

Trustee Chairman, Melissa Augustine called the meeting for the purpose of a work session to order @ 9:30 a.m.

Rollcall: Trustee Ascherl, Trustee Swedyk, and Trustee Augustine present.

Additional attendees: Chief Centner, Mike Behary, Tom Wilson, Suzanne Peterlin, Lynne Rotundo and William Schaefer.

Virtual attendees: 2 residents and 1 Township (Martha Catherwood).

Service – Mike Behary

1. Quotes for furnace replacements
 - a. S & S Heating: smaller furnace unit \$5458.41
 - b. Precision: same size & outdoor unit too, came in higher total of \$5675.00 by \$127 approx., but also includes outdoor unit.
 - c. Mike recommends to stick with Precision since they already service the furnaces yearly.
 - d. Do at next Trustee meeting.
2. Subdivision Standards – concrete vs. asphalt, there is a need for options for new developments
 - a. Urban concrete gutter for future, wider lanes discussed.
 - b. Trustee Swedyk will work with Mike Behary and will work on language for these recommendations.
3. Mike Behary recommends moving on the door quickly, due to price of materials increasing everywhere.

Trustee Chairman Augustine swearing in of new Board of Zoning Appeals member, Mr. William Schaefer.

Mr. William Schaefer then talked about AG-PRO Expo (see handout for AGRITOURISM) meeting in January. He recommends that maybe Tom Wilson, our zoning inspector incorporates some of these recommendations either as requirements or suggestions, especially the 2-way ingress and egress requirements.

Administrative Office - Suzanne Peterlin

1. 2022 Hinckley Garden Application- located between Fire Station and Service Dept.
 - a. Will be emailing to previous “renters” to see if they want.
 - b. Application will be on the website within the next week.
 - c. Walls were rebuilt in 2018; there is water on site.
 - d. Will take initial reservations through end of May, then if people want a 2nd plot, can reserve after that time.
 - e. Not our Service department’s responsibility to weed, but is the individual “renter” of plot.
2. Public Info meeting for April 5th, was discussed that the Proctor Interviews would be held prior to this public info meeting for Valleybrook, but may be a bit premature for the actual interview process for proctor position. It was decided that this interview process for Proctor position would be TBA. Proctor position will be posted on the marquis, and is already on the website.
3. Lynne and Suzanne will be helping Trustee Swedyk with the mailing for the Valleybrook residents soon.

4. Retention schedule – Suzanne will be working on this with Lynne to see that we remove all that is outdated info. for website and files.
5. Zoning Fee Schedule – almost done with this update.
6. Cemetery Lots – Suzanne to show Monique and Jack so that they can sell plots in her absence.

Trustee Chairman Augustine

- Brought up website vendors – when meet? Perhaps in the afternoon before the next Hinckley Township Trustees Regular Meeting, 30-45 min each – ask them how long they need, discussion ensued. It was decided that they would inquire with each vendor and find out what time they can meet with the Trustees. Trustee Augustine mentioned April 19th as the date for the website proposal presentation date.

Zoning – Tom Wilson

1. 3/23 Variance hearing on inground pool.
2. 4/7/22, Thursday, Zoning commission Village of Hinckley Oaks site plan review AND Serenity Court 16 lot off of Center Rd., Review report for Medina County Board of Zoning Approvals (17 Conditions on permit).

Police – Chief Centner

1. Financial quotes on projects - \$41K to spend on improving building
 - a. Wear & tear on floor for where they park – (4 bays below)
 - b. Carpet is >20 years old
 - c. Maybe repaint too
 - d. May look into for service, police, and town hall.
2. Chief Centner to work with Service (Mike Behary) on flag purchases. Need new Township one too (*previously had to custom order Township one from Betsy Ross.)

Trustee Monique Ascherl

1. Letter survey for Recycle Medina County completed
2. Monique would like to paint her office, no objections by either of the other two trustees.
3. Painting Old Fire Station walls? It was decided that the other walls would be painted and then, after the construction was completed on the East Wall, then that would be painted as well. Maybe Service Department would help paint. Trustee Ascherl would have Mike Behary get pricing from Home Depot for paint.

Trustee Jack Swedyk

1. Pumps – Camera or software – to comply with requirements from the Auditor of State. Martha stated in order to not receive an audit citation, have to put something in place soon. If go with the camera, (Cost of \$4000), still have to do manual logging at pump by each person for each vehicle, a paperwork nightmare. If go with the software option, the cost would be amortized over 4 different departments (Cost of \$250 per month subscription, \$3000 per year,

approximately \$500 per year for each of the departments: Police, Fire, Service, and either General or Zoning). Talk ensued and it was decided that Trustee Jack Swedyk would take care of this at the next meeting.

2. Trustee Swedyk will be taking a ride with Police Chief Centner to follow-up on unanswered calls with a contractor.
3. Cemetery Fees – Definition of resident, current resident and former resident of a period of time, to be specified after Trustee Swedyk asks the public at the next meeting to get their input, and maybe ask Granger Twp. what they do.

Trustee Melissa Augustine

1. Employee handbook – Sharon Twp. is redoing their employee handbook and they provided us with a contact to do the same thing.
2. Township Cleanup Day – maybe? For future. Given to Monique to follow-up at next general meeting.
3. Zoning Fee structure – 10% left to determine, but almost done with this.
4. Microphones for Steering Committee, will not be in by next Steering Committee meeting, but still working on this.
5. Comprehensive Steering Plan Committee mailing:
 - a. Numbered, pre-stamped, 2 pages 2 sided black and white, \$1472.51, plus postage of \$875. Total for the survey mailing, \$2344.51 cost. Will make a motion at the next Trustee Regular meeting.
6. New committee members (3) for Comprehensive Plan Steering Committee, Terry Walwrath accepted, and Mr. and Mrs. Lischner declined.
7. Work sessions – discussion to keep until a certain period of time?
 - a. Both Trustee Ascherl and Trustee Swedyk like the open discussions that the work sessions facilitate.
 - b. Trustee Augustine mentioned that some of the Hinckley Township people have complained that they don't get to hear/see the discussions before the Trustee regular meeting.

Trustee Chairman Augustine made a motion to adjourn the meeting at 10:39 a.m., Seconded by Trustee Ascherl.