

**Trustee Special Meeting  
Organizational Work Session Meeting 12/20/2022**

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The Special Meeting was called to order on Tuesday, December 20, 2022 at 4:00 p.m. by Trustee Augustine. Present were Trustees Melissa Augustine, Jack Swedyk and Monique Ascherl, also present were Fiscal Officer, Martha Catherwood, Fire Chief Grossenbaugh, Road Superintendent Behary. Two residents were in attendance and two residents attended virtually.

The Trustees discussed forwarding the following motions at the 2023 Organizational Meeting:

\_\_\_\_\_ nominated Mr. Swedyk, Chairman of the Board of Trustees

nominated Ms. Ascherl as Vice-Chairman of the Board of Trustees.  
Augustine second. Vote: A-yes, S-yes

made a motion that Trustees meetings be scheduled as follows: The first regular meeting to be held on Tuesday, January 3, 2023 and thereafter every 1st and 3rd Tuesday of each month throughout the year. Meetings will begin at 6:30 p.m. Meetings are held at the Hinckley Town Hall Meeting Room in the Administration Building or adjacent old fire station bay. Prior to the scheduling of any special meeting, the time of the meeting and its purpose shall be established. Swedyk second. Vote: A-yes, S-yes

made a motion that Special meetings shall not be held unless at least twenty-four (24) hours advance notice is given to the news media that have requested notification, except in an emergency, the Administrative Office Manager shall notify the news media that have requested notification immediately of the time, place and purpose.

made a motion to make it necessary for resolutions to pass by two (2) favorable votes or two (2) negative votes for failure. Votes dictated by statute to be unanimous shall conform to statute. Swedyk second. Vote: A-yes, S-yes

REQUEST FOR ADVANCE NOTIFICATION:

made a motion that any person may upon request obtain reasonable advance notification of all meetings at which a special type of public business that is of interest. In addition to submitting the written request, the person must submit self-addressed stamped envelopes for mailing purposes. The person has the option to provide an email address and request notification through email distribution.

POSTING

made a motion that the Administrative Assistant be directed to post a copy of this schedule in an area of prominence accessible to the public during usual business hours. Also the Administrative Assistant shall post no later than twelve (12) hours before the time of any special meeting, a statement of the time, place and purpose of such special meeting.

made a motion that the Fiscal Officer's compensation be in the amount stipulated in the Ohio Revised Code and paid monthly. The Fiscal Officer will be paid on a salaried system.

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made a motion that the Trustee's compensation be in the amount stipulated in the Ohio Revised Code and paid monthly. The Trustees will be paid on a salaried system. .

made a motion that eligible employees and elected officials be compensated according to the IRS standard mileage rate at the time of the trip per mile on official business outside the county with Trustee approval. Augustine second. Vote: A-yes, S-yes

made a motion that travel expenses incurred by the elected officials to various conventions be paid out of the General Fund with Trustee approval.

made a motion that the Administration Building be scheduled and controlled through the Administrative Offices. Schedules shall be submitted in writing and be renewed yearly. Township official business pre-empts any schedule.

made a motion that the Administration Building rental for Hinckley Township residents ONLY is set at \$50.00 per occasion for private use, plus a \$50.00 deposit for cleaning, refundable if the facility is left in a clean condition. Non-profit organizations are exempt from fees.

made a motion that the Bronger's Park Pavilion rental for Hinckley Township Residents ONLY is set with a \$50.00 deposit, per occasion for private use, and refundable, if the facility is left in a clean condition. Non-profit organizations are exempt from fees.

made a motion to purchase coffee and accoutrements for the employees and residents. On special occasions the purchase of pastries will be permitted. Also in extreme emergency situations the safety forces are permitted to purchase food for the participants if the situation continues over an extended period of time.

made a motion that the Zoning Commission members be compensated in accordance to the following schedule as submitted:

Activity	Chairperson	Vice-Chair	Members
ZC Regular Meeting / Work Session	\$45.00	\$35.00	\$35.00
ZC Public Hearing	\$45.00	\$35.00	\$35.00
ZC Site Visit	\$35.00	\$35.00	\$35.00
BZA Regular Meeting / Work Session / Public Hearing / Site Review**	\$25.00	\$25.00	\$25.00
County Planning Commission Meeting**	\$25.00	\$25.00	\$25.00
TR Work Session / Meeting**	\$25.00	\$25.00	\$25.00
Educational Seminars (max 2)	\$25.00	\$25.00	\$25.00

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In the event that a regular meeting, work session, site review, public hearing and/or training are held on the same day, prior to or following any of the above, they shall be counted as one for the purpose of compensation.

In the event the BZA Regular Meeting, Work Session and BZA Public Hearing are held on the same day, prior to or following any of the above, they shall be counted as one for the purpose of compensation. A BZA Site Review is included with the Public Hearing compensation.

The participation of the Zoning Commission Member who is designated to represent the Zoning Commission Board will be by request of the Zoning Board Chairman and approval by the Trustee Liaison.

The Trustees stated they would discuss filling Mr. Spellman's position and Zoning Commission and BZA alternates further at the regular meeting.

made a motion that the current terms of the Zoning Commission Board Members and Alternates are as follows as submitted:

Marcus Fisher	Member	Term Exp. 12/31/2025
	Member	Term Exp. 12/31/2027
Matthew Marzullo	Member	Term Exp. 12/31/2023
Michelle Crew	Member	Term Exp. 12/31/2024
David Manley	Member	Term Exp. 12/31/2026
	Alternate	Term Exp. 12/31/2023

made a motion that the members of the Board of Zoning Appeals shall be compensated at a rate of \$35.00 each per hearing (including site review). The members of the Board of Zoning Appeals shall be compensated at a rate of \$30.00 each per continued hearing. In the event a regular meeting, work session and/or training is held on a separate day, it shall be considered separate and compensated at a rate of \$30.00 each. In the event that a work session and/or training is held on the same day, prior to or following a hearing(s), they shall be counted as one for the purpose of compensation. The current terms of the Board of Zoning Appeals Members and Alternates are as follows:

Tom Schrader	Alternate	Term Exp. 12/31/2022
Bill Schaefer	Member	Term Exp. 12/31/2026
Dave Zeleznak	Member	Term Exp. 12/31/2026
Josephine Calabro	Member	Term Exp. 12/31/2022

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Lindsey Wrubel	Member	Term Exp. 12/31/2023
Jeff Hoop	Member	Term Exp. 12/31/2025

made a motion requiring each member of the Board of Zoning Appeals and Zoning Commission attend Sunshine Law training within the first three months of each term.

made a motion that members of the Zoning Commission and the Board of Zoning Appeals shall be required to attend a minimum of one educational seminar (in house or outside) annually and be compensated at a rate of \$25.00 for such attendance. Members shall be allowed compensation for up to two outside educational seminars annually. Members shall be compensated for all in-house seminars provided by the Board of Trustees in addition to the required Sunshine Law training.

made a motion to retain Tom Zabloutny as an independent contractor for the Assistant Zoning Inspector I position at a rate of \$16.00 per hour; not to exceed one-hundred twenty (120) hours per quarter.

made a motion to maintain an Assistant Zoning Inspector I position at a rate of \$15.50 per hour; not to exceed sixty (60) hours per quarter

Ms. Augustine made a motion to adjourn into Executive Session for the purpose of employee compensation at 4:12 p.m. Swedyk second. Vote: AUG-yes, S-yes, ASCH-yes

Ms. Augustine made a motion to adjourn out of Executive Session at 4:31 p.m. Swedyk second. Vote: AUG-yes, S-yes, ASCH-yes

The Trustees agreed to forward a 3% wage increase for the Zoning Inspector and Administrative Office, to include the Sexton position for the year 2023.

made a motion to appoint Tom Wilson as Zoning Inspector for the year 2023 at the rate of \$1,442.00 per month.

made a motion that Administrative Office/Zoning Office Manager Suzanne Peterlin be compensated at \$20.41 per hour in 2023 to include the Sexton role with a minimum of 35 hours per week. second.

