

Trustee Meeting

April 6, 2021

Chairman Burns called the April 6, 2021 Hinckley Township Trustee Meeting to order at 6:31pm. Trustees Augustine and Kalina were present. Trustee Burns and Fiscal Officer Catherwood and 15 Residents joined virtually.

Ms. Augustine motioned to approve the Regular Meeting Minutes of March 16, and the Special Meeting Minutes of March 21 and March 30. Kalina second. Vote: A-yes B-yes K-yes

Ms. Catherwood motioned to approve the March 16 Records Commission Special Meeting. Mr. Burns second
Vote: B-yes C-yes

Guest Speaker:

Special Guest Charles Gibson initiated a conversation regarding a 22-acre land donation he would like to make to the Township. The land is currently under a conservation easement and would remain so if donated to the Township.

Mr. Gibson provided the Trustees with the history of the property and his motivation for donating the land. Mr. Gibson would like the land to be maintained as a small park. Mr. Burns discussed making pathways with a small parking lot for people to be able to enjoy it. He discussed the potential to forest and timber it in the future.

Mr. Gibson mentioned that as a conservancy, the Township would be responsible to abide by the rules of the conservation easement. Discussion continued on whether the Township would be able to provide Mr. Gibson a tax deduction for the donation of the land since the Township is not a 501(c)3. Fiscal Officer Catherwood indicated that these are questions the Trustees will have to ask the Medina County Prosecutors Office and Mr. Gibson will have to ask his tax advisor.

Mr. Kalina discussed having conversation with the Cleveland Metroparks who may also have an interest in the land. The Trustees agreed to move to the next step of talking to legal counsel.

Mr. Gibson took a moment to thank the Fire Department for putting out a fire at his garage recently.

Police:

Chief David Centner joined virtually.

Ms. Augustine motioned to purchase two (2) new patrol rifles from **The Silencer Shack** at a total cost of **\$1,890.00**. This purchase includes the trade-in of two (2) current weapons no longer used, H&K MP5 Machine guns serial numbers 62-364510 and 62-364511. The trade-in credit reflects a fair market value at a total of \$1,600.00. Mr. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine motioned to approve **Resolution #040621-01** entering into a one-year contract with **Guardian Tracking** at an annual cost of \$629 (base year prorated fee) plus a \$329 set up fee for a total of **\$957**. Mr. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine stated she sat in on a demo on this employee tracking performance software with Guardian and was impressed with the transparency it provides for officers and residents.

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FIRE

Chief Jestin Grossenbaugh joined virtually.

Ms. Augustine motioned for appropriations of **\$100.00** to the **Medina County Fire Chiefs Association** for Chief Grossenbaugh's annual dues. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine motioned for appropriations of **\$126.00** (inc. shipping) to the **International Code Council** for the **2017 Ohio Mechanical Code** book. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine made a motion for appropriations of **\$1,100.00** to **FlowMSP** for the annual license fee. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine made a motion for appropriations of **\$716.41** to **Amazon** for a 5' x 3' dry erase board (\$158.90) and a 5-drawer flat file storage cabinet (\$557.51) for building blueprints for annual fire inspections. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine made a motion for appropriations of **\$467.20** to **ASAP Door Company Inc** for annual service on six garage doors and motor drives. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine made a motion for appropriations of **\$1,385.00** to **State Window Shade and Drapery** for 6 roller window shades and installation for the office area. Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine made a motion for appropriations of **\$5,848.99** to **Force USA** for a G12 All-in-one Trainer for the workout area. Kalina second. Vote: A-yes B-yes K-yes

Chief Grossenbaugh stated that the current fitness equipment is old and was donated through the years and needs to be replaced.

Ms. Augustine made a motion to approve a 180-day leave of absence effective immediately for Dustin Baizar. Kalina second. Vote: A-yes B-yes K-yes

Chief Grossenbaugh explained that Mr. Baizar was recently hired full-time for another department and is unable to work for any other departments for six months.

Ms. Augustine made a motion to amend motion for **Precision Painting**, reducing their service cost from \$925 to \$725. Kalina second. Vote: A-yes B-yes K-yes

Chief Grossenbaugh stated that the Firemen's Association recently received an anonymous **\$50,000** donation for a fully equipped UTV. Any remaining Firemen's Association funds saved for the UTV will be donated to the fire department and used for CPR equipment and other items to be approved later.

Chief Grossenbaugh also announced the fire department received notice they will receive a Firehouse Subs Grant of **\$25,858.00** for battery operated auto extrication tools.

SERVICE

Service Director Mike Behary joined virtually.

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Mr. Burns motioned for appropriations and approval to purchase a stainless-steel coal chute guillotine (\$2,200.00 install included) and electric asphalt tarp with fittings (\$2,900.00 install included) from **Judco, Inc.** with a cost not to exceed **\$6,000.00**. Augustine second Vote: A-yes B-yes K-yes

Mr. Burns made a motion for **Resolution #040621-02** authorizing participation in the **ODOT Road Salt Contracts** for 2022. The entire verbiage and signed contract have been entered as part of the meeting minutes. The Township will purchase 900 tons for next year. Kalina second. Vote: A-yes B-yes K-yes

Mr. Behary discussed the recent Trustee Special Meeting where it was decided to focus on repairs and paving on Mattingly, Oakwood Lane, and Michelle Ridge. Repairs will begin in 2021 with paving in 2022. Valley Brook Boulevard from Willow Brook Lane to Brook Haven Lane will be targeted for concrete replacement in 2022. Mr. Behary will contact the Medina County Engineers Office for project engineering.

CEMETERY

The Trustees reviewed a Maple Hill Cemetery Deed (Matticola) for four lots. The deeds will be signed in front of two witnesses on April 7, 2021.

ZONING

Mr. Kalina informed the Trustees of the following:

- The 4th Quarter Zoning Report will be tabled.
- The Board of Zoning Appeals (BZA) Public Hearing re: Senior Housing project has been continued with a Public Hearing for Conditional Request scheduled for April 24, 2021.
- Mr. Kalina swore in Marcus Fisher to the Zoning Commission and he was selected as the vice-chair. At the April meeting of the Zoning Commission the definition of service stations was discussed and a preliminary plan for Kubala Farms was reviewed.
- An alternate position for the Zoning Commission has been posted and four applicants submitted resumes. The Trustees discussed interviewing candidates for this opening on April 19 in the evening.
- A Pine Hills Subdivision temporary turnaround was presented. Mr. Kalina discussed how this type of request was submitted for Skyland Falls with the proper security bonding in place to assure subdivision roadway completion in the event of failure to do so by the project developer.

Ms. Augustine made a motion to adopt **Resolution #040621-03** amending **Resolution #060220-01** to reflect an amendment to the Hinckley Township Policy Manual for Volunteer Fire Personnel, page 19, Section 2.3 Payroll Warrants. "Firefighters shall be paid bi-weekly." Kalina second. Vote: A-yes B-yes K-yes

Ms. Augustine announced the following:

- She will hold a Trustee Tea on April 22 at 12:00 noon at Bronger's Park, she intends to interact with and hear the interests of her constituents.
 - The Memorial Day Parade will be May 31st at 9:00 a.m. departing from Our Lady of Grace Church. Medina County Commissioner Colleen Swedyk will be the Guest Speaker.
 - Highland High School students are available to assist senior citizens with free yard clean up. Call Tina at 216-385-0030 to book.
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- Medina County Solid Waste District has solid waste vouchers valid from April 5-July 31. This allows bulk items to be disposed of at rate of \$46.80 per ton. Call Township to receive a voucher, 20 vouchers are available.

Mr. Burns announced that the Kobak Ball Fields Lighting Project received a Capital Improvements Grant for **\$32,000.00**. He commended former Trustee Schulte for his efforts on acquiring this grant. Mr. Burns will submit the paperwork required and update the Trustees on the status.

Mr. Burns announced that the next Trustee meeting will be a virtual meeting with the Hinckley Elementary School third grade on April 20, 2021 at 9:15 a.m.

Mr. Burns provided a progress report on the east wall of the former fire station, the architects have completed the bid package and it is with the Medina County Prosecutors Office for review. Once reviewed, the project will be ready for bidding.

Mr. Burns discussed that the Trustees have created a new resident letter and all agreed it is ready for distribution.

Mr. Burns informed the group that the septic tank for the Administration Building and Police Department will be delivered and installed next week.

FISCAL OFFICER

Mr. Burns made a motion to reimburse the Hinckley Fire Department Community Benefit Fund (501c3) \$700.00 for the Senior Snow Plow Program. Augustine second. Vote: A-yes, B-yes, K-yes.

Mr. Burns made a motion to renew the Hinckley Township's Workers' Compensation third party administration through Sedgwick (formerly Compmangement + CareWorks) for the Rating Year 2022 for the annual amount of \$1,670.00. Augustine second. Vote: A-yes, B-yes, K-yes.

Mr. Burns made a motion to approve reimbursing Patrolman Shawn Landis a bi-annual payment of \$1,200.00 in lieu of Hinckley Township health insurance in accordance with the OPBA Hinckley Patrolmen's Collective Bargaining Agreement. Augustine second. Vote: A-yes, B-yes, K-yes.

Ms. Catherwood informed the Trustees that the Star Plus Investment account will no longer be made available by the Ohio Treasurers Office, all funds currently held in the Star Plus account will be automatically moved to the Star Ohio Investment account.

Mrs. Catherwood stated the fund balance is \$6,134,566.15.

Ms. Catherwood stated that there are no final judgements against the Township. She mentioned that a case is pending against the Township regarding Solid Waste.

Public Questions & Comments:

Jack Swedyk asked to be recognized. He spoke about previous meeting where trustees motioned to rescind a previous motion prohibiting the use of Township social media outlets of which he was in agreement. Ms.

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Augustine clarified the motion, stating that the Medina Prosecutors had guided the Township in rescinding the motion. Mr. Swedyk asked about email notification of special meetings. Ms. Augustine replied that he should call or email Suzanne Peterlin to be added to the notification list. Mr. Swedyk inquired about recording Trustee meetings. Mr. Burns replied that due to the size of the recorded audio files, the Township will continue to use the approved minutes as the official record.

Debbie Moss called in to thank the Police and Fire Department's for taking part in the Women's Club Easter Egg Hunt.

Jim Larson asked whether there were security issues present in the employee performance software approved for the Police Department. Ms. Augustine responded that the software is used by police departments across the country and is cloud-based with the necessary security precautions built into the software.

Mr. Burns made a motion to pay the payroll/bills for **\$98,085.14**. Augustine second. Vote: A-yes, B-yes, K-yes.

Mr. Burns made a motion to adjourn the Regular Meeting at 8:10 p.m. Augustine second. Vote: A-yes, B-yes, K-yes.

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

The minutes of the meeting were approved by:

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_____	_____