

Trustee Meeting- September 15, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on September 15, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 9 residents and 1 reporter. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Special Meeting Minutes of August 27, 2020. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of September 1, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Special Meeting Minutes of September 8, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

Mr. Burns introduced Mike Profant of Business Team Network. Mr. Profant is a Hinckley resident who has provided his expertise in the past for Township IT upgrades. Mr. Profant discussed his proposal to add audio and video conferencing technology to Township meeting rooms in order to provide remote access of Township meetings to residents. Mr. Burns expressed his surprise at the cost of the proposal, Mr. Profant replied that in order to reduce the inherent problems with video conferencing he recommends using commercial grade equipment. Higher quality translates to higher cost.

Ms. Augustine asked if the system is usable post-Pandemic. Mr. Profant replied that there are a ton of additional uses, he cited communication with vendors, the ability to demo products remotely in a secure environment and training.

Mr. Burns inquired about microphones, Mr. Profant replied that there are lapel, hand-held and overhead microphone options, the quote includes a total of eight microphones. Mr. Schulte stated that the Zoning boards are excited about the ability to offer remote meetings.

Ms. Augustine inquired as to the availability of the equipment. Mr. Profant replied that components are in high demand, and 4 to 5 weeks behind what they were in 2019. Due to the scale of his business he is confident that he will have access to the necessary product.

Further discussion regarding remote meeting platforms and costs and security features continued between Mr. Profant and the Trustees.

**POLICE**

Ms. Augustine made a motion to approve appropriations to purchase ammunition through **Kiesler Police Supply** in the amount of **\$3,951.60**. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Centner discussed a meeting he and Mr. Augustine attended with Dave Corrado of Medina County Fiber Optic to discuss the current Fusion internet contract. Mr. Corrado explored other providers and found that First Communications can provide the same service at approximately a \$400.00 monthly savings. Following a brief discussion, the Trustees agreed to motion the change in service providers.

Ms. Augustine made a motion authorizing Dave Corrado of Medina County Fiber Optic to implement the change in Township internet provider from Fusion to First Communications, Burns second. Vote: A- yes, B-yes, S-yes.

**FIRE**

Ms. Augustine made a motion to accept the resignation of Hinckley Township firefighters Clayton Angleoff (effective 9/08/20) and Michael Villarreal (effective 9/14/20). Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the following firefighter compensation in accordance with the Organizational Meeting Minutes as follows:

- Augustin Ruggerio, Sarah Maximovich and John Regrut from \$14.00/hr. to \$14.35/hr. Completion of first 6 months to 1-year probationary pay.
- Jason Lorton to full medic pay (\$16.54) due to completing his first 6 months and meeting the 3- year prior experience requirement.

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

Ms. Augustine made a motion to amend a motion approved on July 21, 2020 that purchased equipment for the new fire engine from **Fire Safety Services, Inc.** from a cost of \$1,072.02 to **\$1,110.02**. Burns second. Vote: A- yes, B-yes, S-yes. The price increased due to shipping costs.

Chief Grossenbaugh informed the Trustees that a small cargo area will be built into the Fire Department SUV. The material cost will not exceed \$250.00 and will be purchased from Home Depot.

Chief Grossenbaugh asked the Trustees to consider approving the purchase of a Stryker Power Load Cot for the older ambulance utilizing CARES Act funds. He explained that this ambulance has been designated as the COVID-19 response vehicle and does not currently have a power load system. The installation of the power load system will reduce the number of first responders that are necessary to load a patient into the ambulance; thus reducing exposure to the virus. Fiscal Officer Catherwood asked if the equipment would be available for installation within the timeline established within the CARES Act funding requirements. Chief Grossenbaugh responded that he did not know when the equipment would be available, but would inquire as soon as possible. It was recommended that the motion be approved pending a reasonable installation date.

Ms. Augustine made a motion to approve **Resolution #091520-01**, appropriating **CARES Act** funds to purchase a **Stryker** Power Load Cot at a cost of **\$27,473.31** pending an installation date of October 31, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

**SERVICE**

Road Superintendent Behary informed the Trustees that the contractor working on the Echo Glens paving hit a natural spring, the service department has been working on repairing the area.

Mr. Behary requested the Trustees approve the purchase of three backpack sprayers and one extra tank for COVID- related disinfection in the administration offices, the fire department and the service department.

Mr. Burns made a motion to approve the appropriation of **CARES Act** funds to purchase three backpack sprayers (\$399.00/ea.) and one extra tank (\$149.00) from **Home Depot** at a total cost of **\$1,346.00**. Augustine second. Vote: A- yes, B-yes, S-yes.

**ZONING**

The Trustees reviewed and signed a parcel lot consolidation on Michelle Ridge (Simons).

Mr. Schulte informed the Trustees that the Zoning Commission has forwarded the Trustees a Text Amendment Proposal on Chapter 15 which includes associated changes.

Mr. Schulte made a motion to schedule a Public Hearing to review Text Amendment Proposal on Chapter 15 which includes associated changes on October 6, 2020 at 6:00 p.m. Augustine second. Vote: A- yes, B-yes, S-yes.

**TRUSTEES**

Ms. Augustine announced that the 2020-2021 Hinckley Township Senior Emergency Snow Removal Program will begin taking applications in October. The application process is an annual process, therefore, even if an individual qualified in 2019 they must still apply in 2020. This program is supported by the Hinckley Fire Department Community Benefit Fund, Inc. and administered by Hinckley Township. The program provides a packet of vouchers to qualified seniors (65 and up) or a Disabled Person as defined in the Americans with Disabilities Act of 1990.42. U.S.C. 12102. Income restrictions and eligibility verification are required to receive program benefits. Ms. Augustine explained that it is still being determined the best method to take applications due to the Pandemic.

Ms. Augustine informed the Trustees that the Hinckley Chamber of Commerce will host the annual Halloween Haunt on Saturday, October 24 from 4-6 p.m. All Pandemic safety requirements will be observed.

Ms. Augustine informed the Trustees that the list of departmental requests for necessary needs due to the COVID-19 Pandemic has been reviewed by the Medina County Auditor and Prosecutor’s Office and has been approved via email communications for compliance with CARES Act funding guidelines.

Ms. Augustine made a motion to go into Executive Session to discuss the discipline of a firefighter. Burns second. Vote: A- yes, B-yes, S-yes.

Mr. Burns explained that after the lowest and second lowest bids for the Hinckley Township Town Hall and Police Station Wastewater Treatment Plant (WWTP) were reviewed by the Medina County Prosecutors Officer it was determined that the lowest bid from Gill Farms LLC lacked completeness of the bid response, specifically missing references and should be rejected.

Mr. Burns made a motion to approve **Resolution #091520-02** to contract with **DC Berger Excavating** to complete the Town Hall and Police Station WWTP upgrade for **\$103,000.00**. The project costs will be divided equally between the Police Department Fund and the General Fund. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve **Resolution #091520-03** to place for public notice a Request for Qualifications from Architects to address the necessary repairs and renovations for energy efficiency of the old fire station east wall. The notice will be placed in the *Medina Gazette* on Friday, Sept 18, 2020, one time, and will be posted on the Township Website. Copies of the proposals must be received at the Town Hall by Oct 6, 2020, 2:00 PM marked “Request for Qualifications Architectural Services” The complete Request for Proposal can be printed or downloaded for free from the Township Website or may be picked up at the Town Hall by appointment for a cost of 10 cents per page.

Mr. Burns expressed his thanks, and thanks on behalf of the community, to the volunteers of the Hinckley Garden Club who spend their free time, energy and sometimes personal money beautifying our community. He added that this past week the Garden Club planted mums, cleaned up the flower beds, and mulched as needed. He specifically thanked Linda Fussi for coordinating and executing the projects, Candace Juenke for donating a couple dozen perennials, and those unsung heroes of the Club that silently toil in our community for all our benefit.

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Mr. Schulte made a motion to purchase a Dell Latitude laptop, docking station, virus protection software and installation with **CARES Act** funds through **Lighthouse Solution Group** for remote work due to the Pandemic at a total cost of **\$1,699.00**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Schulte informed the Trustees that Election Day use of the town hall falls on a meeting date, he recommended rescheduling the Trustee Meeting to Wednesday, November 4, 2020.

**FISCAL OFFICER**

Mr. Schulte made a motion to approve **Resolution #091520-04**, approving renewing the annual employee health and life insurances effective October 1, 2020 for all full-time employees and elected officials. The medical and life insurance is renewed through Medical Mutual of Ohio and vision and dental insurance through Ameritus. Augustine second. A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve **Resolution #091520-05**, which provides healthcare, life, vision and dental benefits to full-time Hinckley Township Police Department personnel, elected officials and full-time nonunion employees pursuant to the terms of the Hinckley Township Police Department Collective Bargaining Agreement (Effective: October 1, 2020) for the period of 10/1/2020-09/30/2021. Burns second. A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve **Resolution #091520-06**, approving an appropriation transfer of \$15,000.00 from 2031-330-599-0000 (Other Expenses) to 2031-760-740-0000 (Machinery, Equipment and Furniture). Burns second. A-yes, B-yes, S-yes.

Mrs. Catherwood informed the Trustees she has researched an Amazon program titled *Pay by Invoice* that would enable departments to purchase supplies through Amazon without using their Township credit card. A Business Prime Account is required at a cost of \$179.00 per year and will allow 3 account users *Pay by Invoice* accounts. She added that departments purchase a significant amount of items from Amazon and the shipping costs saved by purchasing a Business Prime account will more that equal the annual fee. The Trustees agreed that this program will streamline the current utilization of Amazon for supplies and equipment.-

Mrs. Catherwood stated the fund balance is \$5,610,960.38.

**FLOOR**

There being nothing from the floor, Mr. Schulte made a motion to pay the payroll/bills in the amount of **\$249,059.05**. Augustine second. Vote: A-yes, S-yes.

The Trustees adjourned into Executive Session at 7:54 p.m. and returned to the Regular Meeting at 8:14 p.m. with no decision being made.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:14 p.m. Augustine second. Vote: A-yes, B-yes, S-yes.

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

The minutes of the meeting were approved by:

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