Ms. Ascherl presented the Trustees with a revised job description for the role Ms. Rotundo now holds. The revised job description, titled "Web Developer/Programmer", further defines role to include Kimble Waste responsibilities and maintenance of the Township webpage. Ms. Rotundo will also continue to provide office support as necessary. The proposed base rate for this part-time position is \$18.00 per hour with a max of 100 hours per month. The Trustees agreed that this clarifies Ms. Rotundo's expanded responsibilities.

made a motion that the Administrative Office/Zoning Office Assistant/Web Developer/Programmer be compensated at \$18.00 per hour in 2023 with a maximum of 100 hours per month.

made a motion to maintain a Zoning Recording Secretary position as an independent contractor for Zoning Meetings.

Mrs. Catherwood asked the Trustees to consider maintaining the meeting proctors as independent contractors in order to simplify their minimal time log reporting. The Trustees supported this request.

Ms. Augustine made a motion to maintain the Zoom proctor position as an independent contractor for Township meetings.

made a motion to appoint Suzanne Peterlin as Acting Assistant Zoning Inspector in the event the Zoning Inspector is not available for purposes of signing permits for the year 2023

made a motion that the cost for opening and closing a grave will be \$625.00, and an extra \$275.00 will be charged if the funeral falls on a weekend or holiday. A cremation opening and closing will be \$200.00 and an extra \$75.00 will be charged for weekend or holiday cremation burial if the Service Department is needed.

Sexton Peterlin requested the Trustees consider increasing the cost of grave and cremation sites by \$50.00 in order to remain aligned with other Townships in the County. The Trustees supported this request. Ms. Peterlin further requested an effective date of March 1, 2023 for this increase to go into effect.

made a motion to set the price of a gravesite for Township residents at \$400.00. Designated cremation sites at Maple Hill Cemetery will be \$250.00 per site for residents. Effective March 1, 2023 the price of a gravesite for Township residents increases to \$450.00. Designated cremation sites at Maple Hill Cemetery will increase to \$3000.00 per site for residents. Resident qualifications to be determined by the Trustees at the time of purchase.

made a motion to set the price of a footer for a gravestone at \$50.00 per cubic foot and that all graves must have permanent markers within a thirty-six (36) month time limit.

made a motion to appoint Mike Behary as the Stormwater Management Coordinator.

made a motion to establish unskilled to skilled temporary labor rates at a range of \$10.00 to \$30.00 per hour.

The Trustees agreed to forward a 3% wage increase in 2023 to fire department personnel.

made a motion to appoint Jestin Grossenbaugh as Fire Chief for the year 2023 at an annual rate of \$38,110.00.

made a motion that the year 2023 Firemen's compensation will be as follows:

<b>Position</b>	<b>Hourly Rate</b>
Assistant Fire Chief	\$21.44

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Chief Engineer	\$18.80
Medical Liaison Officer	\$18.80
Fire Inspector	\$18.80 (hours not to exceed 260 per/quarter)
Lieutenant	\$19.31
Firefighter/EMT Basic	\$15.76
Firefighter/EMT Intermediate	\$16.23
Firefighter/Paramedic	\$18.54
Cadet/New Probationary	\$14.78
Fire Prevention Educator	\$16.79 (15 to 20 hours per month)
Administrative Assistant	\$15.91 (hours not to exceed 260 per/quarter)

Chief Grossenbaugh requested the Trustees consider adding an Officer in Command (OIC) position at a rate of \$18.90 per hour. This member would be compensated for assuming responsibility of the shift in the absence of a lieutenant. Only those members certified as a Firefighter/Paramedic would be eligible. The Trustees agreed to support this request.

made a motion to add an Officer in Command (OIC) position at a rate of \$18.90 per hour.

to enact a bonus incentive for the fire department shift members as follows:

Any member in good standing that work an additional (3) 12-hour shifts per quarter will receive a 5% bonus for the time that they worked for that quarter. Any member in good standing that work an additional (6) 12-hour shifts will receive a 7% bonus for the time that they worked during the quarter.

Chief Grossenbaugh requested the Trustees consider reducing the required 6-month probationary period for those members who, after the successful completion of their initial 6-month probationary period, meet the following criteria: (a) have at least 3 continuous years active service on a full-time fire department, and have been employed in that capacity within the preceding 12-month period; and (b) obtain the written recommendation from the Fire Chief of Hinckley's Fire Department to modify their probationary period to a period of at least 3 months but less than 1 year. Mr. Swedyk felt that rather than using a monthly period; an hourly period would ensure a significant amount of shift time would be accounted for. There was support of this proposal.

made a motion to allow modification of the otherwise-applicable 1-year probationary period to a period of no less than 300 hours for those members who, after the successful completion of their initial 6-month probationary period, meet the following criteria: (a) have at least 3 continuous years active service on a full-time fire department, and have been employed in that capacity within the preceding 12-month period; and (b) obtain the written recommendation from the Fire Chief of Hinckley's Fire Department to modify their probationary period to a period of at least 300 hours but less than 1 year.

made a motion to compensate Fire Department members at 1.5 times the member's normal pay grade for the following holiday periods:

Easter, Memorial Day, Labor Day and Thanksgiving: 8:00 a.m. to 8:00 p.m.

Fourth of July, Christmas Eve and New Years' Eve: 8:00 a.m. to midnight

Christmas Day and New Years' Day: Midnight to 8:00 p.m.

made a motion that Fire Department members shall receive a \$250.00 uniform allowance annually. Probationary members and those members not fulfilling performance standards will be compensated at the discretion of the Chief

made a motion that the Ohio Fire Chiefs' Association and Medina County Fire Chief Association dues in the year 2023 for the Fire Chief be paid from the Fire Department fund.

Chief Grossenbaugh presented the Trustees a document detailing the current insurance cost recovery amounts imposed by nearby fire departments. The Township insurance cost recovery contractor (Life Force) had previously provided guidance as to factors to consider in the raising of these fees. The Township uses a "soft bill" fee system, meaning that Township residents without insurance coverage will not be billed. Despite a Township resident having insurance, an increase in fees may affect a resident's deductible cost. After a lengthy discussion it was determined that additional information would be obtained prior to making any increases.

made a motion that an insurance cost recovery fee of \$600.00 be applied to all non-residents for Basic Life Support (BLS), and \$600.00 be applied to all residents for Basic Life Support (BLS), for EMS transport. The billing agent for these fees shall be Lifeforce Management with all monies directly deposited by Lifeforce Management into the Township Fire Department fund as per the contract between Lifeforce Management and Hinckley Township.

made a motion that an insurance cost recovery fee of \$700.00 be applied to all non-residents for Advanced Life Support (ALS-I), and \$700.00 be applied to all residents for Advanced Life Support (ALS-I), for EMS transport. The billing agent for these fees shall be Lifeforce Management with all monies directly deposited by Lifeforce Management into the Township Fire Department fund as per the contract between Lifeforce Management and Hinckley Township.

made a motion that an insurance cost recovery fee of \$800.00 be applied to all non-residents for Advanced Life Support II (ALS-II), and \$800.00 be applied to all residents for Advanced Life Support II (ALS-II), for EMS transport. The billing agent for these fees shall be Lifeforce Management with all monies directly deposited by Lifeforce Management into the Township Fire Department fund as per the contract between Lifeforce Management and Hinckley Township.

made a motion that an insurance cost recovery fee of \$150.00 be applied to all non-residents for non-transport calls. The billing agent for these fees shall be LifeForce Management with all monies directly deposited by LifeForce Management into the Township Fire Department fund as per the contract between LifeForce Management and Hinckley Township.

made a motion that a mileage rate of \$15.00 per mile be assessed to all non-residents and residents for EMS transports. The billing agent for these fees shall be LifeForce Management with all monies directly deposited by LifeForce Management into the Township Fire Department fund as per the contract between LifeForce Management and Hinckley Township.

made a motion to appoint David Centner as Chief of the Police Department for the year 2023 at an annual salary of \$92,000.00. Centner shall be eligible for six weeks of vacation in 2023. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

made a motion to set the year 2023 Police salary rates as per the Union Contracts.

made a motion that for 2023 the non-union members of the Hinckley Police Department compensation will be as follows:

Full-time Administrative Assistant	\$20.41 per hour
Part-time Patrolman	\$20.60
Part-time Administrative Support	\$19.06

Mr. Swedyk made a motion to adjourn into Executive Session for the purpose of employee compensation at 5:15 p.m. Augustine second. AUG-yes, S-yes, ASCH-yes

