

Trustee Regular Meeting  
April 5, 2022

Chairman Augustine called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on April 5, 2022. Present were Trustees Augustine, Ascherl and Swedyk, Fiscal Officer Martha Catherwood, Police Chief Centner, Fire Chief Grossenbaugh, Road Superintendent Mike Behary, eight residents in person and five residents remote via Zoom.

All present pledged Allegiance to the Flag.

Ms. Augustine made a motion to approve the Special Meeting Minutes of March 15 and March 22 and the Regular Meeting Minutes of March 15, 2022. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Augustine made a motion to approve the Special Meeting Minutes of February 22 as amended with the correct meeting date. Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

### **POLICE**

Ms. Augustine made a motion to approve the emergency purchase of two replacement batteries for the IT room UPS at a cost of \$559.98 through Bay Pointe Technology (includes installation). Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Augustine made a motion to approve the annual 2022 dispatch service contract through the Medina County Sheriff's Office at a total cost of \$60,990. The cost is shared with fire (40% and police (60%) based on call volume estimates. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

### **FIRE**

Ms. Ascherl made a motion for appropriations in the amount of \$1,200.00 to FlowMSP for the annual pre-planning software license fee, Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Ascherl made a motion to amend a previous motion ( March 15, 2022) for a battery operated Ram tool to indicate the vendor as Howell Rescue. Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Ascherl made a motion to accept a leave of absence for firefighter/paramedic Gus Ruggiero effective immediately through June 1, 2022. Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Ascherl made a motion to accept the resignation of firefighter/paramedic Dustin Baizer effective immediately. Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

### **SERVICE**

Mr. Swedyk made a motion to adopt **Resolution #040522-01**, for 1,000/Ton of road salt through the Ohio Department of Transportation (ODOT) in accordance with the following terms:

#### RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2022

WHEREAS, the Hinckley Township Board of Trustees (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the road salt contract; and
- d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract’s effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 29 by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions

regarding participation on the ODOT salt contract. Augustine second. Vote: ASCH- yes, S-yes, AUG-yes

Mr. Behary asked the Trustees if they had determined a public information session date with residents impacted by the proposed Valley Brook concrete replacement project. The Trustees decided they would tentatively set a date of May 3 at 5:30 p.m. for the meeting, pending Medina County Engineer's Office availability.

Mr. Behary presented the Trustees with three quotes for the door replacements at the town hall, they are as follows:

- 1 Euclid Glass: Main Door - \$3,600.00; Door 2 - \$3,200.00. Lead time: 6-8 weeks
2. Action Door: \$5,200.00 for two doors; plus \$1,448.25 additional materials. Total cost \$6,648.25. Lead time 6-8 weeks
3. A.S.A.P. Door Company Inc.: \$7,800.00 (includes new frames and painted finish. Lead time: 3-4 weeks

The Trustees discussed the quotes and felt the A.S.A.Ps lead time and frame replacement were a plus.

Mr. Swedyk made a motion to contract with A.S.A.P Door Company in the amount of \$7,800.00 for the replacement of two town hall exterior doors; including frame replacement and painted finish. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Mr. Behary presented two quotes to replace the HVAC in the Historical House, they are as follows:

1. S & S Heating and Cooling: \$5548.41
2. Precision Mechanical: \$2,725 furnace; plus add on option of \$2,950 replace AC evaporator and condenser. Total cost of \$5,675.00

Mr. Swedyk made a motion to contract with Precision Mechanical for the furnace replacement and AC evaporator and condenser for a total cost of \$5,675.00. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Mr. Behary informed the Trustees that four contractors bid on the Township 2022 paving program. He has forwarded the bid tab for discussion at the next work session. He also informed the Trustees that his intention to replace a plow truck this year has been impacted by supply limitations. His suppliers are informing him that it may take two-years for a truck order to be completed. Prices have also increased. Further discussion on this topic will be ongoing.

The Trustees thanked Mr. Behary and his crew for painting the old fire station bay walls.

## **ZONING**

The Trustees reviewed and signed a mylar for a lot consolidation on Warner Road (Zarife) and a mylar for a lot consolidation on West 130<sup>th</sup> Street (Todd).

Ms. Augustine thanked the Hinckley Chamber of Commerce for a successful Buzzard Day event.

### **CEMETERY**

The Trustees signed a Maple Hill Cemetery deed for John Robb.

A reminder that all fall and winter decorations are to be removed from the cemeteries in accordance with the spring cemetery clean up rules.

### **TRUSTEES**

Ms. Ascherl informed the Trustees that after speaking to the Medina County Solid Waste District she does not recommend providing a dumpster through the Township for residents to use in accordance with the Solid Waste District spring promotion of reduced tonnage rates. She indicated that residents are currently able to dispose of items through Kimble's curbside program.

Ms. Ascherl made a motion to adopt **Resolution #040522-02**, rejecting the bid from Fire Safety Services submitted on March 1, 2022 for Hinckley Township Fire Department SCBA units. The bid exceeded the 10% allowable threshold as indicated in the bid specifications. Augustine second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Ascherl made a motion to amend the cost of network services through Lighthouse Solutions Group LLC (February 1, 2022) from \$275.00 to \$675.00. Augustine second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Ascherl informed the Trustees that she is working with Brian Latko on resolving a problem whereby emails to Lighthouse Solutions are not being received. This has resulted in a miscommunication about a quote received by the Township through Lighthouse which the firm thought had been ordered. The outcome was the items were returned, but a restocking fee was assessed.

Ms. Ascherl made a motion to pay Lighthouse Solutions Group LLC a \$349.75 restocking fee for a Macbook, mouse, track pad and AppleCare. Augustine second. Vote: ASCH- yes, S-yes, AUG-yes

The Trustees discussed the Website Presentation Form to be used when interviewing candidates to upgrade the Township website. Ms. Ascherl explained that she prepared the form due to the fact that each trustee has chosen a vendor to present; she feels this form will enable the trustees to quantify their selections and ease the decision-making process. Mr. Swedyk stated his support for using the form, indicating this will take the guesswork out of the final process. The Trustees decided that they will interview their candidates on April 19, 2022 beginning at noon. Each candidate will have 45 minutes to present.

Ms. Ascherl thanked Mr. Gibson and the Chevrolet Club for their donation to the Township of \$25.00. She also announced that Kimble will delay their billing for residential services by

Trustee Regular Meeting  
April 5, 2022

approximately six weeks. Ms. Ascherl reminded the audience that the Hinckley Women's Club will host an Easter Egg Hunt on April 16, 2022 at 11:00 a.m.

The Trustees discussed the open Zoom proctor position. One application was received. It was decided to note in the position posting that applicants need not be a Township resident and training will be provided.

Ms. Ascherl made a motion to post the position for Hinckley Township Zoom meeting proctor at a rate of \$15.00 per hour. This position may be done remotely or in-house. The posting begins April 6, 2022 and runs until the position is filled. Swedyk second. Vote: ASCH- yes, S-yes, AUG-yes

Mr. Swedyk made a motion to contract with TrueGreen Services for lawn maintenance in 2022 on Township properties. The total annual cost is \$1,920.18. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Mr. Swedyk made a motion to contract with Great Lakes Petroleum for an Auditor of State compliant software system that monitors and controls fuel access on all three Township gasoline pumps at a monthly fee of \$250.00. The monthly fee will be shared by fire, service and fire. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

The Trustees discussed the two applicants interviewed for the Zoning Commission alternate position; all agreed that both candidates were qualified and interested in serving the community. All three trustees felt that Ms. Engleman was well-researched and had spent a lot of time familiarizing herself with Township zoning matters and decided to forward a motion for her consideration.

Ms. Augustine made a motion to appoint Cindy Engleman to the Zoning Commission Alternate position from April 5, 2022 to December 31, 2022. Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Augustine made a motion to amend the membership of the Comprehensive Plan Steering Committee by removing John and/or Ann Lischner. They have declined participation, Ascherl second. Vote: ASCH- yes, S-yes, AUG-yes

Ms. Augustine indicated that Comprehensive Steering Committee dates have been changed to April 26 and June 14, 2022, both at 6:30 p.m. The change is due to the need to narrow down the survey questions by the Committee. The Trustees discussed their disappointment that the survey questions could not be decided at the last Committee meeting, they felt that too much time was spent by the consultant in promoting a Comprehensive Plan Update; rather than the current audit schedule. OHM has provided the Township with a revised contract update indicating the project will be completed by June 30, 2022.

Ms. Augustine stated she will Chair the April 26<sup>th</sup> meeting and said the meeting will be for the purpose of deciding the final survey questions.

Ms. Augustine informed the Trustees of the following:

1. The annual employee driving abstracts have been sent to the Ohio BMV.
2. She recommended that future solid waste contracts negotiated by the Township not include a clause whereby the Township is held responsible to assess property owners for non-payment.
3. The Hinckley Garden Club would like to plant a memorial tree for founding member Mathilde Nerlich. Trustee Augustine suggested the east side of the Historical House may be a good location for memorial trees. All agreed.

**FISCAL OFFICER**

Ms. Augustine made a motion to renew the annual BWC third-party administration contract for the 2023 policy year through Sedgewick at a cost of \$1,720.00 split equally between the fire, service, police and General funds. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Mrs. Catherwood stated the fund status is \$6,982,346.65.

Ms. Augustine made a motion to pay the bills/payroll in the amount \$110,605.29. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

**PUBLIC**

Chris Studor suggested a memorial tree could also be planted for the Hinckley Women's Club 40<sup>th</sup> anniversary.

Richard Pearl suggested any trees planted be native species.

There being nothing further from the audience:

Ms. Augustine made a motion to adjourn at 8:01 p.m. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

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

---

---