

The Special Meeting was called to order on Friday, January 3, 2020 at 8:00 a.m. by Ray Schulte.

Mr. Schulte stated that the Special Meeting is to discuss Organizational Meeting topics only and will proceed without public comment.

Present were Trustees Raymond Schulte, Jim Burns and Melissa Augustine, also present were Fiscal Officer, Martha Catherwood; department representatives – David Centner (Police), Jestin Grossenbaugh (Fire), Nick Haigh (Service), one reporter and three residents.

Mr. Schulte discussed how the Board Chairperson position rotates annually. Since Mr. Schulte was Vice-Chair in 2019, it was agreed that a motion be forwarded nominating Mr. Schulte as Chairman of the Board of Trustees.

The Trustees agreed that a motion be forwarded nominating Mr. Burns as Vice-Chairman of the Board of Trustees.

The Organizational Meeting format shall consist of the following motions:

Trustees meetings shall be scheduled as follows: The first regular meeting to be held on Tuesday, January 7, 2020, 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. Prior to the scheduling of any special meeting, the time of the meeting and its purpose shall be established.

Mr. Schulte asked if there was a possibility meetings could be held on Monday, rather than Tuesday due to a media request. Mr Burns stated he would miss a number of Monday meetings due to scheduling conflicts. Mrs. Catherwood shared a concern about moving the payroll date back to Monday due to Monday holidays, but could work around what the Trustees decided. She added that payroll could remain on a Tuesday, also. It was decided to maintain a Tuesday meeting date.

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.

It is necessary for resolutions to pass by two (2) favorable votes or two (2) negative votes for failure.

REQUEST FOR ADVANCE NOTIFICATION:

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

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.

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.

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.

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.

Travel expenses incurred by the elected officials to various conventions be paid out of the general fund with Trustee approval.

The Administration Building shall 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.

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

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.

Coffee and accoutrements will be purchased 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.

Mr. Schulte indicated that he sees no cause to change any Zoning personnel compensation at this time.

Zoning Commission members shall be compensated in accordance with the following schedule:

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

In the event that a regular meeting, worksession, 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 Liason.

The current terms of the Zoning Commission Board Members and Alternates are as follows:

David Manley		Term Exp. 12/31/2020
Marcus Fisher		Term Exp. 12/31/2020
Michelle Crew		Term Exp. 12/31/20__
Diane Dermody	Member	Term Exp. 12/31/2021
Bruce Schneider	Member	Term Exp. 12/31/2022
Matthew Marzullo	Member	Term Exp. 12/31/2023
Calvin Powell	Member	Term Exp. 12/31/2019
Christopher Kalina	Member	Term Exp. 12/31/2020

Mr. Schulte noted that Mr. Fisher and Mr. Manley have been appointed as alternates, he will speak to Ms. Crew to see if she is interested in moving to Member status.

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 worksession 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 worksession 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:

Gary Wolny	Alternate	Term Exp. 12/31/2020
Bill Schaefer	Aternate	Term Exp. 12/31/2020
David Zeleznak	Member	Term Exp. 12/31/2021
Julie Mainzer	Member	Term Exp. 12/31/2021
Josephine Calabro	Member	Term Exp. 12/31/2022
William Budd	Member	Term Exp. 12/31/2023
Jeff Hoop	Member	Term Exp. 12/31/2020

Mr. Schulte indicated that Mrs. Boleman resigned and Mr. Wolny has been appointed in her place.

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.

Maintain an Assistant Zoning Inspector I position at a rate of \$15.50 per hour; not to exceed seventy (70) hours per quarter.

Appoint Tom Wilson as Zoning Inspector for the year 2020 at the rate of \$867.00 per month.

Appoint Suzanne Peterlin as the Administrative & Zoning Manager position to include the Sexton role for the year 2020 at a rate of \$_____ per hour with a minimum of 35 hours per week.

Mr. Schulte opened discussion regarding increasing Ms. Peterlin's hourly wage. The Trustees feel her current wage is not in-line with her increased responsibilities, It was agreed that both Ms. Peterlin and Ms. Agostin, in the police department, be compensated at similar, if not equal, hourly rates.

Maintain a Recording Secretary position as an independent contractor.

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 2020.

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.

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. Resident qualifications to be determined by the Trustees at the time of purchase.

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.

Appoint Nick Haigh as the Stormwater Management Coordinator.

Discussion regarding widening the temporary labor wage range occurred. It was decided to increase the maximum hourly wage from \$15.00/hr. to \$30.00/hr. This range will cover on-call snow plow drivers if the need occurs.

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

Appoint Jestin Grossenbaugh as Fire Chief for the year 2020 at an annual rate of \$_____.

Mr. Schulte made a motion to adjourn into Executive Session to discuss compensation in the Fire Department. Augustine second. Vote: A-yes, B-yes, S-yes.

The Trustees adjourned into Executive Session at 8:32 a.m.

The Trustees returned from Executive Session with no decision made and resumed Regular Session at 8:47 a.m.

2020 Firemen's compensation will be as follows:

Position	Hourly Rate
Assistant Fire Chief	\$20.21
Chief Engineer	\$17.05
Fire Inspector	\$18.36 (hours to not exceed 260 hrs p/quarter)
Lieutenant	\$18.21
Firefighter/EMT Basic	\$15.30
Firefighter/EMT Intermediate	\$15.76
Firefighter/Paramedic	\$16.54
Cadet/New Probationary	\$14.00/ after 6 mo. \$14.35
Fire Prevention Educator	\$16.30 (15 to 20 hours per month)
Administrative Assistant	\$15.00 (hours to not exceed 260 hrs p/quarter)

The Fire Department will be staffed with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 8:00 a.m. through 10:00 p.m., daily (Sunday through Saturday), with staffing members receiving their normal hourly pay rate during these periods. In addition, the Fire Department will be staffed overnight with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 10:00 p.m. through 8:00 a.m., nightly (Sunday through Saturday), with staffing members receiving \$10.00 per hour during these periods. If staffing members are required to respond to a call between the hours of 10:00 p.m. and 8:00 a.m., they will be paid their normal hourly pay rate for the duration of the call. If other members are needed to respond during the 10:00 p.m. to 8:00 a.m. period, they will likewise be paid their normal hourly pay rate for doing so.

Compensate Fire Department members at 1.5 times the member's normal pay grade for the following holiday periods:

New Years' Day, Easter, Thanksgiving, Christmas Eve and Christmas Day:
8:00 a.m. to 10:00 p.m.

Fourth of July and New Years' Eve: 8:00 a.m. to 11:59 p.m.

Fire Department members shall receive a \$200.00 uniform allowance annually. Probationary members and those members not fulfilling performance standards will be compensated at the discretion of the Chief.

Ohio Fire Chiefs' Association and Medina County Fire Chief Association dues in the year 2020 for the Fire Chief be paid from the Fire Department fund.

Chief Grossenbaugh informed the Trustees that he has researched what fire department's in the area are billing for BLS and ALS, and, out of the twelve department's in Medina County that use LifeForce billing, Hinckley assesses the lowest fees. He recommended adding a fee for Advanced Life Support II, which would be \$800.00.

He also recommended assessing a fee of \$150.00 to be applied to all non-residents for calls not requiring transport. Residents will not be assessed this fee. He also recommended since residents are soft-billed that there be no difference in resident and non-resident fees.

The Trustees agreed to add Chief Grossenbaugh's recommendations. Mrs. Catherwood indicated that Life Force will need to prepare an updated contract and an effective date.

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. The effective date will be _____.

An insurance cost recovery fee of \$700.00 be applied to all non-residents for Advanced Life Support I (ALS-I), and \$700.00 be applied to all residents for Advanced Life Support I (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. The effective date will be _____.

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. The effective date will be _____.

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. The effective date will be _____.

A mileage rate of \$12.00 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.

Mr. Schulte made a motion to adjourn into Executive Session to discuss compensation in the Police Department. Augustine second. Vote: A-yes, B-yes, S-yes.

The Trustees adjourned into Executive Session at 8:58 a.m.

The Trustees returned from Executive Session with no decision made and resumed Regular Session at 9:37 a.m.

Appoint David Centner as Chief of the Police Department for the year 2020 at an annual salary of \$_____.

Set the year 2020 Police salary rates as per the Union Contract.

For 2020 the non-union members of the Hinckley Police Department compensation will be as follows:

Position	Hourly Rate
Full Time Administrative Assistant	\$18.00 per hour
Part-time Patrolman hired after 1/13/2013	\$18.00 per hour

Service Department pay rates for 2020 are as follows:

Michael Behary – Service Foreman	\$23.12 per hour
Kenny Humberson – Service Worker	\$22.67 per hour

Mr. Burns made a motion to adjourn into Executive Session to discuss compensation in the Service Department. Augustine second. Vote: A-yes, B-yes, S-yes.

The Trustees adjourned into Executive Session at 9:41 a.m.

The Trustees returned from Executive Session with no decision made and resumed Regular Session at 10:03 a.m.

Appoint Nick Haigh as the Service Superintendent for the year 2020 at an annual salary of \$_____.

In lieu of providing a Township cell phone for eligible Service Department members, they may choose to offset their personal cell phone cost by providing proof of work-related use to receive a \$25.00 monthly Township reimbursement. This shall be administered by the Service Superintendent.

All full-time Service Department members shall receive a bi-annual \$200.00 uniform allowance to be administered by the Service Superintendent.

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.

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.

In the event the Hinckley Township Zoning Commission 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.

Approves a Tuesday bi-weekly payroll based on the rates approved within the annual Organizational Minutes.

Allow regular and super blanket certificates to be made up to a 365 day expiration date up to an amount determined by statute per certificate.

Adopt Hinckley Township's Purchase Resolution for 2020 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, Road Superintendent - \$1000.00, Administrative 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 Road Superintendent may make 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.

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, 2020, 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 \$4,500,000.00 until amended permanently.

Assign the following departmental liaisons for **2020**:

Buildings, Parks and Service	Jim Burns
Fire and Police	Melissa Augustine
Administrative Office, Zoning, Cemeteries, Waste & Recycling	Raymond Schulte

Ms. Augustine suggested adding a liaison for "Recycling and Waste". She referenced Richfield Township as an example. Mr. Schulte agreed to add "Recycling and Waste" to his liaisons.

The Trustees had a discussion as to including formal language into the Organizational Minutes indicating how meetings are to be held. Ms. Augustine cited guidelines established by Brunswick Hills Township and Richfield Township as being good examples. Mr. Schulte also had reviewed the Brunswick Hills Township meeting guidelines. He stated that Hinckley Township currently follows Parliamentary Procedures. Ms. Augustine stated that she feels it is important to establish rules and time limits. The Trustees agreed that it is good practice to formally reference meeting procedures and guidelines into the Organizational Minutes, and will do so.

Mr. Schulte made a motion to adjourn the Special Meeting at 10:24 a.m. Mr. Burns second.

Vote: A-Yes, B-Yes, S-Yes

Meeting adjourned at 10:24 a.m.

Martha Catherwood, Fiscal Officer

Minutes of the meeting approved by Trustees:
