

Montville Township Trustees
September 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
Kate Lancianese, Gables Management
Attorney Trina DeVanne

At 7:40 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.

PUBLIC HEARING

Trustee Brandon opened the public hearing. Trustee Brandon opened the public hearing for zoning text amendments: amend Chapter 210, definitions; adopt Chapter 416, JEDD-Mixed-Use Overlay District regulations; amend Chapter 530, Landscaping, Screening and Outdoor Lighting regs; and amend the official Zoning District map to include the Mixed-use Overlay District.

Planning & Zoning Director Jeffers reported that our Zoning Commission has updated some of the terminologies in our zoning code and put them in the reflective areas of the code throughout the chapters of the code. There were not any major changes; it was just verifying and clarifying the definitions that have been used in the past that have struck different meanings in different contractor's eyes and different legal opinions.

Trustee Brandon asked the Board for any questions or comments regarding the zoning text amendments; there were none.

Trustee Brandon asked for any questions or comments from the public regarding the zoning text amendments; there were no questions or comments.

Trustee Brandon closed the public hearing.

Trustee Albrecht moved Resolution 091024.01 amending Chapter 210, Definitions; adopting Chapter 416, JEDD-Mixed Use Overlay District regulations; amending Chapter 530, Landscaping, Screening and Outdoor Lighting regulations. Trustee Biehl seconded the Resolution. In discussion, Trustee Albrecht commented that Mr. Jeffers did an excellent and comprehensive job in the research and putting together of the mixed-use overlay district regulations. It was a lengthy process but well organized and well-orchestrated procedure for Attorney DeVanne, Mrs. Schwehm and the zoning board. **The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.**

Trustee Albrecht moved Resolution 091024.02 amending the official Zoning District Map to include the Mixed-Use Overlay District. Trustee Biehl seconded the Resolution. In discussion, Mr. Jeffers said that this is a formality, putting the mixed-use overlay district onto the official zoning maps. As an overlay, the underlying zoning can still be used as-is. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Mr. Jeffers said that, if it is not contested, the mixed-use overlay district will go into effect on October 11, 2024.

GUEST RECOGNITION

Kate Lancianese, who is with Gables Management, commended the Zoning board, the Zoning office and Attorney DeVanney on their work on the mixed-use overlay district. Their work was impressive, thoughtful and considerate of all the factors that go into creating the zoning code.

APPROVAL OF MINUTES

Trustee Albrecht made a motion approving the minutes for the August 27th regular Trustees meeting. Trustee Brandon seconded the motion. The motion was passed, 2 ayes, 0 nays and 1 abstention (Biehl).

DEPARTMENT REPORTS

PARKS: Trustee Albrecht commented that Randy Wallace and the Friends of the Park have completed the painting project on the bridges in Thomas Currier. The bridges look very nice! Service Director Kosman added that the painting crew had some extra time and painted the first storm shelter as well. They may also paint the other two storm shelters and are looking for some extra help.

ECONOMIC DEVELOPMENT: Trustee Brandon said that the Medina County Economic Development breakfast meeting will be held on September 19th at 7:30 a.m. This breakfast meeting will be at the Western Reserve Masonic Community on Nettleton Road. The panel discussion will be employee retention strategies.

This coming Friday, September 13th, Trustee Brandon said that NOACA will hold their annual meeting at the Huntington Convention Center in Cleveland from 12:00 – 2:00 p.m. The topic will be the power of connection, and discussion will focus on professional sports and how they positively impact the local economy, generating revenue and job opportunities.

The next meeting for the Medina County Township Association will be on September 19th at Litchfield town hall. This will be an evening with the Medina County Commissioners.

COMMUNITY EVENTS: Trustee Albrecht said that the September issue of the *Montville Living* magazine, which will be out next week, will highlight the young resident that found the 10-year-old boy who became missing on the trails in Blue Heron. The October article will be about our Friends of the Park volunteers.

Trustee Albrecht said that she met with Mrs. Navicky and Rob Freedline, our special effects coordinator, for the October 19th Halloween event. We have sponsors who are creating scenes as well as financial sponsors. There will be many surprises! Our Maintenance staff is also assisting with some new, creative ideas for this year's event.

UTILITIES: Trustee Albrecht had no new updates to report.

ZONING: Planning & Zoning Director Jeffers reported that August wrapped up with a steady flow of new homes and accessory permits. New home starts are at 23 which is up from 22 at this time in 2023. With the three new developments that we know are coming in at the end of this year, we will certainly exceed those numbers in 2025. Mr. Jeffers said that they are getting calls where people are trying to have double houses on properties, which is not permitted, but he sees people wanting to stay here in Montville and they are trying to get their family members onto the same property.

Mr. Jeffers said that properties on the west side of Wooster Pike are showing activity as well.

POLICE: Chief Neil requested, and **Trustee Albrecht made a motion covering expenses for Chief Neil to attend the Ohio Association of Communications Officials (APCO) the week of September 9, 2024. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht made a motion accepting the resignation of Administrative Assistant/Records Officer Sandi Gorfido effective immediately. Trustee Brandon seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht made a motion to advertise and accept applications for an opening for a full-time Administrative Assistant/Records Officer. Trustee Brandon seconded the motion. In discussion, Chief Neil said that he is considering making this position full-time. There is a current job description. He wants to shift some duties and will follow up with a future Executive Session with the Trustees. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

LST/FIRE: Chief Neil reported having a very good meeting with Fire Chief Walters where they addressed some of Chief Neil's concerns. Chief Walters is planning on increasing staffing, which will affect Montville Township's next contract.

ROADS: Service Director Kosman said that Melway Paving will be doing curbing work on Rustic Hills East and Rustic Hills West and on Forest Hills Drive. The curbing on the circles will be taken out and shrunk down so that larger vehicles can better maneuver around the cul-de-sacs.

Trustee Albrecht asked about our sense of arrival conversations and the suggestion of putting something on the salt barn.

Mr. Kosman said that he reached out to CG Graphics on some of the ideas the Trustees had discussed. They had concerns about vinyl lettering on the main sign in front of the administrative building. The way the sign is positioned gets the west sun and the vinyl may not last with the UV rays hitting it. A high-grade vinyl would work but will crack and fail over time. CG Graphics suggested putting up a traditional, two-post elevated 4X8 sign. They also suggested adding hard letters onto the back of the Service Building. Mr. Kosman agreed but that is where their future expansion will be and the letters would have to be moved. Another option would be to have a printed canvas banner-style that can be seen from the interstate; the Trustees did not think that option suited Montville Township. Mr. Kosman will continue to research options.

Trustee Biehl said that he is working on setting up a meeting with ODOT for the lettering for the Goodwill retaining wall. He would like to show a concept graphic of the iron lettering the Trustees are considering. Mr. Kosman will provide something for Trustee Biehl.

Trustee Albrecht does not feel that we have the right idea yet for the Goodwill retaining wall and that we should keep searching for ideas. The location may be too close to the road. She brought up a previous idea of having some type of landscaping on each roundabout.

Mr. Kosman said that he had reached out to Boyert's about the cul-de-sac landscaping in the spring, but Mr. Boyert is overwhelmed with his busy season and their greenhouse. Mr. Boyert would like to revisit the concept at another time.

Chief Neil said that we are still experience problems with traffic heading north on River Styx and turning east onto Route 18. Motorists are still trying to slow or stop as they make the turn, or they are immediately moving over to the next lane. Chief Neil said that he received a suggestion to add quick curb from the intersection for about 100 feet to keep the traffic from cutting off the eastbound traffic on Route 18.

Trustee Biehl understood that it would get that lane of traffic running parallel before they start to merge to the next lane. He will talk to ODOT about the issue and some options.

Mr. Kosman said that he had driven a lot of roads over the past weekend. He observed that there is a "no jake brake" on almost every state route. Our township is covered from one end to the other in multiple locations with the signs. Routes 57 and 162 are very well marked. He does not see the need to add signs, and he realizes that there is a big discrepancy between the enforcement world and the trucking world which considers it a safety device to assist with braking.

ADMINISTRATION BUILDING: Mr. Kosman reached out to Dunlap about the two rooftop A/C units who will be working up a quote for us to consider. Gunlock is the controller of our controlling system for the units recently installed in the police

areas. Mr. Kosman was told that anything that is ordered after September 13th will have refrigerant 455, not refrigerant 410. Refrigerant 455 is a propane-based refrigerant which is more environment friendly, and Carrier has not yet issued a price sheet with this change.

CEMETERY: Mr. Kosman said that he received a call from a woman who said that she and her husband have prepaid their plots and their funeral. She recalled that the previous cemetery sexton had told her that opening and closing was included with the purchase of plots. This is not marked anywhere on her deed or other documents. The caller asked whether the Trustees would honor what she recalled as being told to her. Mr. Kosman said that they have not ever operated that way and that was always a separate fee for opening and closing.

The Trustees will not honor the opening and closing unless there is something in writing. Fiscal Officer Pawlowski said that the fee schedule from the time of the plot purchase should be looked at. The fee schedule is recorded at every annual organizational meeting and would have been followed.

Mr. Kosman said that another resident contacted him regarding their family plot. The resident's mother is not doing well and would like to make sure that there are arrangements for her daughter. None of the last names line up and there is no documentation except for an envelope that has written on it that they have plot 61. Mr. Kosman went through every deed that we still have and cannot find any deed that goes that far back. The family name is in Mr. Kosman's record books and computer but the person that purchased the plot is the great-grandparents and there is no deed. We have a name who it goes to, but no documentation showing lineage.

Trustee Albrecht clarified that the plot is in a certain name and the person who wants to bury a family member has a different name and there is no deed and so we cannot confirm that she is related; Mr. Kosman agreed. Trustee Albrecht suggested asking for some type of documentation showing proof of lineage. We would like to work with her.

OTHER BUSINESS

Fiscal Officer Pawlowski reviewed the August bank reconciliation and financial reports. Copies of the August reports provided for each Trustee: Fund Status and Fund Summary; Appropriation Status; Revenue Summary and Payment Summary. The Fund Status report as of September 13th was provided to each Trustee.

Fiscal Officer Pawlowski requested, and **Trustee Albrecht moved Resolution 091024.03 approving Supplemental appropriations as presented. Trustee Biehl seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Biehl made a motion approving BC & PO's and paying bills totaling \$88,734.41. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Fiscal Officer Pawlowski brought up under discussion the use of ARPA funds to keep it in front of the Trustees.

Fiscal Officer Pawlowski gave a reminder for elected and all employees to complete required fraud reporting and training as soon as possible. Almost all have completed the requirements.

At 8:48 p.m. Trustee Brandon adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

Approved By:

Date:

Attested:

Date: