

Trustee Regular Meeting – April 7, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:32 p.m. on April 7, 2020. Present were Trustees Jim Burns, Melissa Augustine and Ray Schulte, Fiscal Officer Martha Catherwood, 1 resident and 1 reporter. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of March 18, 2020. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to approve the Emergency Meeting Minutes of March 16, 2020. Augustine second. Vote: A- yes, B-Abstain, S-yes.

TRUSTEES

POLICE

Ms. Augustine made a motion to approve reimbursing Patrolman Shawn Landis a bi-annual payment of \$1,200.00 in lieu of Hinckley Township health insurance in accordance with the OPBA Hinckley Patrolmen's Collective Bargaining Agreement. Burns second. Vote: A- yes, B-yes, S-yes.

FIRE

Ms. Augustine called Chief Grossenbaugh who was placed on speaker phone for the FIRE portion of the meeting agenda.

Ms. Augustine made a motion to purchase a HP desktop computer through **Best Buy** for a total cost of **\$1,049.97**. The purchase includes a HP 27 monitor and Office 365 for six users. Burns second. Vote: A- yes, B-yes, S-yes. This purchase will replace Chief Grossenbaugh's obsolete computer at the fire station.

Ms. Augustine made a motion to amend the hiring of John Regrut to allow a delay in completing a pre-hire background check due to OBMV closures. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to change compensation effective April 1, 2020 in accordance with the Hinckley Township Organizational Meeting minutes to the following fire personnel who have completed their one-year probationary period:

- Dustin Baird – to full fire-fighter EMT rate
- Anthony Makaryk - to full fire-fighter EMT rate
- John Otcasek – to full fire-fighter Paramedic rate

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

Ms. Augustine made a motion to rescind a motion to hire Sarah Maximovich as a Hinckley Township probationary firefighter. Burns second. Vote: A- yes, B-yes, S-yes. Ms. Maximovich's primary employer has prohibited her from working for another fire department during the Pandemic.

Ms. Augustine made a motion approving a 12-month leave of absence for Dominic LaMarca from the Hinckley Township Fire Department. Burns second. Vote: A- yes, B-yes, S-yes. Mr. LaMarca has been hired full-time for the City of Brooklyn Fire Department.

Ms. Augustine made a motion approving **Resolution #040720-01**, to approve and sign a purchase agreement through **HME, Inc.** and request appropriations to purchase a new fire apparatus and equipment (Stock Unit Item #SFO-SFP-001) at a cost of **\$368,400.00**. Burns second. Vote: A-yes, B-yes, S-yes.

Chief Grossenbaugh stated he was researching resale options for the current Engine when the new engine arrives. He may offer through GovDeals.

Trustee Regular Meeting – April 7, 2020

The Trustees tabled a request to purchase equipment and associated supplies to outfit the new fire apparatus pending a revised purchase listing.

Ms. Augustine informed the Trustees that the Hinckley Fire Department was awarded a \$250.00 grant from the Ohio Fire Marshall. The grant was a reimbursement for NFPA 1403 Live Burn Instructor Training class for Lt. Barrett.

Chief Grossenbaugh stated that the Blood Drive scheduled for April 11 at the old Hinckley Fire Station has been cancelled. He is working with the Red Cross to reschedule.

Ms. Augustine updated the Trustees on Hinckley Township Pandemic Plan modifications. Several Township-specific modifications have been made. The Board agreed to the modifications.

Ms. Augustine made a motion to adopt the Hinckley Township Pandemic Plan in conjunction with the Medina County Health Department in order to keep Township personnel and residents safe. The plan is to be reviewed every four years. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine presented a copy of a Wellness letter sent out to Township seniors on March 20, 2020.

Ms. Augustine discussed the draft of the e-newsletter she forwarded to the Trustees. A discussion ensued regarding methods to obtain residential email addresses to distribute the E-newsletter. Ms. Augustine would like to include a subscription option on all Township forms for people to provide their email addresses. Mr. Burns suggested using the marque and Township website also can be used for signing up to receive an e-newsletter. It was agreed that any existing emails within a Township email account would not be used out of respect for residents receiving unsolicited email.

A discussion regarding future meetings through virtual/teleconferencing was held. The Medina County Prosecutors Office will be hosting a forum on methods to host virtual meetings in conformance with the Open Meetings Act. The Trustees agreed that they will discuss this topic further at their next meeting based on guidance from the Medina County Prosecutors Office with the goal of providing residents transparency.

Ms. Augustine informed the Trustees that the Cleveland Metroparks Hinckley Reservation has a new director and that due to the pandemic several parking areas have been closed. All restrooms have also been closed.

ROADS and SERVICE

Mr. Burns made a motion to approve **Resolution #040720-02**, AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020 for the purchase of 800 tons. Said resolution reads as in the "RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020" and included herein for the record. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns reviewed the road repair bid tabs with the Trustees and pointed out that Melway, Crossroads and TriMor submitted the lowest bids overall. Ms. Augustine pointed out the for the Salem Court project, TriMor was not the lowest base bid. Mr. Burns replied that when Alternate 1 (soil stabilization) at the past project depth of 3" was factored into the total price, TriMor was the lowest bidder for both specifications.

After further discussion regarding necessity and the availability of funding, it was decided to move forward on Proposals 1-7 for Chip & Seal road maintenance , Proposals 1-6 for Hotmix road maintenance (Includes Alternates A,B,C) and Salem Court Proposal I, to include Alternate 1 (3" depth) concrete replacement.

Mr. Burns made a motion to approve **Resolution #040720-03**, hiring **Melway Paving** to provide Hot Mix Paving including Vista Ridge, Heartland Circle, Jacklin Dr., Skyline Dr., Meadowcrest Circle, and the Wakefield Run Access Road for a total cost of **\$189,907.20** per the bids received. Melway was lowest bidder. This bid is contingent on submission of proper paperwork provided by the contractor and approval of Township legal counsel. Schulte second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to approve **Resolution #040720-04**, hiring **Crossroads Asphalt** to provide Chip & Seal Paving including Jacklin Dr., Skyline Dr., Jeanne Dr., Aldon Dr. East, Aldon Dr. West, Marwin, and Joan Dr. for a total cost of **\$58,572.50** per the bids received. Crossroads Asphalt was lowest bidder. This bid is contingent on submission of proper paperwork provided by the contractor and approval of Township legal counsel. Schulte second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to approve **Resolution #040720-05**, which gives approval to contract with **TriMor** for the Salem Court replacement at a cost not to exceed **\$333,296.00**. This total cost includes the costs of Alternate #1 soil stabilization at a cost of \$10,125. Schulte second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase of a 50 T bulk order of #57 limestone through **Osborne** at a total cost of **\$955.00** (\$19.10/T). Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to approve the purchase of parts to repair Truck-11 through **Rush Truck International** dealer at a total cost of **\$1,062.90**. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns initiated a conversation regarding the installation of ditch enclosures by the Hinckley Township Service Department for private property owners. He explained that these types of repairs would only occur in the instances of road preservation and storm water drainage solutions at the Township's discretion. He added that this may be at the homeowners request and expense. Mrs. Catherwood referred him to the Township's Driveway Culvert Policy as an example of establishing private property owner responsibility and Township responsibility, explaining that repairs needed for road preservation within the township right-a-way have been at the Township's expense, but traditionally ditch enclosures were a private property owner's expense, not a Township labor and equipment expense.

PARKS

Mr. Burns made a motion to purchase infield dirt for Kobak 1 and 2 ballfields through **D & K Materials, Inc.** at a cost of **\$867.01** (*Amended on 042120*) (40/T @ \$21.45/T). Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Burns made a motion to hire **South Sore Utility Locating** to mark privately owned Township utility lines for the Kobak Field construction project for a cost not to exceed **\$500.00**. Augustine second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte initiated a discussion regarding updating three computer systems; two in the administrative offices and one for Zoning Inspector Tom Wilson. Mr. Wilson's update will require a software update and the administrative offices will require hardware updates. It was agreed that the systems are obsolete and require updating, Mr. Schulte will work with Ms. Peterlin and research options.

Mr. Schulte made a motion approving paying Kevin Robinette \$3,840.00 for construction management fees for the Hinckley Historical House renovation. The Township will be reimbursed through CDBG funding. Augustine second. Vote: A-yes, B-yes, S-yes. Mr. Schulte added that the renovation project has been completed, the Hinckley Township Service Department will be tracking their hours for the Township's in-kind project contribution.

Mr. Schulte provided the Trustees with residential customer information from Kimble Recycling and Disposal, Inc. addressing their COVID-19 Level One Response Plan.

CEMETERIES

The Trustees signed a Beach Cemetery deed for Harish Merchant.

ZONING

Mr. Schulte requested that the presentation of the 2019 Annual Zoning Report be tabled.

The Trustees reviewed and approved a mylar for the Robb parcels on River Road.

Mr. Schulte informed the Trustees that the Memorial Day Parade may be impacted by the pandemic guidelines. The topic will be discussed, and, a decision made, at the May 1, 2020 Trustee Meeting.

FISCAL OFFICER

Mr. Schulte made a motion to approve **Resolution #040720-06** transferring \$2,000,000.00 from the Huntington Bank primary checking to the Westfield Bank primary checking. Burns second. Vote: A-yes, B-yes, S-yes.

Mrs. Catherwood stated the fund balance is \$5,653,187.12.

FLOOR

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$64,621.12**. Burns second. Vote: A-yes, B-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 8:15 p.m. Burns second. Vote: A-yes, B-yes, S-yes.

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

The minutes of the meeting were approved by:

