

Trustee Meeting- November 17, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on November 17, 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 Regular Meeting Minutes of November 4, 2020. Burns second. Vote: A-Abstained, B-yes, S-yes.

Mr. Schulte made a motion to approve the Special Meeting Minutes of November 5, 2020. Burns second. Vote: A-Abstained, B-yes, S-yes.

Mr. Schulte made a motion to approve the Special Meeting Minutes of November 16, 2020. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine read aloud a series of Covid-19 related questions to the audience. The questions were provided by the Medina County Health Department to assure the safety of all meeting attendees.

POLICE

Nothing to report.

FIRE

Ms. Augustine made a motion to accept the resignation of Grant Loeding effective November 30, 2020 from the Hinckley Township Fire Department. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve an Emergency Repair to Squad-37, replacing batteries and the NoX module on the exhaust filtration system through **TPS Performance** at a cost of **\$1,540.80**. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve the purchase of a Gazelle Basket stretcher (\$461.00) and two (2) VZC full-body mattress and deluxe extremity splint sets (\$1,159.00 ea.) through **Bound Tree Medical** at a total cost of **\$2,780.98**, and, two (2) Sensit P11 CO gas monitors (one for each squad) for \$219.45 each through **Sensit-Direct.com** for a total cost of **\$438.90**. The total cost of the listed equipment is **\$3,219.88** of which **\$2,994.90** will be reimbursed through an **Ohio Division of EMS Priority One: Training and Equipment** grant with the remaining amount not to exceed \$400.00 will be paid for by the Hinckley Fire Department. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to approve contracting with **Stryker Procure Services** for the preventative maintenance on two LifePak 15 monitors and two Lucas Devices at a cost of **\$5,126.40**. Burns second. Vote: A-yes, B-yes, S-yes. Chief Grossenbaugh stated that the service included the replacement of all batteries which can cost up to \$600.00 each.

Ms. Augustine made a motion to approve contracting with **Lighthouse Solutions** to replace the fire station access points and install, configure and test a new wireless system throughout the station a cost of **\$897.50**. Burns second. Vote: A-yes, B-yes, S-yes. Chief Grossenbaugh explained that the system needed updating to accommodate new computer hardware and software.

Ms. Augustine made a motion to amend the cost of the previously approved contracted service (10-20-20) with **S.A. Communale** from \$2,177.00 to **\$1,439.00**. Burns second. Vote: A-yes, B-yes, S-yes.

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Ms. Augustine made a motion to amend the cost of the previously approved CARES Act fire department **Fire Safety Services** equipment purchase for turn-out gear to reflect shipping costs (Resolution #100620-03) from \$13,676.00 to **\$13,801.00**. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to adopt **Resolution #111720-01** approving the amended Resolution #100620-03. Burns second. Vote: A-yes, B-yes, S-yes.

Ms. Augustine made a motion to hire Jen Amburn as the Fire Department Administrative Assistant at a rate of \$15.00 in accordance with the Trustees Organizational Meeting Minutes. Burns second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh informed the audience that the Red Cross upcoming blood drive is full and on Saturday, November 28, 2020 the department will hold its annual boot drive collecting funds for the Shop-with-a-Cop program and senior baskets.

SERVICE

Mr. Burns made a motion to rescind a motion authorizing repairs to Truck-11 through ESS (11-04-20) at a cost of \$4,313.40. Schulte second. Vote: B-yes, S-yes.

Mr. Behary explained that additional repairs were identified by ESS throughout the repair process which increased the cost. He stated that the truck is currently in service and working well.

Mr. Burns made a motion to adopt **Resolution #111720-02** approving emergency repairs to Truck-11 through **ESS** at a total cost of **\$13,500.23**. Augustine second. Vote: A-yes, B-yes, S-yes.

ZONING

Mr. Schulte presented the second quarter Zoning Department Activity Report which included, 7 accessory buildings, 10 new residences and 2 agricultural buildings. The second quarter total of collections was \$16,007.00. The total collected to date in 2020 was \$24,028.00.

The Trustees reviewed and signed a lot split/consolidation for the Stony Hill Road Parks property.

CEMETERY

The Trustees signed a Ridge Cemetery deed for Robert and Barbara Knight.

TRUSTEES

Ms. Augustine provided information on the Trustee Special Meeting held on November 16, 2020. She stated it was necessary to approve appropriating CARES Act funds to cover specific Police and Fire payroll expenses in compliance with Federal Treasury guidelines. The appropriation is determined to be approximately \$310,000.00, with 40% going to fire and 60% going to police.

The Trustees signed the Michael's Workshop contracts for the previously approved CARES Act compliant fire station and town hall modifications.

Mr. Schulte discussed a Lighthouse Solutions proposal that addresses the OTARMA cybersecurity recommendations to the Township. The proposal of \$1,920.00 annually would provide backup solutions; including Cloud storage for the Township computer systems. A decision will be made following further review of the Township backup capability by an OTARMA representative.

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Ms. Augustine made a motion renewing the appointment of Dr. Ron Zambetti to the Northern Medina County Juvenile Diversion Board, the appointment is for a two-year term expiring December 18, 2022. Burns second. Vote: A-yes, B-yes, S-yes.

Due to the current upsurge in COVID-19 cases, the Trustees decided to require temperature checks prior to entering Township buildings and to revert to the Administrative Offices being closed to outside traffic. Visitors may request an appointment on Tuesday's and Thursday's.

Ms. Augustine provided the Trustees with a modified Hinckley Township Pandemic Plan, she stated the modifications did not substantially change the document.

Ms. Augustine made a motion to adopt **Resolution #111720-03** adopting the Hinckley Township Pandemic Plan dated November 17, 2020. This motion supersedes any previous Plan adoptions. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Burns thanked the Rocky River Watershed Partnership volunteers and the Township Service Department for their help in a tree planting at Kobak Field.

Mr. Burns indicated that the Township lawn maintenance contracts with Got Grass (mowing) and True Green (fertilization/control) have expired. Got Grass has submitted a contract proposal but the cost has increased significantly. Mr. Burns would like to advertise for bid a combination of both services. The Trustees agreed, Mr. Burns will prepare bid language for the next meeting.

Mr. Burns stated that the Township has received two applications for the full-time Service Department opening. He will set up interviews with the applicants, Mr. Behary and himself.

Mr. Burns opened discussion as to architectural firm interviews for the energy-efficient modifications to the old fire department bay doors. Mr. Schulte felt that all the firms provided a wonderful presentation and that Makovich and Pusti (M & P) provided everything the Township was looking for at a reasonable price. Mr. Behary stated that he felt that both, M & P and BSHM did a great job, but it ultimately came down to price. Ms. Augustine inquired as to pricing, Mr. Burns replied that the base price for M & P is \$4,900.00 plus chargeable expenses estimated not to exceed \$250.00. Mr. Burns felt that the proposed modifications are not complex in nature and that the M & P price was appropriate.

Mr. Burns made a motion to adopt **Resolution #111720-04** hiring Makovich and Pusti to provide architectural services for the old fire station bay door energy-efficiency modification at a cost of \$4,900.00 plus chargeable expenses not to exceed \$250.00. Augustine second. A-yes, B-yes, S-yes.

Ms. Augustine added that the funds for this project were donated by a resident.

Mr. Burns made a motion to amend Resolution #110420-01 approving the removal of edge line striping on Laurel Road as part of Hinckley Township's proposed project in the Medina County Aggregation Striping program. Mr. Burns reviewed Laurel Road with Chief Centner and it is the Chief's opinion that the road is wide enough to provide safe travel without the addition of edge line striping. Augustine second. A-yes, B-yes, S-yes.

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Mr. Burns informed the Trustees that he would like to substitute 4 gooseneck microphones for the previously authorized 4 lapel-style microphone for the video conferencing system. It was agreed that these would provide greater durability at the same price.

There being no alteration to the original previously approved contract price with Business Network Team; Mr. Burns made a motion approving the substitution of 4 gooseneck microphones for the previously authorized 4 lapel-style microphone for the video conferencing system through Business Network Team. Augustine second. A-yes, B-yes, S-yes.

Mr. Burns stated that Business Network Team (BNT) will begin installing the Township video conferencing system and will require access to the building outside of normal business hours. It was decided that rather than providing BNT with a key to the building, the police or a trustee will provide after-hours access to the building.

Mr. Schulte made a motion to adopt **Resolution #111720-05** approving the reallocation of \$1,000.00 from 2181-130-190-0000 (Zoning Salaries) to 2181-130-319-0000 (Other Professional and Technical Services). Augustine second. A-yes, B-yes, S-yes.

Mr. Schulte made a motion to contract with **Tactical Planning LLC** (George Smerigan) for third-party planning assistance to the Zoning Commission and Board of Zoning Appeals regarding review of a Senior Housing project. The contracted amount is not to exceed **\$1,800.00** and will be paid up-front by the applicant. Augustine second. A-yes, B-yes, S-yes.

Mr. Schulte stated that the Trustees received three applications for a Zoning Commission position. He stated that a Special Meeting will be scheduled to interview the applicants prior to any appointments at the Trustee Organizational Meeting.

FISCAL OFFICER

At Mrs. Catherwood's request Ms. Augustine made a motion to amend Resolution #111620-02 as follows: authorizing the encumbrance of 2272 CARES Act funding in the listed amounts and purposes, and approval to reallocate wages not to exceed the encumbrance amounts for purposes in accordance with the United States Department of the Treasury guidelines.

\$272,932.00 Salaries for selected Police and Fire Department wages as attached.

\$7,314.00 Social Security for selected Fire Department wages as attached.

\$3,969.00 Medicare for selected Police and Fire Department wages as attached.

\$25,781.00 OPERS for selected Police Department wages as attached.

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

Ms. Augustine made a motion to adopt **Resolution #111720-06** approving the amended Resolution #111620-02. Burns second. Vote: A-yes, B-yes, S-yes

Mr. Schulte made a motion to adopt **Resolution # 111720-07** which approves forwarding \$7,000.00 in unspent/unencumbered CARES Act funding to the Medina County Auditors Office. Augustine second. Vote: A-yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$5,555,977.43.

FLOOR

Resident LaVern Nerlich inquired as to whether the proposed construction to the former fire department bay doors would be energy-efficient. Mr. Schulte replied that the current doors are inoperable and significant savings to the Township natural gas bill will be achieved through replacing the doors with a Western Reserve style façade.

There being nothing further from the floor:

Mr. Schulte made a motion to pay the payroll and bills in the amount of **\$145,770.32**. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 7:49 p.m. Augustine second. Vote: A-yes, B-yes, S-yes.

The Board reviewed and signed purchase orders and bills.

The minutes of the meeting were approved by:

