

Trustee Regular Meeting – February 5, 2019

Chairman Becky Lutzko called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on February 5, 2019. Present were Trustees Becky Lutzko, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 12 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 January 15, 2019 Regular Meeting as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the minutes from the February 4, 2019 Special Meeting as written. Schulte second. Vote: B-yes, S-yes, BCL-yes.

SERVICE DEPARTMENT

Mr. Burns made a motion requesting appropriations to purchase a spare 11-foot snow plow blade, two plow shoes and hardware (including delivery) from Winter Equipment Company at a cost of \$1,559.90. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion requesting appropriations for an emergency repair to the brake system on Truck #13 through ESS-Equipment Sales and Service at a cost of \$522.30. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion requesting appropriations for an emergency repair to Trucks #11 and 13 through Stivers Spring at a cost not to exceed \$2,000.00. Schulte second. Vote: B-yes, S-yes, BCL-yes.

POLICE DEPARTMENT

Chief Centner presented the monthly report for November 2018, which included, 407 total calls, 10 physical arrests, 14 motor vehicle accidents and 8265 miles driven.

Ms. Lutzko made a motion amending the following December 18, 2018 motion:

To approve appropriations to purchase and install lights and sirens in the new police chief vehicle through **North Coast Two-Way Radio** from a cost of \$2,682.15 to the amended cost of **\$2,577.83**.

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

Ms. Lutzko made a motion accepting the resignation of Sergeant John Huff effective March 2, 2019. Burns second. Vote: B-yes, S-yes, BCL-yes. The trustees extended their appreciation to Sgt. Huff for his 26 years of service.

Ms. Lutzko made a motion accepting the resignation of part-time patrolman David Bailey effective January 21, 2019. Burns second. Vote: B-yes, S-yes, BCL-yes.

Chief Centner informed the Trustees that he has submitted an Ohio Attorney General's Office/Ohio Bureau of Workmen's' Comp Body Armor Grant for approval. The approval process will take approximately thirty-days, the grant amount is Approximately \$5,200.

Chief Centner also advised that the 2019 Cleveland Metropark's Deer Management Program runs January 22 through March 21, 2019. Signs will be posted and the park will be closed.

FIRE DEPARTMENT

Chief Grossenbaugh presented the monthly report for January which included, 69 total incidents (EMS/50 and Fire Related/19), 6 occupancy inspections and 8 overlapping calls. Average overall response time (staffed and non-staffed) was 9.21 minutes.

Ms. Lutzko made a motion adopting the 2017 Ohio Building Code and Fire Code. Schulte second. Vote: B-yes, S-yes, BCL-yes. Chief Grossenbaugh stated that these Codes are standard for Medina County.

Ms. Lutzko made a motion approving appropriation to purchase software tracking building and vehicle inventory through **Station Check** at a cost **\$2,700.00** (includes license, station training and implementation). An annual fee of \$1,500 will be assessed in future years, after expiration of the initial one-year period covered by the \$2,700.00 start-up cost, licensing fee Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations for repairs to the mirror (\$819.66) and the replacement of the exhaust system (\$2,319.79), and an emergency repair which included a service call and four batteries (\$1184.96) on Engine 31 through **Fallsway Equipment Co.** for a total cost of **\$4,324.39**. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving appropriations to purchase numbering stickers for labeling air packs/air bottles through **AWOGS.com**, pending a detailed quote from the vendor, at a cost of **\$376.00** (shipping/handling). Burns second. Vote: B-yes, S-yes, BCL-yes.

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.

Ms. Lutzko made a motion approving appropriations for inspection and maintenance to all fire station doors (\$440.00) and repairs to a garage door (\$2,925.20) through **A.S.A.P. Door Company** at a total cost of **\$3,365.20**. Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion to approve the **2019 Medina County All-Hazards Team** cost allocation in the amount of **\$2,599.64** Burns second. Vote: B-yes, S-yes, BCL-yes.

Ms. Lutzko made a motion approving an emergency repair to the fire station's HVAC system through **Jackson Comfort Heating and Cooling** at a cost of **\$540.00**. Burns second. Vote: B-yes, S-yes, BCL-yes.

Chief Grossenbaugh reminded the audience that the Hinckley Firemen's Association would be offering public CPR training on February 23, 2019 for a fee of \$25.00. More information can be found on the Township Website or by contacting the fire department.

ZONING DEPARTMENT

Mr. Schulte stated that the Township Zoning Commission would be meeting on February 7, 2019 to finalize alternative energy language. He added that the Medina County Planning Commission will be reviewing a 57-acre/20 home subdivision located on West 130th and the Hinckley Township Board of Zoning Appeals has a B-1 District Conditional Use application this month.

CEMETERY DEPARTMENT

Mr. Schulte presented the Quarterly and Annual Report which consisted of, Q4 income: \$2,027.00 and Annual Income of \$8,243.00. In 2018 there were 5 cemetery lots sold, 9 burials and 8 footers installed.

TRUSTEES

Mr. Schulte made a motion to approve appropriations to purchase two Dell PC-i5 8GB ram with software and Windows 10 (includes configuration, setup and data migration) through Lighthouse Solutions at a cost of \$2,100.00. Lutzko second. Vote: B-yes, S-yes, BCL-yes. One computer is for service and the other is for administration.

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Mr. Schulte thanked the fire department for the flag donation to the Senior Room.

Mr. Schulte announced that Citizen of the Year nominations will be accepted through March 6th. Nomination letters should be 250 words or less.

Ms. Lutzko asked Mr. Schulte about applicants for the open Alternate position for the Zoning Commission, Mr. Schulte replied that there was one application. Since the deadline for applications has passed the trustees will meet with the candidate at the next work session.

The Trustees will hold a work session to meet with Buzz Turner, TTX, to discuss the phone system prior to the next Regular Trustee Meeting.

Ms. Lutzko made a motion to amend the organizational minutes passed on January 2, 2019, to strike the following paragraph:

Mr. Schulte made a motion to maintain a nightly fire department 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. Mr. Burns second. Vote: Schulte – yes / Lutzko – yes / Burns – yes

And replace that with the following language:

The Fire Department will be staffed with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 8:00 a.m. through 10:00 p.m., daily (Sunday through Saturday), with staffing members receiving their normal hourly pay rate during these periods. In addition, the Fire Department will be staffed overnight with two members (or more, if circumstances dictate and if approved in advance by the Chief of the Fire Department), from 10:00 p.m. through 8:00 a.m., nightly (Sunday through Saturday), with staffing members receiving minimum wage during these periods. If staffing members are required to respond to a call between the hours of 10:00 p.m. and 8:00 a.m., they will be paid their normal hourly pay rate for the duration of the call. If other members are needed to respond during the 10:00 p.m. to 8:00 a.m. period, they will likewise be paid their normal hourly pay rate for doing so.

Discussion: Mr. Burns asked Chief Grossenbaugh what the increase in cost would be; Chief Grossenbaugh replied that the estimated cost would be \$64,000 annually, which is a difference of \$40,000 from the annual \$24,000 annual nightly on-call cost. Ms. Lutzko added that this is a very cost effective benefit. Discussion ensued as to an effective date, which was determined to be March 1, 2019. There being no further discussion Mr. Burns seconded the motion. Vote: B=yes, S=yes, BCL=yes.

Ms. Lutzko made a motion to approve the **2019 Medina County EMA** cost allocation for **\$2,884.20**. Burns second. Vote: B=yes, S=yes, BCL=yes.

Ms. Lutzko made a motion to approve **Resolution 020519-01** which approves a new **Hinckley Township Cellular Telephone Use** Policy effective January 1, 2019. The entire policy has been entered into the meeting record in its entirety. Schulte second. Vote: B-yes, S-yes, BCL-yes.

Mr. Burns made a motion to approve the 2019 **TrueGreen** lawn maintenance contract at a cost of **\$1,793.96** annually. Lutzko second. Vote: B-yes, S-yes, BCL-yes.

FISCAL OFFICER

Ms. Lutzko made a motion to approve the **CompManagement** Enrollment as out Workers’ Compensation TPA for Policy Year 2020 at an annual cost of **\$1,500.00**. The annual contract period begins September 2, 2019. Burns second. Vote: B-yes, S-yes, BCL-yes.

Mrs. Catherwood stated the current fund status is \$4,293,423.79.

Ms. Lutzko made a motion for **Resolution 02052019-02** approving the **2019 Permanent Appropriations**. Burns second. Vote: B-yes, S-yes, BCL-yes.

FLOOR

Kris from the Medina County Auditors Office reminded the audience that Board of Revision filings are due March 31st and CAUV applications are being accepted through March 4th.

Francine Schuster (Country Brook) inquired as to the status of a BZA hearing that related to a nearby solar panel. Mr. Schulte replied that the application was denied and the property owner is working with zoning on a solution that will accommodate alternative energy. Mr. Schulte added that it is his feeling that it will differ from what was originally proposed.

Resident Mary Holt presented the Trustees with information regarding her request to consider the adoption of a dog tethering resolution. Ms. Holt explained that there are several cities and townships that have adopted this type of resolution that prevent this type of animal abuse. Ms. Lutzko asked Ms. Holt who would enforce such a resolution; Ms. Holt replied that police departments would respond to complaints, since Medina County only has one dog warden. Ms. Holt provided the Trustees with a packet of materials that included several adopted resolutions. Chief Centner added that the police department has responded to animal abuse complaints within the Township, but are limited by the ORC as to what actions they may pursue. The Trustees thanked Ms. Holt and will discuss further at a work session.

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

Ms. Lutzko made a motion to adjourn at 8:09 p.m. Burns second. Vote: B-yes, S-yes, BCL-yes.

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

The minutes of the meeting were approved by:

