

Montville Township Trustees
April 14, 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
Resident Grace Merrell
Resident Ryan Merrell
Root M.S. Teacher Dan Sutherland
Medina County DD Stacey Maleckar
Atty. Kristopher Immel

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 all guests and stated that the meeting is being recorded for transcription purposes only.

GUEST RECOGNITION

Stacey Maleckar, Superintendent of the Medina County Board of Developmental Disabilities, thanked everyone for continued support provided to men, women and children with developmental disabilities in Medina County. She reminded residents that most of their funding is from a fixed property tax levy, which means that the amount voted in stays consistent. They are currently in year six of a ten-year levy and, beginning in 2025, they began deficit spending.

Mrs. Maleckar distributed copies of their 2025 annual report. She highlighted some achievements and noted that the number of eligible people served was 1,573.

Mrs. Maleckar said that they have given some money to the Village of Seville and Brunswick City Schools for their inclusive playgrounds, which is a way to give back to the community.

Trustee Albrecht asked whether that was a grant that they are giving communities for inclusive playgrounds? Montville Township had recently considered such a playground. Mrs. Maleckar responded that it was a grant and they would be glad to contribute to one for Montville Township.

Attorney Kristopher Immel said that he is a resident of Montville Township. He provided a brief history of his professional background for the Trustees to consider him for outside legal counsel. He has experience with various municipalities and is currently doing prosecutor work for the Village of Seville and assists in Lodi.

Resident Grace Merrill, a student at Root Middle School, presented a safety issue on Route 3 in Montville Township for the Trustees to consider. She noticed that many middle school students walk on the side of the road where there are no sidewalks to get to Subway, Handel's, Taco Bell and Dunkin Donuts. She proposed connecting a sidewalk from Lexington Ridge and along Route 3 to keep students safe. Miss Merrill provided the Trustees copies of her presentation.

Planning & Zoning Director Jeffers gave a back story of why the sidewalk is not there right now. He thought Miss Merrill's concept was a great idea and it had also been brought up by a BZA board member who had previously worked for ODOT. Mr. Jeffers said that, even if the City of Medina does not add a sidewalk onto the west side of the road, there still needs to be a good walking trail to Taco Bell, Dunkin Donuts and a possible third business. He felt that this is something that the township would definitely want to look into, and look into grants that may be available to at least pay for the sidewalk in front of the businesses that are already there.

Dan Sutherland, Miss Merrill's teacher at Root Middle School, said that she came to him with this idea in September when the class was talking about government. He said that the City of Medina is currently looking into sidewalk and parking projects on the square. Mr. Sutherland asked whether, while they already are doing sidewalk work, the township could work with the City of Medina to include this sidewalk project simultaneously.

Mr. Jeffers responded that it was a possibility. When the township does sidewalk projects, we have a bid package and it is possible to make sure our bid package matches the City's bid package.

Trustee Albrecht wondered whether the park foundation would be interested in a grant for the sidewalk, as it is very community-minded. Chief Neil could not answer that, but he thought that a community block grant or the JEDD could be a funding source for the sidewalk. Fiscal Officer Pawlowski said that the JEDD cannot be used for this; it has to be used to encourage businesses to come in and to help the businesses with their projects. Mr. Jeffers thought that the community block grant was a good source for this sidewalk but their funds are low and he did not know whether the application deadline has passed.

The Trustees felt that Miss Merrill's presentation was excellent and appreciated her idea. Trustee Brandon thought that it will probably happen over a period of time.

Resident Bill Hanigan updated the Trustees on the upcoming election for May and that the polls are now open. He encouraged voting as turnout has started at a very slow pace. Votes will be very powerful for the competitive races with more than one candidate.

APPROVAL OF MINUTES

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

DEPARTMENT REPORTS

ECONOMIC DEVELOPMENT: Trustee Brandon said that Medina County Economic Development's next meeting is scheduled for this Thursday, April 16th at the library on South Broadway. The topic will be artificial intelligence.

Trustee Brandon said that he will be meeting with Bethany Dentler with Medina County Economic Development tomorrow to discuss questions that the Trustees have recently had with the CRA and JEDD.

Fiscal Officer Pawlowski said that she will be available for providing any information Trustee Brandon may need for his meeting with Mrs. Dentler. Fiscal Officer Pawlowski also wondered why MCED went before the Commissioners earlier today regarding the JEDD and we were not notified.

Mr. Jeffers said that he attended the commissioners' meeting. The VA was asking for a variance from the subdivision code to bond the private road and the detention basin, and the code does not allow for the engineer to accept a bond on private property. However, at the same time, Mrs. Dentler is working with the port authority to see if they can bond a project outside of the code. During that conversation, Mr. Jeffers said that the VA has already been approved for the CRA at the last meeting, so he knows that the property has already been entered into the JEDD. He thought that they had to have an agreement signed with the JEDD board before the CRA could be approved.

Fiscal Officer said that the procedure is not running in order. The Trustees and the City of Medina should be approving, the JEDD board approves, and then it goes to the higher level of the Commissioners. Discussion ensued.

Fiscal Officer Pawlowski said that she had emailed everyone the Housing Board member roster that MCED provided were confusing including the one-year term limits expiring on December 31, 2027. We do not annually review that position either. We appointed a zoning board member that would have no authority granted by the Trustees to vote on CRA or JEDD matters. When the Housing Council was established, Mrs. Dentler presented that the position was just to visit the JEDD applicant to confirm that they were doing what was on in their JEDD application.

Trustee Skidmore thinks we should check to be sure that there is not a conflict of interest with someone being on our Zoning Board of Appeals and also on the Housing Council. If those appointments are on a yearly basis or on a three-year term, we can replace at any time, we should at a minimum add that to our planning meeting for next year to appoint two for that Board.

Trustee Brandon followed up on Allen Biehl serving as our appointment on the land bank. The Trustees approved a motion on March 24th appointing Allen Biehl as our representative for 2026. It is one seat serving both Montville Township and Brunswick Hills Township. Trustee Albrecht sent the letter to the Commissioners for Montville Township. Brunswick Hills was agreeable to that appointment and they were to also send a letter to the Commissioners.

The next meeting for the Medina County Township Association will be on May 14th in Medina Township. The guest speaker will be Collin Johnson from Medina County Health Department and will be discussing septic and drainage systems. Trustee Brandon reached out to Andy Conrad to see whether he would also like to be included. Trustee Brandon will be emailing the invitation to the members.

Trustee Brandon said that Edward Zachary, the Director of the VA, sent an email setting a briefing for the new VA clinic project which is scheduled for Monday,

April 27th at the Medina County Veterans Service Center on Northland Drive. Information will be provided on the ground breaking ceremony, a construction timeline, and the anticipated opening date.

COMMUNITY EVENTS: Trustee Albrecht said that the Easter Egg Hunt event went very well. New things were added this year which made it fun. With the magician, bubble machine and the food trucks, it lasted about a half hour longer than previous years. Trustee Brandon thought that it was well organized event and liked how it was made a little more challenging for the older kids. Trustee Skidmore enjoyed the event and thought the food trucks were a great addition.

The next event is our e-cycle day and meet the Trustees on April 26th from noon until 4:00 p.m.

Trustee Albrecht said that the April issue of the *Montville Living* magazine came out a little early. The May issue will have an article about the lawn mower rebate program that the Trustees talked about at the last meeting. There will be a thank you to all the Easter Egg Hunt sponsors. The flyer for the garage sale event will also be in the May issue, which is scheduled for Saturday, June 27th.

The Spokes II café is planning a summer solstice event in June. They will have a food truck at Austin Badger Park, and they will be selling the dill pickles that are sold at the Farmers Market on the square. Trustee Albrecht said she was told that these dill pickles are the most highly demanded in the world. The company that sells them at the Farmers Market will be using Spokes II as their exclusive location to sell them.

Trustee Albrecht said that Lisa Morrison is looking at a parcel by the bank next to Sully's in Medina. She is considering a four-story building with apartments and a greenhouse on the top level for growing vegetables to sell in the storefront on the first level. Trustee Albrecht explained that Mrs. Morrison has developed an organization called Integrated Community Solutions which is modeled off of a business in another state.

UTILITIES: Trustee Albrecht reported that the new networks are being installed and complaints are coming in! She said that Kyle Brooks, the OTA person she wrote to about the damage issues from fiber optics companies, responded to her that people may file complaints with the Ohio Attorney General. Mr. Jeffers said that several people he has spoken with have filed complaints with the Ohio Attorney General.

Trustee Brandon said that there are quite a lot of utility flags in his neighborhood. Frontier provided a door hangar with a name and phone number for residents to call with any questions about the construction. Mr. Jeffers wondered whether that phone number was the same as the one provided on the township's web site. Trustee Albrecht was not sure, and Mr. Jeffers will compare the numbers.

Trustee Strickland said that when OUPS and puts their flags up, there is no one that comes out to remove them. Residents do not know when they can take them down.

ZONING: Planning & Zoning Director Jeffers requested, and **Trustee Albrecht made a motion refunding NVR, Inc./Ryan Homes \$704.10 for a residential home permit at 5443 Woodford Blvd. due to the contract falling through. Trustee Skidmore seconded the motion.** In discussion, Mr. Jeffers explained that the buyer for the home fell through and Ryan Homes found another buyer with a different style home and pulled a new permit for the new style home. They could have amended the original permit but it was easier to do it this way. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht made a motion accepting and approving Cobblestone Park Subdivision Phase 1A, Replat #4 dated April 13, 2026, creating Sublot 39 and future development Block C1. Trustee Skidmore seconded the motion. In discussion, Mr. Jeffers said that this is the VA Sublot 39 and the future development is all the remaining around it because it was grouped together as one parcel. **The motion was passed, 3 ayes., 0 nays and 0 abstentions.**

In his zoning report, Mr. Jeffers said that one of our Zoning Commission alternates is moving out of state to be closer to family. April 30th will be his final day on the board. Since Mr. Krahe realized he could not join the BZA due to a conflict with a club that he coaches, he said that he would like to be part of the Zoning Commission as an alternate because they meet on a different night. This board is probably better for Mr. Krahe to be on as his degree is in urban planning. Mr. Jeffers will ask for a motion to fulfill the remaining term (expiring June 2027) at the next Trustees meeting.

The Zoning Commission approved the preliminary plan for Wallick Communities (the assisted living facility in the Cobblestone MUOD) due to the BZA approving the variance the previous Monday for the third floor and height exciding 35 feet. It is conditional on entering an agreement with the township for shared safety service expenses and to provide their own transportation for residents to non-emergency appointments. They do have a private van and private bus for those situations.

Mr. Jeffers said that there needs to be an amendment to the Comprehensive Plan. They found a typo in the plan which meant that we couldn't say no to a third floor for the Wallick Communities facility. The intention had been to have a two or three story in the high-volume residential areas on the Route 18 corridor for buildings such as hotels because it is highway/commercial. Unfortunately, that was put in under the Wooster Pike section also.

Mr. Jeffers presented this year's baseball agreement and the lacrosse agreement to the Trustees for approval. They have been reviewed by Service Director Kosman and are consistent with what the township has approved in the past. The annual rate for baseball and for soccer is \$6,000; the annual rate for lacrosse is \$3,000. The Trustees had approved the soccer agreement at the last Trustees meeting. **Trustee Albrecht made a motion approving this year's baseball and lacrosse contracts for the use of Montville Township's fields. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Mr. Jeffers said that our website is currently being worked on by the company we recently hired, Wris Web Management. Some good changes are already taking place and the vacation and public request forms are working for the Police

Department. They are now working on some advertising banners and message boards on the front page.

Trustee Albrecht asked whether we heard about the capital budget. Mr. Jeffers responded that we don't typically hear back until late May.

POLICE: Chief Neil requested, and **Trustee Skidmore made a motion applying for the 2026 Medina County Drug Advisory Committee (MCDAC) grant of up to \$86,868.81 for funding to assist with our school resource officer program during the 2026-27 school year. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that we apply for this funding every year and that this pays for the majority of Officer Pinkas in the schools. The MCDAC board typically gives each entity that requests funding a certain percentage. We received about \$68,000 last year. **The motion was passed, 3 ayes, 0 nays, and 0 abstentions.**

In his report, Chief Neil said that the Ohio Police Chiefs Association has a voting member seat open on the federally mandated Statewide Interoperability Executive Committee (SIEC). This is a radio committee responsible for coordinating emergency communications and ensuring compliance with federal mandates for radio interoperability. The OACP accepted Chief Neil's nomination and he is now representing the Police Chiefs Association as a voting member on the SIEC.

LST/FIRE: Chief Neil updated the Trustees with the Champion Creek Assisted Living ambulance costs to the township. They are at 62 residents. Chief Neil visited the facility today and spoke with the Nursing Director. He learned that the Nursing Director has implemented a rule that they are not to call 911 for LST unless she approves it first, even if she is at home. Chief Neil is pleased that they are taking this seriously. We have not seen an increase in calls to Champion Creek.

Chief Neil provided the Trustees with a copy of a document that will be distributed to Mulberry Bend property owners that are adjacent to the closed landfill. This notification was redesigned by the Fire Chief and will be sent to the property owners annually to remind them of what is in their backyards and to advise them of what to do and who they need to contact if there is an issue.

ROADS: Service Director Kosman requested, and **Trustee Skidmore moved Resolution 032426.01 authorizing participation in the ODOT road salt contracts awarded in 2026. Trustee Albrecht seconded the Resolution.** In discussion, Mr. Kosman said that we use ODOT's salt contracts every year to get better pricing for salt. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore moved Resolution 032426.02 removing a multi-way (two-way) STOP sign at the intersection of Montville Lakes Boulevard and Arlyne Drive. Trustee Albrecht seconded the Resolution. In discussion, Mr. Kosman explained that, if there was a road on the east side of the intersection and the inbound traffic would have to cross, they would have the right of way. Since there is no road on the other side of the intersection, this stop sign is not necessary. Chief Neil agreed. Mr. Kosman said that they will post a notice to give 30 days' notice prior to removal of the stop sign. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore made a motion entering into a contract with Perrin Asphalt Company for the 2026 Montville Township road bid at \$336,000. Trustee Albrecht seconded the motion. In discussion, Mr. Kosman said that the roads being paved this year are the Montville Lakes development and Summer Lake in Blue Heron. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore made a motion hiring Melway Paving Company to chip seal Deerpath Trail for an amount not to exceed \$30,000. Trustee Albrecht seconded the motion. In discussion, Mr. Kosman explained that the road is short and the price is low enough that they did not have to go out to bid. It is below all of the thresholds. They will also fog seal on top of the road, which is a very good way to extend surface life. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore made a motion selling 2011 F-550 super duty (VIN # attached) by the best means possible. Trustee Albrecht seconded the motion. In discussion, Mr. Kosman said that this is the truck that had engine failure. They removed the bed and have finished stripping parts from it. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Mr. Kosman said that paving will be starting in about two weeks. He is pleased that it is happening much earlier in the season than it has been in other years. This is the first time that the pavers are pushing us to start work. Catch basins are being finished up in Montville Lakes and will be starting catch basins in Blue Heron.

ADMINISTRATION BUILDING: Mr. Kosman presented a proposal from Lewis Land Professionals for the parking lot. Mr. Kosman provided an engineer estimate form for the work, a rough drawing of the work to be done, and a draft proposal for what to do with the "Montville Township" sign.

A few things have changed. For example, the entire sidewalk will be removed. They will drop the parking lot down and raise the sidewalk to have a curb bump. The handicap spots will remain on the west and will be level surface and transition to a raised surface. There are some things that we can phase in, but the bulk of the parking lot needs to be done. Mr. Kosman said that the footprint of the parking lot will be larger and have more spaces which are needed.

Mr. Kosman said that the parking lot is in a condition where we need to do something. He said that we can go out for bid, which oftentimes come in lower than the engineer's estimate. If we go out for bid, this would be in the bid package. We could accept a bid, or if we find that we can't make it happen, we can deny the bids for financial reasons.

Fiscal Officer Pawlowski explained that this is a needed improvement, primarily for safety. This project has been on the back burner for a long time. We did not have the money when the building was put up, and costs keep rising. We have tightened our belt on many things but this is one project that we need to address. Until we find a real number, we don't know what we are dealing with.

Trustee Skidmore made a motion to advertise for bids for the 2026 Montville Township Administration parking lot improvements. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Chief Neil said that this is the time of the year where he likes to have the carpets in the building cleaned and floors waxed. He will be having that done in the next couple of weeks.

CEMETERY: Mr. Kosman presented a situation that was sent in an email to the Trustees. We have a family plot where a person is unable to find their deed for their cemetery plot. Mr. Kosman said that they would have been issued an older deed of some sort. He searched and does not have record of a deed. He has the records of the lots and who is interred there, and there is an open lot. He needs good, valid documents so that no mistake is made.

Discussion ensued. Trustee Skidmore suggested that an attorney could draft an affidavit of next of kin, with all the family members that could have received that deed through inheritance. Also, we should look at the estate of the family member that died that owned the plots to see if they were specifically bequeathed to someone because, at that point, that would then be their property. Trustee Skidmore said that the most proper way to do this is have the courts decide.

Fiscal Officer Pawlowski asked the zoning office to look at the records in the card index box that is in the safe, which goes way back.

PARKS: Trustee Albrecht said that Randy Wallace and his group of painting volunteers are planning to begin to complete the storm shelters and bridges in Aaron Smith Park and then move on to Austin Badger. She asked how Mr. Kosman felt about setting this group free to help us design the kids nature trail. Mr. Kosman responded that he had a conversation with Randy, and he wants to finish one project before he starts another, but it is something that may have good potential. Mr. Kosman respects his reasoning.

Mr. Kosman said that that Windfall Reserve HOA reached out to him. They had another meeting with their HOA representatives and with the lawyer representation for that HOA about the potential driveway accessway to our park. About 20-30 people attended this meeting, and Mr. Kosman was there as well. He felt it was a good meeting with the neighborhood having valid questions. He provided them good, solid information from the township and said that the ball is in their court on whether they let us do this or not. Their HOA by-laws state that the board can make the decision without the neighborhood's approval. As an easement going through there, but the board cannot sell the land to us. That has to be a neighborhood decision. Mr. Kosman said that the HOA board does not plan to move ahead until they present this to the neighborhood and have a vote from the neighborhood.

Trustee Skidmore thought that the fact that no residents were at tonight's Trustee meeting, so Mr. Kosman did a great job providing information they were looking for at their HOA meeting. He thanked Mr. Kosman for his efforts.

Mr. Kosman suggested we submit a bid for the drainage improvements of the lacrosse fields. This is the playground capital budget grant where this improvement project qualifies and fits the parameters. The work they will be doing is called sand slitting, and then they will see overtop. Mr. Kosman said that the bid package is not 100% finished but, if the Trustees are ready to proceed, he does not want to delay this because we need to be finished by the end of June to use the capital budget grant. The grant is \$98,000, and the project we are looking to do will be about \$103,000.

Trustee Albrecht made a motion to go out to bid for the sand slitting of the lacrosse fields at Cobblestone Park. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

OTHER BUSINESS

Fiscal Officer Pawlowski reviewed the March 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.

There were no supplemental appropriations presented.

Fiscal Officer Pawlowski requested, and **Trustee Albrecht made a motion paying Trina DeVanney \$11,636.71 for legal services October – December 2025 and January – March 2026. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht made a motion paying \$525 to Medina County Township Association for membership dues for elected officials, Matt Neil, Paul Jeffers and Trina DeVanney. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Fiscal Officer Pawlowski received from the city that Medina Township will be contributing \$6,000 towards the 250th anniversary 4th of July fireworks in the City of Medina. The city provided a copy of the flyer that will be used for the fireworks, which includes recognition of Montville Township and Medina Township as the Trustees had requested. **Trustee Skidmore made a motion paying \$6,000 to the City of Medina for the 2026 fireworks. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Fiscal Officer Pawlowski asked, and the Trustees were not interested in delinquent property that is .28 acres on Asherbrand.

Trustee Skidmore made a motion hiring Attorney Kristopher Immel of Roderick, Linton, Belfance LLP at \$200/hour for legal services as needed. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht made a motion approving BC and POs for 2026 and paying bills totaling \$94,386.67. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

At 10:05 p.m. Trustee Brandon adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

Approved By:

Date:

Attested:

Date: