

**OFFICIAL MINUTES OF THE
SHARON TOWNSHIP BOARD OF TRUSTEES
WORK SESSION
HELD AT THE SHARON TOWNSHIP ADMINISTRATION BUILDING
JANUARY 10, 2023**

Work Session opened by Chairman Mr. Canestraro at 6:00 PM. Trustees present: Kimberly Miller, Joe Canestraro and Brian Guccion. Fiscal Officer: Christine Lawson. Guests present: Rob Haas and Kevin Robinette.

Mrs. Miller stated the purpose of this meeting was to discuss department organization and determination of job duties, what everyone is doing and the need to possibly designate employees to specific jobs.

Discussion was had regarding pay rates, job descriptions, delegation within the departments and the flow of the zoning office. It was decided that Melissa Hydell, zoning clerk, should be present at trustee meetings since she is at all of the zoning meetings. It was suggested that since she will be at the trustee meetings, she could take over the responsibility of meeting minutes from Mark Jackson. Mark will then be able to focus on record retention and cemetery deeds as well as his duties in the zoning office.

Rob Haas was present to request to purchase two new copy machines from Com Doc – now Xerox. One copy machine will be for the Fire Department and one will be for the Administration Building. The copy machines are identical and will cost a total of \$11,900.00 with a contract of \$100.00 per year per machine for maintenance. One of the old machines will stay at the Fire Department and the other one will be used for parts.

Mr. Guccion made a motion to purchase two new copy machines through Xerox (formerly ComDoc) at a cost not to exceed \$11,900.00 and a \$100.00 per year maintenance contract for each copier.

Mr. Canestraro seconded the motion.

All trustees voted yes.

Chief Haas presented a request to purchase a new generator for the Fire Station through Generator Systems. The cost for a 60KW generator, switch gear and freight is \$29,500.00. Mr. Guccion suggested we also earmark funds for Pfaff Electric to run the lines and for natural gas installation. Mr. Guccion made a motion to approve the purchase of a 60KW generator from Generator Systems at a cost not to exceed \$29,500.00 and earmark \$9,000.00 for Pfaff Electric to install and \$4,500.00 for natural gas installation.

Mr. Canestraro seconded the motion.

All trustees voted yes.

Chief Haas presented a resignation for Marcus Moore.

Mr. Guccion made a motion to accept the resignation of Marcus Moore.

Mr. Canestraro seconded the motion.

Chief Haas left the work session.

Christine received an invoice from the Medina County Emergency Management Agency for the 2023 Countywide Cost Allocation in the amount of \$2,193.25.

Mrs. Miller made a motion to pay the 2023 Countywide Cost Allocation to Medina County Emergency Management Agency in the amount of \$2,193.25

Christine presented the final pay rates for the Fire Department.

Mrs. Miller made a motion to approve the 2023 pay rates for the Fire Department as presented and attached hereto.

Mr. Guccion seconded the motion.

All trustees voted yes.

Kevin Robinette joined the work session to discuss the surveying for the circle project. He had estimates from Lewis Land for \$11,500.00 and from Davey Resource Group for \$8,740.00. Kevin stated that Davey has done a lot of work around the circle and that their cost is lower because of the information they already have.

Mr. Guccion made a motion to hire Davey Resource Group for surveying and civil engineering for the circle renovation project.

Mrs. Miller seconded the motion.

All trustees voted yes.

Additional discussion with Mr. Robinette regarding the next public meeting and requested he present a drawing of the circle in the center and a drawing of the circle off center for the public to review and comment on.

The Board of Trustees made the following appointments to the Board of Zoning Appeals:

Ryan Myers will fill Casey Urdiales' term, which expires in 2024.

Andrew Kellar is appointed to a five-year term.

Steve Zigler is appointed to first alternate.

The Board of Trustees made the following appointments to the Zoning Commission:

Joe Kunzler is appointed to a five-year term.

Blake Gerney is appointed to first alternate.

Andrew Keller was appointed to liaison between the Board of Zoning Appeals and the Zoning Commission.

Mr. Canestraro made a motion to approve the appointments for the Board of Zoning Appeals, Zoning Commission and Zoning Liaison.

Mrs. Miller seconded the motion.

All trustees voted yes.

Bills were presented for payment. Mr. Canestraro made a motion that the bills presented be approved as the lawful obligation of Sharon Township and the Fiscal Officer be instructed to issue warrants of the Township in payment as same.

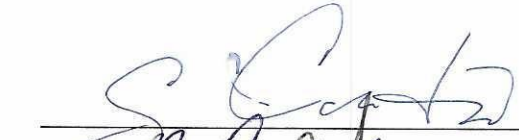
Mr. Guccion seconded the motion.

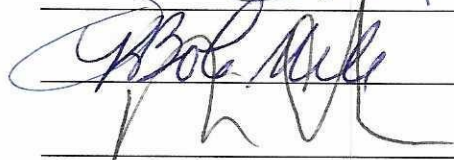
All Trustees voted yes.

Mr. Canestraro made a motion to adjourn at 8:02 PM.
Mrs. Miller seconded the motion.
All trustees voted yes.



Christine Lawson





Trustees