

Chairman Jim Burns called the meeting of the Hinckley Township Board of Trustees to order at 6:32 p.m. on April 17, 2018. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 6 residents and 1 reporters. All joined the Pledge to the Flag.

Chairman Burns announced that the trustees will go into Executive Session at 7:30 p.m. and may possibly return with further business.

### **POLICE DEPARTMENT**

Sgt. Linville represented the police department and presented the monthly report for March. The report included 371 Calls for Service; 13 Physical Arrests; 81 Traffic Citations; 10 Motor Vehicle Accidents and 9279 miles driven.

Ms. Lutzko asked Sergeant Linville if the Lexipol system has gone into service yet, Sgt. Linville stated that, to his knowledge it had not.

### **FIRE DEPARTMENT**

Interim Chief Grossenbaugh represented the fire department and presented the monthly report for March. The report included: 42 Total Incidents (30/EMS and 12/Fire-related); 197 Total Incidents Year-to-Date; 4 Overlapping Calls; 4 Mutual Aid Given; 5 Mutual Aid Interim Chief Received. Grossenbaugh added that the Northwest Zone of the Hinckley was the busiest by percentage of EMS incidents (85.45%). The area includes Brookside Estates and the northern portion of Ridge Road. Ms. Lutzko thanked Interim Chief Grossenbaugh for this additional information, and commented it is helpful. Grossenbaugh stated that the department is becoming more familiar with using the new software that has been in place for one-year and they are able to compile a lot of additional, useful data.

Ms. Lutzko asked how the department determines where to transport EMS patients. Interim Chief Grossenbaugh responded there are many factors that determine transport destination including patient preference, type of trauma and patient caregiver recommendations.

Ms. Lutzko made a motion for **Resolution #041718-01**, which approves the purchase and installation of a water treatment system for the fire station through **Davis Water Treatment** at a total cost of **\$5,015.00**. The system includes a water softener system (\$1,915.00), iron filter (\$2,275.00) and reverse osmosis system (\$825.00). Schulte second. Vote: S=yes, BCL=yes, B=yes.

A discussion was held on whether the new system would require a maintenance contract and the purchase of additional supplies. Interim Chief Grossenbaugh replied that added costs incurred should not be in excess of \$200.00 annually and would be considered a recurring expense. Resident Garreth Robison questioned the purchase, stating that he has found these systems pointless. Mr. Schulte responded that in his personal experience he has found water softener systems a necessity in Hinckley due to the hard water. Mr. Burns concurred. Ms. Lutzko added that the fire department obtained several quotes; some were more appropriate for home applications. The quote chosen for approval is for a commercial system that is significantly better. Interim Chief Grossenbaugh attested to the problems already occurring at the station due to the hard water, and opined the addition of this system will reduce repair and maintenance costs.

Ms. Lutzko made a motion to approve the purchase of decals and graphics for the new ambulance through **Classic Designs** at a cost not to exceed **\$3,565.00**. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Ms. Lutzko discussed she has been working with the fire department lieutenants on a plan to increase staffing hours Sunday through Thursday from 6:00 p.m. to 10:00 p.m. She indicated that Wednesdays will be exempt since that day is training and staff are on-station already. She is also proposing a \$20.00 on-call stipend for up to three members for the non-staffed hours of 10 p.m. to 8 a.m. daily (11 p.m. to 8 a.m. on Fridays and Saturdays). If these members are called out they shall be compensated their regular rate. The stipend will be in lieu of premium pay. Due to the detail of the motion Ms. Lutzko drafted language for the resolution, which was presented later in the meeting.

Ms. Lutzko made a motion to approve increased staffing hours at the fire station Sunday through Thursday, with the exception of Wednesday's when there are training sessions from 6 p.m. to 10 p.m. for a three-month trial period commencing May 1 to July 31, 2018. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Interim Chief Grossenbaugh asked the trustees if the old ambulance that is being traded in could be stored in the old station until it is picked up. The trustees agreed.

#### **SERVICE DEPARTMENT**

Mr. Burns noted the absence of Mr. Newcomer and said the monthly report will be presented at the next meeting.

Mr. Burns made a motion to amend a previous motion on April 3, 2018 approving a purchase from **Core and Main** for a ditching project on Bellus Road at a cost off \$1,137.87. The amended cost is **\$1,861.11**. Schulte second. Vote: S-yes, BCL-yes, B-yes. The amendment is required since the initial catch basins were not the right size and needed to be exchanged for larger ones.

Based on a meeting with Gary Wright, RAH President to discuss baseball field improvements, Mr. Burns requested the following motions:

A motion to approve the purchase of dirt for the Kobak and Youth Field infields through **D & K** at a cost of **\$4,290.00**. Schulte second. Vote: S-yes, BCL-yes, B-yes.

A motion to approve the purchase of roofing materials to cover the dugouts at Kobak Field through **Miller Metal** at a cost of **\$807.10**. Schulte second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns informed the trustees that he and Mr. Newcomer had met with a contractor and an engineering firm for a preliminary scope of work to further discussion as to how to address the decaying concrete at the front of the old fire station bays. He suggested keeping the repairs to a minimum pending further remodeling as determined by the architects recommendations last summer. Ms. Lutzko asked if Mr. Burns was looking at both concrete replacement and landscaping. Mr. Burns replied he is looking only at addressing drainage and the removal of the decaying concrete. A discussion was held as to whether the existing bay doors would be closed off. Mr. Burns replied that the far south door would remain accessible, but that his thought was to regrade and install grass adjacent to Ridge Road. Ms. Lutzko and Mr. Schulte asked how this would fit in with the proposed architectural design. Mr. Burns responded that this is only a preliminary discussion and that a further discussion regarding available funding for the entire project is

necessary. Mr. Schulte felt that we should not undertake a project without assuring that it is compatible with the larger architectural proposal. The trustees agreed that further discussion on this topic is required.

Mr. Burns stated that due to the significant rain occurring on April 15, 2018, the service department has been busy cleaning catch basins and addressing other problems caused by the downpour. He cited leaves and debris as the cause of the backups.

Mr. Burns made a motion to approve the minutes from the April 3, 2018 regular meeting as written. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to approve the public hearing minutes from the April 3, 2018 meeting as written. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to approve the special meeting minutes from the April 4, 2018 meeting as written. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

At this time the fiscal officer requested a tape recorder be turned on, Mr. Burns turned on a recording device noting the taping is for transcription purposes only.

Mr. Burns requested **Resolution #041718-02** approving capital improvements in the Service Department at a cost of **\$4,242.79**. He explained that the department head had undertaken these improvements based on a belief they would fall under the recurring expense limits, and that the expenses had occurred before the fiscal officer and trustees received any account billing and statements detailing the purchases. Once the township became aware of the error, steps were taken to address the mistake immediately. The projects included a new workbench, lighting and electrical work. Mr. Schulte seconded the motion. Vote: S-yes, BCL-yes, B-yes.

### **ZONING**

Mr. Schulte provided the First Quarter Zoning Report that included four new residences, one office facility, two accessory buildings, three parcel splits and two variance requests for a quarterly total of \$8,400.00. He noted that this amount included \$2,400.00 collected from a developer to offset a consultant to the zoning commission for the developer's project. He indicated the developer deposit has been used except for approximately \$40.00. Ms. Lutzko asked to confirm whether the quarterly total reflected any fees collected under the new fee schedule. Mr. Schulte replied that the new fees were not in effect in the first quarter.

### **CEMETERY**

Mr. Schulte provided the First Quarter Cemetery Report that included one burial and one footer. Total collected for the quarter is \$591.00.

### **TRUSTEES**

Mr. Schulte made a motion requesting an appropriation for a zoning commission consultant in reviewing the proposed Conservation Development amendment. The consultant firm is **Tactical Planning** at a cost of **\$240.00**. Burns second. Vote: S-yes, BCL-yes, B-yes.

Mr. Schulte made a motion requesting a Public Hearing on May 1, 2018 at 6:00 p.m. to review the proposed zoning text changes regarding Chapter 6 Sub-Section 6R1.7 Development Standards and Criteria for Conservation Development. Burns second. Vote: S=yes, BCL=yes, B=yes.

Ms. Lutzko informed the trustees that, with the help of a resident, pharmacist Theresa Smith, they are fortunate to be able to bring Robert Brandt, founder Robby's Voice in for a public forum. Unfortunately, in 2011, Mr. Brandt's son, Robby died of a heroin overdose and rather, than have his death become another statistic, he started Robby's Voice, which not only serves local communities, but also has nation-wide outreach. Mr. Brandt has been recognized by the FBI and has received a Director's Award.

Mr. Brandt has agreed to come and speak to the community on Thursday, May 24<sup>th</sup> at 7 p.m. In conjunction with this event, Ms. Lutzko and Mr. Brandt have discussed also presenting a DEA/FBI video about the opioid epidemic. Mr. Brandt will discuss tips for recognition and prevention, including resources available. Ms. Lutzko added that the schools, churches and newspaper have been contacted to get the word out. Ms. Lutzko indicated that the DEA/FBI video is very powerful and may be shown prior to Mr. Brandt at approximately 6 – 6:30 p.m. These details still need to be worked out. The trustees thanked Ms. Lutzko for her efforts in bringing this forum to the township.

Mr. Burns made a motion to approve the annual **Medina County Township Association** dues for **\$240.00** to include four members at \$50.00 each and two associates at \$20.00 each. Lutzko second. Vote: S=yes, BCL=yes, B=yes.

At this time, Mr. Burns requested Fiscal Officer Martha Catherwood to advise the Board that the notice requirements of Section 121.22 of the Ohio Revised Code and the implementation rules adopted by the Board pursuant thereto were complied with for this meeting for the \$5.00 license fee that the Township will be pursuing under O.R.C. §4504.18. Fiscal Officer Catherwood responded all requirements have been met.

Mr. Burns made a motion to approve **Resolution #041718-03** LEVYING AN ANNUAL MOTOR VEHICLE LICENSE TAX UNDER §4504.18 IN ADDITION TO THE TAXES PREVIOUSLY LEVIED IN SECTION 4504 OF THE REVISED CODE UPON THE OPERATION OF MOTOR VEHICLES ON THE PUBLIC ROADS AND HIGHWAYS IN THE UNINCORPORATED TERRITORY OF HINCKLEY TOWNSHIP.

**WHEREAS**, §4504.18 of the Ohio Revised Code authorizes the Board of Township Trustees to levy an annual license tax for the purpose of paying the costs and expenses of enforcing and administering the tax provided for in §4504.18; for the construction, reconstruction, improvement, maintenance, and repair of Township roads, bridges, and culverts for purchasing, erecting, and maintaining traffic signs, markers, lights and signals; for purchasing road machinery and equipment, and planning, constructing, and maintaining suitable buildings to house such equipment; for paying any costs apportioned to the Township under §4907.47 of the Ohio Revised Code; and to supplement revenue already available for such purposes; and

**WHEREAS**, prior to the adoption of this within resolution levying a Township Motor Vehicle Tax, the Board of Township Trustees conducted two Public Hearings thereon, the first hearing having been conducted on April 3, 2018, and the second Hearing having been conducted on April 10, 2018, which date was not less than three nor more than ten days after the first Hearing date; and

**WHEREAS**, notice of the date, time, and place of such Public Hearings was given by publication in a newspaper of general circulation in the Township once a week on the same day of the week for two consecutive weeks, the first publication having been made on March 16, 2018, and the second publication having been made on March 23, 2018, which date was not less than ten nor more than thirty days prior to the first hearing.

**THEREFORE, BE IT RESOLVED**, by the Board of Township Trustees that the Trustees herewith levy an annual motor vehicle license tax in accordance with §4504.18 of the Ohio Revised Code upon the operation of motor vehicles on the public roads and highways in the unincorporated territory of Hinckley Township, said annual license tax shall be in addition to all county license taxes outlined in the Ohio Revised Code.

**BE IT FURTHER RESOLVED THAT**, the tax shall be at the rate of five dollars (\$5.00) per motor vehicle on all motor vehicles the owners of which reside in the unincorporated area of Hinckley Township and shall be in addition to the taxes at the rates specified in any County or Municipal Levies enacted in §4504 of the Ohio Revised Code, and for the purpose of paying the costs and expenses of enforcing and administering the tax provided for in §4504.18; for the construction, reconstruction, improvement, maintenance, and repair of Township roads, bridges, and culverts for purchasing, erecting, and maintaining traffic signs, markers, lights and signals; for purchasing road machinery and equipment, and planning, constructing, and maintaining suitable buildings to house such equipment; for paying any costs apportioned to the Township under §4907.47 of the Ohio Revised Code; and to supplement revenue already available for such purposes.

**BE IT FURTHER RESOLVED THAT**, the within Township Motor Vehicle License Tax shall become effective May 17, 2018, which is a date thirty days following the adoption of this resolution. Ms. Lutzko seconded. Vote: S=yes, BCL=yes, B=yes.

Following the roll call vote the trustees signed the Resolution copy provided by the Fiscal Officer.

Mr. Burns informed the public on his recent meeting with the Medina County Economic Development Corporation regarding tax abatements in the township. He indicated that he is working to obtain a better understanding of the tax abatement situation in the township. He feels this initial meeting has provided a lot of information. He stated the trustees will continue to work on this issue to see how the township can gain more tax revenue from local businesses.

Mr. Burns presented a letter to the OPWC for discussion on requesting grant monies and/or loans for road improvements as recommended by the Medina County Engineers Office. Mr. Burns presented Trustees Schulte and Lutzko a copy for their review. Mr. Schulte shared his experience in requesting OPWC grant/loan funds. It was suggested that a more-detailed letter be prepared to include estimated costs. Ms. Lutzko asked Mr. Burns if the project area of Brookhaven Drive identified in the letter was chosen since it is a thru road, which increases the odd of getting a grant. Mr. Burns replied it was and cited its connection to multiple roadways. Ms. Lutzko noted a desire to continue coordinating with the County Engineer on selecting the best roads to target with such grant requests, and the trustees agreed that this appears to be a great project to consider further and will discuss estimated costs with Dan Becker. Mr. Schulte thanked Mr. Burns for taking this initiative and Ms. Lutzko thanked him, noting that the Township continuing in its efforts to obtain grant funding whenever possible is the approach the public is asking for.

Mr. Burns provided an update on the Brookside Boulevard OPWC loan project. He said the concrete bidding would go out in May, with the work starting in August or September and completed by November. Mr. Schulte and Ms. Lutzko offered to go out and take pictures documenting the current conditions within the project area.

Mr. Burns made a motion to purchase 10 tons of cold patch from **Unique Paving Materials Corp.** at a cost of **\$1,180.00**. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to purchase 20 tons of #1 and #2 limestone and 20 tons of 601D rip-rap from **Osbourne Medina Inc.** for total cost of **\$1,123.00**, which includes a \$152.00 materials delivery fee. Lutzko second. Vote: S-yes, BCL-yes, B-yes. This purchase is for the Bellus Road repair and to have in reserve for ongoing use.

Ms. Lutzko made a motion to approve **Resolution #041718-04** amending the 2018 Organizational Minutes for the period of May 1, 2018 to July 31, 2018, to rescind the \$15 nighttime premium for our Fire Department members and replace it by instituting a nightly on-call shift occurring during the following hours:

Sunday through Thursday, 10:00 p.m. to 8:00 a.m.

Friday and Saturday, 11:00 p.m. to 8:00 a.m.

Under the on-call system, three members will be on-call for the designated time period and be required to respond to any calls. Up to three members will be paid a stipend of \$20.00 per on-call shift, plus their regularly hourly rate if called to respond, in addition to the foregoing stipend. All other members who respond to a nighttime call will be compensated at their regularly hourly rate. No member will receive the premium pay previously in place. Schulte second. Vote: S-yes, BCL-yes, B-yes.

#### **FISCAL OFFICER**

Mrs. Catherwood stated the current fund status is \$4,631,757.20.

Mr. Burns made a motion to approve and pay the bills. Lutzko second. Vote: S-yes, BCL-yes, S-yes.

Mr. Burns made a motion to adjourn into Executive Session at 7:32 p.m. to discuss employee hiring in the police department, a disciplinary action in the service department and compensation in the administration department. Schulte second. Vote: S-yes, BCL-yes, B-yes.

#### **FLOOR**

There was nothing from the floor. The trustees went into Executive Session. Mr. Burns stated the trustees would be coming out with additional information.

The trustees returned from Executive Session at 8:17 p.m. Mr. Burns made a motion to accept the resignation of Road Superintendent Darren Newcomer effective April 17, 2018. Lutzko second. Vote: S-yes, BCL-yes, B-yes.

Mr. Burns made a motion to adjourn the Regular Meeting at 8:18 p.m. Schulte second. Vote: S-yes, BCL-yes, B-yes.

**The Board reviewed and signed time sheets, POs and bills.**

Meeting minutes approved by:

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