

Trustee Regular Meeting – February 4, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:38 p.m. on February 4, 2020. Present were Trustees Jim Burns, Melissa Augustine and Ray Schulte, Fiscal Officer Martha Catherwood, 25 residents and 3 reporters. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of January 21, 2020 as written. Augustine second. Vote: A- yes, B-yes, S-abstain.

POLICE DEPARTMENT

Ms. Augustine administered the Oath of Service to Seth Miracle. Mr. Miracle was appointed as a full-time Hinckley Township patrolman at the January 21, 2020 Trustee Meeting.

Chief Centner presented Alex Ruggiero with a \$1,000.00 donation from the Hinckley Patrolman's Association to purchase new bicycles for the Highland Safety Town program. Fire Chief Grossenbaugh stated that the Hinckley Firemen's Association would also be making a donation in the future.

FIRE DEPARTMENT

Ms. Augustine made a motion to approve a three-month leave of absence effective February 1, 2020 for John Otcasek. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve a three-month leave of absence effective March 1, 2020 for Marie Vicory. Burns second. Vote: A-yes, B-yes, S-yes

Ms. Augustine made a motion to accept the resignation of Matt Gubanich effective February 1, 2020. Burns second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh presented the Trustees with three estimates he obtained to repair water leakage around the searchlights on the roof of Squad 37. The estimates were from Fallsway, M & T Autobody and Marksman. M & T Autobody was the lowest estimate.

Ms. Augustine made a motion to approve appropriations to M & T Autobody in the amount of \$701.00 for roof repairs on Squad 37. Burns second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh asked the Trustees to consider appointing Tom Kolar to conduct fire inspections at the Fire Inspector rate in addition to his firefighter/EMS duties. Chief Grossenbaugh explained that Mr. Kolar has been assisting Assistant Chief Gabe Gerbasi with inspection duties for some time at his regular rate.

Ms. Augustine made a motion to appoint Tom Kolar as Fire Inspector at the rate approved in the Trustee Organizational Minutes in addition to his other duties. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve a travel/educational appropriation for Chief Grossenbaugh to attend the Bowling Green State Fire School: The Fire Ground Officer class held on May 18-21, 2020 at a cost of \$495.00, plus lodging at a cost of \$425.96. The total cost is \$920.96. Burns second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh thanked those that participated in the recent blood drive and announced the next blood drive will be held on May 16, 2020. The Trustees thanked all those who made the blood drive a huge success.

SERVICE DEPARTMENT

Service Superintendent Haigh presented the Trustees with a quote from Bobcat for a S740 T 4 Bobcat Skid-Steer Loader. He informed the Trustees that he has provided the Medina County Prosecutors Office with the equipment

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specifications for review as to compliance with Ohio State bid pricing. Mr. Burns added that the acquisition of a skid-steer will allow the Township Service Department to undertake repairs that have previously been performed by sub-contractors. Mr. Burns stated that the lead time between ordering and delivery of the skid-steer as outlined in the estimate would be 4-6 weeks, if the Assistant Prosecuting Attorney completes the review soon, Mr. Burns may request a Special Meeting for approval of the skid-steer.

ZONING

The Trustees reviewed and signed a Mylar for a lot consolidation for the Holt property (River Woods Drive).

Zoning Commission Chairman Kalina informed the audience that the Zoning Commission and Township Safety Forces are currently reviewing several subdivision concept plans.

TRUSTEES

Ms. Augustine informed the Trustees that the Boy Scouts have requested to use Bronger's Park for their annual Buzzard Day overnight camp-out. The Board was in agreement with allowing the Boy Scout request.

Ms. Augustine provided the Trustees with the current Vehicle Use and Cell Phone Policies that require updates due to motions approved at the 2020 Trustee Organizational Meeting. The Trustees will review the materials provided to amend the policies at a future meeting.

Ms. Augustine informed the Trustees that social media, specifically the Township Facebook page, must be included in the Township Record Retention Schedule (RC-2). Mrs. Catherwood replied that it has been over five years since the Township RC-2 has been modified and she will provide the Trustees with an updated draft for review.

Ms. Augustine discussed a Township E-Newsletter she would like to establish. A discussion ensued as to a preferred platform for an E-Newsletter, the Trustees would prefer a platform that reduces the workload on administrative staff. The Trustees asked Ms. Augustine to meet with Ms. Peterlin to determine how much administrative time will be required to create and distribute a Township E-Newsletter.

Ms. Augustine requested the Trustees amend the December 17, 2019 motion discontinuing the Township Facebook page and all social media. Ms. Augustine is requesting the amended language exempt the Township Firemen's Association and Police Department Facebook pages. The Trustees tabled the request.

Ms. Augustine made a motion to amend the purchase of an Apple MacBook laptop, software, repair package and mouse previously approved on January 21, to an updated price of \$1,251.97. Ms. Augustine researched the vendor resident Jack Swedyk had suggested at the last meeting, resulting in a \$70.00 savings that Best Buy price-matched. Burns second. Vote: A=yes, B=yes, S=yes.

Mr. Burns announced that the Township will be accepting Community Garden applications for the 2020 gardening season. There will be no fee assessed for the plots.

Mr. Burns made a motion to approve Hinckley Township's 2020 application to the Rocky River Watershed Council as a Supporting Member in the amount of \$500.00. Augustine second. Vote: A=yes, B=yes, S=yes.

Mr. Burns announced that there would be a Salem Court Resident Information Meeting to discuss pending road repairs with the Medina County Engineers Office on February 18, 2020 at 6:00 p.m. The meeting will be held in the Town Hall Meeting Room.

Mr. Burns presented a request from McCellan Septic to allow the septic discharge of effluent into an open ditch at 502 Eastwood Road. Both Mr. Burns and Mr. Schulte have reviewed the request and stated that there are no other options for the homeowner. The consensus of the Trustees was to approve the request.

Mr. Schulte made a motion to approve **Resolution #020420-01** which approves extending the contract period for the Township of Hinckley Historical Society Community Development Block Grant Entrance Alteration Project to February 28, 2020. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve **Resolution #020420-02** which approves the following text amendments to the Hinckley Township Zoning Resolution: Chapter 4 – General Regulations; amend 4.2 Agricultural Use to clarify agricultural purposes and add building setbacks per ORC 519.21. Agritourism language is added with related definitions and effected Sub-Sections. Chapter 10 – Sign Regulations; amend 10.4 Signs Exempt from Regulations and add C. All signs erected and maintained pursuant to any Township function.

Discussion ensued as to the necessity of adding language to clarify the allowance of viticulture within Section 4.2. It was determined that the ORC specifically cites the allowance of viticulture and, that inclusion, is sufficient for Township purposes. Several administrative amendments to the submitted language were requested for consistency as follows: Section 4.2.C- the deletion of an end parenthesis on line one and the deletion of an extra period after 901.80 in the second line; Section 4.2.C 5 – the deletion of the word “Hinckley” as it applies to the Zoning Resolution; Section 4.2.C.9 – the deletion of “(ORC)” and Section 4.2.D – the addition of the words “Sign Regulations”.

Mr. Schulte revised his Resolution to approve the zoning amendments as amended. Burns second. Vote: A-no, B-yes, S-yes.

FISCAL OFFICER

Mrs. Catherwood provided information on the 2020 Permanent Appropriations Draft previously submitted to the Trustees. There being no opposition to the submitted Draft, she asked the Trustees to approve as submitted.

Mr. Schulte made a motion to approve **Resolution #020420-03**, which approves the 2020 Permanent Appropriations, which are within the total amounts of resources as determined by the Amended Certificate provided by the Medina County Auditor. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Hinckley Township Updated (Effective February 4, 2020) Authorized Credit Card User List in accordance with the Township Credit Card Policy. Augustine second. Vote: A-yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$4,664,847.26.

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$92,030.38**. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adjourn at 7:45 p.m. Burns second. Vote: A-yes, B-yes, S-yes.

The Board reviewed and signed the January Bank Reconciliation, purchase orders, payroll and bills.

The minutes of the meeting were approved by:

