

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on June 5, 2018. Present were Trustees Jim Burns, Rebecca Chattin Lutzko and Ray Schulte, Fiscal Officer Martha Catherwood, 6 residents and no reporters. All joined the Pledge to the Flag.

Mr. Burns made a motion to approve the minutes from the May 15, 2018 Regular Meeting as written. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to approve the minutes from the May 29, 2018 Special Meeting as written. Lutzko second. Vote: S-yes, BCL-A, B-yes.

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

POLICE DEPARTMENT

Police Chief Centner presented the monthly reports for April and May which included: April, a total of 317 calls for service, 2 misdemeanor arrests, 2 OVI arrests, 2 felony arrests. There were a total of 26 traffic citations and 2 non-injury accidents. The May report consisted of 444 calls for service, three misdemeanor arrests, four OVI arrests, 1 felony arrest. There were a total of 122 traffic citations and 11 motor vehicle accidents.

Chief Centner questioned a prior resolution on how the township bills for cruiser usage. He said that he has spoken to the department and in the past when they have worked a detail and they have taken a vehicle they have paid the \$10.00 out of their own pocket from what they are paid for the detail. He said that by the time they pay for the car it is not worth working the detail. Fiscal Officer Catherwood asked Chief Centner who they are paying the money to, since it has not come through to the Fiscal Officer. Chief Centner said that is correct, it is his understanding that they have reimbursed Chief Kalavsky and he will follow up with Chief Kalavsky tomorrow. Ms. Lutzko said that the bigger concern is when they have been working for a resident as opposed to a commercial enterprise. Chief Centner said he understands if they are working traffic control for electric companies, paving companies etc., that businesses should be paying an hourly rate for our vehicles, and, in fact he feels \$10.00 an hour is on the inexpensive side and it should be raised. His recommendation is a minimum of \$15.00 an hour. Ms. Lutzko asked Chief Centner if this rate would be for any commercial enterprise. Chief Centner listed examples such as paving, cable, utility companies that this fee would apply to. Ms. Lutzko asked Chief Centner if schools, churches, etc. are exempt from that fee. Chief Centner recommended that if we are hired to do something for a township resident such as a private party, schools, churches and other non-profit organizations within the township that we waive the hourly fee. Fiscal Officer Catherwood shared with Chief Centner that the township has never charged for those type of events and the reason that this resolution was approved was due to fire department services by a private business for an ongoing Halloween event. She stated that since the resolution was put into place in 2016 it has been utilized three times, all for fire department vehicles.

Ms. Lutzko suggested implementing the fee increase; Mr. Schulte felt this was a good idea since there may be a request soon from a private business. Ms. Lutzko made a motion to amend the Organizational Meeting minutes to reflect an increase from \$10.00/hr. to \$15.00/hr. for township vehicle usage for any commercial enterprise within or outside Hinckley Township. Burns second. Vote: S-yes, BCL-yes, B-yes.

Chief Centner explained that a need to purchase additional support and maintenance services to the recording equipment. This need was time-sensitive and Chief Centner received authorization from Trustee Lutzko for the emergency request.

Ms. Lutzko made a motion to approve an emergency request for annual support and maintenance services to the recording equipment for the phone system through **Stephen Campbell and Associates** from June 1, 2018 through May 31, 2019 at a cost of **\$1,800.00**. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Chief Centner discussed auctioning three old cruisers on GovDeals. It was decided that Chief Centner would open the account and establish estimates on the value of the cruisers prior to bringing it to the trustees for a motion on the sale.

Chief Centner noted the Village of Richfield's Certificate of Appreciation for the services of Patrolmen Ascherl and Salveter during President Trump's visit to Richfield. There will be a Police Department Open House with a tentative date of July 14, 2018. Chief Centner thanked Jim and Monique Ascherl for offering to organize the event. Residents will be able to meet Chief Centner and the officers, tour the station, view the equipment and there will be hotdogs and chips for the kids.

Chief Centner informed the trustees that the Lexipol Departmental Policy Manual training has begun. He indicated that there is potential grant monies coming back to the township that Trustee Lutzko has applied for.

FIRE DEPARTMENT

Lt. Gerbasi provided the monthly report for May; the report included 52 incidents (44/EMS and 8/Fire-related, including working fires in Hinckley and Brunswick); Mutual Aid Given-5; Mutual Aid Received – 1; and, Occupancy Inspections -0.

Ms. Lutzko asked Lt. Gerbasi if the use of the house on State Road for training purposes had concluded. Lt. Gerbasi replied it had. Ms. Lutzko and Mr. Schulte discussed another potential house for training that has come to their attention. A discussion ensued as to the coordination and costs required for live-burn training.

Ms. Lutzko informed the trustees that two new fire department recruits have scheduled their physicals and will be appointed at the next meeting.

Ms. Lutzko is awaiting a return call from the LifeForce representative in order to pursue additional reimbursement opportunities to the township and will present at the next meeting.

SERVICE DEPARTMENT

Mr. Burns provided the trustees with an update on the septic tank. He met with Rick Verhotz and did an inspection of the tank. They are trying to determine the source of the leak through a dye put into the tank. To date there is no indication of the dye, but there is still a loss of water. Mr. Burns recommends the service department excavate around the tank to indentify where the loss of water is occurring and if a crack in the tank can be seen.

Mr. Burns said that Mr. Vance (Babcock Road) is pursuing a civil action against a contractor regarding the installation of his driveway culvert that resulted in a lack of compliance notice from Medina County. Ms. Lutzko added that the County has asked the trustees for a letter agreeing that Mr. Vance be provided a 90-day extension to pursue his civil action prior to addressing Medina County's violation notice. Ms. Lutzko offered to prepare the letter and the trustees agreed to sign.

ZONING

Mr. Schulte informed the trustees that he will be attending a Medina County Conceptual Planning meeting for a 20-home subdivision located on West 130th. The proposal is in compliance with the Hinckley Township R-1 District regulations.

Mr. Schulte indicated that the Hinckley Township Zoning Commission has requested third-party assistance for the David Terry PUD proposal currently in front of the commission. Mr. Schulte made a motion to request the hiring of **Tactical Planning** to support the Zoning Commission Board in the map and text amendments and the PUD Senior Housing proposal by Terry Properties in the amount of **\$5,000.00**. Lutzko second. Vote: S-yes, BCL-yes, B-yes. Mr. Schulte added that Terry Properties LLC has submitted \$5,000.00 to the township for this purpose.

Fiscal Officer Catherwood asked Mr. Schulte if the \$40.00 remaining for Tactical Planning's services for the third-party assistance to the Zoning Commission for the Skyland development could be refunded back to the developer. It is too small a sum to account for any planning services from Tactical Planning. Mr. Schulte inquired as to the process. Mrs. Catherwood replied that Ms. Peterlin could just submit a letter to her requesting the refund.

Ms. Lutzko asked Mr. Schulte about the status of Mr. Terry's PUD proposal. Mr. Schulte replied that the Zoning Commission might consider the map and text amendment proposals prior to considering the PUD proposal. Mr. Schulte outlined the process as follows: the commission will hold a meeting on June 7, 2018 to review the proposal and then will likely forward the proposal to Medina County Planning for their review and recommendations. A Zoning Commission Public Hearing will follow.

Mr. Schulte thanked all the organizations who participated in the Memorial Day Parade, he extended his appreciation to the safety forces; police and fire, and the service department.

TRUSTEES

Mr. Burns introduced Eagle Scout candidate Nate Colasanti who provided details about his project, which was the installation of a new 6-foot fence, gate and compost pile at the community garden. He provided photos of his project for the trustees. The trustees congratulated and thanked Nate on this significant project.

Mr. Burns introduced John Pesarchick who is working on his Eagle Scout project, which is a time capsule to be buried in Brongers Park. John provided the trustees with project specifications and indicated that he will receive historical items from the Hinckley Historical Society. The trustees asked John what types of items he would like donated for the time capsule. John responded that businesses and the schools are providing items. The capsule is scheduled to be opened in 50 years.

Mr. Burns made a motion to approve reimbursing Eagle Scout John Pesarchick for an amount not to exceed \$500.00 as outlined in the Organizational Minutes. Ms. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns asked if there was any discussion regarding the Brookside Development bid proposal. The trustees had a discussion regarding the two options provided by the Engineers Office; one is cement stabilization and the other is a stone subgrade option. The price differential is approximately a \$26,000 difference with cement stabilization being lower.

Mr. Burns made a motion to adopt **Resolution #060518-02, which** gives conditional approval to contract with **Tri-Mor** for the Brookside Blvd. Replacement using cement stabilization at a cost of \$297,355.00 pending County Engineers approval. This project shall be paid for by an OPWC loan. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns opened discussion about the Bethany Lane restoration project. He stated that it is one of the worst roads in our township and the trustees are preparing to do a significant amount of work there. Ms. Lutzko indicated she had a concern about one concrete pad that was not being replaced within a larger block. Mr. Burns agreed. Mrs. Lutzko would like to add the pad to the project now. It was discussed that may change the bid package prepared by the Engineers Office, and it may be better to include this additional concrete pad in the 10% allowable overage during the construction phase.

Mr. Burns made a motion to adopt **Resolution #060518-03** which approves the Medina County Engineers Office sending the Hinckley Township **Bethany Lane** concrete replacement project out for bid. The bid will be placed in the Medina County Gazette on June 12 and 19, 2016, with bids being opened on June 26, 2018. The engineers estimate is **\$210,040.00**. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns stated the trustees have interviewed several very good candidates for the road superintendent position, at this time Mr. Burns made a motion to hire Mr. Richard Ward as the Hinckley Township Road Superintendent at a salary of \$51,000. Two-weeks (80 hours) of vacation will be preloaded, there will be a 6-month probationary period, and hiring is contingent on the successful completion of drug and alcohol screening, driving record review and a new hire physical. This position is an exempt, non-union position. Mr. Ward will begin employment two weeks after providing notice to his current employer; on or about June 19, 2018. Lutzko second. Vote: S-yes, BCL-yes, B-yes. Mr. Burns introduced Mr. Ward who was in attendance; he cited Mr. Ward's 20-year history of employment with ODOT and his credentials in road repair and maintenance and supervisory experience.

Mr. Burns asked the trustees if they would like to discuss any expansion of the Brookside OPWC project due to the bid coming in lower than estimated by approximately \$100,000. Mr. Burns explained that the funds must be used within the current Brookside project area. Ms. Lutzko asked if there were any other areas in Brookside requiring replacement in the next few years. Mr. Burns listed several non-contiguous sections; the trustees identified Valley Brook and Dalebrook as being in poor condition. Ms. Lutzko stated she would like to get more information from the Engineers Office. Mrs. Catherwood suggested that the trustees consider applying for another loan next year, rather than trying to add onto the current loan. She indicated that the current price allows this loan to be paid off faster due to its reduced annual payment. This savings can go toward another larger OPWC loan application next year to include the areas previously identified.

The trustees discussed the timeline for applying for an OPWC loan next year. Mr. Burns suggested spelling out those areas such as Dalebrook and Valley Brook specifically within the loan project area. Mr. Schulte suggested applying for a grant also. Mrs. Catherwood complimented the trustees on the amount of paving the trustees have accomplished to bid out this year. It was agreed that the trustees would begin working on identifying project areas for replacement in 2019.

Mr. Burns thanked the Hinckley Garden Club for their volunteerism in planting flowers and working on the township flower gardens. He specifically thanked Linda Fucci, Candice Junke and Rosalind Dotage and Cheryl Krejci.

FISCAL OFFICER

Mr. Burns made a motion to adopt **Resolution #060518-04**, which approves Hinckley Township’s 2019-estimated budget. Schulte second. Vote: S=yes, BCL=yes, B=yes. The trustees had reviewed the 2019 estimated budget draft at a previous work session.

Mrs. Catherwood stated the current fund status is 4,643,767.34

FLOOR

Kris reminded everyone that there are crew’s out doing farm checking and reviewing properties for appraisal.

Mr. Burns made a motion to pay the bills. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko made a motion to adjourn into Executive Session to discuss an employment-related matter in the fire department, specifically hiring. Burns second. Vote: S=yes, BCL=yes, B=yes.

The trustee adjourned into Executive Session at 7:43 p.m. The trustees reconvened the Regular Meeting at 8:07 with no decision made.

Mr. Burns made a motion to adjourn the Regular Meeting at 8:07 p.m. Schulte second. Vote: S=yes, B=yes.

The Board reviewed and signed time sheets, May Bank Reconciliation, POs and bills.

Meeting minutes approved by:

