

Montville Township Trustees
March 10, 2026 – Regular Trustees Meeting

Present:

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

Also Present:

Resident Bill Hanigan

At 7:14 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 all guests and stated that the meeting is being recorded for transcription purposes only.

GUEST RECOGNITION

Resident Bill Hanigan was present for observing the meeting this evening.

APPROVAL OF MINUTES

Trustee Albrecht made a motion approving the minutes for the February 24th regular Trustees meeting. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

DEPARTMENT REPORTS

UTILITIES: Trustee Albrecht noticed that a new lamp post was put up in Blue Heron. She wondered whether this was the start for all lamp posts in the township to be repaired.

Service Director Kosman responded that is not the case. The lamp post in Blue Heron by Route 162 was damaged at the bottom, it was more of a priority to be repaired for safety. We are still waiting and delayed on any repairs having to do with electrical with the fiber optic companies.

Mr. Kosman said that a resident from Emerald Lakes reported that she recently woke up with only half power in her home. Ohio Edison came out and was able to get her service temporarily running again. Ohio Edison thought that the main issue is likely that her power line was hit from the boring operations of a fiber optics company. The resident wanted to know which fiber optics company was in the neighborhood most recently, but Mr. Kosman said it is actually which company caused the damage by exposing the pipe. Damage does not cause an immediate issue because a line that is skimmed will be exposed to moisture and will corrode it over time. The resident will need to contact an electrician for the permanent repair.

Mr. Kosman said that 99% of homes have their lines directly buried without conduit. He feels that we will be dealing with this problem for a while. The corrosion and issues are caused by the coating on the wire being nicked, allowing temperature change and moisture in. He estimated that we will get beyond these problems when we hit a five-year mark.

Trustee Skidmore asked what information is on our web site for helping residents contact the fiber optics companies working in their areas. People are very unhappy with how much their yards are torn up, and there is a language barrier when talking with the workers. Although we do not have any say over this, we could provide the contact information. Last meeting, we discussed possibly reaching out to OTA.

Planning & Zoning Director Jeffers responded that he has contact numbers on the website, but it does not include who is working where.

Trustee Albrecht said that the April issue of the *Montville Living* magazine will have her article about the fiber networks, explaining how the grants originated, the flaws, and contact numbers for residents to reach out to the fiber optics companies. This information is also on our web page.

ZONING: Planning & Zoning Director Jeffers requested, and **Trustee Albrecht made a motion approving Pat Ryan as a BZA member for the term of five years, and appointing Biljana Sverko as BZA alternate to fulfill the remaining term of Pat Ryan's term ending January 2027. Trustee Brandon seconded the motion.** In discussion, due to a change of circumstances on the terms that were previously discussed, the Trustees will hold on taking a vote until after further discussion in Executive Session at the end of this meeting.

In his zoning report, Mr. Jeffers said that the zoning office is off to a fast start this year with 15 single family and 1 cluster home permits pulled during February. There were 3 permits pulled in February 2025.

The Zoning Commission met and approved with conditions the preliminary/final plan review for Hillsong Phase II. They will need to receive variances for the capped oil wells to continue with the plan presented to the Zoning Commission.

The preliminary development plan review for Wallick Communities, Assisted Living at Cobblestone, was tabled until April 8th. The applicant presented a three-story building to the board, which is not a permit use in the MUOD. They have applied to the BZA for a variance request for the third story.

The preliminary development plan review for Cobblestone Crossings, rental residential at Cobblestone, was approved by the Zoning Commission. The houses will be 1700-1900 square feet with two-car garages, and they will have upgraded siding and many other quality materials. Fiscal Officer Pawlowski added that the color palate is very well done with varying roof lines and walking paths and it will be a beautiful development.

Mr. Jeffers said that the BZA met on March 2nd. There was not a full board that evening, and the variance request for Hillsong Phase II oil/gas well setback reduction from capped wells was tabled to March 16th for a full board review.

Mr. Jeffers said that he has been working with Mr. Rodgers, Chief Neil and Lieutenant LaFond to consider having our website monitored and upgraded by a website provider. Mr. Rodgers had requested an outline of costs and services from seven companies and received five proposals. Mr. Jeffers provided the Trustees with a summary list of the proposals and said that Wris Web Services is the best website provider with the best services and pricing. Chief Neil supported Mr. Jeffers' opinion for the website provider. Mr. Jeffers will get more cost detail for the Trustees to approve at the next Trustees meeting.

POLICE: Chief Neil said that the Police Department celebrated Detective Angela Vivo's 20-year anniversary with their department and presented her with a plaque. She was hired in March 2006 and was promoted to detective in 2012. Since then, her work on cases has resulted in countless convictions and she is always lending a hand to the patrol division for complex investigations.

Chief Neil reported that a township resident passed away recently and we received notice from his attorney that, in his will, 10% of the estate is donated to the Montville Police Department with no stipulations.

Chief Neil requested, and **Trustee Skidmore made a motion paying expenses for Officer Eckstine and Officer Terrion to attend the annual Ohio Tactical Officer Association training at Kalahari the week of June 8-12, 2026. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that this is their annual tactical officer conference. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

Trustee Albrecht made a motion paying expenses for Officer Terrion to attend 40-hour Basic SWAT school in Uhrichsville, Ohio, May 4-8, 2026. Trustee Skidmore seconded the motion. In discussion, Chief Neil said Officer Terrion was placed on the SWAT team last year and this is the basic SWAT school that he will attend. The SWAT commander said that this school is usually \$600 and they have received a \$300 grant. We will be responsible for the remaining \$300 plus accommodations if needed. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

Trustee Skidmore made a motion entering into an agreement and authorization to sign a "Statement of Work" for "Language Line". Trustee Albrecht seconded the motion. In discussion, Chief Neil said there is zero cost to us unless they use it. He had sent both the "Statement of Work" and the policy he created to the elected officials, and Chief Neil will put the policy into effect tomorrow if the Trustees approve it. Chief Neil said that, when they encounter a victim or suspect that does not speak English, they can properly communicate in multiple languages instead of using Google Translate which will be useful in court cases. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

Trustee Albrecht made a motion accepting the Ohio Criminal Justice Services (OCJS) grant disbursement of \$9,100.44 towards the 2025 transition to cloud-based body camera software and storage. Trustee Skidmore seconded the motion. In discussion, Chief Neil said that this is the grant we applied for last year; the funds have been electronically deposited. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

Trustee Skidmore made a motion allowing Rich Rodgers to discard surplus IT equipment (list attached). Trustee Albrecht seconded the motion. In discussion, Chief Neil said that, last year, we needed to discard about 19 computers to make sure that all were upgradable to Windows 11. This is the remainder of the computers that were Windows 10. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

LST/FIRE: Trustee Brandon had no updates to report.

Chief Neil noticed that the LST calls to Champion Creek have increased in the last month. He said that 62 of their 99 beds at the facility are now full, which is double that of his last time reporting. He also noted that two of the calls for ambulance to Champion Creek last week were made by family members, and not staff, and neither call was necessary according to the medical team at Champion Creek. Their nursing staff did not even know that the calls were made until the ambulance arrived.

Fiscal Officer Pawlowski said that, if the family made the call, they should be billed and the township should be reimbursed. She also asked whether the families that called were for residents that had been moved to Champion Creek from the rehabilitation facility from another area. Chief Neil did not know.

Chief Neil said that the Cleveland Clinic, per our contract, retains all billing rights related to ambulance services. Discussion ensued. Trustee Skidmore thought that the simple answer would be to add an MOU to the LST agreement with the nursing facilities, saying that, if it is this type of facility, then we will charge beyond a specific number of calls each month.

Fiscal Officer Pawlowski responded that it is easier said than done as we have gone through this issue for many years. Down the road, this may be a good idea. Fiscal Officer Pawlowski maintained that we should bill the nursing home for those two specific calls, and they can in turn bill the patients. We know that the families placed the calls and we have every right to bill Champion Creek. The township should not incur that cost. The Trustees agreed.

Trustee Brandon suggested that a regularly quarterly meeting with the Champion Creek nursing home be arranged with Montville Township to keep current with any issues that arise. Chief Neil said that, while Attorney DeVaney is helpful at the quarterly LST meetings, she is not hearing the Trustees' frustrations at these biweekly Trustees meetings. The Trustees will think about Trustee Brandon's idea to meet regularly with Champion Creek.

ROADS: Service Director Kosman requested, and **Trustee Albrecht made a motion accepting the 2026 road bid from Perrin Asphalt. Trustee Skidmore seconded the motion.** In discussion, Mr. Kosman said that the county does the entire bid for us. They advertise, open the bids, choose the best bid, and provide the bid list to us. This is repaving work in Upland Ridge, Montville Lakes Boulevard, and Arlyne Lane. The bid was for \$306,000 and Mr. Kosman will request the Trustees' approval once he receives the actual contract. Mr. Kosman noted that he is budgeting back a bit this year (from the \$400-450K range) because we are hoping for OPWC money to go through for next year's project for the removal and replacement of the initial 1,200 feet on Montville Drive from S.R. 18 to O'Hara Drive. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Brandon attended the recent Windsor Park HOA meeting. They have a streetlight out at Turnberry and English Turn. Mr. Kosman said that is a bus stop and he called that streetlight in to Ohio Edison earlier this week.

ADMINISTRATION BUILDING: There were no updates to report.

CEMETERY: There were no updates to report.

PARKS: Mr. Kosman updated the Trustees on the driveway from Robert Gary Court through to the park. The Windfall Estates neighborhood is welcoming this project and the HOA has granted a conditional use for Montville Township to move ahead with the grant application for the engineering and survey. The HOA asked Mr. Kosman to attend their March 19th meeting to help with residents' questions; Mr. Kosman will try to attend.

Trustee Albrecht made a motion applying for the capital budget grant to pay for engineering, surveying and infrastructure and property acquisition for an entrance to Thomas Currier Park for an amount not to exceed \$106,000. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore received an email from a resident about corrugated drainpipes and things that have been on the maintenance path at the Blue Heron nature preserve. It is between the maintenance building and the field station. Mr. Kosman said that it is from the old golf course and has been there for a long time. He will move the pipe to another location this spring.

ECONOMIC DEVELOPMENT: Trustee Brandon said that Medina County Economic Development annual meeting is scheduled for Tuesday, March 24th at Blue Heron. The keynote speaker is a seasoned entrepreneur, John Vernatovitz, whose topic is the business world has gone wild; leadership lessons from the animal kingdom.

Trustee Brandon and Mr. Kosman attended the TID meeting on February 25th at the Engineering Center. They pushed forward two TID grants to the State for approval: Brunswick's rehabilitation of North Industrial Parkway; and Cobblestone Crossing's infrastructure improvements.

Trustee Brandon said that Allen Biehl's land bank term will be ending after their next meeting. Mr. Biehl would like to stay on for the next term. Because Montville Township and Brunswick Hills Township are the most populated townships, we are entitled to one seat for both townships on this board. The seat does not have to be filled by a Trustee and would stay vacant if the two townships do not agree on a representative. Trustee Brandon said that Montville Township backs Mr. Biehl, and he will see whether Brunswick Hills will agree to Mr. Biehl representing both townships.

The Medina County Subdivision Regulations will hold a stakeholder meeting tomorrow at the Medina County Career Center's south campus. Denise Testa has planned for different groups including realtors and brokers, landowners, Township Trustees, and engineers, coming in at different times for this all-day meeting. Trustee Albrecht will represent Montville Township.

Trustee Brandon has a team meeting with the facilitator for this group, American Structure Point, on March 18th. This is the county update to the subdivision regulations and the potential new developers' agreement.

On March 24th, Trustee Brandon and Denise Testa will be holding a zoning board basics class.

Trustee Albrecht attended the annual Health Department District Advisory meeting held on March 2nd. They provided statistics of different diseases recorded in the county and said that they are no longer tracking covid as incidents have been reduced. In 2025, the leading cause of death in women is cancer and in men is heart disease.

Trustee Brandon said that final details are being worked out for the Medina County Township association meeting to be held in Sharon Township on March 19th. Guest speakers will be Aaron Willis from OTARMA and Forrest Thompson who will discuss indigent burials.

COMMUNITY EVENTS: Trustee Albrecht said that work on this year's Easter Egg Hunt is coming together. Signs for advertising the date have been put up. The employees at Spokes Café finished stuffing the eggs.

Fiscal Officer Pawlowski said that she checked on liability with our insurance for the garage sale event. She forwarded the emailed comments that she received for what to put on our forms and asked Trustee Albrecht to review the email. There were concerns about selling and promoting a map.

Trustee Skidmore asked if the township has encouraged garage sales or had any community garage sales in the past. He thought that we should be careful with advertising because if we have residents running permanent garage sales, it would be a zoning violation. We may need to remind residents that a garage sale cannot last 30 days. We don't require a permit to hold a garage sale, but Trustee Skidmore asked what the limit is for the number of days to hold a garage sale? Mr. Jeffers said that the limit for operating a garage sale in the township is three days, two times per year.

Fiscal Officer Pawlowski said that our community garage sale is a one-day event and we should advertise it as such and include the liability information.

OTHER BUSINESS

Fiscal Officer Pawlowski reviewed the February bank reconciliation and financial reports and credit card statements. Copies of the prior month reports provided for each Trustee: Fund Summary & Status; Appropriation Status, Revenue Summary, Payment Listing, and the current Fund Status report.

Fiscal Officer Pawlowski requested, and **Trustee Albrecht moved Resolution 031026.01 approving supplemental appropriations as presented. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore made a motion approving BC and POs for 2026 and paying bills totaling \$111,427.72. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.

At 9:28 p.m. Trustee Albrecht made a motion returning into Executive Session for personnel reasons for employment, which is required to be kept confidential by law and everyone requested to stay are bound to confidentiality. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.

At 9:38 p.m. Trustee Albrecht made a motion to return from Executive Session. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht restated the motion that was not voted on earlier in the meeting: Trustee Albrecht made a motion approving Pat Ryan as a BZA member for the term of five years, and appointing Biljana Sverko as BZA alternate to fulfill the remaining term of Pat Ryan’s term ending January 2027. Trustee Brandon seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.

At 9:39 p.m. Trustee Brandon adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

Approved By:

Date:

Attested:

Date: