

Trustee Regular Meeting  
February 15, 2022

Chairman Augustine called the meeting of the Hinckley Township Board of Trustees to order at 6:33 p.m. on February 15, 2022. Present were Trustees Augustine, Ascherl and Swedyk, Fiscal Officer Martha Catherwood, Fire Chief Grossenbaugh, Road Superintendent Mike Behary, six residents in person and seven residents remote via Zoom.

All present pledged Allegiance to the Flag.

Ms. Augustine made a motion to approve the Regular Meeting Minutes of February 1, 2022 and the January 25, 2022 Special Meeting – Work Session Minutes. Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

### **POLICE**

Ms. Augustine made a motion approving a Travel/Educational appropriation for Officers Ghetto, Miracle, Landis and Stepka to attend Ohio Case Law/Legal Update Street Cop Training on March 2, 2022 at a total cost of \$700.00. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Chief Centner announce the Department had received a CPT FY 2022 payment from the Ohio Attorney General’s Office in the amount of \$5,738.40. The payment is a reimbursement for mandatory training expenses.

### **FIRE**

Ms. Ascherl made a motion to hire Bianca Inman as a probationary Hinckley Township firefighter at a rate of \$14.35. Ms. Inman comes with one-year experience from Wellington, Ohio. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Ascherl administered the Oath of Service to Ms. Inman.

Ms. Ascherl made a motion to appropriate \$207.00 to B & C Communications to program the radio on 36-2 (the UTV) to the Cleveland radio system. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Ascherl made a motion to appropriate an amount not to exceed \$3,500.00 to Jackson Comfort for HVAC repair at the fire station. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Ascherl made a motion to purchase turnout boots for Daisy Stieglemeyer from Fire Safety Services at an amount not to exceed \$350.00. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Ascherl made a motion approving a Travel/Educational appropriation for Firefighter Lee Brass to attend Child Passenger Safety Certification Training (car safety seat installation from February 22, 23, 25 and 26, 2022 at University Hospital at a total cost not to exceed \$721.00 (\$145 cost of class and up to 32 hours of wages). Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Ascherl made a motion approving a Travel/Educational appropriation for Fire Chief Grossenbaugh to attend the Bowling Green State University State Fire School Size Up and Command Tools and Tips from May 16-18, 2022 at a total cost not to exceed \$600.00 (includes cost of class and lodging). Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion adopting **Resolution #021522-01**, authorizing the public bidding of Self-Contained Breathing Apparatus (SCBA) in the Medina County Gazette on February 18, 2022. Bid forms and specifications can be obtained in person Monday from 10 a.m. to 6 p.m., Tuesday through Thursday from 9 a.m. to 2 p.m. and Friday from 9 a.m. to noon at the Hinckley Township Administration Building, 1410 Ridge Road, Hinckley, Ohio 44233 or via the Hinckley Township website at hinckleytp.org.

All bids must be received no later than March 15, 2022 at 5:45 P.M. at the Hinckley Township Administration Building at which time all properly-filed bids will be publicly opened and read aloud at 6 p.m. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl complimented Fire Chief Grossenbaugh on being selected as the lead Chair to the Medina County Chief's Association Training Committee. The Committee helps to development training curriculum for Medina County fire departments.

### **SERVICE**

Mr. Behary initiated a discussion regarding recommendations to revise the current Hinckley Township Subdivision Standards, his recommendations included:

- Adding additional curbing options, specifically urban-style rolled curbs. He feels this will reduce snowplow damage to resident's yards and help keep trucks within the roadway when plowing. When asked as to drawbacks to these curbing options, Mr. Behary replied that replacement costs may be higher due to the need to mill the curbs when roads are maintained.
- Allowing islands within cul-de-sacs. Mr. Behary feels this will save money on salt and repairs.
- Allowing the option of a developer to install asphalt, rather than concrete, in new subdivisions. Mr. Behary feels that over time asphalt maintenance will be less costly than concrete replacement. It was discussed that an asphalt road may have to be resurfaced four times over a 35 to 40-year concrete replacement cycle depending on topography and use of the roadway.

It was suggested to invite a representative of the Medina County Engineers Office to discuss the above options with the Trustees prior to any changes to the current subdivision standards.

Mr. Swedyk stated that he is working with the Medina County Prosecutor's Office on drafting a letter to Perk Co. regarding their warranty on the work performed on Maple Hill Road in 2021.

Mr. Swedyk complimented Mr. Behary and his staff for their efforts during the recent snow and ice storms.

### ZONING

Ms. Augustine asked the Trustees their thoughts on the applicants interviewed for the open Zoning appointments. Ms. Augustine stated that she felt that Lindsey Wrobel and Bill Schaefer were highly qualified to sit on the Board of Zoning Appeals (BZA) as members, and Tom Schrader as an alternate. Ms. Ascherl and Mr. Swedyk agreed that these were their choices as well.

All three trustees felt that applicant Scott Keeling was suited for Zoning Commission alternate, though he had expressed a preference to serve on the BZA. It was decided to ask Mr. Keeling if he would consider the Zoning Commission position prior to a formal motion.

Ms. Augustine made a motion to appoint Bill Schaefer as a member of the Hinckley Township Board of Zoning Appeals for a term expiring on December 31, 2026, Lindsey Wrobel to fill the term of member Bill Budd expiring on December 31, 2023, and Tom Schrader as an alternate to the Board of Zoning Appeals expiring on December 31, 2022. Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Augustine informed the audience that due to the voluntary discontinuation of use for a period of 2-years or longer, the Adult Day Care Bar located at 729 W, 130<sup>th</sup> Street, Hinckley has forfeited its conditional use allowance. Any future use on the premises must conform to all regulations of the R-2 Residential District in which the building and lot is located.

Ms. Augustine announced the following March Medina County Planning Commission agenda items:

- Serenity Court – preliminary plan approval
- Pride One Senior Housing proposal

She added that as a member of the Medina County Planning Commission she will be required to recuse herself from the items, but as her alternate will be able to represent Hinckley on these items.

Ms. Augustine shared the preliminary plans for both projects with the audience.

The Trustees reviewed and signed mylars for the Pride One Senior Housing final plat and a lot split/consolidation (Peebles [West 130<sup>th</sup> St.] and Crews [Tamarind Trail]).

Ms. Augustine presented the Trustees with **Resolution #030329-03** which prohibited center islands within permanent cul-de-sacs unless permitted by a motion of the Trustees. She explained that the developers of Serenity Court were requesting the installation of a permanent

cul-de-sac within their project. It was decided that as long as all drainage concerns were addressed and approved by the Medina County Engineer's Office, as well as the HOA assuming ongoing maintenance of any installed islands, the motion could be forwarded.

Ms. Augustine made a motion to adopt **Resolution #021522-02**, authorizing islands within the cul-de-sac(s) of the Serenity Court project contingent on the HOA's acceptance of island maintenance. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine presented the third quarter zoning activity report which included, nine new homes, eight in-ground pools and five accessory buildings. Total fees collected were \$11,810.00

## **TRUSTEES**

The Trustees discussed the open part-time Administrative Office Assistant and Recording Secretary position. There was one applicant interviewed, resident Lynne Rotundo.

Ms. Ascherl made a motion to appoint Lynne Rotundo as a part-time Administrative Office Assistant and Recording Secretary at a rate of \$15.00 per hour, not to exceed 20 hours per week, effective February 22, 2022. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to suspend the email addresses of previous Hinckley Township personnel which are within the Township Record Retention Policy period, as follows: Lutzko; Medwid; Miller, Christine; Kalina; Burns; Kamps; Schulte; Miller, Rick; Spellman. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to delete the email addresses of previous Hinckley Township personnel, including email communications, in accordance with the Township Record Retention Policy period, as follows: Barrett, Heather; Newcomer; Sambor; Peterlin, David; FD Operations; Kalavsky; Toth; Baxter; Landis, Dan McVay; Mordaski; Szerensci; Gerbasi; Grossenbaugh; Theaker; Wochna; Cianciolo; Mack; Barrett, Shawn; Erskine; Morgan; Ward; Potts. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl explained that the previously free Gmail service used by the Township will begin assessing a fee per email registered. In order to reduce the cost to the Township the above changes were necessary.

Ms. Ascherl made a motion to suspend email of all former township employees on last day of work to maintain record retention policy and help keep server secure. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion accepting the resignation of Jen Amburn as proctor and recording secretary for the Hinckley Township Comprehensive Plan Steering Committee. Augustine second. Vote: ASCH-yes, S-yes, AUG-yes

The Trustees discussed hiring a court reporter to transcribe the three steering committee meeting minutes to assure detail and accuracy throughout the process. It was agreed to move forward with a motion.

Ms. Ascherl informed the Trustees that BNI Hinckley Chapter organizer Ray Felton, a resident, is requesting an ongoing rental of the meeting room every Thursday morning from 7:30 a.m. to 9 a.m. She suggested establishing a rate of \$100.00 monthly (up to 5 Tuesday's per month), plus a \$50.00 deposit for cleaning, refundable if the hall is left in a clean condition. She indicated that this is not a time of day when the meeting room is used and feels the additional revenue will benefit the Township. She added that if the group does not use the room on a reserved Thursday rental fees will not be refunded.

Mr. Swedyk made a motion to appropriate \$574.78 to Ohio Utilities Protection Services for the 2022 Governmental Assessment. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Mr. Swedyk related a request he received from a local Alzheimer Support group asking to place information about the group on the Township website. After a brief discussion it was suggested to direct the group to the Hinckley Chamber of Commerce.

Mr. Swedyk indicated he had attended a Medina County Economic Development presentation regarding information on tax abatements and is happy to share this information with the Board.

Mr. Swedyk informed the Trustees that he is working with the architect from Makovich and Pusti on minor amendments to the existing bid documents for the east wall of the old fire station.

Mr. Swedyk added that he has received an invitation from Sharon Township Trustee Brian Guccion for the Trustees to attend a public meeting with trustees from Sharon, Granger and Hinckley to discuss ways the Township's can share resources, resulting in potential cost savings for the Township's. The Board agreed that Mr. Swedyk will obtain additional information on date, time and location.

Ms. Augustine announced that nomination letters are being accepted for Hinckley Citizen of the year until March 14, 2022

Ms. Augustine made a motion to appropriate an amount not to exceed \$375.00 for Hinckley Citizen of the year plaque updates. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine requested the Trustees consider compensating Board of Zoning Appeals members for attendance, by the request of the Zoning Commission chair, at Zoning Commission meetings. This allowance currently exists for Zoning Commission member at Board of Zoning Appeals meetings. Ms. Augustine feels it will encourage and streamline communication between the two Boards. It was agreed to forward this request.

Ms. Augustine made a motion that Board of Zoning Appeals members be compensated \$25.00 per meeting for their attendance at a Zoning Commission meeting as a representative of the Board of Zoning Appeals. Representation shall be by request of the Zoning Board Chairman and approved by the Trustee liaison. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine announced that the Hinckley Chamber of Commerce Buzzard Day event will be held at the new Hinckley Elementary School on March 20, 2022, adding all tickets will be pre-sale only through the [www.hinckleyohchamber.com](http://www.hinckleyohchamber.com) website.

It was decided that Ms. Augustine would attend the April 20, 2022 Northern Medina County Chamber meeting as a Hinckley Township representative. She and Ms. Ascherl will attend the March 7, 2022 Medina County Health District Advisory Council meeting virtually via Zoom.

Ms. Augustine made a motion to hire Northeast Court Reporting at a rate of \$70 an hour and \$5.50 per page to transcribe the three Hinckley Township Comprehensive Plan Steering Committee meetings. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine informed the Board that Ms. Amburn has offered to provide a Zoom proctoring session for interested parties. Ms. Augustine will coordinate the day and time.

**FISCAL OFFICER**

Mrs. Catherwood stated the fund status is \$6,283,038.10.

Ms. Augustine made a motion to pay the bills/payroll in the amount \$123,449.50. Sweydk second. Vote: ASCH-yes, S-yes, AUG-yes

**PUBLIC**

Resident Jim Larson (20 Carr Road) asked the Trustees to consider extending the retention of zoning meeting recordings longer than the approved retention period of one-year. He feels that the written minutes offer limited information. He suggested that a five-year retention period would allow interested parties an opportunity to research areas of interest by listening to the actual taped meeting.

There being nothing further from the audience:

Ms. Augustine made a motion to adjourn at 9:03 p.m. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

The Board reviewed and signed purchase orders, payroll and bills.

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