

Trustee Special Meeting 12/29/2020

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The organizational meeting was called to order on Tuesday, December 29, 2020 at 8:41 a.m. by Ray Schulte for the purpose of holding an Organizational Work Session in order to outline the meeting format.

Present were Trustees Raymond Schulte, Jim Burns and Melissa Augustine, also present were Fiscal Officer, Martha Catherwood; department representatives – David Centner (Police), Mike Behary (Service), Suzanne Peterlin (Cemeteries/Zoning) two reporters and no residents.

Mr. Schulte will nominate Mr. Burns, Chairman of the Board of Trustees.

Mr. Burns will nominate Ms. Augustine as Vice-Chairman of the Board of Trustees.

Mr. Burns will motion that Trustees meetings be scheduled as follows: Mr. Burns made a motion that Trustees meetings be scheduled as follows: The first regular meeting to be held on Tuesday, January 5, 2021, 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. Further, as directed by the emergency declaration by Ohio Governor Mike DeWine the State of Ohio directive, public meetings may be held virtually by proper advanced notice.

Mr. Burns will 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 Assistant shall notify the news media that have requested notification immediately of the time, place and purpose.

Mr. Burns will motion to make it necessary for resolutions to pass by two (2) favorable votes or two (2) negative votes for failure.

REQUEST FOR ADVANCE NOTIFICATION:

Mr. Burns will 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

Mr. Schulte will 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.

Mr. Schulte will 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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Mr. Schulte will 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.

Mr. Schulte will 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.

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

Mr. Schulte will 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.

Mr. Schulte will 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 hall is left in a clean condition. Non-profit organizations are exempt from fees.

Mr. Schulte will 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.

Ms. Augustine will 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.

Ms. Augustine will motion that the Zoning Commission members be compensated in accordance to 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 |

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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 discussed appointing current Zoning Commission Alternate Dave Manley as a Member, replacing Diane Dermody who has retired. Mr. Schulte informed the Trustees that Chris Kalina would like to be reappointed to the Zoning Commission for another term. The Trustees agreed to forward both appointments.

Ms. Augustine will motion that the current terms of the Zoning Commission Board Members and Alternates are as follows:

| | | |
|--------------------|-----------|----------------------|
| Lindsey Wrubel | Alternate | Term Exp. 12/31/2021 |
| Marcus Fisher | Alternate | Term Exp. 12/31/2020 |
| Bruce Schneider | Member | Term Exp. 12/31/2022 |
| Matthew Marzullo | Member | Term Exp. 12/31/2023 |
| Michelle Crew | Member | Term Exp. 12/31/2024 |
| Christopher Kalina | Member | Term Exp. 12/31/2025 |
| David Manley | Member | Term Exp. 12/31/2021 |

Mr. Burns will 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:

| | | |
|----------------|-----------|----------------------|
| Gary Wolny | Alternate | Term Exp. 12/31/2021 |
| Bill Schaefer | Alternate | Term Exp. 12/31/2021 |
| David Zeleznak | Member | Term Exp. 12/31/2021 |
| Julie Mainzer | Member | Term Exp. 12/31/2021 |

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| Josephine Calabro | Member | Term Exp. 12/31/2022 |
| William Budd | Member | Term Exp. 12/31/2023 |
| Jeff Hoop | Member | Term Exp. 12/31/2025 |

Mr. Burns will 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.

Mr. Schulte requested additional hours for Tom Zabloutny due to demands within the Zoning Department and to assist the Zoning Inspector.

Mr. Schulte will 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.

Mr. Schulte will motion to maintain an Assistant Zoning Inspector I position at a rate of \$15.50 per hour; not will motion to appoint Tom Wilson as Zoning Inspector for the year 2021 at the rate of \$900.00 per month.

Mr. Schulte indicated that he would like to increase wages for Administrative Officer personnel Suzanne Peterlin and Chris Miller due to their increased work load and exemplary service. Mr. Schulte proposed a 2.5% increase to \$19.21 per hour for Ms. Peterlin and an increase for Ms. Miller to \$13.00 per hour. Ms. Augustine indicated that she and Police Chief Centner had discussed a wage increase for Kumhee Agostin in the Police Department to \$19.25 per hour and suggested the same for Ms. Peterlin's hourly rate. The Trustees agreed to forward these wage increases as discussed.

Mr. Schulte will motion that Administrative Office/Zoning Office Manager Suzanne Peterlin be compensated at \$19.25 per hour in 2021 to include the Sexton role with a minimum of 35 hours per week.

Mr. Schulte will motion that Administrative Office/Zoning Office Assistant Chris Miller be compensated at \$13.00 per hour in 2021 with a maximum of 100 hours per month.

Mr. Schulte made a motion to appoint Jennifer Amburn as the Trustee Meeting Recording Secretary at a rate of \$15.00 per hour.

Mr. Schulte made a motion to maintain a Zoning Recording Secretary position as an independent contractor for Zoning Meetings. second. **Vote:**

Mr. Schulte 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 2021.

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Ms. Augustine will 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.

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

Ms. Augustine will 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.

Ms. Augustine will motion to appoint Mike Behary as the Stormwater Management Coordinator.

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

Ms. Augustine proposed increasing Chief Grossenbaugh's annual salary by \$2,000.00. The Trustees indicated they are pleased with Chief Grossenbaugh's performance and agreed to forward the salary increase.

For budgeting purposes, Fiscal Officer Catherwood requested the Trustees propose consistent moderate annual percentages if warranted. She added that in 2020 a \$2,000.00 wage increase for this position was also approved. The 2020 and 2021 increases have resulted in a 10.8% annual increase for this position over a two-year span.

Ms. Augustine noted that the previous fire chief's salary was \$35,000 in 2018 and Chief Grossenbaugh will not be eligible for another raise until 2023. In a year unlike any other, faced with a pandemic, the leadership of Chief Grossenbaugh at Hinckley Fire has far exceeded will motion to appoint Jestin Grossenbaugh as Fire Chief for the year 2021 at an annual rate of \$37,000.00.

Ms. Augustine will motion that the year 2021 Firemen's compensation will be as follows:

| Position | Hourly Rate |
|------------------------------|---|
| Assistant Fire Chief | \$20.21 |
| Chief Engineer | \$17.05 |
| Medical Liaison Officer | \$17.05 |
| Fire Inspector | \$18.36 (hours not to exceed 260 per/quarter) |
| Lieutenant | \$18.21 |
| Firefighter/EMT Basic | \$15.30 |
| Firefighter/EMT Intermediate | \$15.76 |
| Firefighter/Paramedic | \$16.54 |

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| Cadet/New Probationary | \$14.35 |
| Fire Prevention Educator | \$16.30 (15 to 20 hours per month) |
| Administrative Assistant | \$15.00 (hours not to exceed 260 per/quarter) |

Mr. Burns will motion to allow modification of the otherwise-applicable 1-year probationary period to a period of no less than 6 months 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 6 months but less than 1 year.

Mr. Burns will motion that 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.

Mr. Burns will motion to compensate Fire Department members at 1.5 times the member's normal pay grade for the following holiday periods:

New Years' Day: 8:00 a.m. to 8:00 p.m.

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.

Mr. Schulte will motion that 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.

Mr. Schulte will motion that the Ohio Fire Chiefs' Association and Medina County Fire Chief Association dues in the year 2021 for the Fire Chief be paid from the Fire Department fund.

Mr. Schulte will 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. The effective date will be February 1, 2020.

Mr. Schulte will 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 Lifenforce Management with all monies directly deposited by Lifenforce Management into the Township Fire Department fund as per the contract between Lifenforce Management and Hinckley Township. The effective date will be February 1, 2020.

Mr. Schulte will 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 Lifenforce Management with all monies directly deposited by Lifenforce Management into the Township Fire Department fund as per the contract between Lifenforce Management and Hinckley Township. The effective date will be February 1, 2020.

Mr. Schulte will 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. The effective date will be February 1, 2020.

Ms. Augustine will motion that 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.

Ms. Augustine proposed increasing Chief Centner's annual salary by \$2,000.00 through September 30, 2021, with another \$1,850.00 annual increase effective October 1, 2021. She cited the necessity to maintain an 11.7% differential between the Chief's wage and the highest Sergeant hourly pay rate, and submitted a document outlining the differentials through October 1, 2021. Chief Centner added that he would also like an additional week of vacation added as promised last year. The Trustees expressed no opposition to the request and agreed to forward the salary increase.

Fiscal Officer Catherwood reiterated her previous concern as to these wage increases and added that previous Trustees had determined annual wage caps for the Police and Fire Chief positions.

Ms. Augustine will motion to appoint David Centner as Chief of the Police Department for the year 2021 at an annual salary of \$92,000.00, until October 1, 2021. Effective October 1, 2021 Chief Centner's annual salary shall increase to \$93,850 until October 1, 2022. Centner shall be eligible for four weeks of vacation in 2021.

Ms. Augustine will motion to set the year 2021 Police salary rates as per the Union Contracts.

Ms. Augustine will motion that for 2021 the non-union members of the Hinckley Police Department compensation will be as follows:

Full-time Administrative Assistant \$19.25 per hour

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| | |
|----------------------------------|---------|
| Part-time Patrolman | \$20.00 |
| Part-time Administrative Support | \$18.50 |

Mr. Burns proposed a 3% wage increase for James Praisler and Kenny Humberson and a 2% wage increase for Mike Behary. He indicated that these employees took a pay cut to come and work for the Township and are providing significant savings in the work they are doing in-house. The Trustees agreed to forward the salary increase.

Mr. Burns will motion to accept the Service Department pay rates as follows:

| | |
|----------------------------------|------------------|
| James Praisler – Service Worker | \$23.35 per hour |
| Kenny Humberson – Service Worker | \$23.35 per hour |
| Zach Eggeman – Service Worker | \$21.75 per hour |

Mr. Burns will motion to appoint Mike Behary as the Service Superintendent for the year 2021 at an annual salary of \$61,800.00 and the use of a township vehicle to and from home.

Mr. Burns will motion to approve that Township cell phone 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.

Mr. Burns will motion that all full-time Service Department members shall receive a bi-annual \$200.00 uniform allowance to be administered by the Service Superintendent.

Mr. Burns will 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. Burns will 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.

Mr. Burns will motion that 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.

Mr. Burns will offer a motion that approves a Tuesday bi-weekly payroll based on the rates as outlined within the annual Organizational Minutes.

Mr. Schulte will motion to allow the Fiscal Officer to pay bills outside of the regular meeting schedule for the purpose of avoiding late fees or penalties. In the event of this occurrence the payment shall be approved at the next regular meeting.

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Mr. Schulte will motion approving all Organizational Meeting wage changes be effective for the January 19, 2021 payroll.

Mr. Schulte will motion to 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.

Mr. Schulte will motion to adopt Hinckley Township's Purchase Resolution for 2021 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 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 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

Mr. Schulte will 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, 2021, 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.

Ms. Augustine will motion to assign the following department liaisons for **2021**:

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

Fiscal Officer Catherwood presented a proposed Employee HRA program for further discussion at the Organizational Meeting. She explained that there are a number of Township employees who do not come close to reaching the annual employer-paid HRA deductible amounts. She would like to investigate whether there is a benefit to the employee and employer to provide a type of wellness benefit based on this annual usage. She explained that the goal is to encourage employees to be conscious consumers of the provision of

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healthcare, and, by providing an incentive for this goal the Township may be able to manage rising healthcare costs. The Trustees agreed to allow Mrs. Catherwood to explore this proposal.

Mr. Schulte made a motion to adjourn the Organizational Meeting Work Session at 9:51 a.m. Burns second. **Vote: Augustine– yes / Burns – yes/ Schulte-yes**

Minutes of the meeting approved by:
