

Trustee Meeting- July 7, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on June 16, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 9 residents and 2 reporters. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Special Meeting Minutes of June 22, 2020. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of June 16, 2020. Augustine second. Vote: A-yes, B-yes, S-yes.

GUEST

Highland School Board member Chris Wolny discussed the fall reopening plans for the Highland School District. He informed the audience that the District is currently reviewing the directives from the Governor's Office, with the goal of being open five days a week. Online schooling is also being set up. He asked everyone to be patient as they work through the lengthy directive document. As information becomes available it will be shared with District families.

Mr. Wolny also discussed a meeting between himself, Superintendent Aukerman Township Trustee Augustine, Fire Chief Grossenbaugh, Assistant Chief Gerbasi and the construction manager of the new Hinckley Elementary School to discuss the potential of city water to the new building site. He indicated that the estimated \$500,000.00 cost to extend the current water line to the new site is prohibitive and assured everyone that the new building will be constructed in a manner to assure the highest degree of fire suppression capability, despite not having city water. He added that the building has been designed for both well and city water in the event that the availability of city water becomes more cost-effective.

Eagle Scout candidate, Thomas Macaryk presented a project to the Trustees to build fire training scenario props. His proposal includes four stations. Chief Grossebaugh will work with Thomas on the project, and stated that the project will be very helpful for training scenarios.

Mr. Burns made a motion to approve Thomas Macaryk's Eagle Scout project, and to reimburse project costs up to \$500.00 with submitted receipts (in conformance with Organization Meeting Minutes). Augustine second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine swore in Travis McCourt as a full-time Hinckley Township Patrolman.

POLICE

Ms. Augustine made a motion to approve Resolution #070720-01, approving the sale/transfer of police department property no longer serviceable to the department as follows:

- The transfer of two (2) TSC work boxes and one (1) filing cabinet to the Service Department.
- The transfer of two (2) storage racks and one (1) office cabinet to the Township Administrative Offices.
- The sale of twenty-three (23) auto tires to Tires Express for \$150.00.
- The sale of one (1) Motorola MTR3000 radio repeater to North Coast Two-way Radio for \$500.00.

Burns second. Vote: A- yes, B-yes, S-yes.

FIRE

Ms. Augustine made a motion to approve appropriations for an emergency repair to the Stryker EMS Patient Handling Equipment by **EMSAR Central** at a cost of **\$1,203.07**. Burns second. Vote: A- yes, B-yes, S-yes. Chief Grossenbaugh explained that the technicians were on site for an annual maintenance call and identified the necessary repairs.

Trustee Meeting- July 7, 2020

Ms. Augustine made a motion to approve appropriations to purchase an Akron Brass Mating Flange for 3426 Apollo Monitor through Fire Safety Services at a cost of \$120.00. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve appropriations to purchase and install decals on the new fire engine through Gorilla Graphics at a cost of \$739.50. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve appropriations to purchase an Unication G4 Pager, battery, charging/programming cord and UnicationG4/G5 amplified charger through **Advanced Paging Systems** at a cost of **\$723.66**. Burns second. Vote: A- yes, B-yes, S-yes. Chief Grossenbaugh explained that this is a digital system and will greatly improve departmental communications.

Ms. Augustine made a motion to approve to purchase and install shelving and units to hold tools on the new fire engine through **Sensible Products** at a cost of **\$6,885.00**. Burns second. Vote: A- yes, B-yes, S-yes.

Chief Grossenbaugh informed the audience that the fire department has been granted an EMS Grant through the Ohio Department of Public Safety in the amount of \$2,994.90. He thanked Assistant Chief Gerbasi for his efforts in obtaining this grant.

Chief Grossenbaugh announced that the Hinckley Firemen's Association are exploring the option of a food truck fundraiser on August 16. School supply donations will also be accepted and distributed to local school districts.

SERVICE

Service Superintendent Behary explained that he would like to purchase bulk maintenance supplies, these supplies can be used for simple maintenance on Township vehicles and equipment,

Mr. Burns made a motion to approve appropriations within multiple fund lines (based on usage as indicated on invoice) for oil and grease through **Certified Labs** at a cost of **\$515.50**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns asked the Trustees if they agreed to the Service Department undertake a general clean-up of Brongers Park. This clean-up would include the removal of a large, dead tree within the Park. The Trustees agreed that this work could be performed by the Service Department. Mr. Burns added that Pack 3520 will hold a Flag retirement.

ZONING

Mr. Schulte made a motion to approve an annual contract with **IWorQ** Community Development Software Management and Support in the amount of **\$1,500.00**. Burns second. Vote: A- yes, B-yes, S-yes. This software supports the Zoning Department.

TRUSTEES

Ms. Augustine made a motion to go into Executive Session to discuss a disciplinary action of Hinckley Fire Department personnel and the job description and pay of the fire chief. Burns second. A-yes, B-yes, S-yes.

Ms. Augustine asked the Trustees if they had completed a review of her draft to the Hinckley Township General Driving Rules and Regulations. Mr. Burns replied he continued to have difficulty with the use of a personal vehicle as it applies to the Driving Policy draft. The item was tabled.

Ms. Augustine informed the Trustees that Medina County Soil and Water (MCSWD) had provided content to the Township newsletter, this submission added to the agencies EPA compliance.

Trustee Meeting- July 7, 2020

Ms. Augustine made a motion to approve **Resolution #070720-02**, authorizing payment to **OTARMA** in the amount of **60,619.00** for the 2020-2021 liability/property insurance coverage. Burns second. A-yes, B-yes, S-yes.

Ms. Augustine stated that the Hinckley Fire Department has updated open burning, outdoor fire and outdoor fireplace guidelines in compliance with the Ohio Fire Code, as well as the EPA.

The Trustees held a brief discussion regarding to several requests from the community gardener's. It was agreed that each gardener is responsible for maintaining their own plot. This includes turning the plot over if necessary. The Township Service Department will be responsible for maintaining the general area of the community garden only. Ms. Augustine offered to contact the concerned parties.

Ms. Augustine read aloud the following statement and requested it be included in its entirety into the Public Record.

I have been contacted by community members who shared concern about the information presented in Mr. Burn's July Trustee Corner, many of which had been in attendance of some of the meetings where I spoke about the possibilities of virtual meetings. I would like to clarify some inconsistencies:

1. There was no motion, and therefore no vote, only discussion.
2. Township legal counsel, namely the Medina County Prosecutor's office, encouraged virtual meetings, and held a virtual "Go To Meeting" on April 12, to discuss the obligation to allow "Open Meetings" during the pandemic as well as the pro's, con's and technical details of said meetings. Mr. Burns was in attendance, virtually.
3. Electronic equipment is already at the disposal of the township as all that would be required, would be a phone and/or a laptop. The purchase of audio equipment was not discussed. The importance of audio was specifically discussed during the prosecutor's virtual meeting on April 12, as the largest component to a successful virtual meeting, as did House Bill 197. It was made clear that the best audio happens in small rooms, which meant that we would just have to change our meeting location. Mr. Burns was well aware that the audio in the old fire bays on May 5, during his "teleconference trial" would not be successful.
4. During the discussion at the April 21 meeting, which Mr. Burns was not in attendance for, I spoke specifically about using Facebook Live for virtual meetings, much like Medina County Commissioner's, Grafton Township, Ohio Representatives and Brecksville, as it is the most widely used medium, it is free, Hinckley Township Facebook had a following of about 400 people, and it only requires a computer.
5. Forrest Thompson of the Prosecutor's office stated that the record retention of Facebook Live would follow that of Facebook and the record retention of a conference call would follow that of a phone call of which I notified the board by email on April 14. Mr. Thompson assured me that the "record" was the meeting minutes, as is used now.
6. There was never discussion about hiring a person to facilitate a meeting.
7. Tax dollars were never intended or discussed to be utilized for a virtual meeting.

I encourage the public to review the meeting minutes from the April 7, April 21 and May 5 meetings.

Mr. Burns rebutted Ms. Augustine's statement and replied that there are costs associated with providing the technical requirements for a virtual meeting, he feels that funding should be used for necessary road repairs.

Mr. Burns made a motion to purchase and install water meters at the Administration Building and the Police Station at a total cost of **\$214.44**. The meters will be purchased from the **Medina County Sanitary Engineer** and installed by the Service Department. Schulte second. A-yes, B-yes, S-yes. Mr. Burns explained that the meters will detect any leaking, and assist with waste water treatment compliance.

Mr. Burns added that the Waste Water Treatment project bid has run in a paper of record and project specifications are available on the Township webpage, and hard copies are being picked up by interested parties. The Rocky River Watershed Council has planted the five trees they donated at Kobak Field, and, the Salem Court concrete replacement is on track for completion. Mr. Burns and Mr. Behary will be reviewing 2021 road work with the Medina County Engineers Office shortly.

Mr. Schulte asked the Board if they agreed that the Township facilities should be made available for voting at the November 3, 2020 General Election. The Board agreed that it is important for the town hall to remain open as a voting location and the necessary precautions will be made to assure COVID19 guidelines are adhered to.

Mr. Schulte made a motion approving the 2020 Conservation Appropriation to the Medina County Soil and Water Conservation District in the amount of \$1,651.00. Augustine second. A-yes, B-yes, S-yes.

Mr. Schulte stated that the Zoning Commission will be discussing Special Event language at their next meeting.

FISCAL OFFICER

Mr. Schulte made a motion to accept and approve the Medina County Auditors Amended Certificate of Estimated Resources of June 19, 2020. **Resolution # 070720-03**. Burns second. A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the amended 2021 Estimated Budget, which included the Special Revenue Fund. **-Resolution # 070720-04**. Burns second. A-yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$5,095,079.25.

Mrs. Catherwood requested the Trustees consider changing the Service Department cell phone allowance to a stipend, rather than a reimbursement. Implementing this change will note the allowance on the employee's W-2 form. She added that the stipend will still require attestation of actual employee use for Township use. The Trustees agreed they will raise at the next meeting.

FLOOR

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$180,843.34**. Augustine second. Vote: A-yes, S-yes.

The Trustees adjourned into Executive Session at 8:15 p.m. The Trustees adjourned out of Executive Session at 9:32 p.m. with no decision being made.

Mr. Schulte made a motion to adjourn the Regular Meeting at 9:33 p.m. Augustine second. Vote: A-yes, B-yes, S-yes.

The Board reviewed and signed purchase orders, June Bank Reconciliation, payroll and bills.

The minutes of the meeting were approved by:

