

Regular Trustee Meeting
February 16, 2021

Chairman Burns called the virtual meeting of the Hinckley Township Board of Trustees to order at 6:31 p.m. on February 16, 2021. Present were Trustees Melissa Augustine, Jim Burns and Fiscal Officer Martha Catherwood. Virtually joining the meeting were 10 residents. All joined the Pledge to the Flag.

Mr. Burns made a motion to approve the Trustee Meeting minutes of February 2, 2021. Augustine second. Vote: A-yes B-yes

Mr. Burns made a motion to amend and approve as amended the February 16, 2021 Special Meeting minutes to reflect 8 candidates for the Trustee vacancy and an 8:30am start time for the interviews scheduled for Friday, February 19, 2021. Augustine second. Vote: A-yes B-yes

Police:

Ms. Augustine made a motion adopting **Resolution #021621-01** approving the 2021 Township Employee Assistance contract with **Assist NOW, EAP Division of Recovery Resources** at a total cost of **\$1,450.00**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to purchase 6 Kettle Balls for the police department fitness room through **Rogue Fitness** at a total cost of **\$312.13**. Burns second. Vote: A-yes B-yes

Fire:

Ms. Augustine made a motion to purchase the following from the **American Heart Association**: 1 (one) PALS Instructor pack at \$170; 1 (one) BLS Instructor Package at \$130; and 1 (one) ACLS Instructor Pack at \$170 for a total cost of **\$470.00**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve a Travel/Educational Expense for Augustin Ruggiero to attend the **Cuyahoga Community College** Origin and Cause - Advanced class to be held at the Western Campus April 5-9, 2021 at a total cost of **\$700.00**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion for maintenance and service to 36 at **Gateway Tire and Service Center** for a transmission flush (\$214.15) and 4 new tires (\$611.20) for a total cost of **\$825.35**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to hire Cody Bennett as a probationary Hinckley Township Firefighter/Paramedic effective February 16, 2021 at a rate of pay of \$16.54 per hour with a six month probationary period. Cody has 9 years of experience as a Firefighter/Medic including being employed full time at Richfield. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to donate outdated radios to the Medina County Career Center and entered the serial numbers for the radios and accessories into the record. She stated that Hinckley Fire was a recipient of a state grant for \$25,000.00 for new Marcs radios. The radios that the fire department would like to donate will be obsolete in the next six months. The following will be donated:

- Kenwood Portable Radios (TK-3180) SERIAL NUMBERS: (1)60900095; (2)61001086; (3)60900094; (4)61001087; (5)61001089; (6)61001088; (7)60900099; (8)60901422
- Kenwood Accessories (1)KNB-33L Batteries: 9; (2)KMS-41 Shoulder Mic: 8; (3)KSC-32 Chargers: 2; (4) KSC-326 Charger: 1 SN: 7008

Burns second Vote: A-yes B-yes

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Service:

The Trustees held a discussion on the contracts received for the Lawn and Landscape Maintenance contract. Honey Bee was decided to be the lowest and best bidder for the mowing and landscape maintenance portion. The Trustees agreed to maintain their current contractor: TrueGreen, for fertilization services.

Mr. Burns made a motion to approve **Resolution #021621-02** to enter into a three-year contract with Honey Bee per the submitted bid specifications for mowing and landscape maintenance for 2021, 2022 and 2023. Augustine second. Vote: A-yes B-yes

The Trustees held a discussion for entering into contract as a participant in the Medina County Road Striping 2021 bid. Mike Behary informed the trustees that the cost per mile decreases due to being a participant on the County bid.

Mr. Burns motioned to approve **Resolution #021621-03** agreeing to cooperate with Medina County for Engineering and Contract Administration for 2021 Township Pavement Marking Project as follows:

WHEREAS, the Hinckley Township Board of Trustees has determined that various roads within their maintenance responsibility are in need of re-application of pavement markings; and

WHEREAS, Medina County has agreed to act as Engineer for the project as well as administrator of the bid process and financial documents; and

WHEREAS, Medina County, through the office of the Medina County Engineer, will perform all engineering and related services in relation to the 2021 Township Pavement Marking Project; and

WHEREAS, Board of Medina County Commissioners will execute a contract with the lowest and best bidder for the project, as determined by the County Engineer; and

WHEREAS, Hinckley Township agrees to reimburse the county one hundred percent (100%) of their portion of the 2021 Township Pavement Marking Project, including any change orders.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Hinckley Township that it agrees to be included the 2021 Township Pavement Marking Project with Medina County.

BE IT FURTHER RESOLVED that Hinckley Township agrees to make available the necessary funds for its portion 2021 Township Pavement Marking Project and any change orders that may be agreed to by the Township.

Augustine second. Vote: A-yes B-yes

Mr. Burns and Ms. Augustine thanked the service department for their work during the snow storms.

Trustees

Ms. Augustine reported that the proposed West 130th Street senior housing project has been approved with modifications by the Medina County Planning Commission. Ms. Augustine attended the meeting virtually and asked the applicant if they would be amenable to a name change. The proposed project has a preliminary name of Hinckley Apartments which Ms. Augustine stated is often thought by residents to be a five story building and she feels the renderings indicate a would be villa, condo or townhouse. She added that the applicant is amenable to that change.

Ms. Augustine stated that The Hinckley Township Board of Zoning Appeals will hold a public hearing on February 24 at 7:00 pm to hear two variances and a Conditional Use Permit for the proposed West 130th senior housing

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project. If citizens wish to participate in that meeting, the instruction to participate are on the Hinckley Township website. If they would like to speak, they will click on the wave button at the bottom of their screen and be addressed in an orderly fashion.

Ms. Augustine made a motion to request appropriations for Citizen of the Year not to exceed \$300.00 (proper public purpose). Burns second. Vote: A-yes B-yes. Ms. Augustine indicated that she had been involved in the committee with Mr. Schulte when she was not in service to the township. Since Mr. Schulte's passing, Ms. Augustine will become part of the committee again.

Mr. Burns indicated that M&P Architects are still preparing the bid documents and pricing for the former fire department bay door project and have requested additional days.

Mr. Burns made a motion to accept the resignation of Chris Miller effective April 16, 2021 and to search for a part-time administrative assistant to fill a vacancy being created April 16, 2021. The job description will be posted on the website. Cross training will begin late March/early April. Augustine second. Vote: A-yes B-yes

Mr. Burns stated that DC Berger was on-site Friday to stakeout locations for the different components of the police and town hall septic system replacement. Norwalk is not expected to complete the new tank construction until March. Final details are being discussed and negotiated between our Maintenance Engineer, Rick Verhotz, Otisco Engineering, and with the contractor, DC Berger, on details of the plant.

At the request of 350 Hinckley, Mr. Burns read the following statement:

350 Hinckley is effectively a committee open to all Hinckley residents, and has been engaged with the Trustees for several months on the subject of adopting a Hinckley Sustainability Policy. We believe it would be redundant to form an additional committee. We encourage the trustees to work together with 350 Hinckley, Hinckley residents and the public and continue the discussion. The Trustees with input from residents adopted the 2015 Comprehensive Plan as a guidebook for further action by the township. There is no element in the Comprehensive Plan specifying when it should be revisited, reviewed or amended. We further understand amending the Comprehensive Plan is a time consuming and expensive process and not required at this time. Adopting a Sustainability Policy in 2021 is implementing the Comprehensive Plan, in particular, Action Item CS.3.2 "Integrate environmentally sustainable practices as part of Township services." Please contact us at hinckley350@gmail.com with any questions.

Mr. Burns made a motion to approve appropriations for the annual 2021 EPA Phase II NPDS/MSS Stormwater Program from Medina County Commissioners at an annual fee of \$750.00. Augustine second. A-yes B-yes

Fiscal Officer

Mr. Burns made a motion to approve **Resolution #021621-04** transferring the Westfield 6-month CD maturing on February 18, 2021 to Westfield Primary Checking account. Augustine second. Vote: A-yes B-yes

Mrs. Catherwood stated the Fund Status is \$5,287,311.22.

No public comments

Mr. Burns made a motion to pay bills and payroll in the amount of \$198,381.84. Augustine second. Vote: A-yes B-yes

Ms. Augustine made a motion to adjourn into Executive Session at 7:03 pm. Burns second. Vote: A-yes, B-yes.

Ms. Augustine made a motion to close the Executive Session at 7:08 pm. Burns second. Vote: A-yes, B-yes.

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Ms. Augustine made a motion to enter back into the Regular Meeting at 7:08 pm. Burns second. Vote: A-yes, B-yes.

Ms. Augustine made a motion to designate the fire chief to investigate the conduct of two firefighters under ORC 505.38. Burns second. Vote: A-yes, B-yes.

Mr. Burns made a motion to adjourn the meeting at 7:09 p.m. Augustine second. Vote: A-yes, B-yes.

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

The minutes of the meeting were approved by:

_____	_____
_____	_____