

**Montville Township Trustees**  
**September 24, 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 reminded everyone that election day is November 5<sup>th</sup> with early voting beginning on October 8<sup>th</sup>. He said that there is strong interest in the county for absentee voting. At this point, the Medina County Board of Elections has received nearly 18,000 requests for absentee voting. Mr. Hanigan expects that the in-person voting lines may move slowly due to the length of the ballots.

**APPROVAL OF MINUTES**

**Trustee Albrecht made a motion approving the minutes for the September 10<sup>th</sup> special and regular Trustees meetings. Trustee Biehl seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

**DEPARTMENT REPORTS**

**CEMETERY:** Trustee Albrecht and Service Director Kosman had no updates to report. Trustee Brandon asked whether we do any maintenance at the cemetery on Route 162. Mr. Kosman responded that they have mowed that cemetery multiple times and they do some clean-up and light maintenance but that this cemetery belongs to the Cemetery Society.

**PARKS:** Trustee Albrecht commented that Randy Wallace and the Friends of the Park have completed painting all the bridges and storm shelters in Thomas Currier Park. Mr. Kosman said that this group also plans to do work at Aaron Smith Park.

**ECONOMIC DEVELOPMENT:** Trustee Brandon reported that NOACA's annual meeting was held on September 13<sup>th</sup> at the Huntington Convention Center in Cleveland. Trustee Brandon provided copies of the NOACA annual report to the Board of Trustees. He thought that it was a good snapshot of the projects that NOACA had been involved with this past year. This included the \$960,000 I-71 corridor and surrounding areas congestion management study which is expected to take two years.

The Medina County Township Association met on September 19<sup>th</sup> at Litchfield town hall. Trustee Brandon said that there was a great turnout for this meeting, and each of the Medina County Commissioners did an excellent job speaking about various topics relevant in the county. Commissioner Hambley had said that the Commissioners are starting up a study on the economic impact of homebuilding in Medina County. The commissioners requested feedback regarding the formation of a county-wide task force and a study group focused on the cost of services related to home building including but not limited to multi family structures, rental apartments, and affordable single-family homes.

Trustee Biehl added that this is something that has been on the commissioners' minds for many years. They want to get an understanding of what is the typical average cost to maintain roadways. Their concern is the long-term maintenance costs of the roads.

**COMMUNITY EVENTS:** Trustee Albrecht commented that this year's Halloween event preparations are moving along. We have sponsors who are creating scenes as well as financial sponsors. They are working on a new scene that is a vis queen tunnel that people walk through and it will have holograms shining on the outside. Our Maintenance staff is also assisting with some new, creative ideas for this year's event. Trustee Albrecht asked whether the signs for the event will be put up this week. Mr. Kosman replied that they will get them up this week and the smaller signs will be put up 10-14 days before.

Trustee Albrecht said that the new issue of the *Montville Living* magazine came out last week. Trustee Albrecht's October article will be about our Friends of the Park volunteers.

**UTILITIES:** Trustee Albrecht said that this year is Kimble's last contract extension. The price will increase by \$1.00 per month.

**Trustee Biehl moved Resolution 092424.01 approving the trash renewal contract with Kimble Company for the final renewal term for November 13, 2024, to November 12, 2025. Trustee Albrecht seconded the Resolution.** In discussion, Trustee Brandon clarified that this is the last year for a contract renewal and asked about putting a new contract out for bid. Mr. Kosman asked the Trustees to email him any comments or changes they would like to see in the contract. They will start work on the preliminary contract at the end of winter or the beginning of spring and then have the Trustees review it before bidding in summer 2025 so the winning contractor will have enough time to prep. Mr. Kosman said that we will look at a three-month extension so the new contract will begin on January 1<sup>st</sup> rather than in November 2025. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

ZONING: Planning & Zoning Director Jeffers requested, and **Trustee Albrecht made a motion approving the plat of Montville Reserve Subdivision creating sublots 1-39 and Black "A" dated September 18, 2024. Trustee Biehl seconded the motion.** In discussion, Mr. Jeffers explained that this is the subdivision off Poe Road just west of Cobblestone on the south side. They are now getting ready to build homes. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

In his report, Mr. Jeffers said that the zoning office is going through its regular fall clean-up on some of the permits that are going through and they are getting ready for winter site plans.

Mr. Jeffers said that the zoning office copier agreement is ending and they would like to buy out the copier for a one-time payment of \$1,212.29 with a goal of aligning the next lease agreement with the Police Department to try to obtain better pricing in 2026. The machine could eventually move over to the Service Department, which would upgrade their equipment. With this buy-out, we can continue the maintenance contract as is which will provide the assurance that the machine will be covered if anything breaks, for routine cleanings, and toner refills. The per page cost will remain the same, which means our maintenance cost will remain the same.

**Trustee Biehl made a motion paying CCT \$1,212.29 for the buyout of the Zoning Department's copy machine and approving to continue the maintenance agreement. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Mr. Jeffers and Mr. Kosman met with Ms. Goodridge of ODNR regarding the \$100,000 playground grant at Cobblestone to be used for improved/necessary drainage on the lacrosse fields at Cobblestone. Since we do not have funds to complete the project and so we did not feel that the playground was not a good use for the \$100,000 grant, Ms. Goodridge helped us apply the grant for a different use in the park.

Trustee Brandon received a complaint from a Medina Township resident regarding the former Lou's Deli. The resident thought that there was a homeless person living there, and there is not. Mr. Jeffers said that he has confirmed with the police that there are some issues with property maintenance but there is not someone living outside.

POLICE: Chief Neil said that the Police Department is eagerly awaiting the reopening of State Route 57 so the traffic complaints will stop and the semi-trucks will stop driving around the sign and down the hill only to then back up or find a way to turn around. Chief Neil checked out the progress today and saw that the culvert is in and they still need to put down the asphalt and add the guard rails. He hopes the work will be completed before the next Trustees meeting.

Chief Neil requested, and **Trustee Albrecht moved Resolution 092424.02 approving the dispatch contract agreement with the City of Medina for the period of January 1, 2025, until December 31, 2027, for a cost of \$78,000 in 2025 with an increase equal to the percentage of the hourly wage of the Medina Police Communication Union contract. Trustee Biehl seconded the Resolution.** In discussion, Chief Neil said that this is how the contract has always been so that if the dispatchers get a 2, 3 or 4% raise, that is how much ours increases. The contract states that, no matter what, the increase will not go over 10%. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil requested, and **Trustee Biehl made a motion accepting a \$500 donation from the Medina County Agricultural Society for the use of the gator during the Medina County Fair. Trustee Albrecht seconded the motion.** In discussion, Chief Neil said that this is their annual thank you for allowing them to use the gator, which they used quite a bit at this year's fair. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Chief Neil requested a short executive session after this evening's meeting for discussion of employment.

LST/FIRE: Trustee Brandon received the August fire report from Fire Chief Walters and read the report to the Trustees. During the month of August, there were 25 calls for fire in Montville Township: 1 building fire; 1 brush fire; 13 fire alarms; 4 motor vehicle accidents; 3 EMS assists; and 3 smoke/odor investigations.

Chief Neil had reported at the last Trustees meeting, and Trustee Brandon read on the fire report where Chief Walters had reported that Medina Fire Department received a call for a Wedgewood Drive residential structure fire on August 11<sup>th</sup> at 11:00 a.m. The duty crew of Engine 2 arrived to a fully-involved attached garage fire and crews were able to contain most of the fire damage to the garage and attic space, minimizing the damage to the living space. All occupants safely evacuated with no injuries. The family's cat was rescued by the members from Engine 2 and was treated on the scene by the crew from Medic 5. Mutual aid was also provided by Lafayette Township and Seville/Guilford Township fire departments. The Montville Police Department and LST also assisted at the scene.

The August LST invoice was received from Medina Hospital for \$37,759.80. This amount was significantly higher than the \$24,534 budgeted amount for the month. There had been 77 calls for ambulance in Montville Township during the month.

Chief Neil said that the calls were all over the township. He attributed the calls increase to an increase in population and that there is not one specific house or location for multiple calls.

ROADS: Service Director Kosman requested, and **Trustee Biehl made a motion extending the completion date of the 2024 paving project to October 18, 2024. Trustee Albrecht seconded the motion.** In discussion, Mr. Kosman said that work was scheduled to be completed by the beginning of September. He thought that the September 1<sup>st</sup> deadline in the contract was a little tight, and the contractor did not meet it. The paving is being done on Good Road, Rustic Hills East/West, the north section of Rustic Hills, and Valley Drive. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Mr. Kosman said that grinding on Good Road will begin tomorrow and then back to pave next week. Following will be Rustic Hills for grinding and some repair work. The work should be done in the next two weeks, weather permitting.

Mr. Kosman said that most of the Service Department's focus has been work on the parking lot, putting up light poles, some underground work, and security posts near the front door. They still have some drainage to put in place and they will try and seal it up for the winter so we have an operational parking lot with lights.

Chief Neil commented that no other townships' Service Department can match what ours does. Other townships mostly subcontract out these jobs. We are very fortunate to have such a talented group to take care of so many things in-house.

ADMINISTRATION BUILDING: Mr. Jeffers noted that the Service Department repaired the sink faucet in the community room.

#### OTHER BUSINESS

Fiscal Officer Pawlowski requested, and **Trustee Biehl made a motion paying Medina Hospital \$37,759.80 for August LST services. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

**Trustee Albrecht made a motion approving BC & PO's and paying bills totaling \$77,202.32. Trustee Biehl 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 everyone.

Fiscal Officer Pawlowski was pleased to report that elected and all employees have completed the required fraud reporting and training requirements. We are now in compliance.

At 7:57 p.m. **Trustee Biehl made a motion going into Executive Session for discussion of personnel reasons for employment, which is required to be kept confidential by law and everyone requested to stay are bound to confidentiality. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

At 8:20 p.m. **Trustee Biehl made a motion returning from Executive Session. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

**Trustee Biehl made a motion moving Melissa Blubaugh from part-time to full-time Administrative Assistant/Records Officer, effective September 29, 2024, at a rate of \$27.00 with benefits and a 90-day probationary period. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

At 8:22 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: