

Trustee Chairman, Melissa Augustine called the special meeting for the purpose of a work session to order at 4:01 p.m.

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

Additional attendees: Police Chief Centner, Service Superintendent Mike Behary, Suzanne Peterlin, Commissioner Colleen Swedyk, and approximately 18 in-person residents.

**Jeremy Sinko – Medina County Sanitary Engineer**

- I. 2 options discussed.
  - A. Option A: Center Road East to Ridge Road north through town center.  
Total project cost: \$1,945,000.00
  - B. Option B: 20' Easement at (Skyland Golf Course) Our Lady of Grace Church east heading south down Ridge to town center.  
Total project cost: \$2,791,000.00
  - C. What does \$900K provide? Mr. Sinko replied would be very close to getting to the center of town.
  - D. Cost for materials has skyrocketed.
  - E. Trustee Augustine posed the question if there should be a letter to Town Center folks asking them if they want this... Mr. Sinko stated that in the past, the letters to property owners are sent out first. If they sign the letter, and the water line is completed, the property owners then have to connect to it within 2 years upon completion. If they did not connect, there would be an assessment charge (which right now is \$3400). Mr. Sinko stated that they typically look for a 50% signing of property owners saying they want the water, then the county will look at the feasibility of the project; however, right now, this is not slated in the county's ten-year plan.
  - F. Mr. Sinko then answered questions from the residents in the audience.
  - G. Fiscal Officer, Martha Catherwood, stated the ARPA funds need to be appropriated (approx. \$850K) by 2024.
  - H. Mattingly Road properties were mentioned. These plans (A & B) are not including the Mattingly Road east of Ridge Rd.
  - I. Hinckley Fire Dept. & Service Dept. are not included in these 2 plans either.
  - J. Additional comments from the audience: Bringing water to town center will help preserve the water that is in Hinckley (wells, etc.).
  - K. Medina County Commissioners would have to approve anything if move forward with these options.
  - L. Medina County is currently working on replacing water mains, and maintenance of existing water structures, and building water towers.
  - M. Mr. Sinko shared his screen of the agreement of Medina County with Cleveland water.
  - N. Much discussion ensued. Bottom line if 50% of people (property owners) in Town Center were to agree to connect within 2 years after receiving the letter, then we would be able to petition to move forward. Start with a generic letter to see if property owners are interested. We will have to work with Medina County Commissioners and Medina County Sanitary Engineers.
  - O. Trustee Ascherl recommended that if the residents want to express their opinion, then they can email all 3 trustees.

Short break while the Hinckley residents left the Town Hall Meeting room.

**Employee Non-Union Handbook Review**

- I. Grammar & spacing/indent issues, and page numbers are needed on the handbook.
- II. Trustee Swedyk recommends to remove handbook and change it to Employee Policy Manual.
- III. Quotes missing.
- IV. Change (1.3) Department Head, Fiscal Officer, or Trustee Liaison.
- V. 1.4 – 2<sup>nd</sup> paragraph, remove rest of paragraph after employment at will first sentence.
- VI. All these changes will need to be reviewed by the prosecutor's office.
- VII. Section 2: Employee Classifications/exempt employees – sales employees and highly skilled computer professionals. Trustee Augustine felt that this was language from another company. Note to ask the prosecutor if this is necessary language for the Township.
- VIII. 2.2: Trustee Swedyk – for example. Recommend remove the whole last sentence.
- IX. 2.3: Concerns about confidentiality. Recommend eliminate section / or sentence(s). Will review with prosecutor.
- X. Ethics – old version was liked by Trustee Augustine, and she did not see that in the revised one. Trustee Swedyk found something similar in 2.1.3.B. Recommend put the code of ethics policy back in this document before confidentiality and would become section 2.3.
- XI. Cell phone policy. For more details, refer to the township policy.
- XII. Non-disclosure agreement – we do not have this as a municipality. Recommend remove.
- XIII. 2.4 Employment of minors: minimum wage rates – no hyphen between sub and minimum.
- XIV. 2.5 add a “the” before township.
- XV. Introductory period: Change to Probationary period.
- XVI. Change title, Immigration Law Compliance, to Employee Eligibility Verification.
- XVII. The Township has a Travel Policy. Manual / Handbook is incorrect. Refer to Hinckley Township Travel Policy.
- XVIII. Use of equipment: Laptop computers/equipment responsibility if damaged/stolen. – add language. All equipment issued by Township must be returned to department head at end of employment, and prior to issuance of final paycheck. Service Superintendent brought up the fact that he works out in the elements and something may happen to his phone that is out of his control. This would not be negligent (or malicious) behavior; accidents happen. Language must be added to this.
- XIX. Personal electronic device instead of PDA.
- XX. Internet use – acceptable use policy discussion. Internet usage is intended for job-related details.
- XXI. Organizational usage – change to the Township's usage policy.
- XXII. Downloaded items: standard language in acceptable use policy.
- XXIII. Cell phone usage. 4<sup>th</sup> paragraph – Township Trustee Organizational Minutes.

Trustee Chairman Augustine made a motion to adjourn the meeting at 6:21 p.m., Seconded by Trustee Ascherl. Vote: Ascherl – Yes, Swedyk – Yes, Augustine – Yes.

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