

Trustee Chairman, Melissa Augustine called the special meeting for the purpose of a work session, to review Regular Meeting minutes from 07/19/2022, and Website review with Proximity Marketing to order at 9:31 a.m.

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

Additional attendees: Fiscal Officer Martha Catherwood, Sergeant M. Schroll, Service Superintendent Mike Behary, Suzanne Peterlin, Lynne Rotundo, Proximity Marketing (Mark Priebe & Renaye Pagura) and residents C. Studor, 2 additional in-person residents, and 2 virtual attendees.

Regular meeting minutes from 7/19/22 amendments were made. Kimble opt-out letter – Trustee Augustine stated that she suggested to have the residents who are on the delinquent list contacted to let them know the status like was done last year. Delinquent residents should pay their bills by September 1<sup>st</sup> to avoid having their property taxes assessed. Trustee Ascherl is fine with how it reads. And the last paragraph of page 3: Trustee Augustine had included comments against a stub to the planning commission, siting the comprehensive plan. Both Trustees Swedyk and Ascherl agreed to the changes. Page 4 second paragraph, when adopting the zoning fee schedule PUD schedule affected in 30 days. Re: OHM Memorandum and Comprehensive plan audit: Trustee Augustine spoke with OHM and other zoning experts. Trustee Ascherl does not feel the need for the minutes to go word for word, is supposed to be the cliff-notes version. Trustee Ascherl wants this added after last paragraph on that discussion, “conflicting information should not be in the Comprehensive Plan, and it should be its own separate document”. Trustee Augustine, “Brooklyn Exchange Cabin Club” instead of “Brooklyn Exchange Cabin”. Trustee Augustine made a motion to approve the minutes for the regular Trustee Meeting from 07/19/2022 with the adaptations suggested today. This was seconded by Trustee Ascherl, and all Trustees were in favor.

#### **Mark Priebe – Proximity Marketing – Website Discussion**

- I. Mark Priebe went through an overview of the website prototype to show the changes for our new Hinckley Township website. Right now, we are looking at the structure of the test website.
  - A. Built on WordPress platform – allows for easy updates as well as plug-ins to be added to website.
  - B. 56 pages ported over to new platform. Analytics of website also discussed.
  - C. Had 5 Icons (Zoning, Policy/Forms/& Permits, Agenda, Meeting Minutes & YouTube, Kimble Questions). This will now be 6 Icons (Zoom, Zoning, Forms & Permits, Policy, Agenda/Meeting Minutes/YouTube, and Kimble Questions).
  - D. Township Highlights – 3 – can be changed to reflect current items.
  - E. Township Events will have the calendar plug-in. Need the API key from current calendar. Brian L. will have this.
  - F. Newsletter sign-up will be in the footer, and goes to constant contact account/Mailchimp.
  - G. Facebook, Twitter, and other shortcut social media links in the footer to be removed.
  - H. Trustee Augustine mentioned that one picture is of a business within Hinckley. This will need to be removed from the site; otherwise, we will need to have a picture of all businesses within Hinckley.
  - I. Fire Department – contact/location/logo/equipment
  - J. Forms & Requests – specific to fire dept.
  - K. Category on Home page (icon) – Forms, can do a category format.

- L. Trustee Augustine mentioned Police Report form – Police Chief Centner wants this on there. Sergeant Schroll confirmed this is an important form that should be on there.
- M. Trustee Augustine mentioned there is information on the Police page that is outdated.
- N. Service: map of roads, zoning district map.
- O. Lynne Rotundo posed the question to see what it looks like on the phone, and this test site did not work on the phone at this time. Mark Priebe stated that when this site is launched, this will be mobile friendly and allow for multi-use tabs.
- P. Meeting Minutes and Agendas – drop-down
- Q. Mrs. Studor mentioned that she believes having the Town Hall Administrative hours on the website somewhere would be beneficial.
- R. The [info@hinckleytwp.org](mailto:info@hinckleytwp.org) email was brought up. The [info@hinckleytwp.org](mailto:info@hinckleytwp.org) is more something that was setup for the website. Mrs. Peterlin stated that there was a purpose in setting these up, and we would need to talk with Brian L.
- S. Sergeant Schroll wanted to see the parks on the website and would like to see a link to a map for where the parks are located.
- T. Mrs. Studor mentioned the Hinckley Women’s Club, the Natural Order of Hibernians, and other non-profits, and suggested to maybe put this info. under the Community tab. Trustee Ascherl stated that this was discussed previously and the board decided to not include the non-profits on there. Trustee Ascherl also spoke with the Medina County Prosecutor’s Office and they stated that if one non-profit organization is linked from the website, then all of them have to be.
- U. Policy/Forms & Permits – separate Policy from Forms & Permits was recommended. Combine Agendas with Meetings & Minutes.
- V. Banner – for important information – such as a road emergency, etc. for those instances that require a hot topic quick message.
- W. Calendar – under Township Events, maybe put a button for this as well. Calendar – monthly calendar shows.
- X. Speed of pictures – slow down.
- Y. ZOOM link as a button, and part of the calendar.
- Z. Six buttons maximum recommended.
- AA. Forms – Fillable? Can be done. Police vacation watch requests: Sergeant Schroll inquired if these can be put under the forms.
- BB. Suggestions to replace Zoning with Zoom.
- CC. Trustee Swedyk – make the buttons floating? So that they stay in your view no matter where they are scrolling.
- DD. Trustee Augustine – have department heads take a better look at. What are the next steps? Mr. Priebe said they have to work out more of the functionality (especially with the calendar), and then they could schedule a meeting with the department heads.
- EE. Trustee Ascherl – one time charge for the ADA compliance. She will make a motion at the next meeting; it is \$55.
- FF. Site will be hosted on “SITEGROUND”, secure and redundancy.
- GG. In addition to the “HOW DO I?”, there will be a Search feature on the website upon launch.
- HH. Mr. Pearl inquired to see about current zoning permits, as to whether this will be available on the website. This was answered that if people want to know, they can contact the administrative office, if wish to inquire about a neighbor’s permit.

- II. Trustee Augustine asked if there will be a link that can be shared with us on the prototype.
- JJ. Trustee Ascherl thanked Proximity Marketing (Mark and Renae) for coming.
- KK. Trustee Ascherl updated Dropbox with the Police photos. The Fire Chief will be getting their department photos by the end of this week.

**Service Superintendent – Mike Behary**

- I. Kobak fence is done.
- II. Marquis/Sign specs sent to Epic Signs & Graphics – for them to put some ideas together. Mr. Behary will then get other quotes after receive the drawing ideas from them. Trustee Augustine stated that some residents do not want to have it be digital.
- III. Truck 11 – getting updates daily on this repair.
- IV. His department is currently doing concrete.
- V. Trustee Swedyk inquired as to the Kobak Concession Stand – replacing the shingles? Discussion ensued as to whether this concession stand was used. RAH would need to answer this.
- VI. Kobak Field bleachers discussion – Trustee Swedyk has spoken with RAH regarding putting rails up for the bleachers, and it was determined that this would not be cost-effective. Bleacher/stands will be removed.

**Police – Sergeant M. Schroll**

- I. Floor project done. It is walkable now. Trustee Swedyk mentioned that he spoke with the chief inquired about maybe painting the walls or power-washing the building, and getting the quotes for this. Trustee Augustine inquired as to whether we could power-wash all buildings. In the past, this was alternated with mulching years, and this would be a power-wash year, and this would be contracted out. Since the Hinckley Historical Society building is getting painted this year, the only two buildings that would need to be power washed would be the administrative office building and the police department building.

**Trustee Ascherl**

- I. Trustee Ascherl spoke with Chief Grossenbaugh and the concrete is being done tomorrow for the patio/training area and will be done through the association. Also, the two new thermostats will be installed this week that will make it have 2 zones instead of the 4 previous zones.
- II. Kimble: Trustee Ascherl has spoken with the Prosecutor's office and there are some concerns with the forms and she is meeting with Kimble tomorrow (Wednesday) to go over these with Kimble.
- III. ARPA Grant Fund – Trustee Ascherl stated she was thinking of possibly hiring Baker, Dublikar, Beck, Wiley & Matthews firm to come out. Trustee Swedyk likes this idea. Trustee Augustine would like to do her due diligence of determining what the township would like to utilize the funds for, prior to hiring legal counsel. Mrs. Catherwood stated that we are going to have to bring someone in sooner if piecemeal the money (for smaller projects). Need to get resolutions in line on the process. Mrs. Catherwood said that the firm does not need to come out. The trustees have to decide how to proceed with the funding... lots of project/quantity or 2 large infrastructure projects; can retain a firm as you move this process forward. Trustee Augustine would like to decide on what is to be done prior to

retaining a firm. Trustee Augustine can share the CARES Fund Grant doc that was used prior for what can be used for the funding and what cannot be used. Trustee Ascherl inquired as to whether this has changed from that time. Trustee Augustine stated that the OTA has everything you need to know.

Fiscal Officer, Martha Catherwood, stated that there is a sample resolution that lists a broad use. She stated the trustees can make a list of what they want to do, and make sure that the resolutions are done in the sequential order so that it does not delay the process. These resolutions need to occur before appropriating money for that purpose. Maybe a phone call to the firm, would be a resource for this. This is quite a different process for this grant, because of the prevailing wages, the federal grant and oversight of this funding by the government. Trustee Augustine would like to call and get pricing as it relates to the resolutions.

- IV. Firemen's Association & Police Association are hosting The Sandlot in Bronger's Park this Saturday night.

#### **Trustee Swedyk**

- I. Fuel Monitoring Policy - Trustee Swedyk stated that the final draft of the fuel monitoring policy will be emailed to the other trustees for them to look over. He stated this should be getting an answer today about a final date. Sergeant Schroll inquired as to whether using this will be different. Trustee Swedyk stated he will confirm as to whether this will be used the same.
- II. Trustee Ascherl asked Trustee Swedyk if he had heard anything about the door. ASAP door came out already once, and several people are still having issues with their keys. Handicap access would be an additional cost separate from what has been done on the door.

#### **Fiscal Officer, Martha Catherwood**

- I. Medical insurance renewal: The renewal information went to the employees today.

#### **Trustee Augustine**

- I. Trustee Augustine wanted to go over the Employee Handbook/Manual questions.
  - A. Policy regarding name change & pronoun use – include in handbook? Trustee Swedyk does not see the need for this. Trustee Ascherl is “on the fence” on this one; businesses are changing to this. Trustee Ascherl is okay with putting something in the policy because she does not want this to open the township up to future legal action if there isn't anything referenced in the manual. Trustee Augustine stated her first instinct was no, and that has not specifically run into anything on this so far, and she felt that this can always be added at a later date. Mrs. Catherwood thinks this is the right thing to do, and without something in the handbook, it opens up the township to exposure in the future. If include this in the employee handbook, Mrs. Catherwood states that it sets a policy for employees to handle something like this, and it is important to address this issue head on. Discussion ensued.
  - B. Page 17 regarding vacation time: vacation time accrued based on hours worked and years of service. Years of service will be the deciding factor.
  - C. What are the hours for full-time employees per week? 30 or 32 or 40 hours weekly. Mrs. Catherwood recommends using the Full Time Equivalent equation for healthcare annually – 1820 annually correlates to 35 hours. Recommend using the clause “no less

than". Mrs. Catherwood will email the policy to her, and then Trustee Augustine will send the updates to the Employee Handbook/Manual to reflect the changes.

- D. Bi-monthly pay – specifics for each job family? Not necessary to be specific. "Employees are paid in coordination with their hiring."
- E. Are there benefits offered to part-time employees? "No, unless a motion to hire dictates otherwise."
- F. Progressive Discipline by category: detailed? Or generalized? Right now, it is detailed. More generalized and broad is recommended. Trustee Augustine stated that it helps to have examples. Trustee Ascherl recommends to have the process detailed and documented. Trustee Swedyk would like to see the language she is offering to put in this category. Trustee Augustine will get that information.
- G. Going back to question regarding pronouns usage... Trustee Swedyk is okay with including pronouns in the disciplinary section. Trustee Ascherl asked that if we do decide to include this that it should be applied across the board throughout the manual wherever it is necessary... Trustee Ascherl and Trustee Augustine think a level one offense would be appropriate; Trustee Swedyk agrees.

Trustee Augustine will forward this information via email to Laura @ Brock 11 Consulting, and will cc the trustees.

- II. Proctor Training for Zoning Boards: Trustee Augustine has had several members of the two zoning boards (at least one from each board) asking about proctor training. She will put together a training session and will inform the rest of the board, in case they would like to be a part of it.
- III. ARPA Grant Funding: Trustee Letter & OHM recommendation – Trustee Augustine posed the questions if the trustee letter needs any changes, addendum to, and whether to put this with the OHM recommendation or not. Trustee Ascherl will make a note of it and be better versed at the next trustee meeting.
- IV. Grants for abandoned houses – CBG Grants for 2023. We now have 2 abandoned homes that this could apply towards. Trustee Augustine will be working on this in January of 2023.
- V. Newsletter information to include Firemen levy info and Touch a Truck, and Kimble Opt-Out information.
- VI. Trustee Corner to be done by Trustee Ascherl for September.
- VII. Trustee Augustine stated that she will not be able to attend work sessions anymore going into September. Trustee Ascherl asked if there is a different time or different day. Trustee Ascherl sees the benefit of these, even if they are moved to once a month. Trustee Swedyk sees the benefit to having them. Trustee Augustine no longer can do these during the day; it would have to be after 5 p.m. but she was not certain of this timeframe either. Trustee Ascherl mentioned that the liaisons for the different departments (i.e., Fire and Police and Service) could just meet with their respective department heads prior and gather the information necessary to continue the work sessions in the evenings from their respective departments.
  - A. The first one that will be affected will be September 13<sup>TH</sup>. This is the same one that Bethany Dentler is attending. Trustee Ascherl wanted to have the information that Bethany requested that the board come together on for the meeting for open conversation. Trustee Ascherl will email her thoughts to the rest of the trustees prior to their meeting on September 6<sup>TH</sup> so that they are ready to discuss this at the regular trustee meeting.

Trustee Chairman Augustine made a motion to adjourn the meeting at 11:36 a.m., Seconded by Trustee Ascherl. Vote: Ascherl – Yes, Swedyk – Yes, Augustine - Yes.

---

---

---

---

---