

Montville Township Trustees
January 13, 2026 – 6:30 p.m. Special Organizational Meeting

Present:

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

Also Present:

Resident Bill Hanigan

At 6:30 p.m. Trustee Albrecht opened the special meeting of the Montville Trustees. The purpose of the special meeting was for the 2026 organizational meeting and/or any other matters that may come before the Board.

Trustee Albrecht turned the meeting over to Fiscal Officer Pawlowski.

Fiscal Officer Pawlowski requested a motion to elect a chairman. **Trustee Skidmore made a motion electing Trustee Brandon as Chairman of the Montville Township Board of Trustees for 2026. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Fiscal Officer Pawlowski requested a motion to elect a Vice-Chairman. **Trustee Brandon made a motion electing Trustee Albrecht as Vice Chairman of the Montville Township Board of Trustees for 2026. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Fiscal Officer Pawlowski congratulated Trustee Brandon and turned the meeting over to Trustee Chairman Brandon.

Trustee Brandon thanked Trustee Albrecht for doing a great job as chairman during 2025. He welcomed Trustee Skidmore to the Board of Trustees for Montville Township. He looks forward to working with everyone this year as we continue to serve our residents to the best of our abilities.

Trustee Chairman Brandon requested, and **Trustee Albrecht moved Resolution 011326.01 setting the Trustees Meetings for 2026 as the second and fourth Tuesdays of each month. The second Tuesday meetings will be held at 7:00 p.m. and the fourth Tuesday meetings will be held at 1:00 p.m., except for:**

- **Trustees regular meeting on November 23, 2026, at 1:00 p.m., cancelling the November 24, 2026, meeting due to the Thanksgiving holiday week;**
 - **Trustees pre-organizational meeting on December 9, 2026, at 12:00 p.m.; and**
 - **Cancelling the December 22nd meeting. (Meeting schedule is attached.)**
- Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Skidmore moved Resolution 011326.02 in accordance with the Ohio Revised Code 121.22 adopting the Notice of Special Meetings, Schedule of Public Meetings, Rules for the Notification of Meetings to the Public and News Media and Open Meetings Sunshine Law. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.03 setting the areas of responsibility and backups for the Trustees in 2026:

- Police – Trustee Brandon
Trustee Albrecht (backup)**
- LST/Fire – Trustee Brandon
Trustee Albrecht (backup)**
- Roads – Trustee Skidmore
Trustee Albrecht (backup)**
- Cemetery – Trustee Albrecht
Trustee Skidmore (backup)**
- Utilities – Trustee Albrecht
Trustee Brandon (backup)**
- Zoning – Trustee Albrecht
Trustee Brandon (backup)**
- Administration Building –
Trustee Albrecht
Trustee Skidmore (backup)**
- Parks - Trustee Skidmore
Trustee Albrecht (backup)**
- Economic Development –
Trustee Brandon
Trustee Albrecht (backup)**
- Community Events –
Trustee Albrecht
Trustee Skidmore (backup)**

Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.04 adopting the Administration/Safety Services Building Rental and Park Fees for 2026 with limits to entities/associations/functions/individuals to schedule one day per month for evening rentals to allow for greater accessibility for all organizations to use township facilities. Exceptions may be considered by the Board of Trustees. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.05 approving the 2026 Zoning Certificate Fees and Services Schedule (attached). If an application for zoning fees and/or services is unique to this chart and/or does not reasonably fit one of the categories listed in the opinion of the Zoning Inspector then, upon the discretion of the Zoning Inspector and with approval of the Board of Trustees, a fee amount may be established by the Zoning Inspector that is similar to the fees listed in this document for the zoning fee and/or services requested. Applicant will be advised of said fee prior to submission of their application to the Zoning office. Trustee Skidmore seconded the Resolution. In discussion, Planning & Zoning Director Jeffers explained a situation where a resident wanted to expand their farm by a couple acres but the additional property was zoned for Community Business and our fee sheet would make the fee unreasonable to do a lot split/lot combination for acquiring a few more acres. **The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.**

Trustee Skidmore moved Resolution 011326.06 setting the compensation for the members and alternates of the Montville Township Board of Zoning Appeals and Zoning Commission at \$50.00 per meeting. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.07 authorizing the Zoning Inspector or Assistant Zoning Inspector and Trustee Albrecht or Trustee Chairman Brandon or Trustee Skidmore to sign lot splits and lot combinations for 2026. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.08 setting a Blanket Certificate Policy authorizing the Fiscal Officer to issue certificates up to \$500,000 and to expire by December 31, 2026. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.09 authorizing elected officials, department heads and/or their designee to spend up to \$5,000 without prior approval as set forth in ORC 507.11A. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.10 setting permanent appropriations for \$12,000,000 effective January 1, 2026. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.11 for the Fiscal Officer to request all tax advances for 2026 from the Medina County Auditor. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.12 setting the reimbursement rates for meals during travel to the maximum of sixty dollars (\$60.00) per day when detailed receipts are provided; mileage rate as allowed by the IRS for travel outside of the county; and reimbursement for lodging at reasonable rates for the area. Trustee Albrecht seconded the Resolution. In discussion, Fiscal Officer Pawlowski noted that the IRS mileage rate for 2026 is at 72.5 cents per mile. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht moved Resolution 011326.13 deducting from eligible employees' pay each month for insurance benefits as follows:

- **Hospitalization: Family Plan \$50.00 and Single Plan \$20.00;**
- **Dental: Family Plan \$12.00 and Single Plan \$7.00;**
- **Vision: Employee Plan \$13.66/month.**

Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.14 expending funds for the proper public purpose of providing food and beverages such as tea, coffee, coffee additives, pop, bottled water, and paper products for use on township properties, including buildings and parks. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.15 rehiring all township employees for 2026. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.16 setting employees classified as part-time can work up to a maximum of 1,500 hours per year and no benefits to be available or offered. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.17 authorizing the Fiscal Officer to make all township loan payments and necessary payroll and tax related payments electronically as required. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.18 setting hourly wage increases effective January 1, 2026, for employees not affected by the Police Collective Bargaining Agreement at 3.0% per hour with everything else to remain the same as 2025 except for those employees listed below due to increases in responsibilities:

Police Department

- Chief Neil - \$11,490.29/year**
- Lt. Chris LaFond - \$3,093.76/year**
- Melissa Blubaugh - \$2.19/hour**
- Christine Navicky - \$1.36/hour**
- Richard Rodgers - \$3.25/hour**

Service Department

Chris Kosman - \$6.00/hour
Wade Demczyk - \$1.10/hour
Kurt Fry - \$5.00/hour
Brandon Steidl - \$1.10/hour
Erik Steidl - \$2.00/hour

Zoning Department

Paul Jeffers - \$6.00/hour
Bonnie Schwehm - \$1.00/hour and \$0.50/line for minutes

Recording Secretary

Elaine Klafczynski - \$1.00/hour and \$0.50/line for minutes

Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.19 according to the Collective Bargaining agreement, setting phone benefit and partial reimbursement for full months worked for all employees without township phones through payroll less taxes according to their positions:

- \$40/month for Chief of Police and Department Directors;
- \$30/month for lieutenant, sergeants, and assistant department supervisors;
- \$20/month for patrol officers, full-time Service Department employees and full-time Police administrative employees;
- \$10/month for part-time patrol officers.

Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.20 setting the Fiscal Officer's and Trustees' annual salaries not to exceed the maximum amount set forth in the Ohio Revised Code 505.24 and Ohio Revised Code 507.09. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.21 authorizing the Fiscal Officer to adjust departmental funds as needed during the year 2026. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.22 setting the 2026 maximum reimbursement of \$2,000 per employee from the Police Fund for police officer educational reimbursement to a maximum of \$5,000 for this fund. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 011326.23 allowing the Montville Township Fiscal Officer to handle all township investments. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.24 to NOT contribute \$2,000 to Montville Cares Township volunteer group to cover costs for community programs. Trustee Albrecht seconded the Resolution. In discussion, Fiscal Officer Pawlowski explained that this was not needed this year because of the carryover from the Halloween event not doing the scary walk. Montville Cares could ask anytime during the year if they needed. This Resolution will continue to stay on the organizational meeting list in order to consider contributions in future years. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.25 waiving fees for all Montville Township employees for the use of the pavilions and amenities at township parks and the township Administration/Safety Services Building limited to two (2) times per calendar year per employee with reservations required through the Zoning office and subject to date availability. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.26 approving the Cemetery Fees, Rules, and Regulations for Poe Cemetery (attached). Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.27 approving the Returned Check Charge Policy (attached). Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.28 setting Halloween Trick or Treat for October 31, 2025, from 6:00 until 8:00 p.m., which is the same night that the City of Medina will have their Halloween night. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.29 for the township to express gratitude in the case of sympathy, illness, and joyous occasions, which is a proper public purpose, for the past and current employees and for people who provide countless hours of hard work on behalf of the township up to a maximum of \$100. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Skidmore moved Resolution 011326.30 covering expenses for the 2027 OTA Winter Conference in Columbus for employees and elected officials that are attending. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 011326.31 for a 2026 employees' appreciation dinner, which is a proper public purpose, to thank the employees and people who provide countless hours of hard work on behalf of the township. Trustee Skidmore seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Skidmore moved Resolution 011326.32 reimbursing Police Fund #2081 by establishing 2026 rent for Safety Services Fund #2192 at \$5,000, Ambulance Fund #2191 at \$15,000 paid through expenses and from the General Fund #1000 at \$15,000 by transfer. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht made a motion adjourning the special meeting. Trustee Skidmore seconded the motion. The motion was passed, 3 ayes, 0 naves and 0 abstentions.

At 6:50 p.m. Trustee Brandonn adjourned the special meeting.

Respectfully submitted,

Elaine Klafczynski

Approved By:

Date:

Attested:

Date: