoning Fee Structure meeting: Suzanne is meeting with Marcus Fisher, Tom Wilson, Joe Calabro, and Trustee Augustine Wednesday morning on the fee structure definitions of what constitutes a meeting or a continuation of a meeting.
- III. Trustee Augustine stated regarding the Indigent Burial Fees: paperwork not filled out for this by family. Trustee Augustine, former Trustee Burns, and Suzanne have all reached out to the family to get them to fill out the paperwork. Trustee Swedyk stated that the request had to be submitted to the state within 60 days. Trustee Augustine stated that Hinckley Township has not been a part of the process on this and has told Carlson that this is on the family at this point.
- IV. Trustee Swedyk inquired as to the communication regarding the recent funeral held Tuesday after the holiday weekend and coordination with Township staff. Suzanne replied that this was done because she wanted to make sure that because of the 4th of July holiday, she was not sure of the Service Department schedules and whether people were going to be on vacation. Suzanne herself was out of town on vacation. Trustee Augustine commended Suzanne for working while on her vacation. The communication went to Mike and Trustee Augustine and everything was all set.
- V. Trustee Ascherl inquired as to whether the other trustees wanted the proctor schedule and both Trustee Augustine and Trustee Swedyk would like this. Trustee Swedyk also stated

that the proctor schedule should go to the meeting chairs for each meeting, respectively. Discussion ensued as to who is the proctor for Zoning Commission and Board of Zoning Appeals meetings. Recommend to remove the “contact the virtual tech via email”, and that maybe it should state to “contact the virtual tech via the chat window”. Suzanne stated she had spoken to Jen (previous Twp Proctor) who suggested that the proctor (when present at the meeting) have an earbud and periodically check what the virtual audience is hearing. Discussion ensued about the microphone placement in the room, and texting or chat to the proctor to ask if the proctor is ready. Discussion ensued as to proctor procedures for the future.

Trustee Augustine

- I. Trustee Augustine stated she has to leave due to a doctor’s appointment in 9 minutes, and requested to go first.
- II. Non-union employee handbook will be done at the end of July, not June.
- III. Hard copy instead of email meeting minutes. Fiscal Officer, Martha Catherwood, had requested that only spelling or amount corrections to be made once typed. Any other corrections or changes must be made at the actual meeting. Trustee Augustine still would like an emailed copy prior to actual meeting; Trustee Swedyk and Trustee Ascherl saw no problem with this.
- IV. There is a site plan review request submitted to Medina County Planning Commission for 2 subdivisions: 1) Reserve at Pine Valley, at the Pine Hills Golf Course with 31 sublots (2nd phase) and each lot size exceeds zoning requirements, and 2) Stony Hill and W. Mattingly with 24 lots over 74 acres, also exceeds zoning requirements. Also, Serenity Court update: they are appealing the state’s ODOT decision because they want to come off of 303 - no answer yet.
- V. Trustee Augustine is finalizing the cemetery grant.
- VI. Trustee Augustine is also working on grants for abandoned houses (3).
- VII. Comprehensive Steering Plan Survey – OHM Memorandum Discussion: Trustee Swedyk stated that he believes this should be filed as a separate reference document and kept as a reference document with no changes to the actual 2015 Comprehensive Plan. Trustee Ascherl sees no changes to the current plan, except creating a future use map matching with the zoning map. Trustee Swedyk stated everything in there is zoning related. Trustee Augustine stated that a lot of what is in the OHM Memorandum is already in the 2015 Comprehensive Plan; she feels that this document is saying to follow the plan. Resident, R. Pearl had sent an email to all the Trustees regarding this. Trustee Augustine stated that she wanted to read his email line by line and respond to Mr. Pearl’s email. Trustee Swedyk stated that the mission of this Steering Committee was to look at the existing plan and see if it needed an overhaul. Regulations that are not in the 2015 Comprehensive Plan: Trustee Augustine stated that this memorandum includes more information about Conservation Developments and how they are designed and addressed; they have been addressed since the 2015 Comprehensive Plan, but this item is not a part of the 2015 Comprehensive Plan. Much discussion ensued. Trustee Ascherl stated she is not comfortable amending the plan with the results. Trustee Swedyk stated this should be a standalone document. Trustee Augustine stated that based on time, work, and money spent on the survey should be amended to the 2015 Comprehensive Plan. More discussion ensued. Trustee Augustine posed the question as to whether the survey results should be included/amended to the 2015 Comprehensive Plan: Trustee Swedyk does not believe they should be a part of the

plan. Trustee Augustine would like to think about not adding this OHM Memorandum document to the 2015 Comprehensive Plan.

- VIII. Trustee Swedyk added that he was planning to bring up the August 2nd Trustee meeting cancellation due to the election that day, provided they have nothing major to discuss at that meeting. Trustee Ascherl and Trustee Augustine concurred.
- IX. Trustee Augustine had to leave due to doctor's appointment made at least a year ago, but left her laptop up-and-running, since she was proctoring the meeting.

Trustee Ascherl

- I. Trustee Ascherl stated that Google will start to charge for all email accounts. \$3 per month per user from August 2022 to August 2023, and will be \$6 per month per user from August 2023 to August 2024. We currently have 20 users, and 3 suspended accounts that we will be paying. Archiving emails for suspended accounts were discussed; and how time consuming this will be. We will have to find out from our Fiscal Officer, Martha Catherwood and our IT contact, how this will need to be handled for payment and archiving, respectively.
- II. Website discussion –Trustee Ascherl mentioned the community tab for the website. Trustee Swedyk stated he was okay with government links, but not private. Suzanne Peterlin stated to look at what was already on our website, and determine if we should continue utilizing this directory, and maybe put something similar with links to the websites. Trustee Ascherl mentioned other links that we could put on the website – Hinckley Chamber of Commerce, Hinckley Women's Club, and compared it to other city websites. Mark Priebe from Proximity Marketing stated he thought this was a good idea. Suzanne Peterlin stated the links might break, and Trustee Ascherl stated if these links break it is ultimately not our responsibility. Lynne Rotundo stated you go to the website to also see what the community offers, in addition to what can be done with government. Trustee Ascherl supports having website links to some of the more prominent organizations within our community, because she "supports having the links" and "it is our advertisement for the Township". Trustee Ascherl stated we still have two months to work with Proximity Marketing on this website, and Suzanne Peterlin commented that as we move forward there is an option to add or delete. Trustee Ascherl stated it will be government services and schools for now. Medina County links were discussed.
- III. Movie night at Bronger's Park discussion. Chamber of Commerce used to do this in the summer. Trustee Ascherl suggested this might be a Township-sponsored event. Trustee Swedyk brought up risk management; and who is going to run this. Lynne Rotundo stated that if you have a movie shown, you have to purchase the rights to view the movie. Trustee Ascherl will gather more information on this, but she wanted to put this idea out there. Sergeant Schroll stated that Berea does something similar at Coe Lake. Trustee Ascherl will check with Martha Catherwood, our Fiscal Officer, on this.
- IV. Trustee Corner: Trustee Swedyk is not doing this month; Trustee Ascherl is up next month so she will do this month as well.

Trustee Swedyk

- I. Trustee Swedyk mentioned that there were people interested in a public meeting regarding the OHM Memorandum document. Discussion ensued. Trustee Ascherl and Trustee Swedyk both agree that the OHM Memorandum document should not be part of the existing 2015 Comprehensive Plan.

Cindy Engelman

- I. Cindy Engelman, resident, has come with some comments regarding the recommendation document. Cindy Engelman looks at the survey results instead, and feels that these are more important. The survey results can be a tool, and not be a part of the Comprehensive Plan. The results pointed more to zoning; can still tighten up the zoning code with regards to Conservation Developments “how tighten zoning code up to achieve the desired results of the survey”. Senior housing was not mentioned in the OHM recommendation, but was a part of the actual survey. Can have design standards, or indicate under what zoning districts allow for Senior Housing. Also, Town Center zoning district can have a unique design standard that limits the square footage of the buildings, and design fronts too. The goal is to have a small-town feel. [B-3 for town center perhaps.] Berea was mentioned as a small-town feel, even though it is a city. [N.E. Corner of 606 and Bellus Rd. also discussed – create maybe an outdoor recreation B-4 district.] The takeaways from the survey can allow the township to be proactive on and Cindy mentioned the concept of do not get caught up in being in a hurry to do things. “In the context of the survey, these are opportunities that can be controlled for the future.”, Cindy stated, “If do hire a consultant, have to clearly define their scope of work for what you want.”
- II. Trustee Ascherl added that she likes the idea of center of town having its own unique style, but is it possible? She also stated that the future use map is concerning. More discussion ensued regarding setbacks for Conservation Development. Tighten up zoning code to reflect the setbacks – make it proactive, not re-active, to achieve what people want. 275’/300’/500’ feet setbacks for conservation developments were discussed. B-4 suggestion area was also a good idea according to Trustee Ascherl. Mr. Pearl and Cindy Engelman discussed the opportunities that can be controlled going forward with the possibility of four business districts. Currently, there are only two business districts.

Trustee Vice-Chairman Swedyk made a motion to adjourn the meeting at 11:16 a.m., Seconded by Trustee Ascherl. Vote: Ascherl – Yes, Swedyk – Yes.
