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SUPERVISOR PAT HOHL CLERK MIKE DOLAN TREASURER JASON NEGRI TRUSTEES BILL HAHN, PATRICIA HUGHES, CHUCK MENZIES, CINDY MICHNIEWICZ

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## BOARD OF TRUSTEES STRATEGIC PLANNING MEETING

Tuesday, April 18, 2023 at 10:00 AM  
Hamburg Township Hall Board Room

### MINUTES

#### CALL TO ORDER

Hohl called the meeting to order at 10:00 AM

#### PLEDGE TO THE FLAG

#### ROLL CALL OF THE BOARD

#### PRESENT

Bill Hahn  
Chuck Menzies  
Cindy Michniewicz  
Jason Negri  
Mike Dolan  
Pat Hohl  
Patricia Hughes

#### CALL TO THE PUBLIC

A call was made with no response.

#### APPROVAL OF THE AGENDA

1. FEMA Grant  
Amber Bismark reviewed what we would need to do in order to pursue the FEMA Grant.  
Motion by Negri, seconded by Hahn, to move forward and appoint the Supervisor and Clerk to make sure that the appropriate staffing is made available to work with Amber on these Grant Projects and to alert the Board when the 100 hours is being approached.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
2. General Discussion

3. Road Millage Discussion  
Motion by Hohl, seconded by Dolan, that the Board will with the filing of the tax collection for the 2023 December 1, tax bill will reduce the Road Millage from the voter approved 1 mil that has been rolled back to .9761 mils to levy .5 mils.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
4. Public Safety Goals & Objectives - Chief Duffany  
Chief Duffany went over the goals and objectives for Public Safety.  
Motion by Hohl, seconded by Hughes, to direct Public Safety Director Duffany to move forward and incorporate in his budget all goals and objectives as discussed here today.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
5. DPW, Buildings & Grounds, & IT - Ryan Ward, Duane Hoepfner, Mike Delancey  
Ryan Ward reviewed the goals and objectives for the DPW.  
Duane Hoepfner reviewed the goals and objectives for Buildings & Grounds.  
Mike Delancey reviewed the goals and objectives for Tech services, Cable TV and Computer.
6. Treasury Goals & Objectives - Jason Negri  
Treasurer Negri reviewed the goals and objectives for the Treasury Department.
7. Break
8. Planning Commission, ZBA, & Zoning Department Goals & Objectives - Amy Steffens  
Amy Steffens went over the Planning Commission, Zoning Board of Appeals and Zoning Departments goals and objectives.
9. Parks, ADA, Grants, & Ordinance Goals & Objectives - Deby Henneman  
Deby Henneman reviewed the goals and objectives for Parks, ADA, Grants, and Ordinances.  
Motion by Hohl, seconded by Menzies, move forward with the goals and objectives as proposed here today by Parks & Recreation and the Board acknowledges the contemplated costs of those projects and requests that Deby interact with Tony in regards to the door closure issues.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
10. Supervisor's Goals & Objectives - Pat Hohl  
Hohl reviewed the goals and objectives for the Supervisor.
11. Senior Center Goals & Objectives - Julie Eddings  
Julie Eddings reviewed the goals and objectives for the Senior Center.  
Motion by Hohl, seconded by Menzies, to direct Mike and Julie to bring forward budgetary proposals as outlined here in the presentation to accommodate the improvements and expenses discussed here.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

12. Clerk's Department Goals & Objectives - Mike Dolan

Mike Dolan reviewed the Clerk's Department goals and objectives.

Motion by Hohl, seconded by Dolan, to request that the Clerk's Department bring forward budget proposals as necessary to achieve the contemplated activities, expenses and to budget extra in terms of the election to ensure that monies are available for 2 elections in the next fiscal year.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

13. Accounting Department Goals & Objectives - Michelle Delancey

Michelle Delancey reviewed the goals and objectives for the Accounting Department.

Motion by Hohl, Seconded by Michniewicz, to request that Supervisor and the Director of Accounting amend the Budget process for fiscal year 24/25 to include preliminary budget items at Strategic Planning.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

Motion by Hohl, Seconded by Michniewicz, to request the Director of Accounting bring forward a proposal to the Board of Trustees to incorporate the harassment training process for all new hires in a formal process either video or one on one.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

Motion by Hohl, seconded by Dolan, to direct the HR/Accounting Director to bring forward a budget for her department that incorporates all expenses and costs as discussed here today.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

14. Open Discussion

**CONSENT AGENDA**

Motion by Menzies, Seconded by Hohl, to approve as presented.

Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

15. Township Board Meeting Minutes April 4, 2023

16. Approved MUC Minutes - March 8, 2023

17. Bills List 4-18-23

18. DPW Monthly Report - March 2023

19. Public Safety Monthly Report March, 2023

20. Parks & Rec - Ribbon Cutting Events - Little Library & East Park Playground - April 2023

21. Community Information

**APPROVAL OF THE AGENDA**

Approved above and adding the 7:00 pm regular meeting to the end of the Strategic Planning Meeting.

**UNFINISHED BUSINESS**

**CURRENT BUSINESS**

- 22. Parks & Rec - Park and Community Center Fee Waiver - Hamburg Library  
Motion by Dolan, seconded by Menzies, to authorize the fee waiver for the Hamburg Township Library's use of the community center for the 3 days requested.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes
  
- 23. Fence Pro's Payments - presented at the Board Table  
Motion by Dolan, Seconded by Michniewicz, to approve the payment to Fence Pro's in the amount of \$900 for meter mount installation and \$400 for pickleball fence repairs.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

**CALL TO THE PUBLIC**

A call was made with no response.

**BOARD COMMENTS**

Michniewicz reminded that the Hamburg Township Clean-up Day is this Saturday April 22, 2023 from 9:00 am to 3:00 pm

**ADJOURNMENT**

Motion by Dolan, seconded by Hughes, to adjourn.  
Voting Yea: Hahn, Menzies, Michniewicz, Negri, Dolan, Hohl, Hughes

Meeting adjourned at 1:23 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk