

Trustee Meeting- December 15, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on December 15, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 6 residents and 2 reporters. All joined the Pledge to the Flag.

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

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

Ms. Augustine read aloud a series of Covid-19 related questions to the audience. The questions were provided by the Medina County Health Department to assure the safety of all meeting attendees.

POLICE

Ms. Augustine made a motion to adopt **Resolution #121520-01** approving the Hinckley Police Department to establish the position of a third Sergeant and a full-time Detective position effective December 27, 2020. Jared Singleton shall be promoted to the third Sergeant position and Jeff Kinney shall be promoted to the Detective position. The Sergeant rate shall be per the current CBA and the Detective position shall be based on the Patrolmen CBA in accordance with years on the Township Police Department. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine administered the Oath of Service to Sergeant Singleton and Detective Kinney.

FIRE

Ms. Augustine made a motion to **amend** a motion made on October 20, 2020 to approve the replacement of the throttle cable and tank sending unit on Tanker-32 through **WW Williams** from a cost of \$1,515.43 to **\$1,677.57**. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve a compensation change for Christopher Blair from the 6-month probationary pay to his full rate of \$16.54 effective January 1, 2021 as per the language in the 2020 Organizational Minutes. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve shipping charges in the amount of **\$30.00** from **Bound Tree** (Invoice No. 83853311). This is part of the EMS Grant equipment purchase. Augustine second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh informed the Trustees that the department will be driving through Township developments with Santa and Mrs. Klaus on the fire engine. He added that many other Medina County department's are holding this type of holiday event during the COVID-19 Pandemic.

SERVICE

Mr. Burns made a motion to approve shipping charges in the amount of **\$154.99** from **Certified Laboratories** (Invoice No. 7175222). Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to adjourn into Executive Session following the business portion of the meeting to discuss hiring new personnel within the Township Service Department. Augustine second. Vote: A-yes, B-yes, S-yes.

ZONING

Mr. Schulte presented the Third Quarter Zoning Report which included 14 new residences, 3 additions and 9 accessory buildings. Total Q3 fees collected were \$12,850.00.

The Trustees reviewed and signed a lot split for the Pine Hills Golf Club property.

TRUSTEES

Following a brief discussion on adopting the Hinckley Township Driving Rules and Regulation Policy and liability coverage for Township employees who use their personal vehicles for Township business, it was determined that in normal circumstances an individual's own vehicle insurance would provide insurance coverage. In extreme circumstances the Township's liability clause provides legal protections. Ms. Augustine stated that the policy template was provided by OTARMA (the Township's liability coverage carrier) and it is necessary to approve this policy prior to the start of the Hinckley Police Auxiliary unit. It was suggested that since Trustee Burns has concerns regarding personal vehicle usage that he contact OTARMA for additional information.

Ms. Augustine made a motion to adopt **Resolution #121520-02** approving the Hinckley Township General Driving Rules and Regulation Policy as submitted. Schulte second. Vote: A=yes, B=no, S=yes.

The Trustees discussed options to limit access to the newly installed office door and meeting room locks. It was decided to research keyed and keyless options.

Ms. Augustine stated that other Medina County Townships have sub-granted remaining CARES Act funds to Feeding Medina County, which is a 501(C) 3. The Medina County Prosecutor's Office has provided the Township with guidelines for initiating this process. The Trustees agreed to forward the sub-grant to Feeding Medina County with the remaining unencumbered funds in the amount of \$639.56.

Ms. Augustine made a motion to adopt **Resolution #121520-03** approving the following reallocations of Fund 2272: \$64.02 from 2272-290-400-0000, \$77.97 from 2272-290-212-0000, \$5.78 from 2272-290-190-0000, \$0.62 from 2272-290-211-0000, \$18.16 from 2272-290-213-0000, and \$473.01 from 2272-290-740-0000 to 2272-290-590-0000. Burns second. Vote: A=yes, B=yes, S=yes.

Ms. Augustine made a motion to adopt **Resolution #121520-04** approving a sub-grant of \$639.56 of CARES Act funding to Feeding Medina County. Burns second. Vote: A=yes, B=yes, S=yes.

Ms. Augustine made a motion to adopt **Resolution #121520-05** approving the Fiscal Officer prepare and process the sub-grant payment in the amount of \$639.56 to Feeding Medina County outside of the regular meeting schedule. Burns second. Vote: A=yes, B=yes, S=yes.

The Trustees discussed the sustainability plan submitted by 350 Hinckley and agreed that many of the policy points are being addressed within the Township's current Master Policy Plan and existing zoning regulations. The Trustees will continue to use this resource to model Township sustainability practices.

The Trustee discussed going out to bid for grass cutting and lawn maintenance for a three-year term. Mr. Burns stated he would like one company to bid on mowing and fertilize/weed and feed services; rather than the two companies currently providing the service. Mr. Schulte brought up licensing requirements for the administration of lawn chemicals and does not want this requirement to limit the number of bid proposals. It was decided that the bid requirements would be broken up into two separate services; mowing and chemical administration.

Mr. Burns made a motion to adopt **Resolution #121520-06** to post for bid the Hinckley Township Grass Cutting and Lawn Maintenance contract for 2021, 2022 and 2023. The bids will be advertised in a paper of record with a submission deadline of 9:00 a.m. on January 19, 2021 to the Township. The bid opening will take place at 6:30 p.m. at the January 19, 2021 Trustee Meeting. Schulte second. Vote: A-yes, B-yes, S-yes.

Mr. Burns provided the following updates on Township projects:

- The septic system installation is waiting on some materials, including the tank which will be provided through Norwalk, rather than Mack Industries. The contractor has identified additional electrical work necessary to operate the system. Mr. Burns is in discussion with Ohio Edison regarding this upgrade.
- The architects will be providing preliminary drawing on the old fire station east wall next week.
- BNT is finalizing installation of the Township virtual meeting system. When the installation is completed, BNT will provide training to Township personnel on the system.

Mr. Burns made a motion to approve a contract with **Zoom Video Communications** to host the Township virtual meetings, including two Standard PRO licenses at a monthly cost of \$14.99 each and one Zoom Room for a monthly cost of \$49.00 each. Total monthly cost is **\$78.98** for the twelve-month subscription. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve appropriations in the amount of **\$1,920.00** for an annual Managed Backup Solution (up to 1TB) from **Lighthouse Solutions Group**. Ms. Augustine asked if this price included Malware protection. Mr. Schulte indicated he would inquire, but the proposal on the floor was recommended through the OTARMA cyber-security assessment. It was agreed to move forward on Mr. Schulte's motion without delay. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve an educational appropriation for Mr. Schulte and Ms. Peterlin to attend the **Ohio Township Association Online Conference** from February 1-5, 2021 at a total cost of **\$130.00** (\$65.00 each). Burns second. Vote: A-yes, B-yes, S-yes.

FISCAL OFFICER

Mr. Schulte made a motion to adopt **Resolution #121520-07** which approves the 2021 Temporary Appropriations in the amount of \$4,500,000.00. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adopt **Resolution #121520-08** which approves requesting all the available tax advances from the Medina County Auditor for the year 2021. Burns second. Vote: A-yes, B-yes, S-yes.

Mrs. Catherwood requested the Trustees approve establishing new credit cards for current users with Capital One. Westfield Bank does not currently offer its own credit card. Once the Capital One credit lines are operational the current Huntington credit cards and account can be permanently closed resulting in a total migration to Westfield Bank. Prior to usage the Hinckley Township Authorized Credit Card User list will be updated and approved by the Trustees.

Mr. Schulte made a motion to open Township credit cards through **Capital One** and close the Huntington Bank credit cards. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to close the Huntington checking account upon closure of the Huntington credit cards. Burns second. Vote: A-yes, B-yes, S-yes.

Trustee Meeting- December 15, 2020

Mrs. Catherwood stated the fund balance is \$5,318,634.60.

Mr. Schulte made a motion to pay the payroll and bills in the amount of \$151,152.48. The motion was amended to include a late invoice from D.C. Berger in the amount of \$10,440.00. The revised motion to pay the payroll and bills is in the amount of \$161592.48. Burns second. Vote: A-yes, B-yes, S-yes.

FLOOR

Resident Jack Swedyk stated that he agreed with Mr. Burns' concern that employees may be held responsible for damages occurring while using personal vehicle for Township-related business.

The Trustees entered Executive Session at 8:12 p.m.

The Trustee adjourned out of Executive Session at 8:32 p.m. and reconvened the Regular Meeting.

Mr. Burns made a motion to hire Zach Eggeman as a full-time service department laborer in the Service Department with a start date of Jan 3, 2020. The starting wage for Mr. Eggeman will be \$20.50 per hour. Mr. Eggeman's employment details are outlined in the HINCKLEY TOWNSHIP POLICY MANUAL FOR NON-UNION Employees. Mr. Eggeman's employment is conditioned upon successful completion of a physical, drug test, and satisfactory driver abstract. His probation period is 180 days. Upon completion of Mr. Eggeman upgrading his Driver's License from B to A and, after his 6 month probation, Mr. Eggeman will be eligible for a \$1.25/per hour pay raise. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:34 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:

_____	_____
_____	_____