

The meeting of the Hinckley Township Board of Trustees was called to order at 4:00 p.m. on December 11, 2017 by Chairman Raymond Schulte. Present were Trustees Melissa Augustine, David Sambor and Ray Schulte, Fiscal Officer Martha Catherwood, eight residents, six fire department members and one reporter. All joined the Pledge to the Flag.

David Sambor made a motion to approve the minutes from the November 27, 2017 regular meeting as written. Melissa Augustine seconded. Vote: A-yes, DS-abst., S-yes.

David Sambor made a motion to approve the minutes from the November 27, 2017 public hearing as written. Melissa Augustine seconded. Vote: A-yes, DS-abst., S-yes.

David Sambor made a motion to amend the September 5, 2017 minutes due to a clerical date error. This was the only change. Melissa Augustine seconded. Vote A-yes, DS-yes, S-yes.

POLICE DEPARTMENT

Chief Kalavsky had nothing to report.

FIRE DEPARTMENT

Mel Morgan gave the monthly report for November which included: 64 total incidents (36/EMS and 28/FIRE); total incidents to date-621; mutual aide- 6/given and 1/received; occupancy inspections for November – 19.

David Sambor made a motion to hire John Kodek as a probationary Hinckley Township firefighter. Melissa Augustine seconded. Vote: A-yes, DS-yes, S-yes. Mr. Kodek is a Hinckley resident and is a FT Cleveland firefighter. Mr. Kodek was sworn in by the fiscal officer.

David Sambor made a motion which approves repairs to the rear suspension, shock absorbers and a wheel alignment to Squad 37 by Fallsway Equipment Company at a total cost of **\$2,106.80**. Melissa Augustine seconded. Vote: A-yes, DS-yes, S-yes

David Sambor made a motion approving an annual service agreement with Emergency Reporting which includes the Fire Package (\$1,420.00) and a Google Mapping Subscription (\$411.60) for January 2018-December 2018, there is an additional one-time \$149.00 Google Maps set up fee. The total cost of this appropriation request is **\$1,980.60**. Augustine second. Vote: A-yes, DS-yes, S-yes. The fire department feels that the addition of the Google Maps will result in better data collection and utilization of GPS for hydrant reporting and the identification of occupancies that may require inspections.

David Sambor made a motion approving the purchase of general EMS equipment through Southeastern Emergency Equipment at a cost of **\$998.00** and the purchase of a vac immobilizer through Conterra Vac Immobilizer at a cost of **\$816.94**. (\$1,632.10 of these purchases are reimbursable through the EMS grant). Augustine second. Vote: A-yes, DS-yes, S-yes.

Mel Morgan has requested holiday pay increases for Christmas Eve-Christmas Day and New Year's Eve-New Year's Day. David Sambor made a motion to amend the 2017 Organizational Minutes regarding fire department compensation to include 1.5 times the member's normal pay grade for two 48-hour periods commencing 8:00 a.m. December 24-8:00 a.m. December 26, 2017 and 8:00 a.m. December 31, 2017-8:00

a.m. January 2, 2018. Augustine second. Vote: A-yes, DS-yes, S-yes. Morgan indicated that the approximate cost of the pay adjustment would be a total of \$1,140 for all staffing times combined. He indicated that there is no training scheduled for December so there may be a payroll savings that results.

David Sambor made a motion accepting the resignation of fire department member Marie Vicory effective December 4, 2017. Augustine second. Vote: A-yes, DS-yes, S-yes.

SERVICE DEPARTMENT

Road Superintendent Darren Newcomer gave the monthly report for November which included: 462 hours on roads and 18 hours in cemetery. Work completed included: the completion of crack sealing on Brookside Blvd. and Babbling Brook Oval; cold patching on Bethany Lane; ditching on Jacklin, Jeanne and Joan Drives; met with contractors to discuss drainage issues at Kobak Field.

Mr. Newcomer requested upgrades to the communications system between the service vehicles. It has been a long time since they were upgraded and band requirements have changed. Raymond Schulte made a motion to contract with North Coast Two-Way Radio for communication upgrades to the service department vehicles which includes radios, mounting equipment, antennas, installation and labor at a total cost of **\$1,228.71**. David Sambor seconded. Vote: A-yes, DS-yes, S-yes.

ZONING

William Spellman, Chair of the Hinckley Township Zoning Commission discussed two items relevant to a site plan submitted that day regarding Skyland Golf Course. He indicated that at the zoning commission meeting held on December 7th that the commission had decided to make an official request for a third-party with experience in Conservation Development site plans to review this project for compliance with the zoning code and Master Policy Plan. He feels that this is in the best interest of the township and indicated that OHM, the advisors on the recent plan update, would be the most highly recommended. The zoning commission is concerned about the timeline, which they feel may be January of 2018.

His second item was that he feels that conservation goals are usually in a reactive mode, occurring when subdivisions are initiated. He and the zoning commission would like to encourage a more proactive approach by contacting entities that encourage land conservation and invite them to the township to discuss what they do and provide alternatives to landowners looking to sell their land. He indicated that this will be discussed in more detail at the January zoning commission meeting.

TRUSTEES

Melissa Augustine made a motion to waive Zoning Permit Application No. 8087 in the amount of \$82.00. This permit is for the new township sign. David Sambor seconded. Vote: A-yes, DS-yes, S-yes.

David Sambor made a request to rescind Resolution #112816-02 regarding the transfer of PPN 016-03C-19-024 from Hinckley Township to the Estates of Stone Ridge Homeowners Association. Melissa Augustine seconded. Vote: A-yes, DS-yes, S-yes. Mr. Sambor indicated that the trustees have been approached by an adjacent landowner to purchase the small strip of land that had previously been forwarded by motion to have an easement place on it and deeded to the Stone Ridge HOA.

Raymond Schulte requested that two amendments be made to the Hinckley Township 2017 Organizational Minutes: (1) Mr. Schulte made a motion to add the following: Elected officials are to be compensated

according to the IRS standard mileage rate at the time of trip per mile on official business outside the county. Melissa Augustine second. Vote: A-yes, DS-no, S-yes.

Mr. Sambor indicated that he felt that this was a decision the new Board of Trustees could make when they review the 2018 Organizational Minutes in January. Mr. Schulte responded that he feels it is important that elected officials have access and are reimbursed for training expenses. He added that every other entity provides this to their elected officials and this should happen and is happening. Trustee-elect Becky Chatten Lutzko asked why the policy was changed. Discussion ensued as to why the trustees removed this reimbursement with the reason being that the General Fund was being reduced by the State of Ohio and the Board felt that this was an expense on the taxpayer that could be cut and one that the elected officials could absorb.

Raymond Schulte forwarded the second amendment that: Travel expenses incurred by the Trustees and Fiscal Officer to various conventions be paid out of the general fund. Melissa Augustine seconded. Vote: A-yes, DS-no, S-yes.

Melissa Augustine made a motion for an Application for Appropriations of Travel Expenses for Trustee Raymond Schulte to attend the Ohio Township Association 2018 Winter Conference at the Columbus Convention Center on the dates of February 1 and 2 to include: OTA Member Registration (\$50); one night at the Hyatt Hotel (\$169); Meals (\$66) and Parking (TBD) in the amount not to exceed \$**285.00**. Raymond Schulte seconded. Vote: A-yes, DS-no, S-yes. Mr. Schulte indicated he had received confirmation from the Medina County Prosecutors Office that he could vote on this issue as it is the paying of a bill.

Raymond Schulte made a motion to amend Resolution #111317-07 by adding PPN 016-03A-29-002 to the 208 Facilities Map. David Sambor seconded. Vote: A-yes, DS-yes, S-yes.

FISCAL OFFICER

Martha Catherwood stated the Township currently has funds totaling \$4,104,991.96. She added that the 2015-2016 State Audit results have been posted and there are no significant findings. She congratulated former Fiscal Officer Colleen Swedyk on another successful audit.

Martha Catherwood requested several motions be made:

Dave Sambor made a motion to approve the provision of employee health, dental, vision and life insurance in accordance to contractual and employment terms for all full-time employees and elected officials. The medical insurance is through Medical Mutual. The dental and vision insurance is through Ameritus. Melissa Augustine seconded. Vote A-yes, DS-yes, S-yes.

Dave Sambor made a motion which approves Ray Schulte's new bond for the newly elected term and Administrative Office Manager Suzanne Peterlin's and Fire Chief Mel Morgan's new bonds for four years. Melissa Augustine seconded. Vote A-yes, DS-yes, S-yes.

AUDIENCE

Mr. Dan Hostettler from the Medina County Convention and Visitors Bureau provided interested parties information on the upcoming Academy on Leadership and Government. Mr. Sambor stated that he had attended one session and found it very valuable.

There being no questions from the audience Raymond Schulte made a motion to pay the bills. David Sambor second. Vote: A-yes, DS-yes, S-yes. . Raymond Schulte made a motion to adjourn at 4:56 p.m. David Sambor second. Vote: A-yes, DS-yes, S-yes.

The Board reviewed and signed time sheets, bills, the November bank reconciliation and POs .

The minutes of the meeting were approved by:
