

Regular Trustee Meeting
February 2, 2021

Chairman Burns called the virtual meeting of the Hinckley Township Board of Trustees to order at 6:31 p.m. on February 2, 2021. Present were Trustees Melissa Augustine, Jim Burns and Fiscal Officer Martha Catherwood. Virtually joining the meeting were 17 residents. All joined the Pledge to the Flag.

Mr. Burns made a motion to approve the Trustee Meeting Minutes of January 19, 2021. Augustine second. Vote: A-yes B-yes

Mr. Burns started the meeting talking about the passing of Trustee Ray Schulte and sharing some memories with the audience. Ms. Augustine read the following statement: "Our hearts are very sad this first day of February. We have lost a most dedicated steward of the community. Mr. Raymond Schulte was known for his love of history and documenting Hinckley events with his pictures. The contributions he is most recognized for are creating the Hinckley Citizen of the Year Committee and working with his wife Emma in creating the now infamous Hinckley Memorial Day Parade. Ray leaves a legacy of dedication, diligent work and drive to improve our small town. It has been an honor and a privilege to be mentored by him and work by his side on behalf of Hinckley Township. He will be truly missed. Please join me in praying for his family."

Mr. Burns called for a moment of silence to honor Mr. Schulte.

Police:

Chief Centner joined remotely. He shared his comments about Mr. Schulte's legacy and his impact.

Ms. Augustine made a motion to approve training for **The Reid Technique of Investigative Interviewing and Advanced Interrogation** conference to be held in Cleveland, Ohio March 9-12, 2021 for Ptl. Landis, Ptl. Miracle and Ptl. Goff at a total cost of **\$1,935**. There will be no additional expenses due to the course being held locally. Burns second. Vote: A-yes B-Yes

Ms. Augustine made a motion to approve the hiring of Robert Gabriel as a Part-Time Patrolman effective February 6, 2021. He will be on "Volunteer Status" until April 1, 2021 at which time his rate of pay will be \$20 per hour. Mr. Gabriel was previously a Hinckley Police Officer in the 1980s. He has retired from Middleburg Heights and wishes to return to Hinckley on a part time basis. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the purchase a new gas mask and filters for Sgt. Singleton as part of the Medina County SWAT Team from **Galls Inc.**, at a cost of **\$807.50**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the purchase of a 2021 Chevrolet Silverado Police Pickup Truck from **Tim Lally Chevrolet** at a total cost of **\$32,636.00**. This is an addition to the department fleet not a replacement vehicle. This vehicle was budgeted in the 2021 budget and came in slightly under budget. Burns second. Vote: A-yes B-yes

Ms. Augustine motion to approve **Resolution #020221-01** to enter into a 3-year agreement with **West/Thomson Reuters** for access to the CLEAR Law Enforcement Plus Information/Investigative System at a cost of \$2,040 (1st year), \$2,142 (2nd year), \$2,250 (3rd year) for a total cost of **\$6,432.00**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to purchase through **Trancite Logic Systems** at a total cost of **\$656.00** the following: 3 subscriptions to Easy Street Draw v.6.4 and 1 subscription to ScenePD v7.5 these programs are needed to complete OH-1 diagrams for submission into our records management system and the State of Ohio as well as crime scene diagrams. This is a one time cost that will be used by the department for the foreseeable

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future. The last upgrade was 10 years ago. All items are needed for diagrams for accident reports and records system. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to enter into an agreement with **Engage Virtual Range** for training for all officers in Hinckley Twp. This is a continuation, and expansion of the 2020 agreement. The fee includes 8 hours of training for fifteen officers at a total annual cost of **\$6,750.00**. Burns second. Vote: A-yes B-yes

Fire:

Chief Grossenbaugh joined remotely. He spoke about Mr. Schulte and what he meant in particular to the fire department.

Ms. Augustine made a motion to approve the purchase of (1) butcher block countertop from **Home Depot** at a cost of \$240.00 and (1) Frigidaire Dual Orbit Clean dishwasher not to exceed \$700 for a total of **\$940.00**. Ms. Augustine explained that during the pandemic, the part time department members often come from other departments and that this purchase may reduce the spread of the virus. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the purchase of (3) countertop brackets from Amazon at a cost \$120 (\$40/ea.) and to purchase (3) Twin XL bed frames from **Amazon** at a cost of \$375.00 (\$125/ea.) for a total cost of **\$495.00**. It was further discussed that Sealy donated new mattresses for the sleeping quarters. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the travel cost for Assistant Fire Chief Gabe Gerbasi to attend **BGSU Fire School** in May for Fire Instructor training and certification. Not to exceed **\$565.00**. The certification helps improve the insurance rating within the Township. There is potential for a partial reimbursement through a grant next year. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the repair of Squad 37-2 from **Marksman Autobody** at **\$731.20** of which \$481.20 will be paid by insurance, \$250.00 deductible will come from Fire/EMS fund. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve **Resolution #020221-02** to enter into a 5-year agreement with **Cummins** for generator maintenance to begin July 2021 at **\$3,784.86**. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve the purchase 6 double tier locker compartments from **Salsbury Industry (Lockers.com)** at **\$1,827.58**. Lockers will replace old lockers that could not accommodate a hanger and will have locks. The old lockers were removed during the separation of sleeping quarters late last year and are being used for EMS supplies. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion for a compensation change to move Michael Keszei from 0-6 month's probationary pay to his full rate of \$16.54 effective February 1, 2021. Mr. Keszei comes to Hinckley with 18 years of experience. Burns second. Vote: A-yes B-yes

Submission of Annual Report. (Separate document) One item of note: Chief Grossenbaugh asked residents to please call 911 if they are in need of the fire department. Although the station is staffed 24 hrs a day, members may be out on a call and will not be there to answer the call. Calling 911 is the safer, quicker option for residents.

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Ms. Augustine made a motion to approve hiring **Lighthouse Solutions** for (6) computers and (1) copier to be disposed of at a cost of **\$157.10**. All data has been saved on an external hard drive in compliance with records retention policies. Burns second. Vote: A-yes B-yes

Ms. Augustine made a motion to approve hiring **Precision Painting and Home Repair** to install a dishwasher in the Fire Station at a cost of **\$1,450.00**. Multiple contractors were quoted. Burns second. Vote: A-yes B-yes

Service:

Mr. Mike Behary joined remotely. Mr. Behary presented the Hinckley Township Road Mileage for Certification for the Medina County Engineers Office. The Township added 2 additional miles of road in 2020 for a total of 43.278 miles of road.

Mr. Burns made a motion to approve the purchase of 10 boxes of LED lights for the Service Department through **Home Depot** at a cost not to exceed **\$650.00**. The LED bulbs have well over double the life of the "old" bulbs and will lead to substantial cost savings with lower power usage from 32 watts per bulb to 14 watts. Augustine second. Vote: A-yes B-yes

A discussion ensued regarding the 5 bids received for the Lawn and Landscape Maintenance Bids. The Trustees agreed to postpone awarding the contract to further analyze the bids for other components and decided this topic will be addressed at the next Trustee Regular meeting.

The total cost for the year by each bidder was as follows:

- Honeybee: \$22,400
- Asturi: \$31,466.40
- ESK: \$33,600
- Nicks: \$44,800
- Turfscapes: \$40,628.

Mr. Burns made a motion to purchase a multi position step ladder for the service department through **Home Depot** at a cost of **\$289.00**. Augustine second. Vote: A-yes B-yes

Zoning:

Ms. Augustine explained that she would be attending the virtual Medina County Planning Commission meeting on 2/3 as it pertained to the Serenity Court Project and the Senior Housing Project. The Senior Housing project is scheduled to go before the Hinckley Board of Zoning Appeals on February 24 at 7 pm for two variances and a conditional use permit. That hearing will be virtual and instructions to attend are on the Hinckley Township website.

Ms. Augustine and Mr. Burns conditionally approved a lot consolidation at Riverwoods – Delfino property. A minor error on the submitted paperwork will be fixed and then will be signed. Approval for (2) total lots will consolidate into (1) lot.

Ms. Augustine presented a lot split/consolidation for the West 130th St. – Papay property. The owner will be splitting their property with a neighbor. The trustees signed the paperwork acknowledging approval.

Cemetery:

A Maple Hill Cemetery Deed for the Westphal's was presented at the meeting and approved. The document will be signed and witnessed the following day

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Trustees:

Ms. Augustine informed that the Cleveland Metroparks Deer Management Program will take place from January 22 through March 21, 2021 from the hours of noon to 6 am. Parts of the Hinckley Reservation will be closed to the public.

Mr. Burns spoke to D.C. Burger and he sent a modified proposal changing the tank supplier from Mack to Norwalk to the Township for approval. Rick Verhotz reached out to the Ohio EPA for approval of the change. OEPA replied via email on the condition that the new submission for the septic tank has the similar parts. Berger is exploring additional costs that may be invoiced to the Township. We will have updates on that at a later time.

A discussion ensued regarding sustainability. A suggestion was made to create a citizen led group by Mr. Burns. Mr. Burns suggested 350 Hinckley spokesman Richard Pearl. The purpose was stated to further sustainability efforts and create written policy in line with the Master Policy Plan. Ms. Augustine stated that sustainability awareness is important to protect the future of our township. She commended 350 Hinckley for creating a template policy. The township currently uses a common-sense model in township buildings to reduce our footprint. She stated that she has been in contact with Medina County to determine if other townships or the County has such policy to utilize as a reference. Ms. Augustine stated the topic was discussed at both the December 1st and December 15th meetings, Ms. Augustine proceeded to read the minutes from the December 15th meeting.

Mr. Burns discussed with Ms. Augustine the reassignment of department liaison ships. It was determined that the trustees would maintain their current departments. Mr. Burns would also carry Administration and Cemeteries. Ms. Augustine would take Zoning, both will share the responsibilities of Waste and Recycling.

Ms. Augustine made motion to start the process to fill the trustee vacancy as outlined in ORC 503.24. Burns second. A=yes, B=yes.

Ms. Augustine outlined that anyone interested in applying for the position of trustee must meet the following criteria: be of the age of 18, reside in the township and be a registered voter. Cover letters and resumes will be accepted at the administration offices and specifics will be posted on the website. Resumes can be sent via email, mail, and fax or dropped off by appointment. All resumes must be received by February 12 at noon.

Fiscal Officer:

Mr. Burns made a motion to approve **Resolution #020221-03** accepting the 2021 Permanent Appropriations, which are within the total amounts of resources determined by the Amended Certificate provided by the Medina County Auditor. Augustine second. Vote: A=yes B=yes

Mr. Burns mad a motion to approve the Hinckley Township Updated (Effective February 2, 2021) Authorized Credit Card User List in accordance with the Township Credit Card Policy. Augustine second. Vote: A=yes B=yes

Ms. Augustine made a motion to submit an OTARMA Police and Fire Grants for approximately \$1,000.00 each. Burns second. Vote: A=yes B=yes

Mr. Burns made a motion to close out the Huntington Bank checking account and deposit these funds into the Primary Westfield Checking Account. This transaction completes the transition to Westfield Bank. Augustine second. Vote: A=yes B=yes

Ms. Augustine stated that Administration Offices would be closed on Thursday (2/4) for services for Trustee Ray Schulte.

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Ms. Catherwood stated the Fund Status is \$5,211,612.41.

Public Questions & Comments: No questions from the public

Mr. Burns made a motion to pay bills and payroll in the amount of \$89,194.37.

Mr. Burns made a motion to adjourn the meeting at 7:34 p.m. Augustine second. Vote: A-yes, B-yes.

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

The minutes of the meeting were approved by:







