

RECORD OF PROCEEDINGS

Minutes of HINCKLEY TOWNSHIP BOARD OF TRUSTEES

SPECIAL Meeting

Page 1

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held at HINCKLEY TOWNHALL JANUARY 4, 2010
(YEAR)

The organizational meeting was called to order on Monday, January 4, 2010, at 7:00 p.m. by Mr. Raymond Schulte.

Present were Trustees, Ray Schulte, Martha Catherwood and Dave Sambor, also present were Fiscal Officer, Colleen Swedyk, department representatives – Tim Kalavsky (Police), Bill Horton (Fire) Paul Magovac (Service), Walter Robb (Cemeteries), 2 reporters and approximately 11 residents.

Mr. Schulte nominated Mrs. Catherwood Chairman of the Board of Trustees. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood nominated Mr. Schulte as Vice-Chairman of the Board. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion that Trustees meetings be scheduled as follows: The first regular meeting to be held on Monday, January 4, 2010, and thereafter every other Monday night throughout the year beginning at 7:30 p.m. On Mondays that fall on a legal holiday, the meeting will be on Tuesday following. Meetings are held at the Hinckley Town Hall Meeting Room in the Administration Building. Prior to the scheduling of any special meeting, the time of the meeting and its purpose shall be established.

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 Assistant shall notify the news media that have requested notification immediately of the time, place and purpose. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion to make it necessary for resolutions to pass by two (2) favorable votes or two (2) negative votes for failure. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

REQUEST FOR ADVANCE NOTIFICATION:

Mr. Schulte moved 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. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

POSTING

Mr. Schulte moved 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. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte moved that the Fiscal Officer's compensation be in the amount stipulated in the Ohio Revised Code and paid monthly. Mrs. Catherwood seconded.

RECORD OF PROCEEDINGS

Minutes of HINCKLEY TOWNSHIP TRUSTEES
PAGE 2

SPECIAL Meeting

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Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte moved 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. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the Trustees and the Fiscal Officer be compensated according to the IRS standard mileage rate at the time of trip per mile on official business outside the county. Any other Township employee will be paid the same rate while on official business which must be approved by a trustee. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that travel expenses incurred by the Trustees and the Fiscal Officer to various conventions be paid out of the general fund. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the Town Hall 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. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the Town Hall rental for **Hinckley Township Residents ONLY** is set at \$50.00 per occasion for private use, plus a \$50.00 refundable deposit for cleaning if the hall is left in clean condition. Non-profit organizations are exempt. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the Bronger's Park Pavilion rental for **Hinckley Township Residents ONLY** is set at a refundable \$50.00 deposit per occasion for private use if the facility is left in clean condition. Non-profit organizations are exempt. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor 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. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that in lieu of accepting Hinckley Township medical coverage all eligible employees will be reimbursed up to \$2,000.00 annually on their anniversary date for documented medical expenses. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

RECORD OF PROCEEDINGS

Minutes of

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PAGE 3

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JANUARY 4, 2010
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Mr. Sambor made a motion to appoint Judi Stupka as Clerk of the Zoning Commission and the Board of Zoning Appeals for the year 2010 at the rate of \$525.00 per month. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the members of the Zoning Commission be compensated at \$35.00 per meeting and/or attendance at approved seminar. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the members of the Board of Zoning Appeals shall be compensated at a rate of \$30.00 per initial hearing. The members of the Board of Zoning Appeals shall be compensated at a rate of \$20.00 per continued hearing. The rate of compensation of the Board of Zoning Appeals for site reviews completed on a separate day shall be \$30.00 per site review, special sessions and worksessions. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that the members of the Site Plan Review Committee will be compensated at \$30.00 per meeting. Trustee members and salary employees are not compensated. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor moved to appoint Bill Schaefer as Zoning Inspector for the year 2010 at the rate of \$900.00 per month. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood moved to appoint Judi Stupka as Acting Assistant Zoning Inspector in the event the Zoning Inspector is not available for purposes of signing permits for the year 2010. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to appoint Walter Robb as Township Sexton for the year of 2010 at a rate of \$250.00 per month. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion that the cost for opening and closing a grave will be \$425.00, an extra \$100.00 will be charged if the funeral falls on a weekend or holiday. A cremation opening and closing will be \$100.00. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to set the price of a gravesite for Township residents at \$350.00 and non-residents at \$650.00. Designated cremation sites at Maple Hill Cemetary will be \$200.00 per site. Resident qualifications to be determined by the Trustees at the time of purchase. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

RECORD OF PROCEEDINGS

Minutes of HINCKLEY TOWNSHIP BOARD OF TRUSTEES
PAGE 4

SPECIAL Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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Mrs. Catherwood 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. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to appoint James R. Kamps as Stormwater Management Coordinator at the rate of \$18.75 per hour for the year 2010. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to appoint Paul Magovac as the Assistant Stormwater Management Coordinator at his regular straight time pay per the 2010 Hinckley Township Employee Union Contract for any evening meetings. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to appoint James R. Kamps to the Flood Plain Committee at the rate of \$25.00 per meeting for the year 2010. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion to establish the rate of \$9.00 per hour for unskilled labor for any temporary help and the rate of \$10.00 to \$15.00 per hour for skilled labor for any temporary help. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion that the year 2010 Firemen's compensation will be as follows:

- Officers and Engineers: \$16.75 per hour
 - Firefighters/EMT/Paramedics (After two (2) years): \$16.50 per hour
 - Firefighters/EMT/Paramedics (After one (1) year): \$13.00 per hour
 - Firefighter or EMT: \$10.00 per hour
 - Probationary (No Certifications) \$ 8.00 per hour
- (Probationary period may not exceed one (1) year)

Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion to appropriate a maximum of \$2,500.00 to cover expenses of the Fire Department delegates to State Conventions. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Schulte made a motion that the S.A.F.E.S. dues in the year 2010 for the Fire Chief and Assistant Fire Chiefs be paid from the Fire Department fund. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

RECORD OF PROCEEDINGS

Minutes of HINCKLEY TOWNSHIP BOARD OF TRUSTEES SPECIAL Meeting
PAGE 5

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Mr. Schulte made a motion that a fee of \$550.00 be charged to all non-residents for E.M.S. rescue transport. The Fire Department is to handle the billing agent. All moneys will be given to the Township Fiscal Officer for deposit in the Fire Department fund. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion to appoint Tim Kalavsky as Chief of the Police Department for the year 2010 at an annual salary of \$74,000.00. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion to set the year 2010 Police salary rates as per the Union Contract. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

(EXCEPTION)

Mr. Sambor made a motion that Paul Kosik will receive \$7,140.00 in the year 2010 as Part-time Patrolman not to exceed 416 hours annually. Mrs. Catherwood second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mr. Sambor made a motion that Gary Zorn will receive \$22.00 per hour in the year 2010 as Part-time Patrolman. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to accept the Service Department pay rates per the In House Union Contract. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to accept the Administrative Assistant's pay at the hourly rate of \$14.50. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion that upon Trustee approval Hinckley Township will reimburse up to \$500.00 per eagle scout applicant and/or \$500.00 per gold award applicant for final projects completed within Hinckley Township. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to allow regular and super blanket certificates to be made up to a 365 day expiration date up to an amount of \$50,000.00. Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

RECORD OF PROCEEDINGS

Minutes of HINCKLEY TOWNSHIP BOARD OF TRUSTEES

SPECIAL Meeting

PAGE 6

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JANUARY 4, 2010 (YEAR)

Mrs. Catherwood made a motion to adopt Hinckley Township's Purchase Resolution for 2010 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 - \$1500.00, Fire Chief - \$1500.00, Service Department Foreman - \$1,000.00. Those individuals listed above may make purchases without Board approval within their limit with proper documentation. The Fire Chief, Police Chief and Service Department Foreman may make purchases up to \$2500.00 with approval from their Trustee Liaison. All purchases which are greater than above said limits must be approved by the Hinckley Township Board of Trustees. 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. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Mrs. Catherwood made a motion to adopt the following Resolution: 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, 2010, 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 \$6,000,000.00 Mr. Schulte second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

The Chairman assigned the liaison responsibilities on the following basis:

Table with 2 columns: Responsibility, Liaison Name. Rows include Zoning, Fire & Parks (Martha Catherwood), Service & Buildings (Dave Sambor), Police, Cemeteries & Administrative Office (Raymond Schulte).

Mrs. Catherwood made a motion to adjourn the Organizational Meeting. Mr. Sambor second.

Vote: Sambor - yes Schulte - yes Catherwood - yes

Meeting adjourned at 7:22 p.m.

Handwritten signature of Colleen Swedyk, Fiscal Officer.

Minutes of the meeting approved by Trustees

Handwritten signatures of Martha Catherwood and Ray C. Schulte.