

Trustee Meeting- October 20, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on October 20, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 14 residents and 2 reporters. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of October 6, 2020. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Public Hearing Minutes of October 6, 2020. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to **rescind** (included in Resolution #100620-03) the purchase of audio video equipment for virtual meeting systems in the administration building from Business Network Team (BNT) at a cost of \$44,505.97 and the police department from BNT at a cost of \$10,782.00 utilizing CARES Act funds. Burns second. Vote: A- yes, B-yes, S-yes.

POLICE

Ms. Augustine made a motion to amend a training appropriation approved at the March 3, 2020 Regular Trustee Meeting as follows: A Travel/Educational appropriation for Officer Piroli and Officer Parente to attend the **Reid Technique** of Interviewing and Interrogation at the Jackson Township Police Department on May 18-20, 2020 at a total cost of \$790.00 was changed to a total cost of **\$1,050.00** due to the course being rescheduled due to COVID. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Centner thanked the Trustees for attending his “Donuts and Coffee with Chief Centner” community gathering a few weeks ago. Chief Centner was pleased with the attendance and looks forward to hosting another event soon

FIRE

Chief Grossenbaugh was out of town for training, Lt. Landis represented the fire department in his place.

Ms. Augustine made a motion to hire Kyle Golod as a Hinckley Township probationary firefighter/paramedic. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine administered the Oath of Service to Mr. Golod.

Ms. Augustine made a motion to approve contracting with **S.A. Comunale** to perform the 5-year inspection of the fire station sprinkler system at a cost of **\$2,177.00**. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the replacement of the throttle cable and tank sending units on Tanker-32 through **W.W. Williams** at a cost of **\$1,515.43**. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the purchase of new modems for two Life Pak monitors through **Stryker** at a total cost of **\$2,120.80** (\$1,060.40/ea.). Burns second. Vote: A- yes, B-yes, S-yes.

A request to share in fees for the storage of the fire safety trailer with Sharon and Granger were tabled pending terms of the lease and liability coverage.

SERVICE

Mr. Burns made a motion to approve the purchase of replacement plow blades through **Judco, Inc.** at a cost of **\$1,607.50**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase of 9.5 yards of concrete through **Osborne Companies** at a cost not to exceed **\$1,400.00**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Behary explained that the Service Department has been working on replacing pads on McKee Trail. The Department has already demolished the old pads and completed the prep work in preparation for the concrete delivery.

Mr. Burns made a motion to approve the purchase bulk oil and grease through **Certified Labs** at a total cost of **\$1,194.00**. Augustine second. Vote: A- yes, B-yes, S-yes. Mr. Behary stated this is for in-house maintenance on the larger trucks.

SPECIAL GUEST

Ms. Augustine explained that the purchase of a virtual meeting system is a legitimate CARES Act funding use, it has been determined that the police proposal is not essential and has been removed from consideration. She added that the three quotes provided at the October 6, 2020 Regular Meeting were not entirely accurate and since then she has gathered a consistent “apples to apples” comparison. She explained at the October 6, 2020 meeting additional microphones were thought to not be included in the Zenith proposal and were added by the Township to determine the base price. In fact, the microphones were included in the original quotation. Therefore, the assumed pricing was inflated by the addition of the additional microphones.

She introduced Ronnie Baxter of Zenith Systems to present details on the virtual meeting proposal Zenith prepared for the Township. Mr. Baxter stated that Zenith Systems was asked by the Township to provide a turn-key solution to provide a virtual meeting system for the Township and detailed the components included in the Zenith proposal.

Mr. Burns asked Mr. Baxter to clarify the number of wireless microphones in the quotation. Mr. Baxter replied that there are five wireless lapel microphones and one handheld microphone. Discussion ensued regarding the need for a ceiling microphone to provide options for the audience to speak. Mr. Schulte feels that one podium microphone is sufficient. Ms. Augustine asked if a ceiling microphone would pick up outside noise. Mr. Baxter replied that this can be mitigated. Zenith provided two quotes:

- Quotation with ceiling microphone - \$44,368.10
- Quotation without ceiling microphone - \$40,839.86

Discussion was held regarding whether tablets or laptop computers are better to operate a virtual meeting system. Mr. Baxter replied that laptops computers are better able to handle whatever protocols are desired for the virtual meeting outcome. Further discussion continued regarding network security and commercial v. residential displays.

Mr. Burns asked Mr. Baxter what the level of service to the Township would be. Mr. Baxter replied that Zenith provides a three-month on-site service contract and a one-year warrant on the equipment. He added that a service plan can also be tailored to the client’s needs. Mr. Burns asked if the laptop computers are set up for video conferencing demands. Mr. Baxter replied that the Zenith IT department sets up the laptop computers on-site.

There being no further questions for Mr. Baxter, Ms. Augustine thanked him for his presentation. The Trustees continued to discuss the necessity of a ceiling microphone for a virtual meeting system. Mr. Burns responded that each vendor was asked to provide the best solution to fit the Township's needs and since the Business Network Team proposal included a ceiling microphone option as a best solution, the ceiling microphone should be included.

TRUSTEES

Ms. Augustine presented the Trustees with a letter from Assistant Chief Gerbasi regarding the findings in the Associated Consulting Services, LLC report outlining a review of the new Hinckley Elementary School construction documents as they pertain to the proposed water tank and associated equipment. Assistant Chief Gerbasi expressed his appreciation to the Trustees and stated the report will be extremely helpful. The report will be shared with the Highland Board of Education. Items in the report requiring further clarification will be addressed between the Board of Education and the Hinckley Fire Department.

Ms. Augustine made a motion to amend the fee paid to hire Greg Beck as legal counsel to review the Township CARES Act purchase proposal from an amount not to exceed \$1,100.00 to **\$1,485.00**. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine provided the Trustees with a revised quotation for the COVID compliant Administrative Offices renovation through Michael's Workshop. At the October 6, 2020 meeting, the estimate for the second part of the renovation was inadvertently omitted. A revised estimate for the necessary renovations is \$10,865.00. It has also been determined that rather than install new doors, the existing doors can be retrofitted at a savings of approximately \$3,000.00. Ms. Augustine provided the Trustees with a drawing of the proposed renovations. Mr. Burns questioned the proposed opening width and whether the opening would impede movement of large objects. Ms. Augustine responded that the opening is 36-40" and is consistent with a standard door opening. She added that the fire department has reviewed the plan for fire code compliance and has no issue with the opening width.

Ms. Augustine made a motion to amend **Resolution #100620-03** (CARES ACT funding) as it pertains to the Administration Office renovation through Michael's Workshop Inc. for an amount not to exceed \$11,000. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the **amended Resolution #100620-03** (CARES ACT funding). Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine informed the Trustees that the COVID-related fire department sleeping quarter renovation will require a modification to the fire alarm system within the locker room. Life Safety Systems has provided a quote of \$729.87 for this modification. The modification would be appropriated with CARES Act funding, if approved.

The Trustees held further discussion on the quotes for a virtual meeting system with an overhead microphone, which are:

Zenith Systems - \$44,368.10

Business Network Team (BNT) - \$44,505.97

Mr. Burns feels that the BNT quote provides the best-value proposition and offers a higher quality product than the Zenith quote. Ms. Augustine stated that the quotes are very close in price and both offer a quality system. It was decided that the BNT quote provides the Township with the best materials and service for a virtual meeting system.

Ms. Augustine made a motion to approve **Resolution #102020-01** 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) **Life Safety Systems, LLC** for fire alarm system in newly separated sleeping quarters for **\$729.87**.

ADMINISTRATION

- (a) Virtual Meeting technology system and installation for administrative use, including virtual Board meetings, through Business Network Team at a total cost of **\$44,505.97**.

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.

Mr. Burns informed the Trustees that there will be a meeting with the Medina County Engineer's Office and Forest Drive cul-de-sac residents regarding the pending Ohio Public Works Commission funded cul-de-sac project. Mr. Burns offered to draft a letter to the impacted residents to provide details about the pending 2021 project and to invite them to the meeting with the Engineer's Office on October 27, 2020 at 3:00 p.m.

Mr. Burns made a motion to approve **Resolution #102020-02** to contract with Compass Minerals America for winter 2020-2021 road salt at a bid quantity of up to 880/T and bid pricing of \$53.42/Ton-F.O.B. Place of Destination and or before April 30, 2021. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns indicated to the Trustees that he will begin to take steps to find an outside engineering firm for the Township to hire to prepare engineering for a proposed 2021 Valley Brook concrete replacement. The Medina County Engineers are currently unable to provide this no-cost service due to the Pandemic.

Mr. Burns stated he has been contacted by the Medina County Engineers Office that there is approximately \$500,000.00 in Ohio Public Works Commission (OPWC) loan funds available to the Township if they desire to apply for it. Mr. Schulte and Ms. Augustine replied that they also had been contacted by the Engineers Office. Ms. Augustine felt it was not necessary to take a loan out at this time, Mr. Schulte felt it was worth considering. Fiscal Officer Catherwood stated that she is not in support of a third OPWC loan and has stated repeatedly that it is a 20-year encumbrance on future Board of Trustees to take on these loans. The Trustees agreed to decline this loan opportunity.

Mr. Schulte asked to delay the approval of the State of Ohio Local Maintenance Detour Route Post Release Form for the Route 303 closures. Mr. Behary identified pavement damage to areas of Bellus Road that he would like the State to review, and repair if the damage was caused due to the detour. The Trustees agreed to contact the State with this concern.

Mr. Schulte made a motion to refund a variance (AP0247) application fee to Paul Simmons in the amount of \$500.00. It was determined that Mr. Simmons found a solution that did not need a variance request. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Schulte stated that the Trustees would be accepting letters of intent and resumes for a Zoning Commission alternate. The deadline for submission is November 13, 2020

FISCAL OFFICER

Mr. Schulte made a motion to adopt **Resolution # 102020-03** which approves the Medina County Auditor's Office Amended Certificate of Available Resources dated October 15, 2020 (#5), adjusting appropriations and revenue accounts. Augustine second. Vote: A- yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$5,769,900.91.

The Trustees discussed the Old Fire Station architectural bids received at the last meeting to determine what firms should be contacted to meet for further discussion as to their qualifications. The Trustees felt that several firms had submitted estimates with significant up-front costs deemed too high for the nature of the project. It was determined through a Trustee consensus that based on their Request for Qualification submissions and estimated costs the following firms will be interviewed:

1. FMD Architects (Mark Moore/Haley Mitroff)
2. Makovich & Pusti (Patty Griffith)
3. BSHM Architects, Inc.

Mr. Burns will arrange a meeting based on the availability of the architectural firms, the Trustees and the Road Superintendent.

FLOOR

Resident Jack Swedyk shared his concern that as a fiscal conservative he is not in support of the Township taking out loans for road construction and cautioned the Trustees to heed the Fiscal Officer's as they move forward.

Resident Mike Profant asked the Trustees to look at maintaining a large culvert adjacent to his McKee Trail property. He stated that it had been maintained annually for many years, but the last two years it has not been maintained. Mr. Burns replied that Mr. Profant's concern will be addressed by the Service Department as time allows.

There being nothing further from the floor:

Mr. Schulte made a motion to pay the bills in the amount of **\$208,574.43**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 7:58 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:

