

The meeting was called to order at 7:30 p.m. on September 17th by Chairman Ron Rhodes. Present were Trustees Ray Schulte, Ron Garapick, Ron Rhodes, Fiscal Officer Colleen Swedyk, and 14 residents. All joined the Pledge to the Flag.

Ron Rhodes made a motion to approve the minutes as written. Ray Schulte seconded. Vote: S-yes, G-yes, R-yes.

## DEPARTMENT REPORTS

### POLICE DEPARTMENT

Chief John Huff gave the monthly report for August. This report detailed 378 total calls. Traffic activity included 91 citations, 9 written warnings, 9 parking citations and 93 verbal warnings. Risk Management included 19 hours on Incident Management IS-200 & understanding driving records.

### FIRE DEPARTMENT

Chief Horton gave the department report for the month of August. Activity included 4 fire calls, 32 rescue calls, and the transporting of 26 people to area hospitals. Risk Management consisted of the following training: 4 hours on gas line and utility emergencies, 2 hours on heart monitor, 2.25 hours on water movement, 1.30 hours on pumps, and .8 hours on search and rescue. Chief Horton reported that the hydrant painting project is about 2/3 completed.

### SERVICE DEPARTMENT

Paul Magovac gave the monthly report for August. Work totaled 510.5 hours. Work completed included: washed townhall/fire station and police department, finished painting Historical Building, finished inspecting all concrete, marked all road problem areas where the water lines were installed, cold patched driveway aprons, ditched and cut down berms on various roads. Risk Management included one member attending a BWC seminar. The road and sign surveys were completed.

After receiving three quotes, Ron Garapick made a motion to adopt Resolution #091707-01 which approves the purchase of a Wacker plate tamper from ABC Equipment Rental at a cost of \$1,769.00. Ray Schulte seconded. Vote: S-yes, G-yes, R-yes.

Ron Garapick made a motion to purchase signage from Byrne Sign & Art Supply at a total cost of \$1,594.30 for Hinckley Township buildings. Ray Schulte seconded. Vote: S-yes, G-yes, R-yes.

Paul Magovac announced that the Township had received two bids from salt companies. Cargill gave a bid for \$41.30 per ton and Morton Salt's bid was \$39.20 per ton. Ron Garapick made a motion to adopt Resolution #091707-02 which awards the salt contract for the 2007-2008 season to Morton Salt. Ray Schulte seconded. Vote: S-yes, G-yes, R-yes.

Ron Garapick made a motion to close Laurel Road September 25 – 28 between 8:15-2:30 p.m. to replace two culverts. Ron Rhodes seconded. Vote: S-yes, G-abstained, R-yes.

### CEMETERY DEPARTMENT

Walter Robb presented the Trustees with a deed to sign for Bergen.

## ZONING DEPARTMENT

Ken Livingstone presented the Trustees with a mylar for signing from Noonan (BNT Enterprises).

## TRUSTEES

Ray Schulte announced that the Medina County Commissioners approved the final plat for Tamarind Meadow, Phase I.

Ray Schulte also requested a work session at 7:30 p.m. on Wednesday night. Mr. Schulte stated that pictures from Garage Sale Day will soon be on the Township websites

Ron Garapick announced that the Medina County Commissioners approved a resolution for improvements on Stony Hill Road.

Ron Rhodes asked residents present if anyone would like to represent the Township Association on the Office on Aging Board.

Ron Rhodes made a motion that with regard to Senior Snow Plowing, all residents who were on the program last year will qualify this year. Also, residents who earn less than \$28,000 will qualify for snow plowing. Ron Garapick seconded. Vote: S-yes, G-yes, R-yes. Please fill out an application and bring a copy of your 1040 to the Townhall for snow plow approval.

The annual Township meeting at Hinckley Elementary will take place on October 29<sup>th</sup> at 9:00 a.m.

## FISCAL OFFICER

Colleen Swedyk read the following resolution into the minutes:

**THEREFORE BE IT RESOLVED** that Hinckley Township hereby adopts the following Open Records Mission Statement, Principles, and Policy as set forth below:

**OPEN RECORDS MISSION STATEMENT:** Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is Hinckley Township's mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

**STATEMENT OF PRINCIPLES:** In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, we do hereby adopt the following Statement of Principles by Resolution:

### Hinckley Township

- Will ensure that all personnel become and remain fully trained in and aware of the provisions of the acts;
- Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the acts in a manner that favors compliance with requests for information;
- Will seek guidance from the Medina County Prosecutor's Office or the Office of the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;
- Will clearly and concisely state the reason or reasons why a request for information has been denied in writing.

### OPEN RECORDS POLICY

It is the policy of this office to adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. The explanation will be given in writing.

I: This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decision, procedure, operations, or other activities of the office. All records of Hinckley Township are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

II: It is the policy of Hinckley Township that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are updated as needed and available upon request.

- III: Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian will contact the requester for clarification and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.
- IV: The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is Hinckley Township's general policy that this information not be requested.
- V: Public records from Hinckley Township are to be available for inspection during regular business hours, Monday-Friday from 9:00 a.m. - 4:00 p.m., with the exception of published holidays or inadvertent days when the office is closed. Public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- VI: Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records will be satisfied immediately if feasible to do so. If fewer than 20 pages of copies are requested they will be made as quickly as the equipment allows. All requests for public records will either be satisfied or acknowledged in writing by Hinckley Township within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies, the acknowledgment will include the following:
1. An estimated number of business days it will take to satisfy the request.
  2. An estimated cost if copies are requested.
  3. Any items within the request that may be exempt from disclosure.
- VII: Any denial of public records requested will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- VIII: Those seeking public records will be charged only the cost of making copies. Hinckley Township's Cost Schedule for Public Records is as follows:
1. The first five paper copies of any request are free.
  2. The charge for any additional paper copies over 5 will be ten (10) cents per page.
  3. The charge for downloaded computer files to a compact disc (if available) will be one dollar (\$1) per disc.
  4. There is no charge for documents (if available) to be e-mailed.
  5. Documents requested to be mailed will be charged the actual cost of the postage and mailing supplies.
- IX: Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. The key issue of electronic mail format is content. If an e-mail or other electronic communication involves the business of a public office, it is a record of that office.
- X. Hinckley Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request.

Ron Rhodes made a motion to adopt **Resolution #091707-03** which approves the above mentioned Open Records Policy. Ron Garapick seconded. Vote: S-yes, G-yes, R-yes.

Colleen Swedyk reported that the Township currently has funds totaling \$3,444,879.45.

### FLOOR

Mr. Wetzel asked the Trustees a question regarding Senior Snow Plowing. If a resident was on the program last year and they now earn over \$28,000, do they still qualify for Snow Plowing? Mr. Rhodes responded that everyone on the program last year qualifies this year. Mr. Wetzel asked how much the program costs. Colleen Swedyk replied that \$5,000 had been budgeted for the program last year and only about \$2,300 was spent.

Ron Garapick made a motion to pay the bills. Ron Rhodes seconded. Vote: S-yes, G-yes, R-yes. Ron Garapick made a motion to adjourn. Ron Rhodes seconded. Vote: S-yes, G-yes, R-yes. The meeting adjourned at 8:45 p.m.

The Board reviewed and signed the August Bank Reconciliation and initialed time sheets.

The minutes of the meeting were approved by: