

Trustee Regular Meeting – June 18, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on June 18, 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 11 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 June 4, 2019, Regular Meeting as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

POLICE DEPARTMENT

There were no items presented by the Police Department.

FIRE DEPARTMENT

Ms. Lutzko made a motion approving appropriations to **A.S.A.P. Door Company** for repairs at the fire station at a cost of **\$585.00**. Schulte second. Vote: B-yes, S-yes, BCL-yes. Chief Grossenbaugh explained that repairs were outside of any warranties.

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. A flyer with detailed information can be found on the Township webpage

SERVICE DEPARTMENT

Road Superintendent Nick Haigh provided the Trustees with the May Monthly Report, which included, mulching Township properties and additional maintenance in preparation for the Memorial Day Parade, cold patching, five Cemetery footers and one cremation burial.

Nick stated that the Youth Field playground timber replacement is nearly completed, Kobak Fields dugouts have been fitted with roofs, and Township roadside mowing is underway and should be completed within the next week.

Nick indicated that he is researching solutions to replacing the retaining wall at Youth Field – 2. Ms. Lutzko asked Nick to begin assessing materials and labor costs to present to the Trustees for further discussion.

ZONING

Mr. Schulte presented the Final Plat for Phase 1 at The Trails of Redwood Falls He stated that the final plat was reviewed by the Zoning Inspector and complies with all Township Zoning Regulations. Phase 1 is 41 sub lots. The Trustees signed the plat.

CEMETERY

Mr. Schulte initiated discussion regarding some minor updates to the Hinckley Township Cemetery Rules and Regulations pertaining to decorations left at the gravesites. Some types of decorations left at the gravesites are hindering the mowing company. Mr. Schulte indicated that following a July 1, 2019 effective dates, individuals would have 30-days to remove items that violate the updated rules and regulations.

Mr. Schulte made a motion to approve the updated Cemetery Rules and Regulations as included in this Public Record, effective July 1, 2019. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

The Trustees signed a Maple Hill Cemetery deed for Mathilde Nerlich.

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Mr. Schulte informed the audience that he is awaiting cemetery grant information from the State of Ohio Department of Commerce, as soon as he gets the information he will be applying for this grant.

TRUSTEES

Mr. Burns made a motion to accept the resignation of John Robb as a part-time snowplow driver effective May 28, 2019. Lutzko second. Vote: B-yes, S-yes, L-yes.

The Trustees discussed a Template from OTARMA forwarded by the Fiscal Officer for a Township Employee Driving Policy. It was decided to table the discussion to allow more time for the Trustees and Department Heads to review.

Mr. Burns indicated that Otisco Engineering has been onsite to begin their work on preparing the bid proposal for the Town hall/Police Department septic system. Mr. Burns asked the Trustees if they had a maximum occupancy number that would be appropriate for Otisco to use for their proposal. The Trustees had a brief discussion and decided that Mr. Burns would research.

Mr. Burns and Road Superintendent Haigh met with Jim Dieter from Medina County Soil and Water to discuss drainage solutions at Kobak 1 and Kobak 2 ballfields. Mr. Dieter's recommendation is to consider working with the existing catch basins and installing drainage on the fields. Ms. Lutzko indicated that the Trustees had initiated this type of work last year and planned on a State grant to pay for the project. She asked Mr. Burns as to the status of the grant application, Mr. Burns replied that he needed to update his costs and project proposal before he could submit the final grant documentation to the State.

Mr. Burns initiated a discussion regarding Service Department vehicle needs, which included replacing the GMC 5500 dump truck and adding another pickup truck. Mr. Haigh replied that he would like to keep the GMC 5500 dump truck for a while longer, but needed another pickup since there are now four Service Department workers. Mrs. Catherwood indicated that these purchases have not been budgeted for 2019; she offered to sit down with Mr. Haigh to review his needs and the current budgetary allowances.

Mr. Burns presented for review a letter to Valley Brook Blvd. residents outlining the upcoming concrete replacement project. The Trustees agreed to forward the letter to affected residents.

Mr. Schulte made a motion to appropriate **\$894.00** to LA Plumbing-Heating-Cooling for an emergency repair due to a waterline break at the Administration Building.

Mr. Schulte stated that the Hinckley Historical Society renovation project would be advertised for bid on June 25, 2019, there would be a pre-bid meeting held on July 9 prior to the bid opening at the Medina County Commissioner's office on July 10. All bids will be rejected if they exceed the grant allowances.

Mr. Schulte made a motion to accept the Hinckley Township Administrative/Zoning Office's Internal Petty Cash Policy as submitted into the Public Record. Lutzko second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko offered to be the point person for the upcoming Insurance Committee Meeting. She will set up a meeting with the Township labor attorney and Mike Troyan of TMC Employees Benefits Group.

Ms. Lutzko made a motion to accept the resignation of part-time patrol officer Tre DeHart from the Hinckley Police Department effective June 17, 2019. Burns second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion to adjourn into Executive Session to discuss employee discipline and compensation within the police department. Burns second. Vote: B-yes, S-yes, L-yes.

FISCAL OFFICER

Ms. Lutzko made a motion for an inter-fund transfer \$300.00 from 2041-410-360-0000 (Contracted Services) to 2041-410-599-0000 (Other Expenses). Schulte second. Vote: B-yes, S-yes, L-yes.

Ms. Lutzko made a motion to adopt **Resolution #061919-01**, which approves Hinckley Township’s 2020 Estimated Budget. Burns second. Vote: B-yes, S-yes, L-yes.

Mrs. Catherwood stated the fund balance is \$4,982,703.47.

Ms. Lutzko made a motion to pay the bills for **\$62,708.69**. Burns second. Vote: B-yes, S-yes, BCL-yes.

FLOOR

Weymouth Road resident Paul Branson expressed a concern about the toll concrete trucks take on the roadways and asked the police department to monitor speeding passenger vehicles on Weymouth Road.

Boston Road resident Don Trent inquired as whether there is any planned activity occurring within the Wakefield Run subdivision conservation area. Mr. Schulte replied that a survey would be undertaken to identify any encroachments into the conservation area. Mr. Trent also expressed a concern for tree cutting occurring.

Hinckley Hills resident Terry Walrath asked the Trustees when he should expect a reply to a letter he had written the Trustees in regards to a number of questions and concerns about the proposed single-hauler garbage program. Mr. Schulte thanked Mr. Walrath for his letter and extended an invitation for Mr. Walrath to attend the upcoming pre-bid meeting. Mr. Schulte added that since the bid has been let out no changes could occur at this time. Mr. Walrath asked why, as his elected representatives, the Trustees could not answer his questions. Mr. Schulte replied that there were a number of meetings prior to the bid being advertised where residents could ask questions, at this time the Trustees cannot make any changes. Ms. Lutzko added that if necessary changes are identified by the haulers at the pre-bid meeting modification to the existing bid could occur.

Kris from the Medina County Auditors Office reminded the audience that staff would be doing field visits at farms and new construction.

The Trustees adjourned into Executive Session at 8:11 p.m. The Trustees returned from Executive Session at 8:36p.m.

There being no further discussion, Ms. Lutzko made a motion to adjourn at 8:36 p.m. Burns second. Vote: B-yes, S-yes, BCL-yes.

The Board reviewed and signed purchase orders and bills.

The minutes of the meeting were approved by:

