

## Regular Trustee Meeting

January 19, 2021

Chairman Burns called the virtual meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on January 19, 2021. Present were Trustees Melissa Augustine, Jim Burns and Fiscal Officer Martha Catherwood. Virtually joining the meeting was 22 residents. Trustee Ray Schulte had an excused absence. All joined the Pledge to the Flag.

Ms. Augustine went over rules and guidelines for the virtual meeting that are posted on hinckleytp.org.

Mr. Burns made a motion to approve the Special Meeting Minutes of January 11, 2021. Ms. Augustine second. Vote: A=yes B=yes

Bids for the Hinckley Township Lawn Care 2021-2023 were acknowledged from Honeybee, Asteria, BSK, Turfscape and Nick's Landscaping. No decision was made as the Trustees wished to have more time to look over the bids before making a decision. Discussion will continue regarding the lawn care bids at the next Trustee meeting after further review with the Service Department.

### **POLICE**

Ms. Augustine made a motion to approve to purchase scheduling software from **Planit-Police** at a cost of **\$1,350.00** (1-year subscription). Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve to purchase a HDVR Recorder to replace the current system through **Zadar Technologies** at a cost of **\$2,992.00**. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve purchase of a Quartet Glass/Magnetic Dry Erase Board for the Sergeant's Admin Office through **Amazon** at a cost of **\$165.99**. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve to purchase a filing cabinet for the Sergeant's Admin Office through **Amazon** at a cost of **\$267.51**. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve travel appropriations for the following:

- FBI LEEDA Training for Sgt. Singleton at a cost of \$2,085.00 (3-week course that covers Supervisor, Command and Executive)
- 1-day Negotiating Class for First Responders put on by Tactical Defense Training (for Singleton, McCourt, Parente, Piroli & Miracle) at a total cost of \$375.00 to be held at the Medina County Sheriff's Office on February 10, 2021 and includes negotiation and de-escalation training.
- Facebook and the First Amendment through the Ohio Association Chiefs of Police presented by Mark Weaver at a cost of \$150.00, the class will be held virtually on April 15, 2021 (Note: All training is local with no additional cost)
- Total travel appropriations is **\$2,610.00**. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve the following purchase through **Cleveland Communications**, two (2) BeOn cell phone applications that will serve as a radio for Chief Centner and Sgt. Schroll at a total cost of **\$240.00** for 2021. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Regular Trustee Meeting

January 19, 2021

**FIRE**

Ms. Augustine made a motion to approve a compensation change moving Augustin Ruggiero from the 6-12 month pay to the full rate of \$16.54 effective February 1, 2021 as per the language in the 2021 Organizational Minutes. Mr. Burns second. Vote: Augustine: yes; Burns: yes

Ms. Augustine made a motion to approve appropriations for the creation of formal fire inspection stickers for the Fire Department 2021 certification by Gorilla Graphics at a cost of \$228.45. Mr. Burns second. Vote: Augustine: yes ns: yes

Ms. Augustine made a motion to approve contracting with Emergency Response System for records management and reporting at an annual cost of \$2,741.14. Mr. Burns second. Vote: Augustine: yes Burns: yes

Ms. Augustine made a motion to approve appropriations for the renewal of NFPA membership at a cost of \$175.00. Mr. Burns second. Vote: Augustine: yes Burns: yes

Ms. Augustine made a motion to approve travel appropriations for Chief Grossenbaugh to attend Prioritize the Search Training in Wellston, Ohio at a cost of \$200.00 (three-day training) plus hotel accommodations not to exceed \$225.00. Not to exceed \$425.00 total. Mr. Burns second. Vote: Augustine: yes Burns: yes

**SERVICE**

Discussion of costs to hire independent engineering firm to complete concrete road specs for bidding the replacement on Valley Brook Blvd. between Willow Brook Lane and Brook Hollow Oval were held. Service director Mike Behary joined the Zoom meeting and discussed costs. Two engineers were contacted and gave estimates. Engineering firm one said it would be approximately \$28,000. The second firm was around \$11,000, however it was missing items not included. Mr. Burns explained that Medina County Engineers could not do the road engineering due to COVID-19 and suggested that this be tabled until next year as the engineering costs were higher than we wished to pay. The MCE's office completes this engineering work without additional costs to the township. Ms. Augustine concurred.

Discussion to add electronic door locks on three doors in Town Hall to improve and control accessibility and security. Mr. Burns explained that with the addition of audio visual equipment in the Zoom room created some security concerns.

Mr. Burns made a motion to approve 2 keypad locks from Home Depot and a lock box for the Fire and Police Department in case of emergencies. Cost of \$259.99 for the keypad locks. Ms. Augustine second.

Vote: Augustine: yes Burns: yes

Discussion on continuing concrete pad replacement on Bethany in 2021. Mr. Behary discussed the pad replacement and stated that the Service Department could potentially save the township money doing some of the work themselves. Ms. Augustine spoke to how fortunate Hinckley is to have the expertise of the Service Department and would like to see Bethany completed. Mr. Burns suggested tabling the discussion until a later time. He instructed Mr. Behary to complete his assessment of the project and get information to the MCE's for a cost estimate.

## Regular Trustee Meeting

January 19, 2021

Mr. Burns discussed approving 4 Bike safety sign installations by our service department. 3 to be used in high biking and traffic areas and 1 to be put in storage until location is finalized. The cost of the signs is being covered by Bike Medina County

### ZONING

The Trustees reviewed and signed a lot split/consolidation for the Nikolic property on Stony Hill.

### TRUSTEES

Ms. Augustine made a motion to purchase OTA Early Bird Registration for the online conference at a fee of \$65.00 for Trustee Augustine pending transfer of OTA designation. Mr. Burns second. Vote: Augustine: yes  
Burns: yes

Discussion to appropriate funds for an addition to the current police department building. More residents in Hinckley Township means more Police staff is needed. There is money saved in the Police building line to start funding the project. It is prudent to explore the costs and create a timeline. Mr. Burns requested architecture drawings. Ms. Augustine concurred and said that current drawings and numbers would be provided by Chief Centner but were meant for investigation purposes only. Look to start the project this spring. Final appropriations will be coming in towards the end of January.

Ms. Augustine made a motion to amend the Organizational Minutes to appoint David Centner as Chief of the Police Department for the year 2021 at an annual salary of \$92,000.00 with four weeks of vacation, effective January 1, 2021 Mr. Burns second. Vote: Augustine: yes Burns: yes

Ms. Augustine dropped off a check from remaining Cares Act to Feeding Medina County Food Bank. They were appreciative.

Mr. Burns discussed Pandemic Plan and Township response. Township offices are closed to the public. Trustees and Township employees can meet with public on essential business, but it will be in the old fire station. Mr. Burns reiterated that he is trying to keep our employees and public safe. Residents must call the Town Hall to make an appointment for essential business.

Mr. Burns motion to approve **Resolution #011921-01**, authorizing the Medina County Engineers office to advertise for bid the 2021 Hinckley Township Paving Projects for the following Township roads: Bellus Road East of State Road to the county line and Maple Hill Rd. 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 February 16, 2021 (one-time). Bid opening is on March 4, 2021 at 1:30 p.m. at the Medina County Engineers Office. Ms. Augustine second. Vote: Augustine: yes  
Burns: yes

Mr. Burns motioned to purchase 2 sections of 25 feet Ethernet cable for Townhall Meeting Room through Amazon at a cost of \$17.98. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Mr. Burns motioned to purchase 2 sections of 15 feet HDMI cord for Townhall Meeting Room through Amazon at a cost of \$19.99. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Regular Trustee Meeting

January 19, 2021

Mr. Burns motioned **Resolution #011921-02** to approve entering into agreement with the Medina County Board of Commissioners for the sale of Materials to Township/Villages. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Mr. Burns asked to table a laptop power cord, wireless mouse and wireless keyboard purchase for the Administration Office.

Mr. Burns presented an architect drawing of East Wall of Old Fire Station. A discussion ensued about an addition of a man door for the residents to use. Mr. Burns requested authorization for the architectural firm to prepare project bid specification for competitive bidding in February. Ms. Augustine agreed.

Mr. Burns motioned to install electric outlets to the Town Hall room for the added audio visual equipment for a cost of \$475.00 from licensed electrical contractor Ed Gold. Ms. Augustine second. Vote: Augustine: yes Burns: yes

**FISCAL OFFICER**

Ms. Augustine motioned for **Resolution #011921-03** approving an HRA reimbursement to Mike Schroll in the amount of \$600.00 in accordance with the Sergeant's CBA. Mr. Burns second. Vote: Augustine: yes Burns: yes

Mr. Burns motioned **Resolution #011921-04** authorizing the OPWC loan payment in the amount of \$36,081.62; which includes the January 2021 payment and the July 2020 payment which had been deferred due to the COVID-19 Pandemic. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Ms. Catherwood explained there will be one more payment in July 2021.

Ms. Augustine motioned to approve Jennifer Amburn Trustee Meeting Recording Secretary and virtual room Proctor at a rate of \$15.00/hr. Mr. Burns second. Vote: Augustine: yes Burns: yes

Mr. Burns motioned to accept updated January 19, 2021 Credit Card Authorized User List updating Huntington cards to Capital One. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Ms. Catherwood discussed the potential of emailing statements to employees. Because of Covid, some statements are sometimes slower getting to employees. Will be secured and sustainable.

Ms. Augustine made a motion approving **Resolution #011921-05** accepting the January 19, 2021 Payroll/Payment Policy. Mr. Burns second. Vote: Augustine: yes Burns: yes

Ms. Catherwood explained that Hinckley Township is due for the bi-annual audit. Because of COVID-19, we may have to make all documents electronic PDFs.

Mr. Burns motioned to purchase an Epson Portable scanner at an amount not to exceed \$100.00. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Ms. Catherwood gave a Fund Status. She explained that Star Ohio will no longer be preferred investment. Interest rates are currently bad, therefore money will be placed into road work and other projects until more options open.

Regular Trustee Meeting

January 19, 2021

**PUBLIC COMMENT**

350 Hinckley requests holding comments to next regular meeting. Ms. Augustine asked for clarification on their initial request. Mr. Burns explained we are not at the point yet and stated that we are in the planning stages and discussions about sustainability.

Mr. Burns made a motion to accept payroll and bills in the amount of \$140,555.08. Ms. Augustine second. Vote: Augustine: yes Burns: yes

Mr. Burns made a motion to adjourn the meeting at 7:25 p.m. Ms. Augustine second. Vote: Augustine: yes Burns: yes

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

The minutes of the meeting were approved by:

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