

Trustee Meeting- November 4, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on November 4, 2020. Present were Trustees Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 10 residents and 2 reporters. Trustee Melissa Augustine had an excused absence. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of October 20, 2020. Burns second. Vote: B-yes, S-yes.

POLICE

Mr. Burns made a motion to approve contracting with **Fisher and Phillips** for an amount not to exceed **\$5,000.00** for ongoing legal matters. Schulte second. Vote: B-yes, S-yes.

Chief Centner presented the Hinckley Police Department Third Quarter Activity Report which consisted of 5155 calls for service. He also presented the October 2020 Call Report which consisted of 1877 calls for service.

Chief Centner informed the Trustees that he will be requesting a third Sergeant Position to be filled at a future meeting.

FIRE

Chief Grossenbaugh presented the Hinckley Fire Department Activity Report for August, September and October 2020 which included, 190 Total Incidents (144- EMS and 46- Fire-related), 20- Overlapping Calls, 8- Mutual Aid Given, 8- Mutual Aid Received, and 458 Training Hours.

Mr. Burns made a motion to approve reimbursing **Granger Township** the amount of **\$177.66** for 1/3 of the shared cost for the storage of the Safety Trailer through April at the Medina County Fairgrounds. Schulte second. Vote: B-yes, S-yes.

Mr. Burns made a motion to contract with **Life Safety Services LLC** to purchase and install fire alarm strobe heads in both locker rooms at a cost of \$729.87 and update the alarm communicator to an LTE network at a cost of \$684.47 for a total cost of **\$1,414.34**. Schulte second. Vote: B-yes, S-yes.

Chief Grossenbaugh informed the Trustees that 41 candidates have responded to the INDEED post for the Fire Department Administrative Assistant position, he is interviewing qualified candidates.

Mr. Burns made a motion to approve an emergency repair to the onboard oxygen system to Squad37 through **W.W. Williams** at a cost of **\$2,304.55**. Schulte second. Vote: B-yes, S-yes.

Chief Grossenbaugh stated that the Red Cross will be hosting a Blood Drive on November 21, 2020 at the former fire station. Registration is available online.

Chief Grossenbaugh provided the Trustees an update on the CARES Act purchases as follows: The King Vision laryngoscopes have been delivered, as have the Toughbook's and should be operational within the week. The power load cot has been delivered, with installation by November 6, 2020.

SERVICE

Mr. Burns made a motion to approve an emergency purchase of parts through **Rush Truck Centers** for an emergency repair to Truck 11 at a cost of **\$2,339.09**. Schulte second. Vote: B-yes, S-yes.

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Mr. Burns made a motion to approve repairs to Truck-11 through **ESS** at a cost of **\$4,313.40**. Schulte second. Vote: B-yes, S-yes.

Mr. Behary explained that during the in-house emergency repairs additional necessary repairs were identified that needed to be outsourced. Mr. Schulte complimented the Service Department for their in-house repair work and the subsequent savings to the Township.

Mr. Behary provided the Trustees with an estimate from the Medina County Aggregation Program for Striping for 2021. The estimate includes: Bellus Road centerline and stop bar at Stony Hill (1.1 miles, from Ridge to 606) - \$1,161.60; Laurel Road white edge lines and stop bar at West 130th - \$2,323.20; Babcock Road centerline and stop bar at West 130th - \$1,161.60; Parker Road centerline and stop bar at Bellus Road - \$1,372.80. The total estimated cost is \$6,019.20. Mr. Behary explained that the price may change when the striping is bid out by the County, he added that the County requires a commitment by tomorrow.

Discussion regarding the necessity of edge lines on Laurel Road resulted in Mr. Burns offering to discuss further with Chief Centner.

Mr. Burns made a motion to approve **Resolution #110420-01** to participate in the 2021 Medina County Aggregation Program for Striping the following Hinckley Township roads: Bellus Road centerline and stop bar at Stony Hill (1.1 miles, from Ridge to 606); Laurel Road white edge lines and stop bar at West 130th; Babcock Road centerline and stop bar at West 130th; Parker Road centerline and stop bar at Bellus Road at an amount not to exceed \$6,500.00. Schulte second. Vote: B-yes, S-yes.

CEMETERY

Mr. Schulte presented the 2nd Quarter Cemetery Report which includes 4 burials, 4 footers with total fees collected \$3,158.00.

TRUSTEES

Mr. Schulte made a motion to amend Resolution #100520-03 to reflect the vendor for the fire department fit test machine to **Premier Safety**, and to change the vendor for the pens for the Service Department tablets from NewEgg to **Amazon**. Burns second. Vote: B-yes, S-yes.

Mr. Schulte made a motion to approve the amended Resolution #100520-03. Burns second. Vote: B-yes, S-yes.

Mr. Schulte made a motion to amend Resolution #102020-01 to reflect an increase to the cost of the installation of the fire alarm system within the newly separated fire department sleeping quarters through **Life Safety Services**, LLC from \$729.87 to **\$1,411.51**. Burns second. Vote: B-yes, S-yes..

The Trustees discussed whether to pursue several CARES Act Fund purchases, such as a dishwasher for the fire department, the addition of automated hand towels, faucets and bathroom facilities in all Township bathrooms and a digital marquee sign. It was decided that the dishwasher and digital marquee sign may not be eligible purchases, and due to the current water available, the bathroom updates may not be possible. Mr. Schulte added that finding a plumber to complete the project by the end of the year may also be difficult.

Mr. Schulte discussed a Kimble recycling truck complaint the Township received that concerned a Premier Rental truck picking up Township recycling. The company informed the Township that they have ordered new trucks which take 6-9 months to be delivered. In the interim they have had to rent trucks to fulfill their obligations. Based on this information Mr. Schulte feels the issue is resolved.

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A discussion regarding fire department personnel physicals was tabled.

Mr. Schulte made a motion to adjourn into Executive Session to investigate charges of a firefighter per ORC 733.05. Burns second. Vote: B-yes, S-yes.

The Trustees adjourned into Executive Session at 6:54 p.m. The Trustees returned from Executive Session and reconvened the Regular Meeting at 6:58 p.m. with no decision being made.

Mr. Burns made a motion to approve the Business Network Team contract as submitted for services previously approved. Schulte second. Vote: B-yes, S-yes.

Mr. Burns discussed a proposal to add a fourth full-time Service Department member due to an increase in in-house work and road mileage. Mr. Behary cited a number of projects and repairs undertaken by the Service Department, including catch basin repairs, concrete pad replacements and a retaining wall at Youth Two Ballfield.

Mr. Burns made a motion to approve Resolution **#110420-02** to hire a fourth full-time Service Department worker at a rate of \$15.00 to \$22.67 an hour based on experience and skills. Schulte second. Vote: B-yes, S-yes.

Mr. Burns stated he will post the position on Friday, November 7, 2020 with a deadline for interested parties of November 13, 2020.

Mr. Burns made a motion to approve a Supporting Membership to the Rocky River Watershed Council for 2021 in the amount of \$500.00. Schulte second. Vote: B-yes, S-yes.

Mr. Schulte made a motion to approve technical services through **Light House Solutions** at a cost not to exceed **\$250.00** for a review of OTARMA IT audit requirements. Burns second. B-yes, S-yes.

Mr. Schulte made a motion to approve appropriations in the amount of **\$500.00** for the 2021 annual contribution to the **Medina County Society for the Prevention of Cruelty to Animals**. Burns second. B-yes, S-yes.

Mr. Schulte made a motion to approve a CARES Act fund appropriation in the amount of **\$65.00** to **Jani-King** for deep cleaning within the Town Hall following Election Day use. Burns second. B-yes, S-yes.

Mr. Schulte stated that the Trustees would be accepting letters of intent and resumes for a Zoning Commission alternate beginning November 9 to 12. Information is on the Township website.

FISCAL OFFICER

Mr. Schulte made a motion to adopt **Resolution # 110420-03** which approves an updated Hinckley Township Credit Card Authorized User List that includes authorized users and credit limits to include Amazon Pay by Invoice. The list is included in the Public Record. Burns second. Vote: B-yes, S-yes.

Mr. Schulte made a motion to adopt **Resolution #110420-04** which approves the following appropriation reallocations:

\$18,000.00 from 1000-120-190-0000 (Salaries/Grounds) to 1000-110-190-0000 (Salaries/Administrative),

\$3,000.00 from 2021-330-360-0000 (Contracted Services) to 2021-330-211-0000 (OPERS), \$30,000.00 from 2192-760-740-0000 (Machinery, Equipment, Furniture) to 2192-220-190-0000 (Salaries), and \$20,000.00 from 2231-330-420-0000 (Contracted Services) to 2231-330-360-0000 (Operating Supplies).

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

Mrs. Catherwood stated the fund balance is \$5,651,609.71.

FLOOR

Resident Jim Bialosky suggested that the Trustees look into Source Well which is a group purchasing organization.

Resident Terry Walrath asked the Trustees the number of Kimble contract violations they are aware of. Mr. Schulte responded that the only violation he is aware of was the Premier Rental truck usage which, he feels, has been resolved. Mr. Walrath expressed his concern regarding the use of the rental trucks. Mr. Schulte responded that the Township’s legal advisor feels that Kimble has addressed the issue to the Township’s satisfaction.

Mr. Walrath asked the Trustees if someone is monitoring Kimble’s performance to assure contract compliance. Mr. Schulte responded that Kimble’s performance is checked to the best of his ability, resident concerns are addressed promptly.

Mr. Walrath asked how many people have been sent to the County Auditor for failure to pay assessments. Mr. Schulte responded 67, and that the contract dictates the process in the case of those that have an outstanding Kimble balance.

There being nothing further from the floor:

Mr. Schulte made a motion to pay the bills in the amount of **78,283.36**. Burns second. Vote: S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:03 p.m. Burns second. Vote: B-yes, S-yes.

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

The minutes of the meeting were approved by:

