

## Trustee Regular Meeting – January 21, 2020

Vice-Chairman Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on January 21, 2020. Present were Trustees Jim Burns and Melissa Augustine, Fiscal Officer Martha Catherwood, 24 residents and 2 reporters. Trustee Schulte had an excused absence. All joined the Pledge to the Flag.

Mr. Burns made a motion to approve the Regular Meeting Minutes of January 7, 2020 as written. Augustine second. Vote: A- yes, B-yes.

Mr. Burns made a motion to approve the Organizational Meeting Minutes of January 7, 2020 as written. Augustine second. Vote: A- yes, B-yes.

Zoning Inspector Wilson presented two mylar's to the Trustees, which were reviewed and discussed. The River Road lot split mylar is for the Robb property; a portion of which is being transferred to a non-profit as a conservation easement. The second mylar is a Ridge Road parcel combination for the Chesek properties; the combination will create a single conforming lot from two lots. Mr. Wilson informed the Trustees that both mylars conformed to Hinckley Township Zoning regulations. The Trustees signed the mylars.

### **FIRE DEPARTMENT**

Ms. Augustine administered the Oath of Service to probationary firefighters Augustin (Gus) Ruggiero and Jason Lorton. Both firefighters had been previously appointed at previous Trustee meetings.

Ms. Augustine made a motion requesting approval for Chief Grossenbaugh to drive the Fire Department utility pick-up truck to and from the Hinckley Fire Station and his home residence. Burns second. Vote: A- yes, B-yes. Chief Grossenbaugh explained that he would only drive the vehicle home if he would be returning to the station the next day, or was required to be on-duty elsewhere within the span of his time home. The vehicle will be at the station for departmental usage all other times.

Ms. Augustine requested approval for the fire department to remove the "headache rack" off of Vehicle 34 and donate this equipment to the Hinckley Township Service Department. Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion to approve appropriations to renew the annual fire station HVAC maintenance services through **Jackson Comfort Heating and Cooling** at an annual cost of **\$758.00**. The service will occur twice yearly. Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion requesting approval for Dustin Baird and Darcy Boggs to fill in as the role of Fire Department Administrative Assistant's at a rate of \$15.00 per hour not to exceed 15 hours per week combined between both department members. Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion to approve a Travel/Educational appropriation for Lt. Jonny Thomas to complete Fire Officer I online training through Cuyahoga Community College from 02/02/2020-03/28/2020, and, for Lt. Shawn Barret and Lt. Andrew Baxter to complete Fire Officer I in-class training through Cuyahoga Community College from 09/06/2020-10/31/2020 at a total cost of \$1,650.00 (\$550.00/each). Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion to approve a Travel/Educational appropriation for Darcy Boggs to attend the 37<sup>th</sup> Annual Metro Life Flight Critical Care Symposium at Kalahari Resort on 03/06/2020 at a cost of \$100.00. Burns second. Vote: A- yes, B-yes.

Chief Grossenbaugh informed the audience that there will be a Battle of the Badges Blood Drive at the Hinckley Fire Station on February 1, 2020 from 10:00 a.m. to 3:00 p.m. Interested parties may contact Chief Grossenbaugh to schedule an appointment time.

Chief Grossenbaugh provided the Trustees with two Fallsway Emergency Equipment quotes for repairs/replacement for accidental damage to Engine-31's light tower. The damage occurred when the vehicle was being backed into the station and has been submitted to the Township's insurance company as a claim. Damage to the actual fire station was minimal and in the \$100-\$150 range. Chief Grossenbaugh explained that to replace the existing light tower system would result in an insurance claim replacement cost of \$50,516.20. He indicated that he had requested an alternative Fallsway quote that replaced the existing light tower with a new Whelan light bar and upgraded existing lighting to LED. The estimated total cost for this alternative was \$27,662.57. Chief Grossenbaugh stated that the current light tower has required approximately \$10,000.00 in ongoing repairs over the lifetime of the vehicle and he recommends the insurance claim submission consist of the added light bar and LED upgrade additions.

Mr. Burns stated that he is aware of the number of problems with the current light tower system and feels the less expensive option is the way to proceed, while still providing the lighting the department needs in an emergency situation. Ms. Augustine agreed. Chief Grossenbaugh will submit the \$27,662.57 Fallsway quote to the insurance company.

Ms. Augustine made a motion to approve appropriations to repair the back/flow preventer for the fire station's sprinkler system through **S.A. Communale Co. Inc.** at a cost of **\$1,180.00**. Burns second. Vote: A- yes, B-yes.

#### **POLICE DEPARTMENT**

Sergeant Schroll attended in place of Chief Centner.

Ms. Augustine made a motion to approve the hiring of Seth Miracle as a full-time, probationary Hinckley Township Police Department patrolman effective 02/09/2020. Burns second. Vote: A- yes, B-yes. Sergeant Schroll added that Mr. Miracle has ten-years of experience and is a Sergeant at his current department. The additional of Mr. Miracle will bring the police department to full staffing levels.

Ms. Augustine made a motion to approve a Travel/Educational appropriation for Officer's Stepka and Ascherl to attend the Reid Technique of Investigative Interviewing and Advanced Interrogation to be held in Cleveland on 03/10/2020 – 03/13/2020 at an amount not to exceed \$1,190.00 for both officers. Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion to approve appropriations for a Travel/Educational expense for Officer's Parente and Miracle to attend the Drive Team-EROC Essential Emergency Response to be held in Cuyahoga Falls at a date to be determined at a total cost of \$590.00 (\$295.00/each). Burns second. Vote: A- yes, B-yes.

Ms. Augustine made a motion to request appropriations for the purchase of a Blue/Red Runner Kit for the new patrol car through **HG2 Emergency Lighting** at a total cost of **\$480.00**. Sergeant Schroll explained that this purchase is an out-of-warranty buyback. The used lighting will be returned to the vendor and new lighting will be sent to the police department at a reduced purchase price of 50%. Burns second. Vote: A- yes, B-yes.

#### **SERVICE DEPARTMENT**

Mr. Burns made a motion to transfer Ford Explorer vehicle (#12) from the Police Dept. to the Service Dept. The vehicle has exceeded its serviceable life within the police department. Augustine second. Vote: A- yes, B-yes.

## Trustee Regular Meeting – January 21, 2020

Mr. Burns made a motion to request appropriations to replace the cruiser lights on the Ford Explorer (transferred above) with Service Department appropriate lighting through **North Coast Two Way Radio** at a cost not to exceed **\$2,000.00** which includes labor. Augustine second. Vote: A- yes, B-yes.

Mr. Burns made a motion to request appropriations to purchase safety equipment through **GVS Safety** at a cost of **\$619.80**, of which \$500.00 will be submitted to OTARMA for a MORE Grant reimbursement. Augustine second. Vote: A- yes, B-yes.

Mr. Burns made a motion to request appropriations to purchase a grade laser at a cost not to exceed \$1,950.00. The vendor shall be either Robert's Surveying or GeoShack. The purchase includes the laser, tripod, measuring stick and eye.

Mr. Haigh explained that the Service Department currently uses an inexpensive level that does not provide the accuracy or long distance needed to complete ditching work to the highest standards. It was recommended that when Mr. Haigh determines his preferred vendor he obtain Trustee liaison approval as part of the motion.

Mr. Burns added the following to his original motion:

Contingent upon purchase, Mr. Haigh will inform Mr. Burns of the chosen vendor in order to proceed with the purchase. Augustine second. Vote: A- yes, B-yes.

### **ZONING**

Mr. Burns informed the audience that Hinckley Township Board of Zoning Appeals (BZA) appointees, Schaefer and Wolny were sworn in at the January 8, 2020 BZA Meeting, and, Hinckley Township Zoning Commission appointees Crew, Manley and Fisher were sworn in at the January 9, 2020 Zoning Commission Meeting.

### **TRUSTEES**

Ms. Augustine presented an invitation from the Northern Medina County Chamber of Commerce requesting a Trustee attend the annual meeting held on March 18, 2020. After a brief discussion it was agreed that Mr. Burns would attend on behalf of the Township.

Ms. Augustine announced that she and Chief Grossenbaugh would like to form a Community Grant Writing Group to volunteer in assisting the fire department with grants. Interested parties may contact Ms. Augustine for more information.

Ms. Augustine informed the audience that the Cleveland MetroParks will begin their annual deer management program at the Hinckley Reservation beginning on January 21 through March 19, 2020, from the hours of noon to 6:00 a.m.

After additional research on her previous request for an HP Elitebook 840, Ms. Augustine submitted additional quotes to purchase an Apple MacBook 13.3" laptop with mouse, Office 365 Personal and Appplecare. The lowest price was through Best Buy at a cost of \$1,328.96. Mr. Burns appreciated the additional research undertaken by Ms. Augustine.

Ms. Augustine made a motion to purchase an Apple MacBook 13.3" laptop with mouse, Office 365 Personal and Appplecare through Best Buy at a cost of \$1,328.96. Mr. Burns second. Vote: A-yes, B-yes.

## Trustee Regular Meeting – January 21, 2020

Mr. Burns made a motion to schedule a Trustee Public Hearing date of February 4, 2020 at 6:00 p.m. to hear comment on the proposed Hinckley Township Zoning Amendments regarding Chapter 4-Agricultural Use and CH 10-Signs Exempt from Regulations. Augustine second. Vote: A- yes, B-yes.

Mr. Burns made a motion to amend a motion approving increasing Administrative Office Assistant, Chris Miller's hourly rate to \$12.25 with a maximum of 15 hours per week to a maximum of 80 hours a month, and if additional time is required, the Trustees may allow with formal approval. Augustine second. Vote: A- yes, B-yes.

Mr. Burns requested a motion to approve **Resolution # 012120-01**, authorizing the Medina County Engineers office to advertise for bid the 2020 Hinckley Township Paving Projects for the following Township roads: Jacklin Dr., Jeanne Dr., Joan Dr., Aldon Dr. East, Aldon Dr., West, Marwin Dr., Skyline Dr., Vista Ridge Circle, and Heartland Circle. Five hundred feet of Skyline Dr. and four hundred feet of Jacklin Dr. will be full width mill and fill projects. All of Vista Ridge Circle, and Heartland Circle will be mill and fill projects. Bid structure will permit Trustees to choose which road repairs will be accepted and which will be rejected without penalty within the project scope based on township budgetary constraints. Bids will be advertised in the Gazette on March 5, 2020 (one-time). Bid opening is on March 26, 2020 at 1:30 p.m. at the Medina County Engineers Office. Augustine second. Vote: A- yes, B-yes.

Mr. Burns outlined the Kobak and Youth Ballfield improvement priorities for 2020, they include:

- Improving drainage between Kobak Field One and Two.
- Improving drainage on the left side of Youth Field Two
- Replacing the retaining wall on the hillside of Youth Field Two
- Requesting Medina County Engineers Office input on repaving the Township-owned portion of Kobak driveway and parking areas.

A discussion regarding ongoing drainage and blockage issue ensued, all agreed that the priorities listed above are necessary improvements.

Mr. Burns stated that the ODNR Capital Improvements Grant has gotten past legal and is ready to approve and sign.

Mr. Burns made a motion approving **Resolution 012120-02** which agrees to Hinckley Township accepting the following sum: \$12,740.00 (\$13000 less fees) from H.B. 529 FY 2019-2020 Capital improvement's Fund/Ohio Department of Natural Resources Grant toward the Improvement of Sites at Township ballfields. Augustine second. Vote: A- yes, B-yes.

Mr. Burns announced that the Medina County Engineers Office has requested the Trustees sign the Annual Township Road Mileage Certification for the Ohio Department of Transportation; the Township Mileage as of 01/09/2020 is 43.714 miles. The Trustees signed the certification.

Mr. Burns made a motion to amend a December 17, 2019 approval for an HP 21.5 monitor for the Administrative Office through Litehouse Solutions Group from \$149.00 to \$249.00. The amended price includes set-up and a service call. Augustine second. Vote: A- yes, B-yes.

### **FISCAL OFFICER**

Mrs. Catherwood stated the fund balance is \$4,648,012.53.

Mrs. Catherwood recommended the Trustees approve appropriations in anticipation of the Hinckley Police Department Sergeant's Union Collective Bargaining negotiations.

Mr. Burns made a motion to approve appropriations from Fund 2191 in the amount of **\$5,000.00** to **Fisher and Phillips** for the Hinckley Police Department Sergeant’s Union Collective Bargaining negotiations. Augustine second. Vote: A- yes, B-yes.

**FLOOR**

Kris from the Medina County Auditors Office reminded the audience of the following:

- 2020 dog tags may be purchased until January 31, 2020 at the regular fee, after that time the fee is doubled.
- CAUV renewals will be taken until the first Monday of March
- Board of Revision will accept valuation challenges until March 31

Resident Jack Swedyk (Morning Star) inquired as to whether a less-expensive laptop would fit Ms. Augustine’s needs. He felt that a laptop in the \$500-\$600 range would be reasonable. Jack Swedyk stated that he didn’t know what we were using the laptop for. He thought we could save significant monies by purchasing through MicroCenter. Ms. Augustine responded that she had undertaken a fair amount of research, but would be agreeable to looking into Mr. Swedyk’s inquiry. The Trustees agreed that Ms. Augustine would not purchase the MacBook approved earlier in the meeting until additional options could be explored. Mrs. Catherwood asked for clarity on this discussion so that the Minutes could accurately reflect the intention of the discussion.

Mr. Burns amended the previous MacBook motion adding that, Ms. Augustine would delay the actual purchase of the approved MacBook until review of additional options at the February 3, 2020 Regular Trustee Meeting. Both Mr. Burns and Ms. Augustine agreed to the amendment.

There being no further comment, Mr. Burns made a motion to pay the payroll/bills for **\$124,865.23**. Augustine second. Vote: A- yes, B-yes.

Mr. Burns made a motion to adjourn at 8:37 p.m. Burns second. Vote: A-yes, B-yes, S-yes.

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

The minutes of the meeting were approved by:

\_\_\_\_\_  
\_\_\_\_\_