

Trustee Meeting- October 6, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:31 p.m. on October 6, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 12 residents and 1 reporter. All joined the Pledge to the Flag.

Motion to approve the Regular Meeting Minutes of September 15, 2020, the Special Meeting minutes of 12:30 p.m. and 1:05 p.m. on September 21, 2020, and the Special Meeting Minutes of 8:30 a.m. and 8:43 a.m. on September 25, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to hire Mike Keszei and David Foster as probationary Hinckley Township Firefighter/Paramedics. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine administered the Oath of Service to Mr. Keszei and Mr. Foster. Chief Grossenbaugh stated that Mr. Keszei has 18-years experience as a firefighter/paramedic and Mr. Foster currently serves on the Valley City Fire Department.

Mr. Schulte introduced Beth Biggins-Ramer from the Medina County Solid Waste District. Ms. Biggins-Ramer explained that every five year the County is required to update their solid waste plan. In order for the plan to be approved The Medina County Commissioners, the City of Brunswick and 60% of the other Medina County jurisdictions must approve the plan by Resolution. She is requesting the Trustees approve the plan.

Mr. Schulte stated that the Trustees support the efforts of the Medina County Solid Waste District and forwarded **Resolution #100620-01**, as follows:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED that Hinckley Township, located within the jurisdiction of the Medina County Solid Waste Management District, that:

Section 1. These Members hereby acknowledge receipt of the amended draft plan.

Section 2. The Hinckley Township Board of Trustees approves the District Solid Waste Management Plan.

Section 3. The Clerk is hereby directed to send the District a copy of this resolution to the attention of Mr. Jeremy Sinko P.E., Medina County Sanitary Engineer's Office, 791 West Smith Road, Medina, Ohio 44256.

Section 4. That it is found and determined that all formal actions of the Hinckley Township Board of Trustees concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this Hinckley Township Board of Trustees and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

Section 5. That this resolution shall be in full force and effect immediately upon its adoption.

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

Mr. Schulte made a motion authorizing **Resolution #100620-02**, to approve the Medina County Auditor's Office Amended Certificate of Available Resources dated September 18, 2020 (#4), adjusting appropriations and revenue amounts. Augustine second. Vote: A- yes, B-yes, S-yes.

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Ms. Augustine made a motion to **rescind 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.

Ms. Augustine led a discussion regarding the virtual meeting vendor quotes provided for the town hall, fire station and the police station. Funding for this potential purchase would utilize CARES Act funds.

Mr. Burns presented the quotes as follows:

Town Hall      WAM- \$59,300  
                      BNT - \$44,505.97  
                      Zenith - \$40,839.86\*

\*Mr. Burns submitted additional microphones, DSP for mics and audio DSP that he indicated were included in the BNT quote - but not the Zenith quote, which resulted in his estimated "Apples to Apples" Zenith quote of \$48,610.68.

After a brief discussion, the Trustees agreed that BNT provided the lowest quoted price, based on the Zenith "Apples to Apples" estimated quotation price,

Police Station    WAM – Did not submit  
                          BNT - \$6,452.00 + Alternate 1: A 75" screen v. 55" screen - \$10,782.00  
                          Zenith - \$7,453.55 (\_\_\_\_\_ " screen)

After a brief discussion, the Trustees agreed that BNT provided the lowest quotation pricing. It was also discussed that the manufacturers of the equipment that each company provided in their quotes was not identical as this was not a constraint of the request for quotation from each company.

Ms. Augustine asked Chief Centner if he would prefer a 55" screen or a 75" screen, to which Chief Centner replied he would prefer a 75" screen. Mrs. Catherwood asked the Trustees if the other vendors were provided an opportunity to quote on the 75" screen alternate. Mr. Burns replied that it was BNTs decision to add the Alternate 1, the other vendors did not provide the option. Mrs. Catherwood replied that in that case, how can it be determined that the other vendors would not have been competitive based on a 75" quotation. She added that ultimately it is the Trustees decision on how they should proceed, but it is her position that all vendors providing quotations should do so based on the same materials and services.

Mr. Burns and Mr. Schulte then identified similar components from the Zenith Town Hall quotation, including a 75" Samsung Commercial display and mounting hardware to determine an estimated Zenith total quote which, according to their back of the envelope sum, resulted in a price that was \$100.00 higher than the BNT 75" screen quotation. Mr. Burns further stated that it would be virtually impossible to have vendors quoting the same equipment as not all have access to the same suppliers.

Discussion then turned to the purchase of computer hardware utilizing CARES Act funds for the police and fire departments. Mr. Schulte stated that Lighthouse Solutions has a history of providing the Township with quality hardware and services, he feels the quotations they have provided to the Township are fair.

Ms. Augustine stated that she had contacted four contractors to provide quotes for COVID-related renovations for the Administrative Office and the Fire Station sleeping quarters. The scope of the Administrative Office renovation is to turn the existing window into a full plexiglass wall and to extend the existing countertop.

Additionally, renovations adding locks to existing doors and installing hallway separations to restrict access due to the coronavirus. The scope of the Fire Station sleeping quarters is to install a full wall between the existing sleeping room to separate the two beds. Three of the four contractors felt the scope of work at the Administration office was unattainable due to lack of supplies and the timeline.

Two contractors provided quotes as follows:

Michael's Workshop Inc.

Administration Building Counter Estimate: \$7,905.00

Fire Department Dorm Estimate: \$5,482.00

Precision Painting and Home Repair

Administration Building Counter Estimate: \$ N/A

Fire Department Dorm Estimate: \$6,700.00

Mr. Burns expressed some concern about the Administrative Office renovations, but added that he would not delay the project due to his concerns.

Ms. Augustine explained that currently there is \$165,000.00 available for purchase appropriations and in order to assure compliance with CARES Act fund requirements, the Township solicited opinions from the Medina County Prosecutors Office, the Medina County Auditors Office and contracted with a third-party attorney to provide a written opinion and a formal resolution for the proposed purchase appropriations.

Ms. Augustine stated that the Board and department heads have researched and studied the proper use of Coronavirus Relief Fund money, and based on these efforts, as well as advice of legal counsel, will make the motion and enter the Cares Act Grant Proposal for Hinckley Township by Department into public record.

Ms. Augustine made a motion to approve **Resolution #100620-03** as follows:

WHEREAS, on March 9, 2020, Ohio Governor Mike DeWine issued an Executive Order declaring a State of Emergency relating to the COVID-19 outbreak in the state of Ohio; and

WHEREAS, on March 11, 2020, the head of the World Health Organization declared COVID-19 a global pandemic; and

WHEREAS, on March 13, 2020, the President of the United States, Donald Trump, declared a National Emergency concerning the COVID-19 outbreak, stemming from the SARS-CoV-2 virus; and

WHEREAS, on May 6, 2020, the Ohio State Senate Passed Am. S.B. No. 310 establishing a formula for the distribution of funds ("Funding") under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") enacted by the federal government; and

WHEREAS, Am. S.B. No. 310 was subsumed into the passage of Am. Sub. H.B. No. 481 by the Ohio General Assembly, effective June 19, 2020; and

WHEREAS, consistent with Section 27(D) of Am. Sub. H.B. No. 481, the Board passed a resolution supporting the receipt of the Township's share of Funding under the CARES Act, and the Township has since received such Funding and deposited same in the Township's Local Coronavirus Relief Fund pursuant to Section 27(E).

NOW THEREFORE, it is hereby RESOLVED by the Trustees that:

1. Pursuant to Section 27(D) of Am. Sub. H.B. 481, the Board may spend the Funding only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d) and subsequent regulations and treasury publications.
2. As assistance to local governmental agencies that have received distributions under Am. Sub. H.B. 481, the United States Treasury Department has published a pamphlet entitled Guidance State, Territorial, Local,

and Tribal Governments as Amended, September 2, 2020 (“Guidance”), a copy of which is attached hereto. The Guidance publication provides succinct descriptions of permissible uses for the Funding. The Guidance has been adopted and accepted by the Ohio Office of Budget and Management (“OOBM”) and the Ohio Auditor of State (“Auditor”) as authoritative sources for Funding expenditures.

3. In part, the Guidance has listed the following as a permissible use of the CARES Act Funding: “A State, Local, or Tribal government may presume that public health and public safety employees meet the substantially dedicated test unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise...public safety employees would include police officers,...firefighters, emergency medical responders,...and those who directly support such employees such as dispatchers and supervisory personnel.” (Page 6, U. S. Treasury Guidelines, September 2, 2020).

4. In accordance with Section 27(D) of Am. Sub. H.B. 481, section 5001 as described in 42 U.S.C. 601(d), the Board hereby approves the following expenditures from the local Coronavirus Relief Fund:

#### **FIRE DEPARTMENT**

- (a) Stryker NTS Power Load System for addition to the Township COVID-19 squad through Stryker Medical for **(\$27,473.31)**.
- (b) Installation of the power load system by Donald Martins & Sons Ambulance at a cost of **(\$2,500.00)**.
- (c) Two (2) King Vision Laryngoscopes Kits through Bound Tree Medical not to exceed **(\$2,500.00)**, of which \$1,720.16 will be paid out of Fund 2901 (HHS-Covid Relief) and the remainder out of 2272.
- (d) Four sets of turnout gear through Fire Safety Services. **(\$13,676.00)**.
  - Four (4) FXR Custom gear coats \$1,545.00/ea. Total: \$6,180.00
  - Four (4) FXR Custom gear pants \$1,085.00/ea. Total: \$4,340.00
  - Four (4) FireDex Dexpro gloves \$86.00/ea. Total: \$344.00
  - Four (4) FireDex Barrier hoods \$128.00/ea. Total: \$512.00
  - Four (4) Black Diamond x2 leather structural boots \$310.00/ea. Total: \$1,240.00
  - Four (4) MSA 1044 Traditional Helmet with 4-inch visor \$265.00 /ea. Total: \$1,060.00
- (e) Fit Test Machine shared with Sharon Center Fire Department and Grange Fire Department not to exceed **(\$3,000.00)**.
- (f) Four (4) Tough Book Computers and Two (2) laptop computers with docking stations and Two (2) 24-inch monitors for remote use through Lighthouse Solutions at a total cost of **(\$16,850.00)**.
- (g) Construction of wall and doorway to separate sleeping quarters in fire department through Michael’s Workshop Inc. for a total cost of **(\$5,482.00)**.

#### **POLICE DEPARTMENT**

- (a) Four (4) Microsoft Surface Laptop Computers through Lighthouse Solutions at a total cost of **(\$6,976.00)**.
- (b) Virtual Meeting technology hardware and installation for the Police Station through BNT at a total cost of **(\$10,782.00)**.

#### **ADMINISTRATION**

- (a) Renovation to administration building for construction of foyer space and locked doors of Meeting Room through Michael’s Workshop Inc. for a total of **(\$8,520.00)**.
- (b) Two (2) Dell Latitude laptop computer with docking station with appropriate software. **(\$1,699.00** each).
- (c) Virtual Meeting technology system and installation for administrative use, including virtual Board meetings, through BNT at a total cost of **(\$44,505.97)**.

#### **SERVICE DEPARTMENT**

- (a) Sanitizing and cleaning for service industry of offices and purchase of PPE.
- (b) Three (3) Tablets, Protectors with Keyboard through Amazon and Special Pen through NewEgg.com not to exceed **(\$3,000.00)**.
- (c) Three (3) Milwaukee M18-Volt 4 Gal. Lithium-Ion Cordless Backpack Sprayers and One (1) extra four - gallon tank through Home Depot for a total of **(\$1,346.00)**.

5. The Board finds that the expenditures authorized by this Resolution were not previously budgeted by the Board and the Board finds the expenditures are directly related to COVID-19 conditions and response. Further, the Board finds that the expenditures authorized herein are for payment or reimbursement of an expense incurred between March 1, 2020 and December 30, 2020.

Trustee Burns seconded the Motion.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

#### **POLICE**

Chief Centner had no additional items.

#### **FIRE**

Ms. Augustine made a motion to approve moving Dustin Baizar compensation from FF/EMT to FF/Medic (\$16.54/hr.) as per the Organizational Minutes. Dustin has passed his Paramedic program.

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

Ms. Augustine made a motion to accept the resignation of Hinckley Township firefighters Blake Kalina (effective 10/6/20) and Richard Miller (effective 10/6/20). Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve an emergency repair of an electrical issue with the rear body lights on Engine-31 through **W.W. Williams** at a cost of **\$1,006.32**. Chief Grossenbaugh explained that the lighting went out on-site and required immediate repair. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the following repairs and services through **ESI Electrical Contractors**:

- Install and repair all exterior fire station lighting and replace the photoelectric sensor with a timer - \$1,700.00
- Install the annunciator panel on the generator - \$4,200.00

All repairs are not to exceed **\$5,900.00**.

*Discussion:* Chief Grossenbaugh explained that the flag pole lighting materials are still under warranty, the only charges will be for installation of the timer. When the station was built a generator was installed, but not an annunciator panel. The installation of this part will identify any problems that may appear with the generator. ESI will coordinate the connection of the annunciator panel with Cummins.

There being no further discussion: Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the purchase of two over the top of bed tool boxes for Engine 34 through **Chuck's Custom Truck and Trailer** at a total cost of **\$1,539.00** (\$769.50/ea.). Chief Grossenbaugh

explained that the addition of the tool boxes will separate necessary tools and supplies, resulting in an improved response in the event of natural disaster calls. The Township Service Department will install the boxes. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the purchase of a Cargo Glide Truck Bed/Cargo Slide for Engine 34 through **Auto Accessories Garage** online at a cost not to exceed **\$1,113.00**. Chief Grossenbaugh explained that this piece of equipment will separate medical and rescue supplies from operational equipment such as gasoline and chain saws. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the repair of the locker room wall to create two separate locker rooms through **Michael's Workshop** at a cost of **\$320.00**. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Grossenbaugh informed the audience that there are several spots available at the upcoming Red Cross Blood Drive to be held in the old fire station.

### **SERVICE**

Mr. Burns made a motion to approve the purchase of 5 pallets of crack sealant and 5-gallons of No-Trax through **D.J.L. Material & Supply, Inc.** at a total cost of **\$5,868.75**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase tires and alignment for the Service vehicle through **Gateway Tire & Service Center** at a cost of **\$790.23**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase a Husky FS400LV Walk Behind concrete saw and water tank through **Indy Equipment and Supply LLC** at a total cost of **\$2,440.00**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase tires for the backhoe and GMC dump truck the Service vehicle through **Gateway Tire & Service Center** at a total cost of **\$2,765.16**. Mr. Behary stated that Gateway had the best pricing by far and will even come out to the Service Garage and install the tires. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase a Stihl Chainsaw through **Akron Tractor** at a cost of **\$1,055.96**. Mr. Behary said that this saw will cut through large trees that fall over the roadway. Augustine second. Vote: A- yes, B-yes, S-yes.

### **ZONING**

The Trustees reviewed and signed the following plats:

- Parcel lot split for Gibson property (State Road)
- Parcel lot consolidation for Miller Property (State Road)
- Parcel lot split for Ross/Kopchak property (Weymouth Road)
- Parcel lot consolidation/split for Cole property (Boston Road)

### **TRUSTEES**

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. Printed General Guidelines for trick or treating as per the Ohio Department of Health were available in the room, and will be available at the Administration Offices.

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Ms. Augustine made a motion rescinding the authorization for Dave Corrado of Medina County Fiber Optic to implement a change in Township internet provider from Fusion to First Communications. It was discovered when the bandwidth was increased through Fusion last year, the contract was no longer month to month, but began another 36-month term. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to go into Executive Session to investigate charges of a Hinckley Township Firefighter. Burns second. Vote: A- yes, B-yes, S-yes.

The Trustees went into Executive Session at 7:45 p.m. The Trustees adjourned out of Executive Session at 7:52 p.m.

Mr. Schulte made a motion to reconvene the Regular Meeting at 7:52 p.m. Burns second. Vote: A- yes, B-yes, S-yes.

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

Mr. Burns informed the Trustees that two homeowners have requested the Township to modify their septic tank effluent discharge requirements. He explained that this is a request that has been allowed in the past.

Mr. Burns made a motion to allow the following two properties; 1815 Sophia Lane and 2572 Kellogg Road, located within Hinckley Township, to discharge the effluent from their septic tanks into the storm sewers. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns presented the Trustees with a Summarized Engineers Estimate for 2021 paving and concrete projects as follows:

- Proposal No. 1. T.H. 140 Bellus Road- (State Road to Township Line (Mill/Fill 448) \$188,104.00
- Proposal No. 2. T.H. 140 Bellus Road- (State Road to Township Line (Mill/Fill 402 & Chip) \$185,388.40
- Proposal No. 3. T.H. 209 Maple Hill Road (All + Circle) (Repairs/Chip) \$ 23,992.00
- Proposal No. 4. T.H. 357 Valley Brook Concrete Rep.– (Willow Brook to Brook Haven) \$580,546.00
- Proposal No. 5. T.H. 357 Valley Brook Concrete Rep.– (Willow Brook to Brook Hollow) \$283,002.00

Mr. Burns and Mr. Behary indicated they were pleased that the Mill/Fill 448 estimate for Bellus Road was close to the Mill/Fill 402 & Chip estimate. They feel that the Mill/Fill 448 is a superior product. Mr. Burns informed the Trustees that due to limited manpower the Medina County Engineers Office cannot provide engineering services for Proposals 4 and 5. Mr. Burns asked the Trustees to consider hiring an independent engineering firm to provide the required engineering for the Willow Brook project. He stated that Montville Township had hired an independent engineering firm for approximately \$8,000.00 for a \$400,000.00 roadwork construction project. Mr. Schulte expressed regret at having to encumber funds for a service that has in the past been provided at no charge to the Township. Mr. Burns asked the Trustees if they would like him to solicit independent engineering firms for the Valley Brook project. The Trustees agreed to approve Mr. Burns preparing an independent engineering proposal.

Mr. Burns stated that he and Mr. Behary have discovered an existing storm water pipe underground at the Secluded Highlands development that will have to be reviewed, and subsequently addressed. He added that this will not be an inexpensive solution, but will have to be addressed due to its negative impact on storm water runoff during significant rainfalls. He currently has no estimate cost for addressing the problem.

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Mr. Burns informed the Trustees he met with a resident to discuss necessary maintenance and repairs required on Mattingly Road, east of River. The Township Service Department will undertake a multi-year effort to repair swales, clear existing catch basins and clear trees within the road right-of-way in preparation for repaving the roadway possibly in 2022.

Mr. Schulte provided the residents with a brief recap of the Zoning Text Amendment Proposal on Chapter 15 discussed at the Trustee Public Hearing held at 6:00 p.m.

Mr. Schulte made a motion to approve **Resolution #100620-04**, approving a Hinckley Township Zoning Amendment as follows:

Amend Chapter 15 – Temporary Sales & Special Events Regulations and Amend Chapter 3– Definitions adding related definitions; Amend Chapter 7 – Conditional Zoning Certificate Sub-Section 7.5 Supplemental Regulations for Certain Uses adding H. Commercial Events 1 through 10.

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

Mr. Schulte expressed his pleasure that the Medina County Engineer has agreed to forward an application for Ohio Public Works Commission grant funding to complete the Forest Drive Cul-De-Sac. He added that this opportunity will resolve a huge safety issue that has existed for a long time.

Mr. Schulte made a motion to approve **Resolution #100620-05**, as follows:

A RESOLUTION AUTHORIZING HINCKLEY TOWNSHIP TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Hinckley Township is planning to make capital improvements to T.H. 210 Forest Drive Cul-De-Sac Improvement Project,

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by Hinckley Township:

Section 1: Hinckley Township Trustee Raymond F. Schulte is hereby authorized to apply to the OPWC for funds as described above.

Section 2: Hinckley Township Trustee Raymond F. Schulte is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

Mr. Shulte informed the Trustees that the Township received the Ohio Department of Commerce annual Notice to Legislative Authorities Objections to Renewal of a Liquor Permit. All agreed to forward the document to Chief Centner for further review.

Mr. Schulte also discussed a request by the family of Wilson and Laverne Pay to add a memorial marker to the tree previously planted at Memorial Park in their honor. Due to the fact that Wilson Pay was a veteran, the Trustees felt that the installation of the memorial marker would be appropriate for Memorial Park.

The Trustees received notice from Bike Medina County that the organization will hold a second 3-foot sign campaign from October 1 to December 31. The Trustees are requested to identify new roads that may require 3-foot signage and to replace any existing signs that may be missing. This information should be forwarded to Bike Medina County before the end of the year.

The Trustees discussed whether or not to reschedule the Tuesday, November 3<sup>rd</sup> Trustee Meeting due to the election, he explained that Ms. Peterlin will not be in the office on November 3<sup>rd</sup> and will be better able to prepare the meeting documents if the meeting is rescheduled to Wednesday, November 4<sup>th</sup>. The Trustees agreed to reschedule the Regular Trustee Meeting to November 4<sup>th</sup>.

Mr. Schulte made a motion to reimburse the **Hinckley Fire Department Community Benefit Fund, Inc.** in the amount of **\$598.00** in accordance with ORC 505.707 for the Senior Snow Plow Program. Augustine second. Vote: A- yes, B-yes, S-yes.

#### **FISCAL OFFICER**

Mr. Schulte made a motion to adopt **Resolution # 100620-06** which approves accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Augustine second. Vote: A- yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$5,679,154.85

#### **FLOOR**

Mr. Rushworth asked the Trustees if for transparency sake they could provide attendees with copies of the materials in the meeting packet. He stated that the meeting is very hard to following without knowing the information within the documents. He added it would be appreciated to have the materials available at the meeting and posted on-line for review prior to the meeting.

Mr. Kalina stated that the Wakefield Run Homeowner's Association appreciated the recent paving repairs at Vista Ridge. On behalf of the HOA he thanked the Trustees for the great job. He added that currently the HOA is dealing with a drainage issue within the subdivision. It has been determined that the drainage issue is the HOAs responsibility.

There being nothing further from the floor:

Mr. Burns opened the sealed Request for Proposals (RFPs) to provide architectural services for the production of design, engineering and construction for necessary energy efficiency repairs and renovation for the east wall of the former fire station.

Proposals were submitted by the following architectural firms:

- ReWarner & Associates
- FMD Architects (Mark Moore/Haley Mitroff)
- Kaczmar Architects, Inc. (Chris Kaczmar)
- Mark Lecky Architects, LLC (Mark Lecky)
- Sixmo Inc. (Julie Scott)

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- Makovich & Pusti (Patty Griffith)
- BSHM Architects, Inc.

Mr. Burns stated that the Trustees will review the submissions and determine who they will interview at the next public meeting.

Mr. Schulte made a motion to pay the bills in the amount of **\$35,515.92**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:30 p.m. Augustine second. Vote: A-yes, B-yes, S-yes.

**The Board reviewed and signed September bank reconciliation, purchase orders and bills.**

The minutes of the meeting were approved by:

\_\_\_\_\_  
\_\_\_\_\_

APPENDIX A.

CARES Act Grant Proposal for Hinckley Township by Department

**FIRE DEPARTMENT:**

*Please see COVID-19: FEMA Reimbursement of Costs for Emergency Medical Services*

**1. Stryker MTS Power Load System (\$27,473.31)**

**Approved at October 6 Meeting through Resolution.**

**Installation (\$2,500.00)**

**Approved at October 6 Meeting through Resolution.**

Due to precautions, we must take for COVID-19 patient responses we try and use our back up squad as our COVID-19 Squad. This allows us to have it set up easier for cleaning afterward. We have a supply of plastic in there if we need to isolate the cabinets which help us keep a lot of the equipment “clean”. This squad also has a small window between the front patient compartment to the driver cab opposed to our main squad which has a larger door. This is important because it is easier to isolate the driver compartment away from the COVID-19 patient. The potential issue with this squad is we do not have the power load system installed to match the front-line squad. The front-line ambulance had this loading system installed utilizing a grant awarded by the Bureau of Workers Compensation. This grant was awarded to the department to help prevent injuries related to loading and unloading patients into the squad. This system is a mechanical loading system that allows members to do minimal lifting to load and offload a patient from an ambulance. The backup squad only has the power cot which alone weighs 125 pounds on top of what a patient could weigh and puts our members at an increased risk of injury. I spoke with the BWC about if we due incur an injury we would have to justify a reason why we were not using our load system and the contact isolation for COVID may not be a solid enough of a reason to have been using a squad without the load system. In regard to safety, utilizing CARES funding to obtain a load system for the backup squad will help maintain staffing levels by decreasing the potential for injuries. During a time where we may have Firefighters out of service due to exposures or infection from COVID-19, we need to take every precaution to decrease this significant injury potential to maintain adequate staffing levels to appropriately serve the citizens, businesses, and visitors of Hinckley Township. As per the recommended stand of care and protocol, patients who have the ability to walk are asked to walk from their home to the ambulance to be placed on the cot and be loaded into the squad to limit the potential exposure to the ambulance crew. The load system allows for only one fire department member to have direct contact with the patient outside the ambulance, then load the patient and treat the patient eliminating exposure to other the member. Currently, our staffing levels on the fire department are 27 members who work shifts. If one member becomes exposed to COVID due to a patient it will have a tremendous impact in the staffing of our station, if we have 2 exposed we will have the potential not to be able to fill

shifts due to our limited staffing and federal guidelines on allowing hours worked. We would have to rely on the possibility of mutual aid departments who are struggling just as much or if not worse than Hinckley Fire Department on staffing levels. FEMA even list Durable Medical supplies as an item to be able to be reimbursed through purchase of the CARES funding

**2. Two (2) Video Laryngoscopes Kits (\$2,500.00)-**

Approved at October 6 Meeting through Resolution. (Of which \$1,720.16 will be paid out of Fund 2901 (HHS-Covid Relief) and the remainder out of 2272.)

Are a newer tool to EMS. These allow better visualization and first-time success of securing a patient's airway while attempting to intubate to secure a patient's airway due to airway compromise. COVID-19's primary risk of transmission is through respiratory droplets. These droplets are compounded while attempting any type of airway intervention, such as intubation, and greatly increase the risk of exposure and infection while caring for a COVID-19 patient. Standard intubation techniques utilize a laryngoscope with the practitioner needing to visualize the airway by looking down the airway and visualizing the tube passing into the patient's trachea. This technique often requires a second or third attempt, approximately 35% according to studies by JEMS (Journal of Emergency Medicine), to successfully intubate the patient. This creates more time for exposure and greatly increases the amount of airborne droplets with the potential of aerosolization to infect or expose employees. Utilizing a video laryngoscope decreases the likelihood of unsuccessful intubation to less than 9%, making intubations successful over 91% of the time. This will significantly reduce the possibility for exposure and infection by decreasing the amount of attempts to successfully intubate and the length of time to intubate creating less respiratory droplets in the air.

**3. Four (4) Sets of Turnout Gear (\$13,676.00)-**

Approved at October 6 Meeting through Resolution.

We do not have extra turnout gear and if we add 4 sets it will give us the ability to have a crew swap out a set of gear to be decontaminated and have another set of gear for them to wear. This will allow us to not have members sit out due to having gear being decontaminated and keep members safe and able to respond. We have had to add to personnel as we are a volunteer department and the turnout gear is necessary to be sure we have a fit for each fire person.

**4. Fit Test Machine Shared with Sharon and Granger (\$2,904.67)-**

Approved at October 6 Meeting through Resolution. (Not to exceed \$3,000.00)

Combined purchase with Sharon Center FD, Granger Fire, and us in the purchasing of a Fit testing machine and a dedicated computer for the machine that is a requirement to test with the machine. The machine would be shared and passed to each department once a year to complete the annual required fit testing of masks. This Fit testing falls under the OSHA standard

1910.134 for respiratory protection. This Fit test machine will be used to properly size and fit members to the correct N95 mask and to ensure proper fit of SCBA masks which can also take a special filter to use for COVID protection. With the price of the machine and current budget, it would be beneficial to join with other departments to help split the cost and then each of the departments can fit test their members. This will allow each of the departments to maintain safety and help ensure proper staffing levels. Each of these departments is on our mutual aid list as well. We would also be able to fit test all Hinckley Township employees for the proper fitting of an N95 mask so in the event they may come in contact with an exposure they would have the proper mask for them. The total for the machine and laptop shall not exceed \$8714.00 each department would be required to pay \$2904.67.

**5. Four (4) Tough Book Computers & Two (2) Lap Top Computers and Docking Stations and two (2) 24 inch- Monitors (\$16,850.00)-**

**Approved at October 6 Meeting through Resolution.**

Tough Books: Developed by Panasonic, have a long history of use in the Fire, EMS, Police and military world. Known for their durability in hostile, aggressive environments, these tools are a substantial advantage. Currently, we utilize Apple iPads for active patient charting. We require signatures from all patients, whether they are transported or they refuse transport. By doing so, our equipment becomes contaminated and requires cleaning. iPads have many areas where it is difficult or impossible to clean adequately creating a breeding ground for pathogens. Toughbooks are built with cleaning in mind utilizing covers for charging ports or other cables, and rubber gaskets to prevent openings for pathogens or fluids from entering. These computers are also equipped with a detachable keyboard, essentially turning the computer into a tablet. Every EMS call we respond to the patient must come in contact with our tablet because of forms they must sign for billing or refusals. This will be useful when obtaining patient information or signatures as it will decrease the amount of exposed equipment requiring less cleaning and decreasing the likelihood of exposure to pathogens such as COVID-19.

2 Lab Tops Computers and Docking Stations: This will allow members to work at a distance in the fire station or work remotely from home on projects if needed. It will also allow for virtual township meetings and virtual education. The State Fire Academy is beginning virtual classes that we will be able to complete for the department as a whole. We can hook these laptops up to the TVs in the training room to allow for department-wide training from the State Fire Academy.

**6. Milwaukee M18-Volt 4 Gal. Lithium-Ion Cordless Switch Tank Backpack sprayer (\$399.00)-**

**Approved at September 15 Meeting.**

Will decrease the amount of time crews spend cleaning the vehicles, and increase the effectiveness of the cleaning. Currently, crews are required to clean the vehicles and equipment with cleaning wipes by hand. While effective, it is difficult to ensure proper cleaning of all surfaces, especially with the many small and sometimes impossible areas to reach in the back

of an ambulance. A backpack sprayer and extra tank will not only be able to reach these areas, but will also create a safer, cleaner environment for both our staff and patients.

**7. Wall to Separate Sleeping Quarters (\$5,482.00)-**  
**Approved at October 6 Meeting through Resolution.**

Dividing the fire department sleeping quarters has been mentioned for consideration. Currently there is one room for members to sleep with four beds. In the present COVID climate, it would be a good idea to build a wall down the center of the existing sleeping quarters to socially distance staff while sleeping. Within our Volunteer Fire Department, we have staff that is transient, working in other full time and part time departments. This would help to ensure that staff that could potentially have been exposed to the virus are distanced.

**8. Wages of Fire Personnel (\$163,239.69)-**

As designated in the US Treasury Update. Wages reflected are for the fire department from March 20 – September 30. We are considering utilizing the **final funds** to be equally shared between Fire and Police wages.

\$71,784.98 (reflects Fit Test total amount)

-\$1,720.16 will be paid out of Fund 2901 (HHS-Covid Relief)

**\$70,064.82**

**Does not include: Wages**

**POLICE DEPARTMENT:**

**1. Four (4) Lab Top Computers (\$6,976.00)-**  
**Approved at October 6 Meeting through Resolution.**

With the onset of the Covid Pandemic we have been forced to adapt several aspects of our operation to meet the changes that we had not planned for. Virtual training and meetings are now the normal way of doing business. Having laptops for the Sergeants and non-essential personnel, allows them to attend virtual meetings of the different groups within the Medina County Law Enforcement community that they are assigned too as well as participate in the expanded on-line training that law enforcement has moved to. It also allows for virtual departmental meetings between the Sergeants and the Chief in keeping with the distancing constraints and not overly exposing officers to each other while still maintaining managerial operation of the department. Non-essential personnel would have the ability to work remotely from home.

**2. Virtual Meeting System (\$10,782.00)-**

Approved at October 6 Meeting through Resolution.

To include: the ability to conduct a proper Zoom session and virtual training as it pertains to the department. This will be accomplished by a professional camera, proper monitors, quality microphones, professional speakers and a digital signal.

**3. Wages of Police Personnel- (\$410,982.96)**

As designated in the US Treasury Update. Wages reflected are for the fire department from March 20 – September 30. We are considering utilizing the **final funds** to be shared equally between Fire and Police wages.

**\$17,758.00**

Does not include: wages

**ADMINISTRATION:**

**1. Small Renovation to Administration Building (\$16,425.00)-**

**\$8,520.00 was approved at October 6 Meeting through Resolution.**

The township administration building has the most foot traffic of the public. The administrative staff would like to have a large window and wall with door created so as to have better vision of who is coming into the administrative building and to create a barrier from the public for safety. This would then include an extension of counter space. This renovation would include doors with locks for the meeting room and a bell or buzzer to alert administrative staff of public that has entered the building.

**2. Milwaukee M18-Volt 4 Gal. Lithium-Ion Cordless Switch Tank Backpack sprayer (\$399.00)**

**Approved at September 15 Meeting.**

Will allow for easier application to surface areas such as tables, chairs, door handles, counter tops, picnic tables and benches, and anything else where there may have been human contact. Mixing a batch of sanitizing product and keeping it on hand will provide a much easier and time saving effort to disinfect all surfaces after each meeting and after visits from the public.

**3. Dell Latitude Lab Top Computer, Docking Station, Microsoft Office, Setup and Configuration (\$1,699.00)**

Approved at August 18 Meeting.

The administration laptop is for administrative personnel to work remotely amidst the pandemic.

4. **Dell Latitude Lab Top Computer, Docking Station, Microsoft Office, Setup and Configuration (\$1,699.00)**

Approved at September 15 Meeting.

The administration laptop is justified due to the Covid pandemic for Trustee Schulte to have a laptop for home-based work instead at the Township office.

5. **Virtual Meeting System (\$44,505.97)-**

Approved at October 6 Meeting through Resolution.

To include: the ability to conduct a proper Zoom session for public meetings. This will be accomplished by a professional camera, proper monitors, quality microphones, professional speakers and a digital signal processor (which acts as the centralized processing heart of the system). In addition, all of the professional cabling and infrastructure to bring all of these components together.

**\$56,822.97** (Reflects approved Renovation amount)

**SERVICE DEPARTMENT:**

1. **Milwaukee M18-Volt 4 Gal. Lithium-Ion Cordless Switch Tank Backpack sprayer (\$399.00)**

Approved at September 15 Meeting.

2. **4 Gal. Switch Tank Sprayer – Extra tank (\$149.00)**

Approved at September 15 Meeting.

Reasons for sprayer and extra tank are to spray disinfectant on all township owned playground equipment, bleachers and seating at township owned ball fields and to disinfectant township owned buildings.

3. **3 Tablets with Protector, Keyboard and Pen (Not to exceed \$3,000.00)-**

Approved at October 6 Meeting through Resolution. (Not to exceed \$3,000.00)

Reasons for tablets with keyboards is to help minimize the daily paperwork shuffle between all township employees. Pay stubs, time sheets, daily work orders, job specs and plans can all be shuffled through email instead of hard copies. Items can now be docusigned and saved to tablets as pay stubs and time off sheets need to be signed by multiple people as of now. Also

gives service department the ability to be able to telecommunicate to township public meetings to help with social distancing.

4. **Sanitizer/ Cleaning for Service and Administration**

5. **Rubber Gloves**

**\$3,548.00**

**Greg Beck of Baker, Dublikar, Beck, Wiley & Matthews (\$1,100)-**

Legal counsel to review proposed expenditures of Cares Act Grant for Hinckley Township.

**Total Proposed Expenditure Costs as of 10/6 Meeting: \$149,293.79**

**CARES Act Fund: \$165,000.00**

**Balance Remaining: \$15,706.21**