

## Regular Trustee Meeting

July 6, 2021

Chairman Burns called the July 6, 2021 Regular Meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. Present were Trustees Burns, Augustine and Kalina, Fiscal Officer Martha Catherwood, Police Chief Centner, Fire Chief Grossenbaugh, 1 member of the press, 17 residents in person and 5 residents remote via Zoom.

Mr. Burns made a motion to approve the Regular Meeting minutes of June 15, 2021. Augustine second. Vote: A-yes B-yes K-yes

### FIRE

Augustine made a motion to hire Brandon Washington as a part-time Firefighter/Paramedic at a rate of \$14.35 per hour effective July 6, 2021 with a probationary period of 12 months. Kalina second. Vote: A-yes B-yes K-yes.

Ms. Augustine administered the Oath of Service to Mr. Washington.

Chief Grossenbaugh discussed Command Car 36 and the need for \$8,000 in repairs to replace the transmission. He feels that due to the age and mileage of the vehicle it is not prudent to undertake such a repair, but the vehicle may have some resale value. It was agreed by the Trustees that Chief Grossenbaugh should research purchasing a new vehicle.

Ms. Augustine made a motion for appropriations of **\$1,303.95** for SCBA cylinders from **Warren Fire Equipment**. Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion for appropriations of \$639.99 each for 2 desktop computers, \$179.99 for a monitor, and \$6.59 for an HDMI cable for a total of **\$1,466.56** from **Amazon.com** for computers for the Watch Office and for the Officer's office. Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion for appropriations of **\$82.99** for a CanaKit Raspberry Pi 4 (micro computer) from Amazon. Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion for appropriations for an emergency repair to replace two tires on Engine-32 at a total cost of **\$1,214.54** from **Goodyear**. Kalina second. Vote: A-yes B-yes K-yes

Chief Grossenbaugh gave the Second Quarter Report. There were 357 runs for the second quarter with a 7:59 average respond time. He stressed that if you need the fire department, please call 911, not the non-emergency fire station number.

The Hinckley Fireman's Association President Gus Ruggiero was present to donate a UTV to the Hinckley Fire Department. The Association was given \$50,000.00 from an anonymous donor to specifically buy the UTV with a Medbed.

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Augustine made a motion to adopt **Resolution #070621-01**. Accepting the UTV from the Hinckley Fireman Association. The value of the donation is \$42,797. Kalina second. Vote: A-yes B-yes K-yes

Jeff Bart, of Light House Solutions joined the meeting. Light House Solutions manages the technology, antivirus, malware and backup of records for the Township. Recently Light House provided a Township technology audit and found the current firewall obsolete and unable to be upgraded. The Trustees discussed obsolete devices and the firewall, deciding what will remain and what will be replaced. The Trustees tabled the new firewall until research on the current TTX firewall can be undertaken..

Kalina made a motion for appropriations of **\$5,746.00** to **Lighthouse Solutions** for managed security service to begin June 1 through May 31, 2022 to the Administrative, Service and Fire Departments. Augustine second. Vote: A-yes B-yes K-yes

### POLICE

Augustine made a motion to approve the following training events

- **FBI Great Lakes Leadership Seminar** to be held October 3-8, 2021 in Niagara Falls, NY for a total cost of **\$875.00**. (Seminar - \$375.00, Lodging - \$500.00) for Chief Centner. Chief Centner will cover all expenses not included in the seminar.
- **First Line Supervision (1-Day)** conducted by Van Meter and Associates on September 29, 2021 at Montville PD for Officers Kinney, Landis, Miracle and Ascherl at a total cost of **\$620.00**
- **Writing Well for Public Safety Forces** by Van Meter and Associates on August 12, 2021 at Medina County Park District Buffalo Creek Retreat for Officers Miracle and Landis at a total cost of **\$320.00**
- **Death Notification Training "Delivering the News with Compassion"** by MADD at Medina PD on August 23, 2021 for Officers Singleton, Parente, Landis and Miracle at a total cost of **\$240.00**.

Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion for appropriations to purchase a mobile radio for the new patrol vehicle from **Cleveland Communications** at a cost of **\$2,076.48**. Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion for appropriations to purchase a replacement Electric Linear Actuator for the Mobile Speed Trailer at a cost not exceed \$1,300.00 from **Quad Fluid Dynamic Inc.** Kalina second. Vote: A-yes B-yes K-yes

Chief Centner discussed several repairs and lighting/heating updates needed at the Police Department Firing Range. He received one quote. It was decided that additional quotes were required. The item was tabled until the next meeting.

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Augustine made a motion to accept the resignation of Travis McCourt effective July 11, 2021. Kalina second. Vote: A-yes B-yes K-yes

### **ZONING**

The Trustees reviewed and signed the mylar for a Babcock parcel split (Dusek property).

Kalina made a motion for appropriations for the annual **iWorQ Systems Internet Software and Support** from August 2021 to July 2022 at a cost of **\$1,500.00**. Augustine second. Vote: A-yes B-yes K-yes

Mr. Kalina reported that the Pine Hills development is slowly moving forward with the bonding process required to put in a temporary turn around until Phase 2 of the development is begun. The bond provides insurance for the Township in the event the developer is unable to complete the approved road construction.

### **CEMETERY**

Mr. Burns discussed a request for a non-resident to purchase cemetery lots at Maple Hill (Zemaitis). After a brief discussion it was decided to table the topic until Mr. Burns can obtain additional information from Mr. Zamaitis.

### **TRUSTEES**

Mr. Burns began a discussion on hiring OHM to work with the Township on a Comprehensive Plan Update. His thoughts were that the Township would assemble a community taskforce to help shape the Plan. Followed by public meetings and formal adoption by the Trustees.

All three Trustees agreed that areas such as senior housing, conservation development and sustainability need to be looked at. Many parts of the existing 2015 Comprehensive Plan Update still apply and may not need to be redressed.

Mr. Kalina provided a zoning updates and stated that the department is focusing on outstanding zoning violations.

Mr. Kalina made a motion to amend **Resolution #051821-01**, approving Leadership Medina County training in the amount of \$2,200.00 to \$880.00 for Trustee Augustine. Ms. Augustine received a scholarship for Leadership Medina County that reduced the tuition cost. Burns second. Vote: A-abstain B-yes K-yes

Discussion and decision on fire wages was tabled until the next meeting.

Ms. Augustine made a motion to go into executive session to discuss police wages at the end of the meeting. Burns second. Vote: A-yes B-yes K-yes

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Augustine made a motion to enter into a Short Form Agreement for the reimbursement of services with Domokur Architects for the police addition. Following a brief discussion with Ms. Catherwood the item was tabled.

Augustine initiated a discussion as to continued proctoring by Ms. Amburn. It was decided to keep her on as proctor for all Zoom meetings.

Mr. Burns provided three quotes for the Maple Hill Cemetery wall replacement, as follows:

DC Berger Excavating, LLC - \$75,350.00  
Collins Excavating and Construction LLC - \$54,200.00  
C & M Corp - \$45,720.00

Discussion ensued on the type of interlocking pre-cast stones were included in the quotation and whether the option of natural stone would reduce the price. It was decided that the pre-cast stone will provide a strong, stable wall.

Burns made a motion to adopt **Resolution #070621-02**, contracting with **C & M Corp** to replace the Maple Hill Cemetery wall in the amount of \$45,720.00. This contract comes with a lifetime warranty on installation. Augustine second. Vote: A-yes B-yes K-yes

Burns said the Medina County Auditor's Office will be canvassing the community, door-to-door, updating property descriptions.

Burns made a motion to adopt **Resolution #070621-03**, accepting an OPWC (DIY 10) grant for the Forest Drive cul-de-sac in the amount of **\$89,610**. Augustine second. Vote: A-yes B-yes K-yes

The Trustees stated that Mr. Schulte had applied for this grant in 2020 and was instrumental in the Township receiving the funding.

Burns made a motion to adopt **Resolution #070621-04**, contracting with Vasel Brothers for the Forest Drive cul-de-sac project in the amount of **\$92,177.00**. An OPWC (DIY 10) grant will pay for 74% of the project, with the remaining paid from the General Fund. Augustine second. Vote: A-yes B-yes K-yes

Burns started a discussion regarding Juneteenth holiday. He explained that this became a Federal holiday in 2021. The Trustees discussed granting non-union, full-time employees a floating holiday in 2021 and adding the holiday to the 2022 Organizational Meeting. Union employees may negotiate the holiday when the contracts are up.

Burns made a motion to adopt **Resolution #070621-05**, allowing for full-time, non-union employees to have an 8-hour floating holiday to acknowledge Juneteenth.

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Augustine second. Vote: A-yes B-yes K-yes

Burns stated that he and Ms. Peterlin will be applying for an Ohio Department of Commerce Cemetery grant for cemetery improvements.

Mr. Burns stated that the Ohio Department of Natural Resources (ODNR) has provided the Township with revised contract language for the Kobak Field lighting project grant. The revised language has been approved by the Medina County Prosecutor's Office pending a motion to accept the revised contract by the Board.

Burns made a motion to rescind the previous contract motion and forward the adoption of **Resolution #070621-06**, which approves the revised contract provided by ODNR as submitted to the Board. Kalina second. Vote: A-yes B-yes K-yes.

A representative from the Highland local School District contacted Mr. Burns as to the Township's interest in purchasing the Hinckley Elementary School on Center Road. Discussion ensued as to costs to maintain the building and if the size of the building is appropriate for the Township. Current revenue would not support any improvements to the property and general maintenance may strain the existing revenue. A consensus from the Trustees was that the offer would be declined.

The Cleveland Metroparks has stated that they have no interest in sharing the stewardship of the Gibson property with the Township. The choices are Hinckley Township accepts the Gibson donation or the Metroparks take it over. Discussion ensued on the Township's liability of the land.

Mr. Burns mentioned that two other properties are being reviewed and assessed.

#### **FISCAL OFFICER**

Burns made a motion to adopt **Resolution #070621-07** accepting the Amended Official Certificate of Estimated Resources #4, dated June 18, 2021 in the amount of \$9,029,415.41. Augustine second. Vote: A-yes B-yes K-yes

Burns made a motion to adopt **Resolution # 070621-08**, which approves the reallocation of \$6,000.00 from 2181-130-190-0000 (Salaries) to the following:

- \$4,000.00 to 2181-130-319-0000 (Other Professional and Technical Services)
- \$2,000.00 to 2181-130-599-0000 (Other-Other Expenses)

Kalina second. Vote: A-yes B-yes K-yes

Burns made a motion to adopt **Resolution #070621-09**, accepting the Amended Permanent Appropriation dated July 6, 2021. Kalina second Vote: A-yes B-yes K-yes

Ms. Catherwood stated the fund balance is \$5,827,380.07.

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**FLOOR**

Mr. Jim Larson asked about the best way to speak to the Trustees about Keep Hinckley Rural. The Trustees stated any resident can call or email the Trustees.

Burns made a motion to pay the bills and payroll in the amount of \$114,285.21. Augustine second. Vote: A-yes B-yes K-yes

Augustine made a motion to move to executive session at 8:40 p.m. Kalina second. Vote: A-yes B-yes K-yes

Augustine made a motion to return from executive session at 9:16 p.m. with no decision being made. Burns second. Vote: A-yes B-yes K-yes

Burns made a motion to adjourn the Trustee meeting at 9:16 p.m. Augustine second. Vote: A-yes B-yes K-yes

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

The minutes of the meeting were approved by: