

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on May 5, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, Medina County Economic Development Director Bethany Dentler, 4 residents and 1 reporter. All joined the Pledge to the Flag.

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

Mr. Schulte introduced Ms. Dentler who provided the Trustees with information on the Medina County Economic Development Property Assessed Clean Energy (PACE) financing. PACE financing supports energy efficient and renewable energy projects in Ohio by using special assessments to repay and secure upfront funding for improvements that save or generate energy, thus incentivizing development. Ms. Dentler indicated that a small lighting upgrade to the Medina County water tower on Stony Hill Road would qualify Hinckley Township businesses to qualify for application of PACE financing.

### **POLICE**

Ms. Augustine made a motion to approve appropriations and approval for a Vipre End Pit Security 3-year renewal affective 7/21/2020 – 7/21/2023) at a cost of **\$977.44**, to rescind a motion made on April 7, 2020 for a replacement/Upgrade to the police department firewall system in the amount of \$3,985.15, and a motion to purchase the WatchGuard T55 Firewall for a total cost of **\$3,282.07**. All motions are through **TAC Computer Inc.** Burns second. Vote: A- yes, B-yes, S-yes.

Chief Centner explained that the new motion for firewall protection was of the same quality, but at a lower cost than the motion rescinded.

Ms. Augustine made a motion to approve **Resolution #042120-01**, which enters into a Mutual Aid Memorandum of Understanding (MOU) between the Cleveland Metroparks District Police Department and the Hinckley Township Police Department. The document has been reviewed and approved by the Medina County Prosecutors Office. Burns second. Vote: A- yes, B-yes, S-yes.

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

1. Patrolmen Peroli and Parente to attend the **Reid Technique of Interview and Interrogation Training** on 9/15/2020 – 9/19/2020 at Richfield OPOTA at an additional cost of **\$260.00**. Chief Centner explained that due to the Pandemic the previously approved training had to be rescheduled on a date that had a higher fee.
2. Patrolman Kinney to attend the **Reid Technique of Interview and Interrogation Training** on 6/16/20 at the Lorain Police Department at a cost of **\$525.00**.

Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve an Emergency Repair to the police department air conditioning unit #3 through **Precision Mechanical** at a cost of **\$621.00**. The problem was identified during annual spring maintenance. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve **Resolution #042120-02**, for the purchase of a new 2020 Ford Explorer patrol vehicle through **Liberty Ford** at a total cost of **\$34,061.14**. Chief Centner explained that this purchase follows the annual replacement schedule and the patrol car that will be placed out of service will go to the fire department. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve appropriations to purchase a Lever Arm Kit for the Police Department Fitness Room Cage through **Rogue Fitness** at a total cost of **\$1,541.46**. Burns second. Vote: A- yes, B-yes, S-yes.

Mr. Schulte brought up holding a Memorial Day Ceremony in lieu of a parade this year. Dave Chatham has offered to film and edit a brief video that can be added to the Hinckley Township cable channel. Chief Centner and Chief Grossenbaugh offered their assistance.

### **FIRE**

Ms. Augustine made a motion approving appropriations to purchase two HP Color LaserJet Pro M283fdw Wireless All-In-One Laser Printers from **Staples** for an amount not to exceed **\$740.00**. One printer is for the Watch Office and the other is for the Administrative Office. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve an emergency purchase of a 1900psi pressure washer, 36-inch wand extension and water broom attachment from **Home Depot** at a total cost of **\$228.94**. The purchase was necessary due to extensive mud on the trucks due to a house fire. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the purchase of the following NFPA code book; *NFPA 13 Automatic Sprinklers* (\$187.50), *NFPA 20 and 14 Fire Pump and Standpipe Handbook* set (\$169.00), and *NFPA 25 Standard for ITM Inspection Testing and Maintenance for Water Suppression Systems* (\$210.00) for a total cost of **\$556.50**. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve **Resolution #050520-03**, which authorizes selling Engine-31 (1999 KME International 4800 4 x 4, Vin # 1HTSEADR9YH257683) on GovDeals.com with a reserve price of \$8,000.00, the bidding is to start at \$1,000.00. A discussion regarding the resale value of the 20-year vehicle was held prior to the vote. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to change the compensation of firefighter Blake Kalina from his probationary rate of \$14.00/hr. to 6-month probationary status of \$14.35 effective May 1, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Grossenbaugh stated that the Red Cross has begun to publicize the fire detector program. Any resident may contact the American Red Cross to receive a fire detector, with installation provided by the Hinckley Fire Department.

### **SERVICE**

Mr. Burns made a motion to approve appropriation to purchase catch basin supplies from Core and Main for a total cost of \$941.64. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns tabled his motion to rescind the S740 Bobcat Skid Loader purchase pending review from the Medina County Prosecutors Office. There will be a subsequent motion to purchase the skid loader with an additional SJC control package at a higher cost following the completion of the contract term review.

### **ZONING**

Mr. Schulte presented the 2020 First Quarter Zoning Report which included 3 permits for accessory buildings, 11 new residence permits and 1 in-ground pool permit. Total Q1 Zoning Department collections were \$8,021.00.

The Trustees reviewed and signed a plat for the Gibson property on State Road.

A brief discussion was held between the Trustees and Mr. Studor regarding a potential stub street recommendation by Medina County Planning Services. The topic will be raised at the May Medina County Planning Commission Meeting. The recommendation is not supported by the developers or the Trustees.

### **CEMETERY**

Mr. Schulte presented the 2020 First Quarter Cemetery Report which included 4 lots sold, 2 burials and 1 footer installation. Total Q1 Cemetery Department collections were \$3,103.00.

Mr. Schulte informed the Trustees that Pinnacle Monument will be starting the repairs at Ridge Cemetery shortly.

### **TRUSTEES**

Ms. Augustine made a motion that due to reduced police department staffing related to the Coronavirus, Ms. Kumhee Agostin receive her wages for hours not to exceed 160, and Joe Szabo received his wages for hours not to exceed 40 hours during the staffing reduction. This compensation method is in accordance with legal guidance from the Medina County Prosecutors Office and Sarah Moore at Fisher & Phillips. Burns second. Vote: A-yes, B-yes, S-yes.

Augustine discussed adding content from the Police, Fire and Service Department's on the Township's e-newsletter, she added that she participated in a Go-To Virtual Meeting and it was fabulous. She stated that Sharon and Guilford Township's use this virtual meeting forum and that many people have been asking her if Hinckley Township would initiate virtual meeting software. Mr. Schulte replied that most other Townships are maintaining their traditional meeting format, he suggested that residents who do not want to attend a meeting in person, contact the Trustees by phone with concerns or questions to assure topics are addressed at a regular meeting. Mr. Burns added that he had a concern about technical issues; specifically sound quality in the old fire station. Ms. Augustine replied that if Mr. Schulte and Mr. Burns did not want to pursue virtual meeting to let her know, which they replied that they felt the traditional meeting format should continue.

Ms. Augustine informed the trustees that she suggested a Fire Truck Pizza group use the Hinckley Township Administration Parking lot for a pizza drive-thru. Fire Truck Pizza is accepting donations toward the cost of the pizzas. Mr. Burns asked that Hinckley Township graduating seniors that attend Brunswick High School and private schools also be included in this event. He added that he had contacted the Highland Local School District Superintendent as to why this event was not being held at Highland High School, she responded that the District denied the request due to their concern that the mandated Pandemic 10-person congregation minimum could not be adhered to. The Trustees felt that the Township Police Department could move students through the parking lot so that congregation minimums would be adhered to. Ms. Augustine suggested that the Parade of Hope event focusing on May as Mental Health Awareness month be held in conjunction with the Fire Truck Pizza event. The Parade of Hope will provide a horse and pony onsite, with an adult coloring book handed out to the students.

Ms. Augustine made a motion to use Hinckley Township facilities for Fire Truck Pizza and the Mental Health Awareness Month Parade of Hope for Hinckley graduating seniors. Schulte second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine discussed a college student who has contacted the Township offering his services as a legal intern. The student is in their first year of coursework. The Trustees decided to invite the student to a future meeting to discuss his offer.

Mr. Burns asked the Trustees their thoughts on using 57 gravel, rather than cement for small, plaque-type cemetery markers. He explained that these monument plaques are not heavy and do not require a significant concrete base. He added that changing from concrete to gravel will reduce cost, be easier to re-level and result in a quicker installation. It was decided he should discuss this proposal with the Township Sexton, Ms. Peterlin.

Mr. Burns stated that the ODNR grant for Kobak Field improvements has been signed and is in-place. C & M Construction has begun the drainage project.

Mr. Burns discussed the Frontier Communications Bethany Lane damage claim, he stated that he is working with the Medina County Prosecutors Office to address Frontier's letter requesting reimbursement in the amount of \$903.25 for damages to a line.

The Trustees reviewed and signed an ODOT Local Maintenance Detour Route Agreement due to a 90-day road closing on Route 303. During the project traffic will be detoured along State Route 606 and the Township portion of Bellus Road.

Mr. Burns informed the Trustees that the three Township cell phones placed on GovDeals. Com all met their reserve prices. At this time, Mr. Burns made a motion to sell three Township cell phones to the winning bidders. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns provided the Trustees with two proposals from Cornice Company to replace the old fire department bay doors with windows and a permanent façade. The bay doors do not operate efficiently and are no longer required for their original function. Excessive heating costs in the old fire station have prompted the Trustees to investigate more efficient options. It was agreed that Mr. Burns would prepare a Request for Qualifications on both proposals to advertise for quotes on the project. Funding for this repair/replacement will come from funds previously set aside for this use.

Mr. Burns cited the need to add a plexi-glass barrier in the Township Administrative Office to conform to State Phase 1 Pandemic guidelines. The plexi-glass cost in \$136.00 and the work will be done by the Service Department.

The Hinckley Garden Club has volunteered to tend to the flower beds in the center of town, the Township will provide annual flowers for planting.

Mr. Burns made a motion to approve the purchase of annual flowers from the Greensmith Garden Center in the amount of \$150.00. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte continued the previous discussion regarding a Memorial Day Ceremony. It was decided that the Trustees will hold a brief ceremony at Memorial Park on Memorial Day, the event will include a prayer and reflection by Bruce Dobbins, flag raising by the police and fire chief's and a gun salute by police department members. The event will be filmed by Dave Chatham for rebroadcast on the Township cable channel.

#### **FISCAL OFFICER**

Ms. Augustine made a motion to adopt **Resolution #050520-04**, requesting a Fire Department Appropriation Reallocation moving \$20,000.00 from 2192-760-740-0000 (Machinery, Equipment and Furniture) to 2192-220-323-0000 (Repairs and Maintenance). Burns second. A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adopt **Resolution #050520-05**, which acknowledges an agreement with the Hinckley Township Patrolmen and Sergeant's to increase the 2020 annual employer-paid Health Reimbursement Agreement deductible contribution from \$2,600.00 to \$2,900.00 for a single and \$5,200.00 to \$5,800.00 for all other coverages. By Trustee Resolution (Res. #082819-02) this benefit was provided to all Township employees who participate in the Township's health plan.

Medical Mutual will administer the annual employer-paid Health Reimbursement Agreement deductible contribution up to \$2,600.00 for a single and \$5,200.00 for all other coverages. An employee who participates in the Township health plan and provides documentation showing that they have paid a deductible amount in excess of \$2,600.00 to \$2,900.00 for a single (\$300.00 maximum), or, a deductible amount in excess of \$5,200.00 to \$5,800.00 for all other coverages (\$600.00 maximum) shall receive a one-time reimbursement for this expense directly from the Township. Augustine second. A=yes, B=yes, S=yes.

Mrs. Catherwood stated the fund balance is \$5,542,412.13.

**FLOOR**

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$67,481.49**. Augustine second. Vote: A=yes, S=yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:44 p.m. Augustine second. Vote: A=yes, B=yes, S=yes.

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

The minutes of the meeting were approved by:

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