

Trustee Regular Meeting – February 19, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on February 19, 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 40 residents and 1 reporter. All joined the Pledge to the Flag.

Ms. Lutzko noted that the meeting is being taped for transcription purposes only.

Ms. Lutzko made a motion to approve the minutes from the February 5, 2019 Regular Meeting as written. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the January 29, 2019 Special Meeting held at 7:15 p.m. as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the January 29, 2019 Special Meeting held at 5:35 p.m. as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the January 16, 2019 Special Meeting as written. Burns second. Vote: B-yes, S-yes, BCL-yes.

FIRE DEPARTMENT

Chief Grossenbaugh recognized Chief Engineer Ron Mack, who is retiring after 37 years of service. Chief Grossenbaugh thanked Mr. Mack for his tenure and mentoring, citing all the changes the department has undergone during his time. On behalf of the Trustees, Ms. Lutzko expressed their appreciation to Mr. Mack.

Ms. Lutzko made a motion appointing Shawn Barrett, Andrew Baxter and Jonny Thomas to the position of Hinckley Fire Department Lieutenant. Schulte second. . Vote: B-yes, S-yes, BCL-yes. Ms. Lutzko administered their oath.

Ms. Lutzko announced the Acting Lieutenant Rick Moskalski would go back to the position of Firefighter/Paramedic with his pay in accordance with the Hinckley Township 2019 Organizational Meeting.

Ms. Lutzko made a motion approving appropriation to purchase two sets of turn out gear (jacket and pants at \$2,345.00/ea.) and 9 MSA style helmet shields (\$42.00/ea.) for a total cost **\$5,068.00** through **Fire Safety Services** Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion accepting the resignation of Madison Cianciolo from the Hinckley Township Fire Department effective February 1, 2019. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving the purchase of a Heartsaver First Aid CPR DVD Set and a Heartsaver First Aid AED Instructor Manual, plus shipping from **Laerdal** for **\$229.95**. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving repairs to the fire department thermostats through **Jackson Comfort** at a cost of **\$1,555.00**. Schulte second. Vote: B-yes, S-yes, BCL-yes. Chief Grossenbaugh explained that the old thermostats were no longer covered under a warranty, the new thermostats have a 2-year warranty.

Ms. Lutzko made a motion approving additional installation labor and tutorials to the fire department thermostats through **Jackson Comfort** at a cost of not to exceed **\$750.00**. Burns second. Vote: B-yes, S-yes, BCL-yes.

POLICE DEPARTMENT

Chief Centner presented the monthly reports for December 2018 and January 2019. The December report included, 412 total calls, 23 physical arrests, 11 motor vehicle accidents and 8924 miles driven. The January report included, 447 total calls, 11 physical arrests, 19 motor vehicle accidents and 11547 miles driven.

Ms. Lutzko made a motion to approve **Resolution #021919-01** appropriating purchases for the Police Department Fitness Room project from the following vendors: **Tractor Supply Company - \$584.85; Rogue Fitness - \$3,586.28; Health and Fitness Center - \$11,069.74; Amazon - \$182.24 and Sherwin Williams - \$310.37**, for a total cost of **\$15,733.48**. Schulte second. Vote: B-yes, S-yes, BCL-yes. Chief Centner identified a 2018 donation and the sales of police department vehicles as a source of funding for this project.

Ms. Lutzko made a motion to approve **Resolution #021919-02** appropriating funds for the new patrol car set-up from the following vendors: **North Coast Two-Way Radio, Inc. - \$11,136.45; HG2 Emergency Lighting- \$829.00; MPH Industries (radar) - \$1,315.00 and Classic Designs (decal/markings) - \$465.00**, for a total cost of **\$13,745.45**. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriation to purchase a new detective office computer through **TAC Computer** at a total cost of **\$1,872.03**. This price includes installation, network set-up and the transfer and network set-up of the current computer to the Property/Records Room. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving a contract with **Assist Now/ The EAP Division of Recovery Resources** for the 2019 Employees Assistance Program at a cost of **\$1,208.33**, appropriated from the General Fund. Burns second. Vote: B-yes, S-yes, BCL-yes. This contract shall cover police, fire and service department employees and runs through December 31, 2019.

Ms. Lutzko made a motion to approve **Resolution #021919-03**, entering into a 3-year contract with the **Medina County Sheriff's Office** for law enforcement dispatch services to the Hinckley Township Police and Fire Departments. The annual cost will be as follows: 2019- \$42,750.00 (April 1 – December 31, 2019) and 2020 and 2021- \$57,000.00 annually. The appropriated cost is 70%/Police Fund and 30%/Fire Fund. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Mr. Schulte thanked Chief Centner, Chief Grossenbaugh and Ms. Lutzko for all their efforts in effecting this change. Chief Centner added that he estimates a cost savings of approximately \$10,000/annually with the change since Records Management/ Mobile Data Services are included.

Ms. Lutzko made a motion to approve appropriations to purchase equipment for three new mobile data terminals for patrol cars, including LEADS required mounts and installation from the following vendors: **Dell Computer – Dell Latitude 5420 Rugged Series - \$7,166.22** (includes 3-years Pro-Support with next business day on-site service and power adapters for the three MDTs) and **North Coast Two-Way Radio - \$1,240.14** for a total cost of **\$8,406.36**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

SERVICE DEPARTMENT

Mr. Ward presented the January 2019 Service Report which included, cleaning up storm damage, plowing and salting township roads, trimming trees, repairing mailboxes and evaluating roads for repairs.

Mr. Burns made a motion requesting appropriations for emergency services towing and recovery on Truck 13 on the dates of January 9 and January 19, 2019 through **World Truck**. Each occasion had a fee of \$850.00, total cost **\$1,700.00**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

ZONING DEPARTMENT

Mr. Schulte presented the Fourth Quarter and Annual Zoning Reports, which included 20 new residences, 19 accessory buildings and total 2018 collections of \$36,162.00. Mr. Schulte stated that the Township Zoning Commission would be holding a Public Hearing on March 7, 2019 for public comment on the alternative energy language.

CEMETERY DEPARTMENT

Nothing to report.

TRUSTEES

Mr. Schulte made a motion to appoint Michelle Crew as a Zoning Commission Alternate with a term to expire December 31, 2019. Burns second. Vote: B-yes, S-yes, BCL-yes.

Mr. Schulte said the Township is looking for an independent contractor to act as a Zoning Commission/BZA Recording Secretary.

Mr. Schulte announced that Citizen of the Year nominations would be accepted through March 6. Nomination letters should be 250 words or less.

Ms. Lutzko made a motion to approve appropriations for the 2019 SPCA Annual Contribution for \$600.00 to help offset the services they provide in Hinckley. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion to purchase a Netgear R6120-100NAS Dual Bank Wireless and Ethernet Router through **Staples** at a cost of **\$69.99** for the Service Department. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to amend a previously approved travel/educational appropriation for Trustee Burns from \$230.00 to \$233.52. Schulte second. Vote: B-abstain, S-yes, BCL-yes. This appropriation was for Mr. Burns to attend the OTA Winter Conference.

Mr. Burns informed the Trustees that there had only been one quote for the septic tank replacement engineering and he intended to request an extension. It was agreed that he would provide Trustees Lutzko and Schulte with the submitted quote prior to an extension being approved.

A discussion regarding Township paving options ensued with a decision to undertake a mill and fill engineer's proposal for Stony Hill Road (between 303 and Weymouth) vs. chip and seal. The mill and fill option, though more expensive, will provide a significantly lengthen the need for maintenance, as well as reduce the height of the roadway at intersections.

Mr. Burns made a motion to approve **Resolution #021919-04** authorizing the Medina County Engineers office to advertise for bid the **2019 Hinckley Township Paving Project** for the following Township roads: Stony Hill (between 303 and Weymouth), Sophia Lane and Lyonswood Drive. Bids will be advertised in the *Gazette* on March 1, 2019. Bid opening is on March 21, 2019 at 1:30 p.m. at the Medina County Engineers Office. Ms. Lutzko added that the Stony Hill portion would be a mill and fill. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

FISCAL OFFICER

Mrs. Catherwood stated the current fund status is \$4,672,763.89.

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Mrs. Catherwood provided the Trustees with draft copies of a proposed Credit Card Policy and an internal Incident Reporting form. She informed the Trustees that the Ohio Auditor of State has mandated that upgraded credit card policies be approved by all state jurisdictions within the next 60-days.

FLOOR

Chuck Gibson, President of the Hinckley Historical Society presented the organization’s Annual Report to the Trustees. He thanked the Trustees and Service Department for all their support and assistance to the organization. He especially expressed the Historical Society’s appreciation to Mr. Schulte for his efforts in obtaining Community Development Block Grant funding for approximately \$78,000. The grant is to be used for a handicap lift, added support to the building foundation and walkway and porch enhancements.

Mr. Branson (Weymouth Road) asked the Trustees about the proposed garbage service plan. Mr. Schulte offered to meet Mr. Branson in person to discuss.

There being nothing further from the audience, Ms. Lutzko made a motion to pay the bills. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to adjourn at 8:05 p.m. Burns second. Vote: B-yes, S-yes, BCL-yes.

The Board reviewed and signed purchase orders, payroll and bills.

The minutes of the meeting were approved by:

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_____	_____