

Trustee Regular Meeting – May 21, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on May 21, 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 38 residents, which included students from a Highland High School Government Class 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 May 7, 2019, Regular Meeting as written. Burns second. Vote: B=yes, S=yes, BCL=yes.

Chairman Lutzko turned the floor over to Mr. Schulte for the Citizen of the Year presentation. Mr. Schulte thanked the members of the Citizen of the Year Committee for their participation in the selection process. He introduced a member of the committee, Lydia Wochna, to introduce the recipients, Alison and Dennis Kuzma.

Ms. Wochna praised the volunteer efforts of the Kuzma's; she noted their participation in Buzzard Day and Highland Local School District events, among other things. She noted their generosity and commitment to the residents of Hinckley and she presented them with a plaque honoring their joint selection as 2019 Citizens of the Year.

POLICE DEPARTMENT

Chief Centner presented the monthly report for March, which included, 494 total calls, 6 physical arrests, 212 traffic stops, 16 motor vehicle accidents and 10,855 miles driven.

Ms. Lutzko made a motion approving appropriations to remove the police department's radio equipment from the State Road tower through **Cleveland Communications** at a cost of **\$330.00**. Burns second. Vote: B=yes, S=yes, BCL=yes.

Chief Centner informed the Trustees that the individual, who robbed the Huntington Bank last fall, was sentenced to two years for his crime. He complimented his officers for their work on this case.

Chief Centner stated that the Hinckley Elementary second-grade classes will be having a picnic at Brongers Park and visiting the police station on May 30. He added that Highland Safety Town would take place the weeks of June 14 and 21st in Granger.

FIRE DEPARTMENT

Ms. Lutzko made a motion approving appropriations for the annual **Medina County Chief's Association** dues at a cost of **\$100.00**. Schulte second. Vote: B=yes, S=yes, BCL=yes.

Ms. Lutzko made a motion approving appropriations to pay a prorated CAD Web Service Maintenance fee from June 1 through December 31, 2019 through **Emergency Reporting** for a total cost of **\$276.00**. Schulte second. Vote: B=yes, S=yes, BCL=yes.

Chief Grossenbaugh informed the audience that the department would be going out to five Hinckley housing developments over the summer to provide safety and fire education to the residents.

SERVICE DEPARTMENT

Road Superintendent Nick Haigh provided the Trustees with the following appropriation requests:

Mr. Burns made a motion approving appropriations to purchase pressure-treated lumber to rebuild the Youth Field playground frame from **Home Depot** at a cost not to exceed **\$800.00**. Schulte second. Vote: B=yes, S=yes, BCL=yes.

Mr. Burns made a motion approving appropriations to purchase three solar powered flagpole lights, similar to the type used on the police department flagpole, from **Home Depot** at a total cost of **\$140.61**. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion approving appropriations to purchase a gas-powered portable Stihl RB400 pressure washer through **Akron Tractor** at a total cost of **\$495.96**. The purchase price includes a one-year warranty. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion approving appropriations to hire **Gene Ptacek & Sons** to perform the annual fire extinguisher maintenance and inspections at a cost not to exceed **\$1,000.00**. Funds shall be appropriated from the individual departmental fund line based on the final invoice. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Discussion regarding Service Department staffing will be tabled until later in the meeting.

CEMETERY

Mr. Schulte introduced representatives of Pinnacle Monument Leveling and Restoring who explained the methods they employ to restore cemetery monuments and headstones. Discussion as to the leveling process and pricing ensued. The representatives replied that they use a 4-jack process that ensures stability of the existing monument, while adding base stabilization to level the monument. They added that their pricing is structured to establish relationships with their clients and one price includes both large and small monuments. Mr. Schulte added that he has received information about a grant through the Ohio Department of Commerce that he will apply for additional cemetery projects and maintenance.

Mr. Schulte made a motion approving appropriations to hire **Pinnacle Monument Leveling and Restoring** to level and clean 20 monuments at Maple Hill Cemetery at a total cost of **\$3,200.00**. The work performed has a two-year warranty. Funds will be appropriated from the General Fund. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Mr. Schulte made a motion approving appropriations to hire **Granger Asphalt & Concrete Paving** to repair and resurface Beach Cemetery at a total cost of **\$8,255.00**. Funds will be appropriated from the General Fund. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

TRUSTEES

The Trustees signed the 2019 Asphalt Paving contract with Melway Paving.

The Trustees discussed concrete replacement options for 2019 and the Trustees decided to move forward on requesting formal bids for repairs at David Drive, Laurie Lane and Galilee Oval. Mr. Burns will contact the Medina County Engineer of the Trustees decision.

Mr. Burns made a motion approving **Resolution #052119-01**, which contracts with **Otisco Engineering** 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** for survey work at a total cost of **\$10,100.00**. Lutzko second. Vote: B-yes, S-yes, L-yes.

Mr. Burns indicated that he would be drafting a letter to Valley Brook Blvd. residents outlining the upcoming concrete replacement project. He will forward the draft to the Trustees for review.

Mr. Burns made a motion to approve an additional cost of **\$1,675.00** to **C & M Corporation** for concrete required by ODOT for the repairs at the front of the old fire station. Schulte second. Vote: B-yes, S-yes, L-yes.

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Mr. Schulte made a motion to approve **Resolution #052119-02**, authorizing the Medina County Commissioners to advertise for bid the Hinckley Historical Building Improvement Project. The project will utilize Community Development Block Grant funding (71%) and Ohio Facilities Commission (OFC) funding (21%). The Township match of 50% required for the OFC grant will come from the General Fund. This Resolution is pending Prosecutors Office review. Lutzko second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko asked about the Township match required by the OFC, Mr. Schulte responded that the Service Department will be working on the dismantling of the existing ramp, which is considered in-kind support and will be submitted as all or a portion of the match utilizing force accounting.

FISCAL OFFICER

Mrs. Catherwood stated the fund balance is \$4,936,154.37.

Mrs. Catherwood requested the following Resolutions:

Ms. Lutzko made a motion approving **Resolution #0521-19-03**, which establishes the following funds:

2221 Drug Law Enforcement Fund
2261 Law Enforcement Trust Fund

Burns second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion approving **Resolution #0521-19-04**, which approves the submission of a Supplemental Revenue Budget and Supplemental Appropriation Budget to the Medina County Auditor to reflect the additional funds.

Revenue Budget Supplement: \$300 for 2221-401-0000 and \$2,500 for 2261-806-0000
Appropriation Budget Supplement: \$100 for 2221-210-590-0000 and \$1,000 for 2261-210-400-0000

Schulte second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion approving **Resolution #0521-19-05**, accepting the Asset and Forfeiture Hinckley Township Police Department Internal Control Policy as the Township Policy in accordance with ORC 2981.13 Burns second. Vote: B-yes, S-yes, L-yes.

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

Ms. Lutzko made a motion to pay the bills for **\$81,099.37**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

The Trustees adjourned into Executive Session at 7:40 p.m. The Trustees returned from Executive Session at 7:51 p.m.

Ms. Lutzko reconvened the Regular Trustees Meeting at 7:53 p.m.

Mr. Burns made a motion to hire David Bauer as a full-time employee in the Service Department at an hourly rate of \$15.25 an hour in accordance with the Hinckley Township Employee Union. This position, as a laborer, is subject to a 120-day probationary period, the successful passing of a drug test, physical, driver license abstract and criminal

background check. Additionally, the employee must attain a CDL-A Driver’s License within 6-months of the start of employment. Mr. Bauer is available to start as soon as he is approved to do so. Lutzko second. Vote: B-yes, S-yes, L-yes.

Mr. Schulte introduced Beth Biggins-Ramer to review the draft version of the Hinckley Township Solid Waste Single Hauler Bid packet. Also present was Dennis Paul, Assistant Prosecutor at Medina County. Ms. Biggins-Ramer reviewed the draft bid document page by page. One item of concern expressed by Ms. Lutzko was the 100 lb. bulky item weight limit indicated in the document. Ms. Lutzko felt it should be increased, based on the weight of the items described therein. Ms. Biggins-Ramer explained that to increase the weight limit might reduce the number of waste haulers who would bid on the contract. Mr. Paul agreed. It was agreed to retain the 100 lb. bulky item weight limit as indicated in the draft bid. Another item of concern was the 5% limit in residences able to opt-out of the program. Ms. Biggins-Ramer replied that initially Montville Township had a zero opt-out percentage; ultimately, Montville’s opt-out rate averaged 3%. Ms. Biggins-Ramer confirmed that the 5% only included residential opt-outs, commercial opt-outs would be considered in addition to residential opt-outs.

Ms. Biggins-Ramer and the Trustees discussed and developed a schedule for initiating the process. The process shall begin by a Resolution to go out for bid in the beginning of June. A mandatory pre-bid meeting and the submission of bids are slated to occur during the months of July and August. In the event that a contract is formally approved by the Trustees, service would not initiate until January or February of 2020.

Ms. Biggins-Ramer will revise the draft bid document and provide the Trustees a review copy, which will include the project timeline.

FLOOR

Resident Jack Swedyk asked the Trustees if the single-hauler program resulted in lower costs to the residents of Montville Township. Mr. Schulte replied that the program did reduce costs. Ms. Lutzko noted that, if the bids received did not result in adequate pricing, the Trustees could reject the same.

Mr. Swedyk informed the Trustees that Medina County Fiber Optic is considering an expansion of its lines to serve residential customers, resulting in lower internet access pricing. He encourage interested individuals to access the survey on the Medina County Fiber Optic website to record their interest.

Resident Terry Walrath asked if he could obtain a copy of the draft Hinckley Township Solid Waste Single Hauler Bid packet. Ms. Biggins-Ramer said she needed to check with the Medina County Prosecutors Office prior to releasing the document. If approved, the document will be available to Mr. Walrath.

There being no further discussion, Ms. Lutzko made a motion to adjourn at 10:01 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:
