

Trustee Regular Meeting – April 21, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on April 21, 2020. Present were Trustees Melissa Augustine and Ray Schulte, Fiscal Officer Martha Catherwood, 2 residents and 1 reporter. Mr. Burns had an excused absence. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve the Regular Meeting Minutes of April 7, 2020 with one amendment revising the purchase of ballfield dirt from D & K from \$867.01 to \$876.02. Augustine second. Vote: A- yes, S-yes.

TRUSTEES

POLICE

Ms. Augustine made a motion to approve appropriations replacing/upgrading the Police Department network firewall through **TAC Computer Inc.** at a total cost of **\$3,985.15**. Schulte second. Vote: A- yes, S-yes.

Ms. Augustine made a motion to approve appropriations to purchase and install message board to Cars 13, 14 and 83 through **North Coast Two-Way Radio** at a total cost of **\$6,148.50**. Schulte second. Vote: A- yes, S-yes.

Ms. Augustine made a motion to approve appropriations to purchase the following items for the Police Department Fitness Room through **Amazon** at a total cost not to exceed **\$500.00**. The items are a V-Bar, Curl Bar, Rope, Single Handle attachments for the Pull-Down Machine, Foam Roller, Dip Belt, Preacher Curl Bench and Exercise Ball. Schulte second. Vote: A- 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 enter into a Memorandum of Understanding with the Red Cross for smoke alarm installation. Schulte second. Vote: A- yes, S-yes. Chief Grossenbaugh explained that the Red Cross will provide a smoke alarm to residents that make a request to the Red Cross, the smoke alarms will be installed by the Hinckley Fire Department.

Ms. Augustine made a motion to enter into a one-year contract with **Flow MSP** in the amount of **\$1,000.00** annually. The service contract will provide the fire department with preplanning software, which includes a paging app. Schulte second. Vote: A- yes, S-yes. Chief Grossenbaugh explained that the software will result in time and cost savings.

Ms. Augustine made a motion to **amend** a motion approved on April 7, 2019 to purchase a HP desktop computer (including a HP 27 monitor and Office 365 for six users) through **Best Buy** for a total cost of \$1,049.97. The monitor was not available at Best Buy and will be purchased at **Staples** for \$229.99. This will reduce the total cost to **\$1,029.97**. Schulte second. Vote: A- yes, S-yes.

Ms. Augustine made a motion to hire Sarah Maximovich as a Hinckley Township probationary firefighter. A background check will be completed once the BMV reopens. Schulte second. Vote: A- yes, S-yes. Ms. Maximovich's primary employer has allowed her to work for another fire department.

Ms. Augustine made a motion to approve appropriations for the purchase of equipment for the new fire engine from **Fire Safety Services, Inc.** at a total cost of **\$11,204.80**. The purchase details have been entered into the public record as a whole. . Schulte second. Vote: A- yes, S-yes. Ms. Augustine stated that Chief Grossenbaugh solicited pricing from multiple vendors and Fire Safety Service, Inc. was either the lowest bidder or matched the lowest quoted price on each piece of equipment.

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Ms. Augustine made a motion to **rescind** a motion from November 19, 2019 approving repairs to Engine 31 through Fallsway Emergency Equipment in the amount of \$1,081.89. Schulte second. Vote: A- yes, S-yes.

Chief Grossenbaugh stated that he is still working with the Red Cross to reschedule a local blood drive.

ZONING

Mr. Schulte presented the 2019 Annual Zoning Report which included 33 permits for accessory buildings, 21 new residence permits and 12 in-ground pool permits. Total 2019 Zoning Department collections were \$35,054.00.

Ms. Augustine discussed the distribution and content of the first Township e-newsletter, she has 60 subscribers to date. The content of the first e-newsletter will focus on Pandemic information and the Township meeting schedule.

Ms. Augustine asked Mr. Schulte whether the Memorial Day Parade will be held this year. Mr. Schulte responded that other communities have already cancelled their parade. The Trustees decided that Hinckley's 2020 Memorial Day Parade will be cancelled due to the Coronavirus Pandemic.

Ms. Augustine discussed HB 197 and the allowance of virtual meetings and virtual meeting compliance with the Open Meetings Act. The Medina County Prosecutors Office hosted an information session which Ms. Augustine and Mr. Burns participated in. Ms. Augustine shared her research on what other communities are doing virtually; Medina Township uses You Tube and Sharon and Copley Townships use Go To Meetings. She also stated that Facebook Live offers an interactive virtual meeting forum that is being used by Medina Co. Commissioners, and Grafton Township. She recommended using Facebook Live for future meetings in accordance with new legislation and at the recommendation of the Medina County Prosecutors Office.

At the request of Mr. Burns, Mr. Schulte discussed several ideas for applying for Medina County 2020 Community Development Block Grant (CDBG) funding, which included possible blighted nuisance property demolition. Mr. Schulte explained that the County has indicated that since the application is due in a few days they do not think the Township will have time to provide the research and property owner authorization required to make application at this time. The Trustees agreed that since the Township received CDBG funding in 2019, it is unlikely that funding would be received in 2020. The Trustees will discuss, and plan for, an application in 2021.

Mr. Schulte made a motion to place three Township cell phones for sale on GovDeals.com as below:

- 1) iPhone-S6-MN1M2LL/A Serial # FK1VX54GHFLR for a reserve price of \$75.00
- 2) Samsung Galaxy – S7 – Model # SM-G930V Serial # R38K50L1VCM for a reserve price of \$90.00.
- 3) Samsung Galaxy – J7 V – Model # SM-J737V- Serial # R58K700BQXN for a reserve price of \$65.00

Reserve prices were obtained through online websites, such as SWAPPA.COM.

Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to amend the motion made on April 7, 2020, approving paying Kevin Robinette \$3,840.00 for construction management fees for the Hinckley Historical House renovation. The Township will reimburse Medina County \$2,160.00, which is the balance of the OFCC grant monies, to offset Medina County CDBG funding advances for final invoice #6. Schulte second. Vote: A-yes, S-yes.

The Trustees discussed a legal counsel recommendation to re-advertise specifications for bid on the T.H. 353 Salem Court Concrete Replacement Project with revisions that incorporate soil stabilization increases in addition to a 9" depth within the project specifications and not as an Alternate 1. The previous bid separated the main project cost and additional soil stabilization into two bid specifications. Since it is unknown in advance the yardage and depth of any additional soil stabilization, the bids submitted by the vendors were impossible to quantify for the total project.

Mr. Schulte made a motion to approve **Resolution #042120-01** which rescinds **Resolution #040720-05** that contracted with **TriMor** for the Salem Court replacement at a cost not to exceed **\$333,296.00**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion approving **Resolution #042120-02**, authorizing the Medina County Engineers Office to re-advertise for bid the T.H. 353 Salem Court Concrete Replacement Project. Bids will be advertised in the *Gazette* on April 28, 2020 (one-time). Augustine second. Vote: A-yes, S-yes.

FISCAL OFFICER

Mrs. Catherwood stated the fund balance is \$5,640,481.47.

FLOOR

There being no comment from the Floor, Mr. Schulte made a motion to pay the payroll/bills for **\$68,725.84**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 7:31 p.m. Augustine second. Vote: A-yes, S-yes.

The Board reviewed and signed purchase orders and bills.

The minutes of the meeting were approved by:
