

**Montville Township Trustees**  
**November 26, 2024 – Regular Trustees Meeting**

**Present:**

Trustee Jeff Brandon, Chairman  
Trustee Sally Albrecht  
Trustee Allen Biehl  
Fiscal Officer Mary Pawlowski  
Police Chief Matt Neil  
Service Director Chris Kosman

**Also Present:**

Fire Chief Larry Walters

At 1:00 p.m. Trustee Brandon opened the regular meeting of the Montville Township Trustees. The Pledge of Allegiance was recited. Police Chief Matt Neil offered a prayer. Trustee Brandon welcomed residents and stated that the meeting is being recorded for transcription purposes only.

**GUEST RECOGNITION**

Trustee Brandon said that Fire Chief Larry Walters had sent copies of the new proposed fire contract to the Trustees for their review. Chief Walters said that there are two suggested modifications to the previous contract language on page two and explained the reasoning behind the changes. There were also a few edits made, such as the date range for the contract.

Discussion ensued at length regarding language for mutual aid procedures be included in the contract vs. an operational component of the Fire Department.

Chief Walters explained the costs for parts and man hours on repairs for the mini pumper, Engine 1, which is still not working. They have been working with the manufacturer on repair work and a possible warranty piece to the repairs.

Chief Walters noted that the contract appendix shows Montville Township is to replace two fire trucks. He does not think that it currently makes sense for Montville Township being responsible for replacing two fire trucks. The appendix shows that Engine 1 is recommended for replacement in a few years, which is within this contract time. Also, not long after that, Engine 5 is listed to be replaced.

Fiscal Officer Pawlowski asked for possibly putting realistic replacement dates for budgeting purposes. She said that we are budgeting every year to get where we need to be to replace the trucks.

Chief Walters said that he did not change it in the contract because he was not sure if they needed to replace Engine 1. Chief Neil summarized that

the portion of the contract appendix about replacing Engine 1 in 2027 be removed. Chief Walters thought that replacing the date for Engine 1 be edited to no replacement recommended. All agreed.

Chief Neil asked the Trustees for a possible timeline to approve the fire contract. Trustee Brandon asked whether there would be a way to refer to operational language in the contract. Fiscal Officer Pawlowski thought that it could be referred to under the terms and conditions that the township be notified if/when mutual aid procedure changes.

Trustee Albrecht proposed a language change under terms and conditions. The second sentence could be edited to, "Medina will respond with equipment, personnel and mutual aid expeditiously." All agreed to this suggestion.

Fiscal Officer Pawlowski said we are in agreement on page two, #9 that the line that was taken out goes back in and the five-year comes out.

Trustee Albrecht asked about the timeline for beginning 24-hour staffing. Chief Walters estimated that it will begin in February, 2025.

Trustee Brandon said that the Montville Township Trustees appreciate the fire chief's work and all that the Fire Department does in providing protection for the three communities.

Fiscal Officer Pawlowski said that the Trustees meet next on December 10<sup>th</sup> if the revised draft could be ready to review the first week of December for approval at the Trustees meeting.

Chief Neil appreciated the time that Chief Walters and the Board took this evening to discuss the fire contract. It was very beneficial to sit down to work it out together.

#### APPROVAL OF MINUTES

**Trustee Albrecht made a motion approving the minutes for the November 12<sup>th</sup> regular Trustees meeting. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

#### DEPARTMENT REPORTS

LST/FIRE: Trustee Brandon read the October 2024 fire report aloud. Montville Township had 17 total calls for service during the month: 1/grass/brush fire; 8 fire alarms; 2 EMS assists; 1 electrical hazard; 2 leaks/spills; 2 smoke odor investigations; and 1 public service call. The LST invoice for October is \$24,000.10 compared with the budgeted \$25,815. There were 69 calls for ambulance service during October.

Trustee Brandon said that, YTD 2024, Montville Township has been 13.4% of the LST program; we were at 13.2% in 2023. Through the end of September, Montville Township was at \$260,772, which is over the budgeted amount of \$240,909. The next quarterly LST meeting is scheduled for February 20, 2025.

Chief Neil added that we have received the October billing and, through October, Montville Township is \$44,000 over budget. We are at \$284,077 which brings our monthly average to \$28,400. If November and December come in at that average, we will be at \$341,000. He said that our levy does not bring in the type of money to sustain this cost and we no longer have a large carryover built up in the ambulance fund. Discussion ensued on putting a levy on the ballot in 2025.

Fiscal Officer Pawlowski said that we were collecting for the ambulance levy at .5; this year, we are collecting at .75. The last time we will collect for the ambulance levy is 2026 and the first time the ambulance levy could be put on a ballot is fall, 2025, per the auditor's office. The road and bridge levy and the safety services levy are also fall of 2026. Fiscal Officer Pawlowski will do some follow up research on replacement vs. renewal options.

Trustee Brandon said that he and Chief Neil attended the quarterly LST meeting at the hospital on November 21<sup>st</sup>. The new ambulance car #6 Dodge Durango that was on order came in and is due here in March, 2025. The second ambulance that was ordered should arrive in January, 2027.

Trustee Brandon said that there was a lot of discussion at the LST meeting regarding non-transport calls. There are two residents being billed for non-transport calls exceeding the limit; one of them is in Montville Township. Chief Neil explained the situation of the Montville resident.

Chief Neil said that Denny Simpson, who is on the LST advisory board, reported that Copley Township in Summit County was having a similar problem with excessive non-transport calls and they no longer respond to nonlife-threatening calls. Trustee Albrecht asked how Copley Township was able to determine whether calls are non-life threatening. Chief Neil responded that most of the calls were from one nursing home, so Copley Township met with that facility and said that they were going to start billing the nursing home. The nursing home now has a nurse who evaluates each situation and calls only for emergencies.

Trustee Brandon said that there was also discussion about non-residents needing ambulance service in our area and the desire to bill those people. The hospital will investigate getting a company to handle billing for non-residents calls.

Reasons for salaries and benefits being over budget was discussed: some people are out on sick leave or maternity leave.

Chief Neil asked the Trustees whether they had any questions or concerns about the recent EPA leaks/spills issue off Montville Drive. Chief is ready to

consider the matter closed. Trustee Biehl asked whether the source was identified. Chief Neil responded that it had all the characteristics of a porta-john spill. It was estimated at 100-gallon tank was dumped from a truck onto the land, and 80-100 cubic yards of soil was removed. Chief Neil said that the bio-agent was not considered hazardous. The Trustees had no further questions.

ROADS: Service Director Kosman said that his department is ready for the winter season with all trucks tested and are up and running.

Mr. Kosman requested, and **Trustee Biehl made a motion purchasing lighting materials from Mars Electric for an amount not to exceed \$6,500.00. Trustee Albrecht seconded the motion.** In discussion, Mr. Kosman explained their plan to tie in all lighting for the parking lot. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

ADMINISTRATION BUILDING: Mr. Kosman said that we will likely go out for bid for the parking lot in January/February as that is the time contractors are looking for the work.

CEMETERY: Trustee Albrecht had no updates.

PARKS: Mr. Kosman said that all the parks were closed this week. As discussed at the last meeting, pickleball courts are closed from November 15 through April 1<sup>st</sup>. A sign indicating the closed dates will be posted at the courts.

ECONOMIC DEVELOPMENT: Trustee Brandon reported that the next Medina County Economic Development meeting is scheduled for December 19<sup>th</sup> at the Pleasant Valley Corporation and will have the construction panel as they did last year.

Trustee Brandon said that the flood plain board of appeals met for a preliminary meeting at the Engineer's office on November 13<sup>th</sup>. The board is preparing for an appeals board meeting, as the County will be having an application being submitted.

The first email invitation has been sent out for the Medina County Township Association annual holiday party scheduled for December 12<sup>th</sup>. The December 4<sup>th</sup> meeting for the Medina County Planning Commission was cancelled. Trustee Brandon said that the annual Ohio Township Association's convention is scheduled for the end of January.

COMMUNITY EVENTS: Trustee Albrecht said that the December article for the *Montville Living* magazine will be a Christmas picture and a holiday wish from the township. For the January article, Trustee Albrecht would like to recruit candidates for the community event planner/volunteer coordinator position. She would like to add the application to the web page for applicants to click on, as this would likely give quicker results. Trustee Albrecht envisions this as a seasonal employee position with under 1500 hours/year. Discussion ensued about developing the job description for this position coordinating projects with

the scouts and other volunteers. This will also lighten the burden for the staff on the events that we really need help with.

Fiscal Officer Pawlowski understood where Trustee Albrecht is coming from but said that we need to keep in mind that someone from paid staff such as a department head and/or Trustee is required to be part of it for the insurance purposes. A seasonal employee overseeing that type of thing could lead to other issues beyond liability.

Fiscal Officer Pawlowski asked about continuing the township's annual Easter Egg hunt. There are quite a few Easter Egg hunts in area communities. It takes manpower and overtime from our Service Department. It may be a good time to re-evaluate and maybe just focus only on our Halloween event.

Trustee Albrecht thought that it is very little work to have the event and it would be an easy event to break in a new community events person. If it is too taxing on our staff, we could have volunteers help with getting things to where they need to be. Trustee Brandon thinks that our event is easy to put together and has been well attended and very successful. He would like to keep both events if we can. Trustee Biehl would also prefer to keep both events as both seem to have good turnouts.

Trustee Albrecht considered offering to assist with obtaining a CDL for the new position due to the high expense could be a deterrent for people applying for the job. After discussion, Trustee Albrecht concluded that we should get it on the web page with an application and put it in *Montville Living* magazine to see what kind of response we receive. We can later decide about the CDL.

Chief Neil appreciated that the *Montville Living* magazine has become an asset for the township. We no longer develop an entire newsletter but we have a venue to post important things such as events and job openings. Trustee Albrecht agreed since we did not get much coverage from our email newsletters. Trustee Brandon hopes that the magazine could reach everyone in the township and not just the HOA areas. Trustee Albrecht asked for names of anyone not receiving it and she will forward their addresses as she has been doing monthly.

Fiscal Officer Pawlowski said that the south end of the township is still not receiving the magazine and suggested providing them addresses of one road at a time. The addresses can be taken from the Board of Elections walk list by road.

UTILITIES: Trustee Albrecht had no updates to report.

ZONING: Trustee Albrecht reported that Paul Jeffers, Fiscal Officer Pawlowski and Attorney DeVaney had a meeting with Mayor Hanwell, Kimberly Marshall and John Coyne regarding the parcel along Route 3. They agreed that the JEDD parcel was too large to be just commercial with the current economy.

Fiscal Officer Pawlowski added that the main issue was pulling anything residential out of the JEDD requires agreement with the City. There were several very positive outcomes from the meeting: committing the commercial to the

JEDD at the time of sale to the residential developer; providing sewer to the parcel; working around the gas lines; and the connection into the circle. Fiscal Officer Pawlowski said that this was also approved by the JEDD board yesterday morning and that it now goes to City Council for discussion.

POLICE: Chief Matt Neil reported that the first round of interviews for a police officer produced four candidates. After agility testing, we have two remaining candidates. The panel of five recommended the two remaining candidates for Chief Neil and Lieutenant LaFond to interview them next week. Chief Neil is hopeful to be presenting the final candidates to the Trustees at their next meeting.

Chief Neil requested, and **Trustee Biehl made a motion accepting \$7,642.01 in grant funding from the Ohio Office of Criminal Justice Services for the body camera server memory upgrade. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that this is last year's grant which was fulfilled this year. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil advised the Board that there has been a complaint about traffic speed at the Lexington Ridge. He mentioned that most motorists stopped for speed on Lexington Ridge also are Lexington Ridge residents. If the residents want the speed limit enforced fairly and impartially, most will be unhappy residents.

Trustee Biehl said that, at one time, there was a request for ODOT to look at the intersection of Route 57, Lexington Ridge and Sugar House. At that time, the intersection did warrant a traffic signal and ODOT wanted to propose a mini roundabout. The City of Medina wanted a traffic signal which created an impasse between the two agencies. Now, with all the development on Route 3, more traffic will be crossing through and will further warrant a traffic signal. As this intersection has been a concern for quite some time, the two agencies will need to work out a solution. Trustee Biehl said that he could bring it to ODOT's attention again since there was a complaint.

#### OTHER BUSINESS

Fiscal Officer Pawlowski requested, and **Trustee Albrecht made a motion paying \$24,000.10 to Medina Hospital for October LST services. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

**Trustee Biehl made a motion paying \$108,212.00 to Rush Truck Center for snow plow truck. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

**Trustee Albrecht made a motion paying \$140.00 to Baker, Dublikar, Beck for legal services. Trustee Brandon seconded the motion.** In discussion, Fiscal Officer Pawlowski said that his office is just now invoicing all entities since the ARPA deadline to encumber expenses is December 31, 2024. We were invoiced previously for the majority of the work and this is the remaining balance. We have no remaining ARPA money but agreed that this invoice is correct and will need to be paid out of the General Fund since we have encumbered all of our ARPA money. **The motion was passed, 3 ayes, 0 naves and 0 abstentions.**

**Trustee Biehl made a motion paying \$3,498.72 to D&J Rief Services for limestone. Trustee Biehl seconded the motion.** In discussion, Mr. Kosman said that this product is for the parking lot. **The motion was passed, 3 ayes, 0 naves and 0 abstentions.**

**Trustee Albrecht made a motion approving BC & PO's and paying bills totaling \$178,561.16. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.**

Fiscal Officer Pawlowski provided the Trustees with property tax costs for the house on Poe Road and a spreadsheet showing electric costs for nineteen invoices for all township properties and pointed out the ongoing streetlight costs they approve for intersections. The Fiscal Officer has spreadsheets available on all utilities, water and gas explaining that this is how she and Mr. Kosman monitor costs to catch if an area has an issue when a cost spike such as a water leak. She wanted the Trustees to be aware of how they keep track of utility costs and the maintenance costs as they tour and make decisions on what to do with the house. Mr. Kosman explained the spreadsheet on the various electric costs, pointing out the several streetlight costs. Discussion ensued.

Mr. Kosman said that he is available to take the Trustees on a tour of the house to help them decide on what they want done with the house. He updated them on the current utility status: the electric is minimal with only a few lights on; the oil heat is on low in hopes we do not need to fill the tank; and the water is a well.

At 4:20 p.m. Trustee Brandon adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

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Approved By:

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Date:

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Attested:

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Date: