

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on February 20, 2018. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 15 residents and 1 reporters. All joined the Pledge to the Flag.

Following the Pledge to the Flag Chairman Burns asked for a moment of reflection in observance of the Parkland, Florida school shooting.

Chairman Burns made a motion to approve the minutes from the February 6, 2018 meeting as written. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes.

POLICE DEPARTMENT

Chief Kalavsky presented the January Monthly Report that included 403 calls for service; 11 physical arrests; a total of 122 traffic citations, written and verbal warnings; 11 motor vehicle accidents, 121 assists; 39 alarm responses and 9,310 total miles driven.

Chief Kalavsky informed attendees that he has formally submitted his letter of resignation with an effective date of March 23, 2018. He stated he is looking forward to retirement and reflected on his time spent as Chief of the Hinckley Police Department and the happy memories he will have. The trustees expressed their gratitude for all he has done during his time with the department.

FIRE DEPARTMENT

Chief Morgan introduce Zachariah Penko as the newest Hinckley Fire Department recruit. Ms. Lutzko made a motion to appoint Zachariah Penko as a probationary member of the Hinckley Township Volunteer Fire Department. Second by Jim Burns. Vote: S=yes, BCL=yes, B=yes. Ms. Lutzko administered the Oath to Mr. Penko.

Chief Morgan presented the trustees with the following:

1. A request for annual SCBA maintenance and testing. Ms. Lutzko made a motion to approve appropriations for the annual maintenance and semi-annual flow test on the SCBA tanks, to include supplies through **Breathing Air Systems** at a cost of **\$735.70**. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes.
2. A request to approve the employee Assist Now program. Ms. Lutzko made a motion to approve **Resolution #022018-01** for **Assist Now** an employee assistance program through **Employee Assistance Program Division of Recovery Resources** for 53 employees effective 03/01/2018 to 02/28/2019 at an annual cost of **\$1,450.00** to be paid out of the General Fund. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes. This program is available for multiple departments.
3. Chief Morgan made a request to rescind a previous repair motion since he had provided the trustees with the incorrect vendor. Ms. Lutzko made a motion to rescind the February 6, 2018 motion for an Engine 31 emergency repair to Will- Burt for \$3,183.82. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes.
4. Revised Engine 31 emergency repair. Ms. Lutzko made a motion to approve an emergency repair on the light tower of Engine 31 to **Fallsway Equipment Company** at a total cost of **\$6,032.05**. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes. It was explained that Will-Burt sub-contracted the light tower repair for Fallsway, who also performed repairs on Engine 31 that resulted in the total amount approved for the emergency repair.

5. Ms. Lutzko made a motion to approve an emergency repair on the heat exchange system of Pumper 31-2 by **Fallsway Equipment Company** at a cost of **\$639.26**. Ray Schulte second. Vote: S-yes, BCL-yes, B-yes.
6. Ms. Lutzko made a motion to amend **Resolution #122617-02** to read as follows: ***Hinckley Township will formally adopt and follow the Ohio Building Code and Ohio Fire Code and all appendices, to be consistent with the edition currently in effect with and followed by the Medina County Building Department.*** Ray Schulte second. Vote: S-yes, BCL-yes, B-yes. Mr. Schulte asked Chief Morgan to explain the necessity of the Resolution, Morgan explained that it maintains a consistency with what the township and county require when undertaking inspections.

SERVICE DEPARTMENT

Jim Burns made a motion to approve **Resolution #022018** to contract with **BECCO, Inc.** at a cost of **\$4,120.00** to install drainage pipe and catch basins at Kobak Field. These funds shall be appropriated from Improvement of Sites. Becky Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Jim Burns made a motion to approve the purchase of drainage pipe and products from **Haviland Drainage Products** for a total cost of **\$4,321.20**. \$1,657.80 appropriated from road and bridge funding and \$2,663.40 appropriated from Improvement of Sites. Becky Lutzko second. Vote: S-yes, BCL-yes, B-yes. Mr. Burns explained that Mr. Newcomer is purchasing the pipe for the Kobak drainage project to reduce contractor costs.

ZONING

Mr. Schulte informed the audience that the Zoning Commission have a site review on Sunday, February 25, 2018 for the proposed Skyland sub-division. He added that the Zoning Commission would continue to discuss this proposal at their March 1, 2018 meeting.

CEMETERY

Mr. Schulte presented the quarterly and annual cemetery reports provided by Cemetery Sexton Suzanne Peterlin.

Cemetery Fourth Quarter: 3 burials and 2 footers for a total of \$2,640.00

Cemetery Annual Report: 16 cemetery lots sold, 14 burials (9 casket and 5 cremation) and 5 footers for a total of \$18,198.28. Other activity included: Maple Hill Cemetery driveway chip and seal and drainage installed.

TRUSTEES

Mr. Schulte made a motion to amend **Resolution #100217-08** to add the updated OPWC loan language:

AUTHORIZING LEGISLATION

A RESOLUTION AUTHORIZING RAYMOND SCHULTE, TRUSTEE TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOAN TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the Hinckley Township Board of Trustees is planning to make capital improvements to TH 356 Brookside Drive Replacement CI55V, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Hinckley Township Board of Trustees

Section 1: Raymond Schulte, Trustee is hereby authorized to apply to the OPWC for funds as described above.

Section 2: Raymond Schulte, Trustee is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. Jim Burns second, Vote: S-yes, BL-yes, B-yes.

Mr. Schulte explained that this is recently submitted language from the OPWC and a formality.

Mr. Schulte made a motion to approve **Resolution #022018-03** accepting a revised Hinckley Township Zoning Fee Schedule effective thirty-days from today. Becky Lutzko second. Vote: S-yes, BL-yes, B-yes. The submitted fee schedule shall become part of the meeting minutes in its entirety. Mr. Schulte stated the last update was in 2014 and he, Ms. Peterlin and Mr. Wilson obtained other township's fee schedules as a resource for the new fee schedule.

Mr. Schulte made a motion to go into Executive Session to consider the appointment and hiring of the applicants for the Zoning Commission Alternate and Assistant Zoning Inspector. Becky Lutzko second. Vote: S-yes, BL-yes, B-yes.

Mr. Schulte reminded the attendees that letters are being accepted for Citizen of the Year.

Ms. Lutzko made a motion to go into Executive Session to consider compensation for the police chief position. Ray Schulte second. Vote: S-yes, BL-yes, B-yes.

Ms. Lutzko stated that at the last work session the trustees discussed fire department compensation. It is her recommendation that a 2% wage increase be implemented. Chief Morgan had requested a larger increase, but Ms. Lutzko explained that a 2% increase is consistent with the township's other departments and that increased staffing will require additional financial resources. Chief Morgan asked the trustees about increasing the maximum hours per quarter for the Administrative assistant to 325. Ms. Lutzko replied that this was not discussed at the work session and would not be addressed today. At this time Ms. Lutzko made a motion to amend the 2018 Organizational Meeting Minutes to reflect the following fire department wage structure effective March 1, 2018:

Position	Current per hour	2% increase	
Chief Engineer	\$16.00	\$16.32	
Fire Inspector	\$18.00	\$18.36	(hours to not exceed 260 hrs p/quarter)

Lieutenant/Paramedic	\$17.85	\$18.21	
Lieutenant/ Intermediate Lieutenant/Basic	\$17.00	\$17.34	
Firefighter/EMT Basic	\$15.00	\$15.30	
Firefighter/EMT Intermediate	\$15.45	\$15.76	
Firefighter/Paramedic	\$16.22	\$16.54	
Cadet/New Probationary	\$13.00/\$14.00 after 6 mo.	\$13.26/\$14.28 after 6 mo.	
Administrative Assistant	\$15.00		(hours to not exceed 260 hrs p/quarter)

Ray Schulte second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion to go into Executive Session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. This motion pertains to the police department. Ray Schulte second. Vote: S=yes, BL=yes, B=yes.

Mr. Burns indicated that he has not heard back from the Medina County Prosecutors Office on the request to review our current Conservation Development zoning language to determine if the township can impose a moratorium on Conservation Development. Mr. Schulte stated that he had spoken to Brian Richter from the Prosecutors Office and it was recommended that the zoning process is the best route to go, and a moratorium is not possible. Mr. Burns stated that the zoning commission had asked that this be explored and will continue to work on reviewing the Conservation Development language.

Mr. Burns stated that the \$500 OTARMA MORE Grant has been funded and will be used for a cage for the service department forklift. Ms. Lutzko added that Mr. Newcomer is also coordinating training sessions on the forklift.

FISCAL OFFICER

Mrs. Catherwood stated the current fund status is \$4,427,310.46.

FLOOR

Resident Ron Garapick asked Chief Morgan for clarification on the emergency repair to the generator on Engine 31. Chief Morgan explained that ongoing efforts have been undertaken to achieve a repair of the generator and light tower at the lowest possible cost. He feels that has been achieved.

Hinckley Historical Society President Charles Gibson presented the trustees with a 2017 Annual Report of the Hinckley Historical Society’s Activities and Finances. He thanked the trustees and the service

department for their support over the past year. The organization continues to increase its endowment and provide the community with programs and historical research assistance. R, Gibson asked the trustees to renew the 3-year Memorandum of Understanding between the township and the historical society.

Chairman Burns made the following motion:

Whereas: Hinckley Township owns the building located at 1634 Center Road, formerly known as the Library Building, and

Whereas: The Hinckley Township Trustees are allowing the use of this building for the Hinckley Historical Society for the storage and display of various Hinckley Township artifacts and historical information, and

Whereas: The Hinckley Township Trustees have deemed it important to maintain Hinckley's historical information.

Therefore: Be it resolved that the Hinckley Township Trustees grant permission to the Hinckley Historical Society to utilize the building for storage and display of various artifacts and historical information, and further to operate and maintain the building for the good of the entire community, and further, to do so based upon the terms of a signed Memorandum of Understanding between the Township and the Hinckley Historical Society for a period of three-years. Lutzko second. Vote: S-yes, BCL-yes, S-yes

Chairman Burns introduced Resident Bob Gillingham, Mr. Gillingham explained that he is semi-retired and has been volunteering by teaching students financial literacy. He has developed a successful program and would like to offer it to township residents. There is no cost to the three-hour session. The trustees thanked Mr. Gillingham and decided to schedule the program on April 21 from noon to 3:00 p.m. at the town hall. Enrollment is limited to thirty. The township will provide registration details soon.

Resident Kevin Myers stated that in all the years he has lived in Hinckley there has never been a complaint about the fire department responding. He understands that the community is growing, but that the trustees need to be cognizant of increased costs. Ms. Lutzko replied that the trustees discussed increased staffing while remaining within the budgeted amount. Kevin cautioned Mr. Burns to thoroughly research the generator purchase if Mr. Burns is successful in his grant request. Mr. Burns assured Kevin he would be very thorough. He and Mrs. Lutzko discussed steps to assure safety training with the new forklift and offered his expertise if it would be of assistance. He concluded by asking Mr. Schulte if there would be a traffic study for the proposed Skyland development. Mr. Schulte responded that his understanding is that the developer and ODOT have unofficially begun discussing turn lanes, closing ditches and a possible widening of the roadway. Kevin cited concerns about traffic and increased demand for township services. Mr. Schulte replied that hopefully the types of homes built would bring in more tax dollars.

There being nothing further from the audience, Jim Burns made a motion to pay the bills, POs and BCs. Schulte second. Vote: S-yes, BCL-yes, S-yes. At this time – 8:14 p.m. the trustees went into Executive Session.

The Executive Session requests for police chief compensation and collective bargaining negotiation with police adjourned at 9:02. The appointment of zoning personnel executive session was not adjourned at this time.

Jim Burns made a motion to adjourn at 9:03 p.m. Schulte second. Vote: S-yes, BCL-yes, B-yes.

The Board reviewed and signed time sheets, POs, BCs and bills.

The minutes of the meeting were approved by:
