

Trustee Regular Meeting – May 7, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on May 7, 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 14 residents and 1 reporter. 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 April 23, 2019, Special Meeting as written. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the April 16, 2019, Special Meeting as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the April 16, 2019, Regular Meeting as amended to indicate a change in the OPWC Valley Brook concrete bid as follows: the bid will be advertised in *The Gazette* on the dates of May 9 and 16, 2019. Bids will be opened at the Medina County Engineers office on May 30 at 1:30 p.m. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the April 2, 2019, Public Hearing as written. Burns second. Vote: B-yes, S-yes, BCL-yes.

POLICE DEPARTMENT

Sergeant Linville filled in for Chief Centner who was at a training seminar. There was nothing to report.

Ms. Lutzko administered the Oath of Service to the Shawn Landis; he will begin his full-time employment as a Hinckley Township Police Officer on May 19, 2019.

FIRE DEPARTMENT

Chief Grossenbaugh presented the monthly report for April 2019. The report included 39 total incidents (31/EMS and 8 Fire-related). Total annual incidents 231 (compared with 215 at this same time in 2018). Average response time during staffing hours (8 a.m. to 10 p.m.) 7.20 minutes. Average response time during night hours (10 p.m. to 8 a.m.) 6.51 minutes. All agreed that nighttime staffing has decreased response time during these periods.

Ms. Lutzko made a motion approving appropriations to purchase three Honeywell PRO Night Hawks through **Warren Fire Equipment** at a cost of **\$951.00**. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations for preventative maintenance on Ambulance 37-2 through **TPS Tire & Service** for a total cost of **\$477.92**. Maintenance include an oil change, lubing, fluids and tire pressure checks. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations to purchase a Cook and Cold Water Cooler for the fire station, which includes a 3-year full replacement warranty from **Minnehaha Water Company** at a cost of **\$198.94**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

SERVICE DEPARTMENT

Ms. Lutzko introduced Nick Haigh, the newly hired Township Road Superintendent, Nick provided information in his background and work history.

Mr. Burns made a motion approving appropriations to purchase Wingshooter leather work boots for Mr. Haigh through **RedWing** at a cost of **\$194.99**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Mr. Haigh discussed his first week of employment; projects accomplished included maintenance on cemetery headstones, Memorial Day Parade preparation and familiarizing himself with Township roadways.

Mr. Schulte welcomed Mr. Haigh and commented on the experience he brings to the Township.

Mr. Burns informed the Trustees that 150 ton of road salt will be delivered during the week and that would complete the minimum amount of salt required to be purchased through the ODOT contract.

TRUSTEES

Mr. Burns introduced representatives from Otisco Engineering to discuss their proposal for engineering services for the septic tank project. Otisco's quote is \$8,800.00 for the engineering of the project and \$1,300.00 is required survey work. Rick Verhotz, who has been consulting on this project, explained that the system tank currently in place is obsolete and that is the reason the EPA requires engineering for the replacement.

The Trustees inquired as to the scope of services Otisco would provide. The representatives indicated the site would be engineered, EPA permits would be applied for, the contractor bid would be prepared and assistance with contractor selection would be provided. Two on-site visits during construction are also included.

As the Trustees had not reviewed the proposal prior to the meeting, Mr. Burns recommended tabling a decision until the next meeting.

Mr. Burns initiated a discussion on the status of the NCGT pipeline that is exposed on Boston Road (near Valleaire Golf Course). He indicated that there were currently two options on the table; one to leave the pipeline in place and secure the riverbank and the second being moving the pipeline. Ms. Lutzko asked what the timeline was. Mr. Burns replied that the Medina County Engineer had indicated about two months. Mr. Burns presented a proposal that would utilize the old concrete removed from the OPWC Valley Brook project as a material that could be added to the riverbank to prevent erosion. This additional process would have to be added to the project costs if it was implemented. Mr. Burns estimated the cost at \$50,000.00. Mr. Schulte stated that he had discussed this option with Dan Becker from the Engineers Office, he cited significant concerns, which included wire and rebar in the old concrete and the cost of moving, storing and installing the old concrete. Ms. Lutzko suggested following up with the Medina County Engineer, Andy Conrad. Discussion ensued as to potential costs of this proposal and how it might affect a contractor's bid for the Valley Brook project.

Mr. Schulte complimented Mr. Burns on his proposed solution, but it was agreed that the Valley Brook bid should move forward as is, without implementing the proposed use of concrete at the Boston Road riverbank such that the bidders can choose to utilize the old concrete as part of their bid. The Trustees signed the OPWC Valley Brook project plans as submitted by the Medina County Engineers Office.

Mr. Burns discussed the three concrete pad replacement Engineers Estimates for Galilee Oval, Bethany Lane and David Drive and Laurie Lane. Mrs. Catherwood relayed that Dan Becker had identified ten more pads at David and Laurie that would require replacement and the estimate would increase. Mr. Burns stated he would follow-up with Dan Becker. Mrs. Catherwood indicated that based on the previous discussion as to potential costs for the NCGT pipeline and several other increased costs; her previous estimate of \$600,000.00 for annual roadwork would need to be reduced by \$50,000.00. This is also a recommendation based on several ongoing and future projects.

Mr. Burns made a motion to amend the amount of \$1,000.00 for legal service provided by **Fisher and Phillips** for a review of the Hinckley Township Non-Union Employee Manual. He requested an amount not to exceed **\$2,500.00**. Lutzko second. Vote: B-yes, S-yes, L-yes.

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Mr. Schulte made a motion to contract with **Precision Mechanical** for the semi-annual inspection and preventative maintenance check to the HVAC systems at the Administration Building (\$600.00) and the Police Station (\$400.00) at a total cost of **\$1,000.00**. Lutzko second. Vote: B-yes, S-yes, L-yes.

Mr. Schulte made a motion to approve the annual membership dues for the **Medina County Township Association** for Catherwood, Lutzko, Burns and Schulte (Members at \$55.00/each) and Haigh, Peterlin and Wilson (Associate Members at \$20.00/each) for a total cost of **\$280.00**. Lutzko second. Vote: B-yes, S-yes, L-yes.

Mr. Schulte made a motion to apply for an OTARMA MORE Grant to purchase mulch for the Township playground areas (Brongers Park and Youth Field) at a cost not to exceed **\$500.00**. Lutzko second. Vote: B-yes, S-yes, L-yes.

Mr. Schulte thanked Hinckley Roofing for donating their services to repair a hanging gutter at the Historical House. He also reminded the audience that the Citizen of the Year Award would be presented at the next Trustee Meeting.

Ms. Lutzko made a motion to reimburse the **Hinckley Fire Department Community Benevolent Fund \$69.00** for the Senior Snow Plow Program. Burns second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion to approve Township payment for non-union employees of dental and vision insurance costs consistent with the Township's agreement with the Hinckley Police Patrolmen's and Sergeant's Union contract, and governing law, effective May 1, 2019 through September 30, 2019. Schulte second. Vote: B-yes, S-yes, L-yes.

FISCAL OFFICER

Mrs. Catherwood requested motions approving Nick Haigh's credit card usage and to close the Beautification Fund.

Ms. Lutzko made a motion approving credit card usage for Nicholas Haigh for the following limits: Home Depot/ \$500.00 and Huntington Bank/ \$500.00. Burns second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion approving **Resolution #050719-01**, which closes **Fund 9001-110-599-0000**, formerly known as the Prosek Beautification Fund. All revenue is depleted. Schulte second. Vote: B-yes, S-yes, L-yes.

Mrs. Catherwood stated the current fund status is \$5,007,057.35. Mrs. Catherwood added that approximately \$3 million of these funds are restricted funds, which can only be used for fire and police operations.

FLOOR

Kris from the Medina County Auditors Office informed the audience that zoning inspectors would be required to submit new construction information to the County. She indicated this would help with the appraisal process.

Resident Jack Swedyk asked the Trustees if the Boston Road pipeline could be moved through a petition process. Mr. Burns indicated that the Trustees are working with the pipeline owners, and that the owners had offered the Township \$130,000.00 to take over the long-term maintenance of the pipeline. This offer was rejected based on direction from the Medina County Prosecutors Office. All agreed that, currently, moving the pipeline appears to be the preferred option, and negotiations between the Township and the pipeline company are ongoing.

Mr. Burns made a motion to adjourn into Executive Session to discuss employee compensation and hiring in the Service Department. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to pay the bills for **\$106,750.13**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

The Trustees adjourned into Executive Session at 8:07 p.m. The Trustees returned from Executive Session at 8:57 p.m. with no decision made.

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Ms. Lutzko made a motion to adjourn at 8:57 p.m. Burns second. Vote: B-yes, S-yes, BCL-yes.

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

The minutes of the meeting were approved by:

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_____	_____