Ms. Augustine made a motion to adjourn out of Executive Session at 5:52 p.m. Swedyk second. AUG-yes, S-yes, ASCH-yes

Mr. Swedyk proposed increasing the Service Department wages by 5% for 2023. He cited the skills possessed by the members and the resulting cost savings to the Township that have been realized over the past year. Services such as vehicle repairs, tree trimming and paving and draining projects are now able to be completed in-house rather than being contracted out at a higher cost. The Trustees agreed to forward this proposal.

made a motion to accept the Service Department pay rates as follows:

Service Superintendent (Mike Behary)	\$32.55 per hour ( includes the use of a township vehicle to and from home)
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Service Class I (Praise/Humberson)	\$25.73 per hour
Service Class II (Nowell)	\$23.63 per hour

made a motion to approve the Township cell phone plan for all eligible Service Department members, they will be paid a monthly stipend of \$25.00 to offset their personal cell phone use for Township business. Usage shall be approved by the Road Superintendent and certified monthly by the Trustee liaison.

made a motion that all full-time Service Department members shall receive a bi-annual \$250.00 uniform allowance (\$500.00 annually) to be administered by the Service Superintendent and approved by the Trustees.

made a motion to set the rate of onsite, private event use of township fire and police vehicles at a rate of \$15.00 per hour. Township personnel must be on-site during vehicle use and are compensated by private party only.

Mr. Swedyk made a motion that upon Trustee approval Hinckley Township will provide a reimbursement of a projects tangible material costs not to exceed \$500.00 per Eagle Scout applicant and/or the same per Gold Award applicant for final projects completed within Hinckley Township.

made a motion that in the event Hinckley Township receives an applicant fee for third-party planning assistance the funds shall be deposited into the zoning fund or general fund. Payments to the third-party planning firms will be paid from this applicant fee. Any balance remaining upon completion of the third-party planning assistance process shall be refunded to the applicant.

made a motion that sets a Tuesday bi-weekly payroll based on the rates approved within the annual Organizational Minutes.

made a motion to allow the Fiscal Officer to pay bills outside of the regular meeting schedule for the purpose of avoiding late fees or penalties. Payments may be in the form of a warrant or electronic. In the event of this occurrence the payment shall be approved at the next regular meeting.

made a motion to approve the agreement of terms in a POST 94 CRA Zone at a 50% tax abatement.

made a motion to allow regular and super blanket certificates be made up to a 365-day expiration date up to an \$50,000.00.

made a motion to adopt Hinckley Township's Purchase Resolution for 2023 for recurring expenses which states the following: Hinckley Township Board of Trustees sets the following limits for those authorized to make purchases on behalf of Hinckley township: Hinckley Township Trustees - \$2500.00, Hinckley Township Fiscal Officer - \$2500.00, Chief of Police - \$1000.00, Fire Chief - \$1000.00, Service Superintendent - \$1000.00, Administrative

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and Zoning Office Manager - \$500.00 per occurrences. Those individuals listed above may make purchases without Board approval within their limit with proper documentation.

The Fire Chief, Police Chief and Service Superintendent may make recurring purchases up to \$2500.00 with approval from their Trustee Liaison.

For those repairs that arise creating an emergency situation, department heads may authorize the repair with Trustee Liaison approval for amounts in excess of above said limits. Any emergency repairs authorized will be approved by the Board of Trustees at the next scheduled meeting.

All purchases which are greater than above said limits must be approved by the Hinckley Township Board of Trustees.

made a motion to adopt the following **Resolution #010323-01: BE IT RESOLVED** by the Board of Trustees of Hinckley Township, Medina County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, Amount of \$ 6,355,200.00 until amended permanently.

made a motion to assign the follow Trustee liaison ship's for 2023:

Buildings, Parks, Service, Police	Mr. Swedyk
Fire, Administrative Office, Waste and Recycling	Ms. Ascherl
Zoning and Cemeteries	Ms. Augustine

Ms. Augustine made a motion to adjourn the Special Meeting at 6:01 p.m. Ascherl second.  
Vote: A=yes, S=yes

Minutes of the meeting approved by:

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