

Trustee Meeting- September 1, 2020

Chairman Schulte called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on September 1, 2020. Present were Trustees Melissa Augustine, Jim Burns and Ray Schulte, Fiscal Officer Martha Catherwood, 11 residents and 2 reporters. All joined the Pledge to the Flag.

Mr. Schulte made a motion to approve both of the Special Meeting Minutes of July 31, 2020, the Regular Meeting Minutes of July 18, 2020, and the Special Meeting Minutes of August 27, 2020. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns opened the bids for the Re-bid of the Hinckley Township Town Hall and Police Station Waste Water Treatment Plant upgrade. The bids were as follows:

Nerone & Sons	\$112,000.00
Gill Farms, LLC	\$101,000.00
DC Berger Excavating, LLC	\$103,000.00
Shirmer Construction, LLC	\$155,000.00

Mr. Burns stated that the lowest bid would be submitted to Otisco Engineering and the Medina County Prosecutors Office for review. Fiscal Officer Catherwood suggested that since the two lowest bids were separated by only \$2,000.00 that the two lowest bids should be submitted for review. The Trustees agreed.

**POLICE**

Chief Centner had an excused absence.

**FIRE**

Assistant Chief Gerbasi filled in for Chief Grossenbaugh.

Ms. Augustine made a motion to amend a motion made on August 18, 2020 approving purchase of two Safco Wood adjustable literature organizer with 24 compartments through **Amazon** from a cost of \$81.69 each (Total cost \$163.38) to **\$90.77** each (Total cost \$181.54). Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to hire Lee Brass and Josh Spanulo as probationary firefighters effective September 1, 2020. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine administered the Oath of Service to Mr. Brass and Mr. Spanulo.

Ms. Augustine made a motion for appropriations and approval to add reflective striping and graphics to SUV 36 through **Gorilla Graphics** at a cost of **\$865.10**. Burns second. Vote: A- yes, B-yes, S-yes. This is for the vehicle gifted to the fire department from the police department.

Ms. Augustine made a motion for appropriations and approval to purchase two copies of *Fire Officer Principles and Practice 4th Edition* through the **NFPA** website at a cost of \$98.95 each plus shipping, for a total cost not to exceed **\$225.00**. Burns second. Vote: A- yes, B-yes, S-yes.

Ms. Augustine made a motion to approve a three-month leave of absence request by fire-fighter Clayton Angeloff with an effective date of September 1, 2020. Burns second. A-no, B-no, S-no. The Trustees agreed that the leave of absence request was contrary to their understanding as to Mr. Angeloff's ability to fulfill his shift assignments.

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Ms. Augustine made a motion to amend motion from August 18, 2020 approving purchase of Husky Steel Garage Gear Cabinet from **Home Depot**, from a cost of \$195.99 TO **\$244.99** (the previously approved cabinet is on backorder with no expected due date) Burns second. Vote: A- yes, B-yes, S-yes.

Assistant Chief Gerbasi announced that blood drives will be held at the old Fire Station on September 26, 2020 and October 10, 2020. The Red Cross is still in desperate need of blood donations. Donors will also be tested for COVID-19 antibodies.

Assistant Chief Gerbasi informed the Trustees that the new engine is fully operational and the department has completed training on it.

### **SERVICE**

Mr. Burns made a motion to amend an August 18, 2020 motion to hire **AeroMark Company LLC** at a cost of \$1,332.10 (\$1,211.00/Mile) to paint the centerline on Laurel Road. AeroMark's price was based on the center and edge lines. Since the Trustees chose to only paint the center line, AeroMark requoted the project at a cost of **\$1,950.00**. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns explained that the striping on Laurel Road has been put off for three years and needs done

Mr. Burns made a motion to amend a November 4, 2019 motion to purchase an On-Spot Chain System to assist in snow removal for the 2011 International from a cost of \$2,375.00 to an updated cost of **\$2,493.00** through **Cross Truck Equipment Co.** Due to the delay in purchasing the equipment the cost has increased. Augustine second. Vote: A- yes, B-yes, S-yes.

Mr. Burns made a motion to hire **Green Concrete** at a cost of **\$2,700.00** to raise 3 blocks of concrete street blocks in front of 701 Walden Pond. Augustine second. Vote: A- yes, B-yes, S-yes. Mr. Burns added that Green Concrete will provide a lifetime guarantee for their work that excludes cracking.

In Mr. Behary's absence, Mr. Burns informed the audience that crack-sealing and catch basin repairs are being done by the service department and the paving work in Echo Glens and Wakefield Run will begin shortly.

### **ZONING**

The Trustees reviewed and re-signed a parcel split mylar for the VanDeusen property on River Road. Medina County requested the re-signing due to the need to include additional details to the mylar.

### **CEMETERY**

The Trustees signed a Maple Hill Cemetery deed for Berger.

### **TRUSTEES**

Ms. Augustine informed the Trustees that a list of departmental requests for necessary needs due to the COVID-19 Pandemic have been submitted to the Medina County Auditor and Prosecutor's Office for a review of compliance with CARES Act funding guidelines. Ms. Augustine stated that the previous Highland Foundation Chromebook item has been removed from the list. She added that the Foundation achieved their goal. Mr. Schulte and Mr. Burns thanked Ms. Augustine for submitting the list for review.

Mr. Burns presented the Trustees with comments from Assistant Medina County Prosecutor Brian Richter based on his review of the east wall of the old fire station RFQ. The Trustees agreed to modify the document to include Mr. Richter's recommended edits.

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Mr. Schulte updated the Trustees on the status of the 2021 Kimble Disposal service resident letters and opt out forms. Ms. Miller provided the Trustees with the following information:

- February 2021 begins the second year of the Kimble Trash Service
- September 14, 2020 there will be a Trustee letter going out to all Hinckley residents
- Letter will include info on service types, pick-up days, annual submission of opt outs, opt out instruction etc.
- Letters are being sent non-profit delivery therefore please allow 1 to 3 weeks to receive. Projected letter arrival, October 5, 2020. This information will also be available on the website and the E-Newsletter.
- Reminder – the opt out procedure is an annual procedure. Affidavits must be submitted, reviewed and approved by the Trustees each year.
- For efficiency and in keeping with COVID 19 protocol, opt out procedure will be electronic this year (Website, Email, Fax). No postal service or in-person drop off will be accepted
- Opt out is first come, first serve.
- Official start of opt out submission is 9:00 a.m. November 2, 2020.
- Vacancies, commercial contracts within Hinckley or medical assistance forms are also to be submitted annually. This will be a different form and the Hinckley resident will need to contact the Township for a form to be mailed to them.

Trustee Schulte thanked Ms. Miller for her assistance.

The Trustees discussed an Angel Printing quote for printing and mailing for the Kimble opt-out. The quote includes printing for 3,500 copies for \$1,378.29, and postage options for 3,500 as follows: non-profit bulk rate at \$595.00, pre-sort standard at \$1,050.00, and pre-sort 1<sup>st</sup> class at \$1,540.00. The Trustees decided that the mailing will be prepared in time to approve the non-profit bulk rate.

A resident asked about opt-out on the weekend for those that work Monday mornings at 9:00. Ms. Augustine stated that although she thought it was a good idea, Halloween falls on that Saturday and daylight savings falls on Sunday. Some residents may not have access to a computer until work on Monday morning.

Further discussion as to including information on the Medina Fiber Network residential program in the mailing resulted in an agreement by the Trustees to include a survey to determine interest within the Township. The Trustees agreed to include the Medina County Fiber Network insert into the mailing. All additional costs of the insert shall be the responsibility of the Medina Fiber Network. If the service is extended into Hinckley it will provide another telephone/tv/cable/internet choice for residents.

Mr. Schulte made a motion to approve appropriations for the Kimble resident letter printed and mailed at the bulk rate through **Angel Printing** at an amount not to exceed **\$2,200.00**. Augustine second. Vote: A-yes, S-yes.

Mr. Schulte made a motion to amend the monthly maximum amount of hours for Chris Miller from 80 to 100 hrs. a month at a rate of \$12.25/hr. If additional hours are required the Trustees may allow with formal approval. Burns second. Vote: A-yes, S-yes.

### **FISCAL OFFICER**

Mr. Schulte made a motion to approve **Resolution #090120-01**, to approve the Medina County Auditor's Office Amended Certificate of Available Resources dated August 21, 2020 adjusting appropriations and revenue amounts. Burns second. A-yes, B-yes, S-yes. This modification is due to receipt of CARES Act funds.

Mrs. Catherwood stated the fund balance is \$5,771,084.35.

**FLOOR**

Resident Jack Swedyk asked if the Trustees considered an 8:00 a.m. opt-out option for people who have to begin work at 9:00 a.m. Mr. Schulte responded that it was determined that 9:00 a.m. was the preferred time. Mr. Swedyk suggested next year putting something on the outside of the envelope so that people realize it is important to review.

There being nothing further from the floor, Mr. Schulte made a motion to pay the payroll/bills in the amount of **\$86,046.20**. Augustine second. Vote: A=yes, S=yes.

Mr. Schulte made a motion to adjourn the Regular Meeting at 7:49 p.m. Augustine second. Vote: A=yes, B=yes, S=yes.

**The Board reviewed and signed purchase orders, payroll and bills.**

The minutes of the meeting were approved by:

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