

## Trustee Meeting- June 2, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on June 2, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 4 residents and 1 reporter. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of May 19, 2020. Augustine second. Vote: A-yes, B-yes, S-yes.

### POLICE

Ms. Augustine made a motion to approve appropriations and approval for the installation of graphics on the new patrol car set up at a cost of **\$465.00** through **Gorilla Graphics**. Burns second. Vote: A- yes, B-yes, S-yes.

### FIRE

Ms. Augustine made a motion approving appropriations to purchase four (4) Vulcan 180 hand lanterns with vehicle charging bases for the new engine through **Fire Safety Services** at a cost of **\$705.97**. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion approving appropriations to perform the annual preventative maintenance on two (2) ambulance cots, two (2) stair chairs and the power-load system on Squad 37-2 through **EMSAR** at a cost of **\$550.00**. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Grossenbaugh informed the audience that there will be a Red Cross Blood Drive on June 13 from 10:00 a.m. to 3:00 p.m. at the old fire station.

### SERVICE

Mr. Behary informed the Trustees the Service Department has been busy with two Bethany Lane catch basin repairs, trenching and roadside mowing. The S740 Bobcat Skid Loader was delivered and is in use.

### ZONING

### CEMETERY

### TRUSTEES

Ms. Augustine made a motion to amend a motion made on April 21, 2020 to indicate that the purchase of a Preacher Curl Bench for the police department was through **Yukon Fitness**, and not Amazon. Burns second. Vote: A-yes, B-yes, S-yes.

The Trustees discussed changes to the Hinckley Township General Driving Rules and Regulations submitted by Mr. Burns. Mr. Burns explained his concerns about language pertaining to an employee's personal use of their own vehicle while on township business. The Trustees will review his submitted clarifications and forward to the Medina County Prosecutors Office for review.

Ms. Augustine asked the Trustees if they had any additional changes to the updated Hinckley Township Policy Manual for Volunteer Fire Personnel, she indicated that Chief Grossenbaugh had added Mission and Vision Statements and departmental core values. Additional changes were minor. The Hinckley Township Travel Policy has also been included for reference. Trustees Burns and Schulte had no additional changes.

Ms. Augustine made a motion to approve **Resolution #060220-01**, approving the updated Hinckley Township Policy Manual for Volunteer Fire Personnel. Schulte second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine reminded everyone submissions for the Township E-newsletter are due by the end of the month.

A discussion regarding whether or not to open the town hall to the public led to a determination that the administrative office would be open to the public during regular business hours, but that hall rentals would remain unavailable. The Trustees cited the necessity to deep clean after each use a being cost-prohibitive at the present time.

Mr. Burns informed the Trustees that he has received a quote from FMD Architects for services to prepare a Request for Proposal (RFQ) for the replacement of the old fire department bay doors on the front of the administration building. The quote is a \$4,000.00 base price and \$130/hour for additional services. He is expecting another quote. Ms. Augustine asked why this process is different from the process for the community center architectural design. Mr. Schulte replied that this project proposal is a necessary replacement to reduce heating costs within the old fire station bays. Ms. Augustine asked if the two façade designs could be put out for public review. Trustees Schulte and Burns replied that it would be beneficial to complete the RFQ and then solicit additional feedback.

Mr. Burns reported that C & M has almost completed the Kobak Field improvements. He mentioned that the gravel intended to be installed between K-1 and K-2 was installed at another location. If additional gravel is required it will be installed at a later date.

Mr. Burns presented a Draft Bid Package for the Administrative/Police Department's septic system replacement. The Trustees discussed several items requiring clarification by the Medina County Prosecutors Office for the final document. They were as follows:

1. Bid document availability: It was agreed that electronic bid documents be available and hard copies available at a reasonable fee. It needs to be determined how vendors will be noted for electronic bid documents.
2. An estimated timeline of formally approving releasing the bid documents will be made at the June 16, 2020 Regular Trustee Meeting with advertisement in the Medina *Gazette* on June 17, 2020. It was determined that four-weeks would be allowed for interested parties to prepare and submit their bids to the Township.
3. It was agreed that contractors will provide a 2-year warranty on their work.
4. Mr. Burns proposed a liquidated damage fee of \$250.00 a day if the project completion extends seven days beyond the stated completion date range.

Chief Centner raised his objection to the 50/50 shared costs between the General Fund (Administrative) and the Police Fund. He stated that he had agreed previously when the cost was estimated at \$40,000, rather than the current \$80,000 estimated project cost. He added that he does not feel it is fair for the police to have to pay into the additional costs required for the larger capacity tank to be included for any future community center expansion of the old fire station. Fiscal Officer Catherwood replied that Chief Centner had previously agreed to the shared cost, and, in fact last year's estimate had been in the \$100,000.00 range. This issue had been discussed publicly and in a number of conversations between former trustee Lutzko, Centner and Catherwood. Mrs. Catherwood added that the project had already been budgeted for the 50/50 shared cost and the police department staffs 24/7 and utilizes the system more than the limited hours of the Administration Building. It was agreed to determine what the estimated additional cost of the larger capacity tank is.

Mr. Schulte made a motion to approve appropriations for necessary upgrades to Zoning Inspector Wilson's computer through **Lighthouse Solutions Group LLC** at a cost of **\$189.00**. Augustine second. A-yes, B-yes, S-yes.

Mr. Schulte informed the Trustees that the Todd Rebeck nuisance violation has been completed. He relayed information that one of Mr. Rebeck's vehicles has been placed on the neighboring Kowalski property. Mr. Schulte explained that the Kowalski property is also a nuisance property and recently lost a court case filed by the Medina County Health Department. Despite the outcome of the court case, Mr. Schulte feels that the property will remain a nuisance and asked the Trustees if they would consider initiating the nuisance abatement process recently

undertaken successfully for the Rebick property. He added that the first step would be to initiate a title search. All agreed to initiate the title search on the Kowalski property.

Mr. Schulte thanked those who participated in the Memorial Day Ceremony. Volunteer Dave Chatham will film the Trustees holding a brief ceremony at Memorial Park on Memorial Day and it will be live-streamed on Facebook.

Mr. Schulte stated that the Pine Hills Preliminary Plan is about to be submitted and reviewed by the Hinckley Township Zoning Commission in July. He added that Tactical Planning has completed draft special event language that will also be reviewed by the Zoning Commission.

The Trustees discussed a request from Kathy Zuk, Laverne Pay’s daughter, to place a personalized stone near the tree planted for Mr. Pay in Memorial Park. A concern as to maintaining the purpose of Memorial Park was discussed, Mr. Pay did serve in World War II. It was decided to ask Ms. Zuk to submit the language to be placed on the stone for review by the Township prior to approval.

**FISCAL OFFICER**

Fiscal Officer Catherwood certified that she knows of no final judgements against Hinckley Township.

Mrs. Catherwood presented the Trustees and Department Heads with a mid-year 2021 budget estimate. She discussed current projections and asked the Trustees to review the submitted worksheet and contact her with any questions. She will request a Resolution for approval at the next Regular Trustee Meeting.

Mr. Schulte made a motion to close the Huntington Bank Medical Checking account. Augustine second. A-yes, B-yes, S-yes. This account is no longer required due to the Primary Checking migration to Westfield Bank.

Mrs. Catherwood stated the fund balance is \$5,546,894.27.

**FLOOR**

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$24,173.00**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 7:43 p.m. Augustine second. Vote: A-yes, B-yes, S-yes.

**The Board reviewed and signed the May Bank Reconciliation, purchase orders and bills.**

The minutes of the meeting were approved by:

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