

**Montville Township Trustees
December 10, 2024 – Regular Trustees Meeting**

Present:

Trustee Jeff Brandon, Chairman
Trustee Sally Albrecht
Trustee Allen Biehl
Fiscal Officer Mary Pawlowski
Police Chief Matt Neil
Planning & Zoning Dir. Paul Jeffers
Service Director Chris Kosman

Also Present:

Resident Bill Hanigan

At 7:00 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

Resident Bill Hanigan thanked the Trustees and staff for their hard work in providing the services to the township.

APPROVAL OF MINUTES

Trustee Albrecht made a motion approving the minutes for the November 26th regular Trustees meeting. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

DEPARTMENT REPORTS

POLICE: Chief Matt Neil requested, and **Trustee Biehl made a motion purchasing an “Intox DMT” from Intoxometers, Inc., for \$13,092.50. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that this will replace the device in the back that we have used for 25 plus years for testing DUI/OVI samples. We have applied for and were awarded 100% reimbursement from an OCJS grant. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil requested, and **Trustee Biehl made a motion allowing the Chief to sign the annual contract with PowerDMS for \$1,645.65. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that this is the scheduling and timesheet management software for the Police Department employees. Over the last two years, this software has saved the Police Department well over its annual cost in man hours for the Chief and Lieutenant. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil requested, and **Trustee Biehl made a motion accepting a check for \$72.15 from GovDeals for the sale of a previously approved listing for a Kenwood radio. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil updated the Trustees on the police officer candidate. Of the two remaining candidates, one is State certified and was offered the opportunity to meet with the Trustees; however, this candidate has chosen to entertain another offer outside of Montville Township. Chief Neil is considering a couple different options with the remaining candidate who is not currently certified. The Chief looks forward to having other interviews for hiring in the future. He said that the good news is that we have a solid police force and his department is not struggling at this time.

The Medina County Police Chiefs Association meets monthly. Chief Neil said that he has been elected to represent them as President in 2025.

LST/FIRE: Trustee Brandon said that the Trustees received a modified copy of the fire contract since the Trustees' review of the contract with Chief Walters at the last Trustees meeting. Trustee Brandon felt that Chief Walters did a nice job of incorporating the Trustees' thoughts into the edited contract. The City of Medina approved the revised contract last evening.

Chief Neil said that Chief Walters added the comment for mutual aid in the first sentence, and not the second sentence as Trustee Albrecht had proposed. Chief Neil had brought it up to Chief Walters, whose concern was that, if it were in the second sentence, it limits him and gives him no discretion. Discussion ensued.

Chief Walters had conveyed to Chief Neil that he intends to be in his position as Fire Chief beyond the end of this contract and that he is trying to do the right thing. Chief Walters feels that they are making great strides in fixing a broken system inch by inch. He is hopeful that the Trustees have faith and trust in him and has already implemented the mutual aid request in initial dispatch for structure fires in Montville, even though that is not in the current contract.

Trustee Albrecht moved Resolution 121024.01 approving the 2025-2028 contract for Fire Services between the City of Medina and Montville Township. Trustee Biehl seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon read the Montville fire report through November. There were 17 calls for fire in the township during the month: 1 brush fire; 1 vehicle fire; 6 fire alarms; 2 motor vehicle accidents; 3 leaks/spills; and 4 odor investigations.

At the last quarterly LST meeting, Trustee Brandon said that Denny Simpson talked about some of the things that Copley Township does that Montville Township may want to consider. Chief Neil added that Copley Township has only one facility for senior citizens and they were going to begin

charging this facility for excessive non-transport calls. The facility responded by adding a nurse to their staff, which has reduced their calls significantly.

Trustee Brandon said that he reached out to a Copley Township Trustee Bruce Koellner, who would be happy to talk to the Montville Township Trustees about LST and what Copley Township does for similar issues that we are having. Chief Neil requested Trustee Koellner's contact information and would like to arrange a meeting with him, Trustee Brandon and Chuck Johnson. Fiscal Officer Pawlowski suggested including Mayor Hanwell.

Chief Neil added that, in a recent conversation with Dr. Surso who is affiliated with MetroHealth, he learned that Dr. Surso has regular hours one day per week with a nurse practitioner at the Masonic community. Their goal is to reduce the number of times their residents are transported or go to the emergency room for non-emergencies.

ROADS: Service Director Kosman said that the plows were out for exercise during the past week, and they did well. Mr. Kosman said that some of the plow routes were changed a bit from previous years, and this was a good test run for the changes made.

ADMINISTRATION BUILDING: Mr. Kosman had no updates.

CEMETERY: Trustee Albrecht had no updates.

PARKS: Mr. Kosman requested, and **Trustee Biehl made a motion hiring Strait-Line Construction, Inc., for an amount not to exceed \$7,500 for installation of sound deadening panels for Badger Lodge. Trustee Albrecht seconded the motion.** In discussion, Mr. Kosman said that he is working to adjust the acoustics in the lodge at Austin Badger, as there are too many hard surfaces. Strait-Line suggested hanging some sound deadening panels into the ceiling to interact with the current structure without changing the aesthetics of the building. The quilts that have been there have helped but they are not absorbing enough of the sound. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

ECONOMIC DEVELOPMENT: Trustee Brandon reported that the next Medina County Economic Development meeting is scheduled for December 19th at the Pleasant Valley Corporation and will have the construction panel as they did last year. The topic will be, "The Journey of a Construction Project." Trustee Brandon plans to attend this meeting.

Trustee Brandon said that a special meeting with the Solid Waste District will be held on December 16th at the Lake Road facility. Interviews were previously conducted, and a consultant for the county's solid waste plan will be selected at this meeting.

Trustee Brandon wanted to see the house next door and was able to meet there with Service Director Kosman after the last Trustees meeting. Trustee Brandon had a few ideas for use of the house. Discussion ensued.

COMMUNITY EVENTS: Trustee Albrecht said that the December article for the *Montville Living* magazine is a Christmas picture and a holiday wish from the township. For the January article, Trustee Albrecht did an article to recruit candidates for the Service Department and community events person. Trustee Albrecht also designed a new employment application that Attorney DeVaney is reviewing. She would like to have it attached to our web page so that an applicant can complete it and send it right back.

With the help of Mr. Jeffers, Trustee Albrecht developed a new certificate of appreciation to thank them for all their work. The Trustees approved the design and signed all the volunteers' certificates.

UTILITIES: Trustee Albrecht had no updates to report.

Mr. Kosman said that he will plan on reviewing the trash contract in the new year. He thinks that the current contract is a good one overall but asked the Trustees to email him with any changes they would like to have in the new contract.

Trustee Albrecht asked what the current contract has for the number of residents that were allowed to opt out on the current contract. Mr. Kosman said that there had been no limit. We had about 3% who have registered for opting out because of what our community is; we are a more suburban community and a higher volume of residents. Mr. Kosman said that the opt out will stay in the new contract.

ZONING: Planning & Zoning Director Jeffers reported that the New Leaf (Cobblestone Park Development) has submitted packages for their commercial lot variance and for their phasing of the residential single-family dwellings. Both items will be on the agenda of the respective boards in January.

Pulte Homes has a concept meeting regarding the west side of Wooster Pike scheduled with the County agencies on December 18th. Mr. Kosman will attend the meeting with Mr. Jeffers. They will be doing three phases, and the first phase will be the houses right below the Trails of Montville. Mr. Jeffers was glad to see that they are looking to immediately put in a sewer line from north to south all the way down to Wedgewood and the road from the north all the way down to the south so they will have a connection to our township right from the start.

Mr. Jeffers expects that the Zoning office will close out the year approximately 27% ahead of last year. He sees this margin will be increasing with the new lot availabilities in the township.

The developer that is working with Acme and the City of Medina has sent over information regarding the proposal for a Chipotle restaurant to be building on the old Mast property in front of the new Acme store. They will be required to meet with our Zoning Commission for approval.

OTHER BUSINESS

Fiscal Officer Pawlowski reviewed the November bank reconciliation and financial reports and credit card statements. Copies of the November reports provided for each Trustee: Fund Status and Fund Summary; Appropriation Status; Revenue Summary and Payment Summary. The Fund Status report as of December 10th was provided to each Trustee.

Fiscal Officer Pawlowski requested, and **Trustee Biehl moved Resolution 121024.02 approving Supplemental appropriations as presented. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht moved Resolution 121024.03 reimbursing the Police Fund #2081 by \$46,894 with \$9,506 from the Safety Service Fund #2192, \$17,474 from the Ambulance Fund #2191 and \$19,914 from the General Fund #1000 for expenses paid during 2024. Trustee Biehl seconded the Resolution. In discussion, Fiscal Officer Pawlowski explained that this is the standard reimbursement of expenses to the Police Fund that is done annually. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Biehl made a motion paying \$162,102.77 to Huntington Bank for building loan due January 1, 2025. Trustee Albrecht seconded the motion. In discussion, Fiscal Officer Pawlowski said that this transaction is done electronically. Trustee Brandon asked about the loan balance; Fiscal Officer Pawlowski will provide the actual balance but we have about five or six years remaining. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht made a motion paying \$3,000 to Wheeling & Lake Erie Railway Company per contract for bridge crossings. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Biehl made a motion paying on line \$19,835.00 to BWC for 2025 annual premium. Trustee Albrecht seconded the motion. In discussion, Fiscal Officer Pawlowski explained that this is based on wages and split accordingly between the General Fund and Police Fund. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht made a motion approving BC & PO's and paying bills totaling \$114,018.33. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Fiscal Officer Pawlowski said that, at a previous Trustees meeting, the Trustees had considered whether to continue the current community events moving forward. In order for the Trustees to make decisions on the current community events and donations, Fiscal Officer Pawlowski shared a spreadsheet for Montville Cares showing the total amount collected, expenses, and the amounts and who we are donating to. She noted that the spreadsheet shows costs but does not include labor.

Mr. Kosman said that labor from the Service Department is over 400 hours. Fiscal Officer Pawlowski said that there is also overtime on the Saturday of the Halloween event. He said that Christine’s hours were over 450; he did not include the hours that the Police contribute to the event.

Trustee Albrecht said that she liked Mr. Kosman’s idea of keeping the sponsorships to help us pay for the events. She believes that the events could be managed differently to improve the numbers, and she thought that expenses have increased recently.

Fiscal Officer Pawlowski said that the expenses have not changed much over the years, but costs have increased. The event has gained momentum in the last few years. We use \$1,000 to purchase t-shirts for the DARE program; that expense will be added to the spreadsheet after they are purchased. There are reasons behind the amounts for the donations that we give.

Trustee Albrecht believes that community events are important to a township. The events provide a value that is difficult to quantify because the stability we have on our board is remarkable, which she attributes some of that to our community events. She wants to revamp the job description and get it to a point where the event can be a break-even thing. And write a job description that really addresses the objectives we want the person to achieve, and then hire the person who has those experiences.

Trustee Albrecht said that she realizes that the Halloween event is a lot of work on our staff. She feels that the job requires much more than 450 hours; the right person could be soliciting more sponsorships, and should meet with HOA’s and other organizations within our township that want to help, such as the Church of the Nazarene.

Trustee Brandon said that the event is impressive with the sheer amount of people that come, and it gets bigger every year.

Fiscal Officer Pawlowski said that people come up to the welcome table and are very appreciative. She thought that it brings the community together given that it is only once per year.

At 9:08 p.m. Trustee Brandon adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

Approved By:

Date:

Attested:

Date: