

Hinckley Township Trustees – May 1, 2018

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on May 1, 2018. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 10 residents and 1 reporters. All joined the Pledge to the Flag.

Mr. Burns made a motion to approve the minutes from the April 10, 2018 regular meeting as written. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns made a motion to approve the minutes from the April 17, 2018 meeting as written. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns made a motion to approve the special meeting minutes from the April 25, 2018 meeting as written. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns stated that the recording device is taping for transcription purposes only.

POLICE DEPARTMENT

There was nothing to present.

FIRE DEPARTMENT

Interim Chief Grossenbaugh represented the fire department.

Ms. Lutzko made a motion amending appropriations for the emergency repair to the main pumping tank of Engine 31-2 from \$2,609.43 to \$2,265.43. Second by Burns. Vote: S=yes, BCL=yes, B=yes.

Interim Chief Grossenbaugh provided the trustees with two departmental resignation letters and Ms. Lutzko made a motion to accept the resignation of Greg Julius effective May 7, 2018 and Ryan Colegrove effective May 15, 2018. Neither member are scheduled for any further shifts prior to their resignation dates. Burns second. Vote: S=yes, BCL=yes, B=yes.

Interim Chief Grossenbaugh informed the trustees he would present the April monthly report at the next meeting. He also informed the trustees that the new ambulance has returned from having the decals and graphics applied and it looks great. Some graphics were able to remain, saving the township approximately \$500.00. The ambulance will be placed into service on May 2, 2018.

SERVICE DEPARTMENT

Mr. Burns informed the audience that the service department has been working on three cross-culverts on King Road in preparation for re-paving in the next month or two. The road is open during this construction period.

ZONING

Mr. Schulte informed the trustees that a developer will be presenting a pre-conceptual plan at the May 4th Zoning Commission meeting. Ms. Lutzko asked where this was located; Mr. Schulte responded it was a 60-acre parcel across from the Arborcrest development.

CEMETERY

Mr. Schulte made a motion to adopt **Resolution #050118-01**, which approves purchasing back Maple Hill Cemetery lots – Section 3, Row 8, Grave/Lots 3 and 4 from the heirs of Walter and Barbara Goldbach. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

TRUSTEES

Mr. Schulte made a motion to adopt **Resolution #050118-02** amending the following zoning text as submitted by the Zoning Commission:

Chapter 6: Sub-Section 6R1.7 Development Standards and Criteria Conservation Development
6R1.7.B. Project Area/Permitted Density: amend 6R1.7.B.2. and 6R1.7.B.3.; 6R1.7.C. Standards and Criteria for Restricted Open Space: amend 6R1.7.C.2.e.; 6R1.7.D. Standards and Criteria for Common Areas: amend 6R1.7.D.7.; 6R1.7.E. Development and Site Planning Standards: amend 6R1.7.E.2. Lot Requirements: add c. and d.; and amend 6R1.7.E.5. Minimum Dwelling Size.; and Chapter 3: Section 3.2 Definitions: add Yield Plan.

Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Schulte made a motion for appropriations for the Memorial Day Parade not to exceed \$200. This request is for a proper public purpose. Lutzko second. Vote: S=yes, BCL=yes, B=yes. Mr. Schulte added that the parade will be held on May 28, 2018 at 9:00 a.m. and that the speaker will be State Representative Steve Hambley. All are encouraged to attend, he is hoping for a great day. He added that this would be the 100th anniversary of Armistice Day.

Mr. Schulte announced that there would be a Citizen of the Year presentation at the next meeting, May 15, 2018. He expects a large crowd for the presentation.

Mr. Schulte informed the trustees of a renovation project he has been working on with the Hinckley Historical Society, which includes removal of the handicap ramp, stabilization of the foundation and other items. He is submitting a Community Development Block Grant application for the second-phase of this project; the application is due on May 25, 2018. A \$31,000 Ohio Facilities Commission Grant obtained by the Historical Society will fund the first-phase of this project. He feels that this is a significant project that will maintain the building for a long time. He encouraged anyone who has not visited to the Historical Society to do so.

Ms. Lutzko asked Mr. Schulte to discuss the scope of the project. Mr. Schulte said the wooden ramp and steps up to the current entrance will be removed and replaced by a handicap-lift on the east side of the porch with the addition of a lift entrance. In addition, a new awning and porch cover will be added, the foundation stabilized and the electricity will be upgraded to accommodate the lift. Mr. Schulte said that architect Kevin Robinette has been very helpful in the process.

Resident Ron Garapick asked the trustees if they had considered re-grading the back door to grade and sloping it down to the parking lot with a paved path. This option would reduce the need for the lift and reduce future maintenance. A discussion was held regarding Mr. Garapick's suggestion and the trustees

agreed to forward his suggestion to Mr. Robinette. Mr. Burns replied that the need to address the foundation might negate that option.

Ms. Lutzko made a motion to adopt **Resolution #050118- 03** amending the Organizational Minutes, specifically the compensation for the Police Chief position from \$78,000 to \$83,000.00. Second by Burns. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion to adopt **Resolution #050118- 04** approving the hiring of Dave Centner as Hinckley Township Police Chief effective May 21, 2018 at a salary of \$83,000 a year, vacation accrued at a rate of two weeks per year per the non-union employee contract, with two weeks preloaded, a take-home vehicle for commuting and business use and other standard benefits. Second by Schulte. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko stated that she is very happy with the process and the selection; the township is getting a fabulous new police chief. She thanked the citizens who participated in the search process, Steve Hengeli, Dale Chorba and Ron Zambetti, they were a huge help to the trustees. She also thanked former Chief Kalavsky who stayed on during this process and will continue to stay on throughout the transition. She added that Mr. Centner is excited about and looking forward to starting, he will be sworn in on May 15, 2018 at the work session. A meet-and-greet the new Chief will occur in the near future.

Ms. Lutzko discussed the posting for the new Fire Chief. Mr. Burns and Mr. Schulte agreed that it is time to move forward on the selection process. She and Ms. Peterlin have coordinated position postings in area papers.

Mr. Burns announced that the Hinckley Garden Club would be maintaining and adding flowers to the township flower gardens. He also announced that the Eagle Scout is working on the Community Garden project and it should be completed shortly. He added that there is no fee attached to a garden plot this year.

Mr. Burns made a motion to adopt **Resolution #050118-05**, which approves going out for bid for the OPWC loan, Brookside Blvd. project. The Notice of Bid will be placed in the Medina County Gazette on May 3 and May 10, 2018. Bid opening will be on May 24, 2018. Second Lutzko. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns made a motion to adopt **Resolution #050118-06** contracting with Melway Paving for the 2018 Hinckley Township paving project for **\$120,835.95**. Second Lutzko. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns announce that classifieds has been placed for a road supervisor and any candidates have until May 11, 2018 to submit their resume and letter of interest to the townhall.

FISCAL OFFICER

Mrs. Catherwood stated the current fund status is \$4,514,673.43.

Mrs. Catherwood requested the trustees approve the two policies that had been discussed at a work session.

Mr. Burns made a motion to adopt **Resolution #050118-07** approving the Hinckley Township Credit Card Use Policy effective May 1, 2018, as follows:

The Hinckley Township Trustees find it is a proper public purpose and necessary to efficiently carry on the business of the township to grant the use of township credit cards by authorized township personnel for township purchases, services, conferences or training. Personal use is prohibited and both the Fiscal Officer and the Trustees shall monitor all credit card activity for irregularities.

All credit card transactions require a receipt/statement for any expense charged to the township and shall follow the Hinckley Township recurring expense and emergency repair guidelines per the annual Organizational Meeting Resolution. The credit card limits are as follows:

Trustee: \$5,000.00; Fiscal Officer: \$5,000.00; Police Chief: \$1,000.00; Police Sergeants: \$500.00/ea.

Fire Chief: \$1,000.00; Road Superintendent: \$500.00; Administrative Office Manager: \$500.00

Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Mr. Burns made a motion to adopt **Resolution #050118-08** approving the Hinckley Township Payment/Payroll Policy effective May 1, 2018, as follows:

The trustees are to approve each payroll and township financial obligation. The fiscal officer shall provide a payment listing of each obligation to the trustees for review before approval.

No money belonging to the township shall be paid out, except upon an order signed by at least two of the township trustees, and countersigned by the township fiscal officer. The fiscal officer shall not countersign until the trustees have approved the payment listing, as set forth in the first paragraph hereof.

Payroll shall be by warrant or by the direct deposit of funds by electronic transfer.

Lutzko second. Vote: S=yes, BCL=yes, B=yes

Ms. Lutzko mentioned that this is the payment/payroll policy currently being followed; Mrs. Catherwood affirmed that it was, but that she was reviewing, updating and formalizing several current policies.

Mrs. Catherwood stated per the O.R.C. that the township has no payments for final judgement.

Ms. Lutzko reminded everyone of speaker, Rob Brandt, on the opioid crisis and DEA video “Chasing the Dragon” on May 24, 2018. She encouraged all to attend the event at the Administration Building, he is a wonderful speaker. The trustees thanked Ms. Lutzko for setting this event up.

FLOOR

Resident Ron Garapick asked the trustees to elaborate on the recent resignation of Hinckley Township Road Superintendent. Ms. Lutzko replied that the trustees have undertaken an administrative investigation and the police department is reviewing the incident from an investigative standpoint and ultimately it will be the decision of the Medina County Prosecutors Office.

Mr. Garapick discussed a legal opinion prior to his term in office as a trustee that limited the function of the usage of road and bridge employees. Mr. Garapick cited the reallocation of inside mileage several years ago from Road and Bridge Fund to the General Fund. He feels this reallocation is why there is not enough money to address road maintenance. He also asked the trustees to try to reduce their costs by 1%, he feels too much money is spent on the road superintendent’s salary and unnecessary equipment. He feels that this would save the \$47,000 that may be gained by the recent \$5.00 license tax. Mr. Burns replied that the \$47,000.00 collected by the \$5.00 license tax could service larger road improvement loans. Ms. Lutzko stated in her time she has seen Mr. Burns and Mr. Schulte work with the department head to actively look for ways to save money. All the departments have been pressed to offer multiple bids.

Mrs. Catherwood told Mr. Garapick that this year when the Service Department does work for another department the wages are deducted from that department. She cited an example whereby, if the service crew works within the cemetery, the wages for that time of service is deducted from the cemetery line. She addressed Mr. Garapick’s concern about the inside mileage reallocation by informing him that this year that concrete repair funding in the amount of \$250,000.00 to \$325,000 will be allocated from the General Fund, this has been consistent over the past several years. She acknowledged that the funds are not directly in the 2031 Fund, but that concrete has been allocated from the General Fund, as well as a new plow truck purchased last year. Much of the asphalt paving comes out of the gas tax and MVL fees, which is a required use of those funds. She asked that Mr. Garapick appreciate the fact that we do understand how funds are to be used and that we are actually spending more money for roadwork out of the General Fund than was available within the Road and Bridge Fund mileage prior to the reallocation Mr. Garapick referenced. She cited the importance of flexibility within the General Fund.

Mr. Burns cited the wisdom in utilizing the 0% OPWC loan availability and the \$5.00 license fee goes a long way to help in service these loans. Both Mr. Schulte and Ms. Lutzko shared personal anecdotes about community support for the implementation of the \$5.00 fee for road repair. Mr. Garapick concluded by suggesting the trustees review the use of moto-paving in adjacent township’s as an economic alternative to concrete. Ms. Lutzko relied that a developer had suggested the trustees look at asphalt vs. concrete. Both she and Mr. Burns shared the rationale given by the Medina County Engineers Office as to concrete being the preferred method of subdivision road installation. A lengthy discussion was held as to long-term costs to the township pertinent to subdivision road installation with the consensus being that the trustees have obtained the Engineers expertise on this topic and their recommendation that concrete is the preferred method.

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 the Regular Meeting at 7:28 p.m. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

The Board reviewed and signed time sheets, POs and bills.

Meeting minutes approved by:

