

Hinckley Township Trustees - March 6, 2018

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on March 6, 2018. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 11 residents and 2 reporters. All joined the Pledge to the Flag.

Chairman Burns made a motion to approve the minutes from the February 20, 2018 meeting as written. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

POLICE DEPARTMENT

There was nothing to report from the police department.

FIRE DEPARTMENT

Lt. Landis represented the fire department. He indicated Interim Lt. Rick Moskalski needed approval to renew the fire department's drug license.

Ms. Lutzko made a motion to approve the **Ohio Terminal Distributor of Dangerous Drugs (TDD)** license for Hinckley Township Fire and Rescue for **\$220.00**. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion to approve the annual flow test, inspection and repair, hydro-test and refill of the SCBA tanks by **Warren Fire** at a cost of **\$826.25**. 18 bottles @ \$45/ea. and a certification fee for five sets @3.25/ea. Ray Schulte second. Vote: S=yes, BCL=yes, B=yes. Ms. Lutzko thanked the fire department members for all their efforts, and in particular, Lt. Grossenbaugh for obtaining quotes and related materials.

Lt. Landis provided the monthly report for February that included 54 total incidents (39/EMS and 15/FIRE), mutual aid given five, mutual aid received – two and one occupancy inspection.

SERVICE DEPARTMENT

Mr. Newcomer provided the monthly report for February that included 518 total hours worked. Work completed included plowing and salting roads, repairing a sunken catch basin on Dalebrook Drive and repairing and maintaining plows and spreaders.

Mr. Newcomer indicated that a previous resolution for the forklift did not include a \$100 freight charge. Jim Burns made a motion to amend **Resolution #01232018** to include a \$100 freight charge. The amended price for the forklift from **ESS** is **\$7,600.00**. Schulte second. Vote: S=yes, BCL=yes, B=yes.

Jim Burns made a motion to approve the purchase of a forklift safety platform through **Titan Manufacturing** for **\$329.99**, a forklift Werner Upgear Aerial Kit and harness through **Home Depot** for **\$76.98** and forklift certification online training through **Certifyme.net** for **\$179.85** for three service department employees (Newcomer, Hamlett, Walendzik). The total cost of the request is **\$586.82**. Mr. Burns applied for and received a \$500 OTARMA Grant that will go toward the majority of this purchase. Lutzko second. Vote: S=yes, BCL=yes, B=yes. Mr. Schulte thanked Darren for taking the training that will comply with OSHA requirements.

Jim Burns made a motion to approve the purchase of five skids of crack-seal from **DJL Materials** for a total cost of **\$5,816.25**. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Jim Burns made a motion to approve **Resolution #030618-01** authorizing the purchase of a mig welder from **Albright Welding Supply Co., Inc.** for a total cost of **\$4,762.88**. Mr. Newcomer explained that the old welder had broken, he obtained two quotes and this was the lowest. The township will also receive a \$400 factory rebate in the future. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Jim Burns made a motion for **Resolution #030618-02** approving the Medina County Engineers Office prepare and submit for bid on the 2018 Hinckley Township Paving Projects. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

ZONING

The trustees signed a mylar for a parcel lot split (Gaffney property on Ridge Road).

Mr. Schulte presented the fourth Quarter Zoning Report for 2017. The report included four new homes and six accessory buildings. Total collected for the quarter: \$4,163.00. He then presented the 2017 Annual Zoning Report that included 24 new homes, 24 accessory buildings, 20 decks and 13 additions. The total annual amount collected in the zoning office for 2017 was \$25,434.00. Mr. Burns asked Mr. Schulte if he could explain to the public zoning costs vs. zoning revenue. At this time, it was agreed upon that what comes in does not cover current zoning expenses and that is why some fees have been increased.

TRUSTEES

Mr. Schulte made a motion to appoint Umberto Polizzi as Hinckley Township Zoning Inspector I for \$15.50/hr., not to exceed 20 hrs. a month. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Schulte made a motion to appoint Christopher Kalina as a Hinckley Township Zoning Commission alternate. Lutzko second. Vote: S-yes, BCL-yes, B-yes. The trustees thanked all the candidates for the two positions.

Mr. Schulte informed all that the Skyland Development site plan continues its review by the zoning commission and that the commission obtained significant appropriate modifications to the original site plan at their March 1st meeting. He added that the commission is also reviewing the township's current Conservation Development language.

Mr. Schulte discussed a recent townhall rental where the gas stove was left on; Ms. Peterlin discovered this when she came to work on Monday. He asked the trustees opinion on whether the \$50 security deposit should be refunded by the township. Mr. Burns' opinion was that the township did not do its due diligence when the facility was locked and in the future should check to make sure the gas has been turned off. Ms. Lutzko felt that there was no question that the party left the stove on and a portion should be withheld since party's are charged if they fail to leave the facility clean. Mr. Schulte indicated he was comfortable with not refunding the \$50 and a checklist is being prepared for the police department to review when they lock up. The trustees agreed that the terms of retaining the deposit is outlined in the 2018 Organizational Meeting Minutes.

Ms. Lutzko announced the resignation of Fire Chief Mel Morgan and made a motion accepting his resignation effective February 28, 2018. Schulte second. Vote: S-yes, BL-yes, B-yes. Ms. Lutzko has met with the officers and senior fire department staff and they are great, they have been through this before and communication will remain open. She thanked them all and looks forward to working with them during this transition. Mr. Burns stated that the members have his full confidence.

Ms. Lutzko has been in touch with Pfund Sales about the ambulance delivery. She has spoken with Inspector Josh Erskine and he has withdrawn his letter of resignation and agreed to stay on to ensure a smooth transition. Ms. Lutzko stated that since the trustees are currently in the process of interviewing and hiring a new police chief, it is her recommendation that the fire chief search follows the completion of the police chief process. She is confident that the current fire department staff can operate without any problems.

Ms. Lutzko made a motion to go into Executive Session to consider the appointment of a public employee, specifically the hiring and assessment process for police chief. Schulte second. Vote: S=yes, BL=yes, B=yes. Ms. Lutzko explained that three residents and Chief Kalavsky will assist the trustees in the interview process and look forward to a great process.

A brief discussion occurred regarding the old washing machine and dryer still in the old fire department bay. All agreed that a former motion to sell the items would be rescinded since the fire department now has a use for the washing machine in the new station.

Mr. Burns discussed a \$5.00 township-wide license plate fee plan he would like to initiate in order to increase road maintenance funding. He estimates that the fee would bring in approximately \$47,000.00 annually and added that Hinckley Township is one of the few townships in the county that does not have this fee. He read the ORC statute aloud and asked approval to begin the process.

Mr. Burns made a motion to approve **Resolution #030618-03** to initiate the steps required with the goal of obtaining approval for the following statute, §4504.18 of the Ohio Revised Code which authorizes the Board of Township Trustees to levy an annual license tax for the purpose of paying the costs and expenses of enforcing and administering the tax provided for in §4504.18; for the construction, reconstruction, improvement, maintenance, and repair of Township roads, bridges, and culverts for purchasing, erecting, and maintaining traffic signs, markers, lights and signals; for purchasing road machinery and equipment, and planning, constructing, and maintaining suitable buildings to house such equipment; for paying any costs apportioned to the Township under §4907.47 of the Ohio Revised Code; and to supplement revenue already available for such purposes. Lutzko second. Vote: S=yes, BL=yes, B=yes.

With approval to move forward, Mr. Burns made a motion to approve **Resolution #030618-04** agreeing to provide the proper legal notice on March 16 and March 23, 2018 and to set the required statutory public meeting dates as follows: April 3, 2018 at 6:00 p.m. with the Regular Meeting to follow the conclusion of the Public Hearing and April 10, 2018 at 6:30 p.m. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

FISCAL OFFICER

Mrs. Catherwood requested the trustees approve a policy establishing a Drug Law Enforcement fund line., she explained the establishment of such a policy will allow the Medina Municipal Court to forward drug fines from offenses within Hinckley Township.

Mr. Burns made a motion to approve **Resolution #030619-05** establishing an Internal Control Policy for Hinckley Township, Drug Law Enforcement Fund (ORC 2925.03, (A copy of which is included in the journalized minutes.) Lutzko second. Vote: S=yes, BL=yes, B=yes.

Mrs. Catherwood stated the current fund status is \$5,000,692.44.

FLOOR

Kris from the Auditors Office reminded everyone that Board of Revision applications are due Monday, April 2, 2018. Completed forms must be notarized.

Ms. Lutzko added that she has been contacted by a community member who is interested in putting on an Opioid Prevention Program by Robert Brandt. Ms. Lutzko will work with her to coordinate a date for the community program.

Mr. Paul Branson of Weymouth Road inquired as to whom to contact for a plow hitting a mailbox on a State route and if the mailbox is replaced, Mr. Newcomer replied that it would be ODOT and he is not sure of the State has a replacement program.

There being nothing further from the audience, Ms. Lutzko made a motion to approve and pay the bills totaling \$37,194.90. Schulte second. Vote: S=yes, BCL=yes, S=yes.

The trustees went into Executive Session. The Executive Session adjourned at 8:25 with no decision.

Ray Schulte made a motion to adjourn the Regular Meeting at 8:25 p.m. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

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

The minutes of the meeting were approved by:

