

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on January 23, 2018. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 15 residents and 1 reporters. All joined the Pledge to the Flag.

Ms. Lutzko made a motion to approve the Regular Meeting minutes from the January 8, 2018 meeting as written. Schulte second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion to approve the Organizational Meeting minutes from the January 8, 2018 meeting as written. Schulte second. Vote: S=yes, BCL=yes, B=yes.

POLICE DEPARTMENT

Ms. Lutzko made a motion to approve an emergency repair/replacement to the hot water tank at the police department at a cost of \$1,855.00 (New tank/ \$1,295.00 and installation/\$560.00). Burns second. Vote: S=yes, BCL=yes, B=yes.

FIRE DEPARTMENT

Chief Morgan introduced Clayton Angeloff and requested the trustees hire Clayton. Chief Morgan listed Clayton's many accomplishments and certifications. Ms. Lutzko made a motion to appoint Clayton Angeloff as a probationary member of the Hinckley Township Volunteer Fire Department. Burns second. Ms. Lutzko led Mr. Angeloff in his oath of service.

Chief Morgan reviewed the 2008 fire rules regarding continuing education on the fire service. An emphasis is on regionally coordinated training and increased training hours. Ongoing efforts to comply are undertaken by the department.

After a brief explanation as to the cellular monitoring system at the fire station, Ms. Lutzko made a motion to approve a three-year Annual Central Station Monitoring Agreement with Life Safety Systems LLC at an annual cost of \$540.00. Schulte second. Vote: S=yes, BCL=yes, B=yes.

As another component of required inspections, Ms. Lutzko made a motion to approve a three-year Annual NFPA Inspection Agreement with Life Safety Systems LLC at an annual cost of \$527.00. Schulte second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion approving an educational/travel appropriation for Mel Morgan to join the North Eastern Ohio Fire Prevention Association at an annual cost of \$180.00 include membership and training. Burns second. Vote: S=yes, BCL=yes, B=yes. Membership entitles Chief Morgan, or his designee, to attend monthly continuing education meetings.

Ms. Lutzko made a motion approving an educational/travel appropriation for Shawn Barrett to attend a hybrid online/face-to-face format Fire Instructor Certification through Bowling Green State University from April 9 – May 4, 2018 at a cost of \$545.00. Schulte second. Vote: S=yes, BCL=yes, B=yes.

Chief Morgan submitted the resignation of fire department member Austin Dapsis effective 01/23/2018. Ms. Lutzko made a motion accepting the resignation effective 01/23/2018 of Austin Dapsis. Schulte second. Vote: S=yes, BCL=yes, B=yes.

SERVICE DEPARTMENT

Mr. Newcomer was absent due to snowplowing demands. Mr. Burns made a motion to amend the Steingass Mechanical Resolution - #111317-05 to add the rental of a required lift. The additional cost is \$250.00, which brings the total cost to \$692.50. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to approve a repair to two ignitors within the heating system at the service garage by Steingass Mechanical at a cost of \$655.00. Schulte second. Vote: S-yes, BCL-yes, B-yes.

At the last meeting, Mr. Newcomer requested a motion to purchase a used Yale Forklift from ESS-Equipment Sales and Service, LTD. this request was tabled. The topic was reopened and after discussion as to the enhanced safety factors in having this piece of equipment, Mr. Burns added that the addition of a cage would negate the lift rental cost required for service department maintenance needs. The trustees assured all that the proper training and use standards would apply to this piece of equipment.

Mr. Burns made a motion to approve **Resolution #01232018** to purchase a used Yale Forklift from ESS-Equipment Sales and Service at a cost of \$7,500.00. Schulte second. Vote: S-yes, BCL-yes, B-yes.

ZONING

Mr. Schulte informed the audience that the Zoning Commission had a productive work session with the proposed Skyland Development planning consultant. The Zoning Commission will be discussing the planner's suggestions at their next meeting on February 1st at 7 p.m. Ms. Lutzko asked Mr. Schulte to explain to the audience how the planner's fee is being paid. Mr. Schulte responded that a \$2,500 fee has been assessed on the developer and the planner's fee will be paid out of this deposit.

TRUSTEES

Mr. Schulte made a motion to accept the resignation of David Peterlin, Assistant Zoning Inspector I. Lutzko second. Vote: S-yes, BCL-yes, B-yes. Mr. Schulte indicated that Mr. Peterlin would be available through April 1, 2018.

Mr. Schulte announced that there are several township zoning employment opportunities, the Assistant Zoning Inspector I position and a Zoning Commission alternate position. More information can be found on the township website or by contacting the township office at 330-278-4181. Interested parties have until February 12 to submit a letter of interest and resume.

Mr. Schulte made a motion to purchase a Three Volume Sourcebook (Township Trustee, Personnel and Zoning) through the Ohio Township Association at a cost of \$60.00 plus \$8.00 shipping and handling for a total cost of \$68.00. Burns second. Vote: S-yes, BCL-yes, B-yes.

Mr. Schulte reminded interested parties that the Citizen of the Year Committee are accepting nominees and he is coordinating a septic system informational seminar in the spring with Steve Mazak at the Medina County Health Department.

Ms. Lutzko announced that Heather Bell, administrative assistant to the fire department, has also indicated that she will be resigning due to a full-time employment opportunity. Ms. Lutzko and Chief Morgan will work together on a job description and getting that role filled.

Mr. Schulte made a motion approving a travel/educational appropriation for Jim Burns to attend the OTA Winter Conference in Columbus, Ohio from January 31 – Feb. 1, 2018 at a cost not to exceed \$230.00. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns inquired about the process for Ohio Township Day on February 1. The trustees discussed third-graders visiting and Mr. Burns stated he had extended the invitation to Crestview and home-schooled third graders also. This is an opportunity for the students to learn about township government and departments.

Mr. Burns made a motion for an annual SPCA contribution for \$600.00. Lutzko second. Vote: S-yes, BCL-yes, B-yes. Ms. Lutzko indicated that the SPCA intake amount from our jurisdiction is in excess of the \$600.00 and last year the township contributed \$500.00.

Mr. Burns announced that residents in Brookside Estates impacted by the OPWC Loan concrete replacement project have been notified by mail about an informational meeting to be held in February. Mr. Burns added that he is aware of the issues and complaints about snow removal by the township contractor in the Brookside Estates area, he and Trustees Schulte and Lutzko have been communicating their dissatisfaction with the contractor. The trustees and Mr. Newcomer are actively pursuing solutions and will not let go of this issue until quality improves.

Mr. Burns announced that resident Bob Gillingham has offered his time to provide a free financial workshop to the community. Mr. Burns will provide additional details in the future.

FISCAL OFFICER

Martha Catherwood presented the trustees with two requests: (1) a 3-year renewal quote for our Firewall Support from TTX at an annual cost of \$870.19, and (2) an annual renewal with Comp Management (TPA Workmans Comp).

Ms. Lutzko made a motion to approve a 3-year renewal for our Firewall Support from TTX at an annual cost of \$870.19. Burns second. Vote: S-yes, BCL-yes, B-yes.

Ms. Lutzko made a motion to approve a renewal with Comp Management for our BWC TPA at an annual cost of \$1,520.00. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Mrs. Catherwood asked the trustees for a formal motion to be added to the Organizational Minutes confirming that the bi-weekly payroll day will remain Monday. She noted that with the new meeting, schedule payroll will not coincide with a regular Meeting and she would like this formally documented. Mr. Burns made a motion approving **Resolution #012318-02** that sets a Monday bi-weekly payroll based on the rates approved within the annual Organizational Minutes. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Mrs. Catherwood stated the current fund status is \$3,823,103.53

FLOOR

Resident Kevin Meyers asked about retrofitting the new lift. Mr. Burns responded that all safety requirements would be met. Resident Ron Garapick asked why there was a need to rent a lift. The response was that additional height was required due to the location of the service department heating system

Resident Chris Studor stated that the snowplow contractor also services her Canyon Creek neighborhood, she indicated that this is the first year she has received resident complaints. She was assured that Canyon Creek has been included in the area requiring improved services. Ms. Lutzko indicated that the contractor is the same as last year, but the problem stems from whom they have hired to plow the area. Kevin Meyers inquired as to why this area is contracted out. Ms. Lutzko replied that in the past it has proven to be more cost-effective. The trustees cited equipment purchasing and labor costs. Mr. Burns stated that the service department achieves three-cycles of their individual routes during storms by contracting this area out; if this area is added to the service department route Mr. Newcomer estimates, they will only be able to cycle the township twice.

Kevin Meyers asked if the Eagle Scout project to renovate the Community Garden fencing would occur this spring. The trustees responded that it is their understanding it will.

There being nothing further from the audience, Mr. Burns made a motion to pay the bills. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns made a motion to adjourn at 7:29 p.m. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

The Board reviewed and signed time sheets and bills.

The minutes of the meeting were approved by:

