

Trustee Regular Meeting – March 5, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on March 5 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 4 residents and 3 reporters. All joined the Pledge to the Flag.

Ms. Lutzko noted that the meeting is being taped for transcription purposes only.

Ms. Lutzko made a motion to approve the minutes from the February 19, 2019 Regular Meeting with an addition to Mr. Burns's motion to purchase a Netgear R6120-100NAS Dual Bank Wireless and Ethernet Router, to include "for the Service Department". Burns second. Vote, as amended: B-yes, S-yes, BCL-yes.

POLICE DEPARTMENT

There were no items to present.

FIRE DEPARTMENT

Chief Grossenbaugh presented the February 2019 Monthly Report, which included 51 Total Incidents (35/EMS and 16/Fire Related), Average Response Time Overall – 8.20 minutes (6.57 min./staffed hours and 15.89 min./non-staffed hours), 13 Overlapping Calls and 4 Occupancy Inspections.

Ms. Lutzko made a motion approving appropriations to purchase tire equalizers for Squad 37-2 from **TPS Tire and Service Center** for **\$375.00**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations to purchase two pairs of fire boots from **MES/Warren Fire Equipment** for a total cost of **\$634.00** (\$317.00/ea.). Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations to purchase uniforms, t-shirts and sweatshirts (annual uniform allowances) from **ADLER Team Sports** for a total cost of **\$737.25**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving an Educational Appropriation Request for a maximum of nine members to attend a training class through **Task/Force 1**, pending submission of paperwork listing attendees to the Fiscal Officer, for a total cost of **\$2,700.00** (\$300/ea.). The training will be held at the Hinckley Township Fire Station. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving the donation of two Ferno cots to the MetroHealth Simulation Lab. Burns second. Vote: B-yes, S-yes, BCL-yes. Chief Grossenbaugh explained that the cots had previously been offered for sale by the fire department on GovDeals and received no bids. MetroHealth will use them for training.

Ms. Lutzko made a motion approving an emergency repair to the rear garage door (\$286.70), repairs, and maintenance to damaged doors (\$5,729.00) through **ASAP Door Company, Inc.** at a total cost of **\$6,015.70**. Chief Grossenbaugh explained that damage to the garage door had been reported to our insurance agency and our portion of the total amount due was the **\$500.00** deductible amount. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion amending the following motion previously approved on February 5, 2019:

Ms. Lutzko made a motion approving appropriations to purchase a 43" TV screen (to be linked to Chief Grossenbaugh's computer) through **Sam's Club** at a cost of **\$269.00**. Burns second. Vote: B-yes, S-yes, BCL-yes.

The amended motion reads as follows:

Ms. Lutzko made a motion approving appropriations to purchase a 43" TV screen (to be linked to Chief Grossenbaugh's computer) through **Wal-Mart** at a cost not to exceed **\$269.00**. Burns second. Vote: B-yes, S-yes, BCL-yes. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Chief Grossenbaugh informed the Trustees that the department interviewed three solid recruits and will provide additional information as they proceed through their potential hiring process. He added that the new night shift scheduling is working well.

SERVICE DEPARTMENT

Mr. Burns indicated that he is obtaining additional lighting quotes for the exterior of the town hall and within Memorial Park.

TRUSTEES

Mr. Schulte made a motion to contract with Judi Stupka as a \$14.00 per hour independent contractor for the Zoning Commission/BZA Recording Secretary position. Lutzko second. Vote: B-yes, S-yes, BCL-yes. Mr. Schulte stated that Ms. Stupka is very familiar and experienced with the Township's zoning procedures since she is a former employee.

Mr. Schulte made a motion to amend the 2019 Organizational Meeting minutes regarding the Board of Zoning Appeals compensation to read as follows:

Board of Zoning Appeals shall be compensated at a rate of \$35.00 each per hearing (including site review).

The members of the Board of Zoning Appeals shall be compensated at a rate of \$30.00 each per continued hearing. The members of the Board of Zoning Appeals shall be compensated at a rate of \$30.00 for regular meetings and work sessions. In the event that a regular meeting, work session and/or training is held on the same day, prior to or following a hearing(s), they shall be counted as one for the purpose of compensation.

Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Mr. Schulte explained the Medina County Prosecutors Office recommended the revision since the BZA often approves meeting minutes at their work sessions.

Mr. Schulte informed the Trustees that the Zoning Commission will hold a Public Hearing on March 7, 2019 to hear comment on text amendment proposals regarding Alternative Energy Facilities and associated changes,

Mr. Schulte presented the Board with 2018 statistics provided by the Medina County Office of Older Adults. The data represents Hinckley seniors utilization of the transit, home delivered meals and congregate meal services offered by the County.

Mr. Schulte made a motion to approve the provision of Medina County services to facilitate compliance with the EPA Phase II NPDES/Small MS4 Stormwater Program for 2019. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve **Resolution #030519-1** approving an updated Hinckley Township Credit Card Policy, to include users and spending limits:

PURPOSE

Ohio Revised Code Section 505.64 permits the Board of Trustees of Hinckley Township to authorize an officer, employee, or appointee of Hinckley Township to use a credit card account held by the Board. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Board of Trustees.

DEFINITIONS

1. "Authorized User" means an officer, employee, or appointee of Hinckley Township that has received authorization to use a credit card account held by the Board of Trustees of Hinckley Township.
2. "Board" means the Board of Trustees of Hinckley Township, located in Medina County, Ohio.
3. "Credit Card Account" or "Account" means any bank-issued credit card account, store issued credit card account, financial institution-issued credit card account, financial depository issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or

gift card account related to the receipt of grant moneys. It does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

4. "Credit Card" means a credit card related to a Credit Card Account held by the Township.
5. "Fiscal Officer" means the Hinckley Township Fiscal Officer.
6. "Township" means Hinckley Township, Medina County, Ohio.
7. "Policy" or "Credit Card Account Policy" means this policy and all exhibits, amendments, and supplements.

ARTICLE I. USE OF A CREDIT CARD ACCOUNT

Section 1. Authorized Users. The Board may authorize an officer, employee, or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is contained on Exhibit A (the "Authorized User List") attached to this Policy. The Authorized User List should be updated by the Board, its designated representative, or the Township Fiscal Officer each time a person is added or removed from such list.

Section 2. Authorized Expenses. The Board may expressly limit the terms of use of a Credit Card Account with each Authorized User at any time. Any Credit Card Account, regardless of Board approval, may only be used to purchases work-related goods and services incurred on behalf of the Township. Such work-related goods and services include, but are not limited to, gasoline for Township vehicles, meal allowances, and equipment purchased on behalf of a Township project in which the Authorized User is directly participating and involved. No transaction may exceed \$ 1,000.00. In the event of an emergency, the Authorized User shall notify the Fiscal Officer of the need to spend an amount in excess of the limit. The required documentation for such transaction contained in this Policy shall be submitted to the Fiscal Officer no later than forty-eight (48) hours after the transaction.

Section 3. Unauthorized Expenses. Any purchase made beyond specific authorization limits imposed by the Board, if any, or what is authorized in this Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Township. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount in excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods. Section

4. Guidelines for Acquisition, Use, and Management.

A. Acquisition. The Board must authorize an individual to use a Credit Card Account before a person may become an Authorized User and acquire access to a Credit Card or other presentation instrument associated with a Credit Card Account. The Board may place limits on the authorization of use of a Credit Card Account at such time as a person receives authorization to use a Credit Card or any time thereafter, at the Board's discretion and upon notice to the Authorized User. Upon the Board's authorization, the person receiving authorization must sign a copy of the attached Exhibit B, acknowledging they received a copy of this Policy and agreeing to abide by it.

B. Permitted Uses. Authorized Users may use a Credit Card Account for Authorized Expenses, as described in Article I, Section 2 of this Policy, incurred only by the Authorized User. An Authorized User may not transfer the Credit Card or purchase goods on behalf of any other person, regardless of whether the person is an employee of the Township or is purchasing goods or services for the Township. Authorized Users may, unless otherwise prohibited by the Board, use a Credit Card in person, online, over the telephone, by mail, or through fax. All purchases must be evidenced by an itemized receipt. If purchasing goods online, the Authorized User must use reasonable care and judgment regarding the authenticity and security of a website.

C. Reasonable Care. Authorized Users must use reasonable care when using a Credit Card.

D. Notification of Purchase. Prior to using a Credit Card, the Authorized User should make a good faith effort to notify the Board, their authorized representative, or the Fiscal Officer of the intended purchase.

E. Storage. Authorized Users must take measures to ensure Credit Cards, checkbooks, and any other presentation instruments associated with a Credit Card Account are kept in a secure place at all times.

F. Receipts. Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee as soon as reasonably possible. The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased, and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Township, if necessary to describe the purchase.

G. Return of Credit Card to Township. The Authorized User, upon resignation, termination, or change in position within the Township shall return the Credit Card to the Fiscal Officer immediately. Additionally, the Credit Card shall be immediately returned if the Township revokes authorization to use the Credit Card or requests the return of the Credit Card.

If the Fiscal Officer retains possession of the Credit Cards, an Authorized User must return a Credit Card to the Fiscal Officer within a reasonable time after use. No Credit Card may remain signed out for a period longer than 24 hours/days (to be decided upon by the Township upon adoption of the Policy. Example: seventy-two (72) hours).

- Section 5. Liability.** The Authorized User will be personally liable for reimbursing the Township for any of the following:
- A. Upon any official bond the Authorized User has given to the Township to reimburse the Township treasury the amount for which the Authorized User does not provide itemized receipts;
 - B. Expenses charged to the Credit Card that are not documented and submitted to the Fiscal Officer or the Fiscal Officer’s designee;
 - C. Expenses that exceed the scope of the authorization allotted by the Board of the Authorized User’s use of the Credit Card;
 - D. Unauthorized expenses;
 - E. Purchases the Authorized User allowed an unauthorized user to make;
 - F. Any other purchases made with the Credit Card that are in violation of this Policy, and the amendments and supplements thereto.

The County Prosecutor is authorized and shall recover the amount of any unauthorized expenses incurred by an Authorized User who either uses a Credit Card, or allows another person to use a Credit Card, in an unauthorized manner and fails to immediately and voluntarily make restitution to the Township for the total amount of the unauthorized purchase(s). This section does not limit any other liability of the employee or officer who carried out the unauthorized use.

Section 6. Misuse. Using a Credit Card for Unauthorized Expenses, as the same are discussed in Section 3 of this Article I, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

Section 7. Issuing or Re-Issuing a Credit Card. A Credit Card should be issued or re-issued at the discretion of the Board. Upon the written request of an employee, prior Authorized User, or current Authorized User, the Board may re-issue a Credit Card.

Section 8. Cancellation and Stolen/Lost Credit Cards. An individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Board.

In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen, or used in an unauthorized manner, the Authorized User shall immediately notify the Fiscal Officer or the Fiscal Officer’s designee in person or by phone and in writing. The Fiscal Officer or the Fiscal Officer’s designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Township or the card issuer relating to the disappearance of the Credit Card.

Section 9. Credit Card Account Limits. The credit limit on each Credit Card Account held by the Township is included on the attached Exhibit C incorporated herein by reference and should be updated upon any change of limits or additional credit lines.

ARTICLE II. RULES FOR TOWNSHIP CREDIT CARD ACCOUNTS

Section 1. Credit Card Account Instruments. The Township’s name shall appear on each presentation instrument related to the Credit Card Account, including but not limited to Credit Cards and checks.

Section 2. Annual Report. The Fiscal Officer or the Fiscal Officer’s designee annually shall file a report with the Board detailing all rewards received based on the use of the Credit Card Accounts.

Section 3. Payment. Debt incurred as a result of the legitimate use of a Township credit card shall be paid from moneys appropriated by the Board.

Section 4. Administrative Duties. Each month the Fiscal Officer shall present a Credit Card Account transaction detail from the previous month to the Board. The Board shall review the Credit Card Account transaction detail and the chairperson of the Board shall sign an attestation stating the Board reviewed the Credit Card Account transaction detail.

HINCKLEY TOWNSHIP AUTHORIZED USER LIST

<u>Authorized User</u>	<u>Position</u>	<u>Date Approved by Board</u>	<u>Auth. Credit Card Account</u>	<u>Account Limit</u>
Martha Catherwood	Fiscal Officer	March 5, 2019	Huntington Bank	\$5,000.00
Raymond Schulte	Trustee	March 5, 2019	Huntington Bank	\$5,000.00
David Centner	Police Chief	March 5, 2019	Huntington Bank	\$1,000.00

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Jestin Grossenbaugh	Fire Chief	March 5, 2019	Huntington Bank	\$1,000.00
Bruce Linville	PD Sgt.	March 5, 2019	Huntington Bank	\$500.00
Suzanne Peterlin	Adm. Office	March 5, 2019	Huntington Bank	\$500.00
David Centner	Police Chief	March 5, 2019	Home Depot	\$1,000.00
Jestin Grossenbaugh	Fire Chief	March 5, 2019	Home Depot	\$1,000.00

Burns second. Vote: B=yes, S=yes, BCL=yes.

Mr. Burns made a motion to accept the resignation of Road Superintendent Richard Ward effective February 26, 2019. Lutzko second. Vote: B=yes, S=yes, BCL=yes.

Mr. Burns made a motion to purchase two “Bus Stop Ahead” signs from the **Medina County Engineers Office** at a total cost of **\$222.44**. The service department will install the signs on Bellus Road, near Rt. 606,. Lutzko second. Vote: B=yes, S=yes, BCL=yes.

Mr. Burns asked the Trustees if they had an opportunity to review the quotes received for repairs to the concrete and landscaping in front of the former fire station doors. Ms. Lutzko and Mr. Schulte stated they had. The Trustees held a discussion regarding the quotes; Mr. Schulte thanked Mr. Burns for obtaining a higher degree of detail in the proposals. Ms. Lutzko inquired as to whether the existing drainage will be moved; Mr. Burns replied that the quotes include relocating the drains. The quotes were:

C & M Corp - \$31,989.00	Set In Stone - \$50,463.10
Unique Landscaping - \$39,201.32	#1 Landscaping - \$54,870.00

Mr. Burns made a motion to approve **Resolution #030519-02** to contract with **C & M Corp.** for repairs and landscaping to the front of the former fire station (east side) at a total cost of **\$31,989.00** as indicated on the quote dated February 10, 2019. The funding shall come from the Beautification Fund and the General Fund. Lutzko second. Vote: B=yes, S=yes, BCL=yes.

Mr. Burns made a motion to go into Executive Session for the purpose of discussing hiring and compensation within the Hinckley Township Service Department. Schulte second. Vote: B=yes, S=yes, BCL=yes.

FISCAL OFFICER

Mrs. Catherwood stated the current fund status is \$5,317,670.93.

FLOOR

Kris from the Medina County Auditor’s Office reminded everyone that CAUV applications were due on March 4, 2019 and the Board of Revisions are accepting applications through April 11, 2019.

Resident Kevin Myer informed the audience about the benefits of pond water testing. He stated that the service is inexpensive and can be obtained locally through Eastern Labs.

Garreth Robison offered creating new “Welcome to Hinckley” signs as a suggestion for an Eagle Scout project. The Trustees suggested contacting Troop 520, as they are always looking for ideas.

There being nothing further from the audience, Ms. Lutzko made a motion to pay the bills. Burns second. Vote: B=yes, S=yes, BCL=yes.

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The Trustees adjourned into Executive Session at 7:33 p.m. The Trustees returned from Executive Session at 8:01 p.m. with no decision made.

Ms. Lutzko made a motion to adjourn at 8:01 p.m. Burns second. Vote: B=yes, S=yes, BCL=yes.

The Board reviewed and signed purchase orders, the February Bank Reconciliation, payroll and bills.

The minutes of the meeting were approved by:
