

Trustee Regular Meeting
January 18, 2022

Chairman Augustine called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on January 18, 2022. Present were Trustees Augustine, Ascherl and Swedyk, Fiscal Officer Martha Catherwood, Fire Chief Grossenbaugh, Police Chief Centner, Road Superintendent Mike Behary, five residents in person and seven residents remote via Zoom.

All present pledged Allegiance to the Flag.

Ms. Augustine made a motion to approve the Special Meeting Work Minutes of January 4 and, also, January 11, 2022 and the Regular Meeting Minutes of January 4, 2022. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

POLICE

Ms. Augustine made a motion to approve repairs to the police department generator through W.W. Williams at a cost of \$1,012.46. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Repairs include replacing the engine block heater, battery and restore system to full operability.

Ms. Augustine made a motion to approve the purchase of ammunition through Kiesler Police Supply at a cost of \$3,951.60. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Chief Centner added that normal delivery of ammunition is 12-18 months from the time the order is placed.

Ms. Augustine made a motion to approve the purchase of night vision equipment for Sergeant Singleton's Medina County SWAT Team participation through Strategic Dark Solutions, LLC at a cost of \$4,305.00. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

The original estimated cost was reduced by \$1,670.00 DUE TO Sheriff Grice providing the team with infrared lasers.

Ms. Augustine made a motion to approve the following training/educational appropriations:

- Patrolman Jacob Getto to attend the Reid Technique of Investigative Interviewing and Advanced Interrogation, held on March 8-11, 2022 in Cleveland at a cost of \$770.00
- An annual agreement with Engage Virtual Range at a cost of \$3,525.00 which includes two 2-hour training sessions for each officer on the department.
- Chief Centner to attend the 2022 Annual Ohio Association of Chiefs' of Police Conference held on May 8-10, 2022 in Columbus at a total cost of \$880.00; which includes the conference, room, meals and annual Association dues.

Ascherl second. Vote: ASCH=yes, S=yes, AUG=yes

Chief Centner informed the Trustees he has subscribed to Mark Weaver's "Public Records Briefing", a bi-weekly newsletter focused on state and local government public records requests. He will share this subscription via email with the Board and department heads as it arrives.

Trustee Regular Meeting
January 18, 2022

FIRE

Ms. Ascherl made a motion to enter into a one-year, monthly contract with ESO Schedule for Fire Department scheduling at a rate of \$89.00/month effective immediately. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to approve the Medina County All Hazards Team 2022 Cost Allocation in the amount of \$3,611.25. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Chief Grossenbaugh requested the Trustees approve fire inspection training for two department members in order to expand the department's ability to pre-plan for fire emergencies. Ms. Ascherl asked to the tenure of the two members due to the significant training investment. Chief Grossenbaugh assured the Trustees that the members will remain in service to the Hinckley community.

Ms. Ascherl made a motion approving the Fire Safety Inspector Class at Wayne County Regional Training Facility for firefighters Anthony Makaryk and Josh Spanulo at a total cost of \$1,790.00 (\$895.00 ea.). Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Chief Grossenbaugh provided the Trustees with the 2021 Fire Department Annual Report, which included 790 calls for service. The annual report will be available on the Township website.

Chief Grossenbaugh informed the audience that a Red Cross Blood Drive will be held on Saturday, January 22 and February 12, 2022 at the old fire station. Sign-up is through an on-line process through the Red Cross.

SERVICE

Mr. Swedyk made a motion to release the retainage in the amount of \$8,478.80 to Perk Company for the Bellus Road paving project. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Mrs. Catherwood explained that due to a delay in Perk Company addressing the monument installation; and subsequently not completing the monument installation, the retainage amount was in question. Perk removed the cost of the monument installation of the invoice and in submitted the retainage bill on January 14, 2022.

Mr. Swedyk made a motion to approve repairs to the collector unit on the Township bucket Truck through Terex Utilities at a cost not to exceed \$5,000.00. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

ZONING

Ms. Augustine informed the audience that the pending Discount Drug Mart drive-through variance as approved by the Board of Zoning Appeals has been complied with, the required additional drive thru spaces have been added to the site plan.

Mr. Swedyk offered to replace former Trustee Burns as the Township contact for the Rocky River Watershed Partnership.

TRUSTEES

Ms. Ascherl made a motion to approve the annual agreement with Lighthouse Solution for the 1TB Managed Backup Solution in the amount of \$1,920.00. Augustine second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to adjourn into Executive Session to discuss a disciplinary matter regarding zoning personnel. Augustine second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to approve the annual Medina County Emergency Management Agency 2022 Cost Allocation in the amount of \$3,123.71. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Mr. Swedyk made a motion to add the Service Department to his liaison ships. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes. This designation had been inadvertently left off the original motion.

Mr. Swedyk initiated a discussion as to the Trustees holding work sessions on the second and fourth Thursday of each month, Ms. Ascherl and Ms. Augustine agreed that this is an effective method for department heads to share information with all three Trustees. It was decided to schedule the bi-weekly work sessions at 11:30 a.m. on the second and fourth Thursday of each month and will be advertised as Special Meetings.

Mr. Swedyk stated that he is working with Medina County on the CAUV designation for the recent Gibson land donation, as well as exploring possible grants for the signage to be installed on the property.

Ms. Augustine made a motion to increase Chief Grossenbaugh's annual salary by 3% effective on the next payroll. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion to appoint Martha Catherwood and Quinten Tiff as Hinckley's representatives to the CRA Housing Council for a term of three-years. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine announced that a Comprehensive Plan Steering Committee Meeting would be held on January 25, 2020 at 6:30 p.m. in the Town Hall Meeting Room. She encouraged all interested residents to attend and participate. Additionally, a Public Informational Meeting with the Fiscal Officer will be schedule on February 17, 2022 at 6:30 p.m.

Ms. Augustine informed the attendees that Zoning Commission appointees; David Manley and William Spellman were administered their Oaths on January 6, 2022, and, Board of Zoning Appeals members David Zeleznak and Bill Schaefer on January 12, 2022.

The Trustees discussed posting one Zoning Commission and one Board of Zoning Appeals Alternate position and one Board of Zoning Appeals Member position in order to provide the new Trustees the ability to interview prior to appointments.

Trustee Regular Meeting
January 18, 2022

Ms. Augustine made a motion to post the following open Zoning positions: (1) Zoning Commission and (1) Board of Zoning Appeals Alternate position and (1) Board of Zoning Appeals Member. The posting will be from January 24, 2022 to February 7, 2022 and available for viewing on the Township website. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine informed the Trustees that the Cleveland Metroparks Deer Management Program will begin on January 18 through March 17, 2022. She added that the Hinckley Township “Welcome Letter” distributed to new residents has been updated with the new trustee information.

FISCAL OFFICER

Mrs. Catherwood requested the Board post for a Recording Secretary for the Special Meeting Work Session minutes. The Trustees suggested including this role with the Office Assistant posting and agreed to include this role into the hiring description.

Ms. Augustine made a motion to post the Administrative Office Assistant position on the Township website to include work session Recording Secretary. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Mrs. Catherwood stated the fund status is \$5,921,406.30

Ms. Augustine made a motion to pay the bills/payroll in the amount of \$139,969.56. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

PUBLIC

Resident Nikki Long (Parker Road) raised the following issues up to the Trustees:

1. A request that the Township website be developed to be more mobile and ADA -friendly. Ms. Augustine replied that the Trustees are currently working on steps to improve website accessibility and will make sure these areas are addressed.
2. A request that all Trustee meetings should be recorded and made easily available to the public. Mr. Swedyk expressed a concern that to do so may have a cost-factor and also cited record retention compliance. Ms. Augustine shared Mr. Swede’s concern.

Fiscal Officer Catherwood acknowledged the record retention compliance, but added that she did not have opposition to recordings occurring as long as there was an understanding that these records would be destructed on an annual basis in accordance with the Township Record Retention Schedule.

It was agreed that the website update should be completed first so that future recordings could easily be accessed from the website.

3. Ms. Long questioned the process by which Bill Spellman was appointed by the former Board of Trustees to the Township Zoning Commission, she felt that the Member

opening was not sufficiently advertised and individuals who were interviewed for the Alternate position were unaware that this position needed to be filled also.

Ms. Augustine replied that due to the sudden passing of Zoning Commission member Schneider the matter was handled in a way that respected Mr. Schneider's family. The opening was noted in Township Meeting Minutes and the appointment was in accordance with the steps as outlined in the Ohio Revised Code. She added that Mr. Spellman was the best choice due to his years of past experience on the Township Zoning Commission.

Ms. Long questioned why the opening was not added to one of the many community Facebook sites. Ms. Augustine replied that the Township's official electronic notification site is the Hinckley Township website.

The Trustees moved into Executive Session at 7:47 p.m.

The Trustees returned from Executive Session, Ms. Ascherl made a motion to reconvene the regular meeting at 7:57 p.m. with no decision made. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

Ms. Augustine made a motion to adjourn at 7:58 p.m. Swedyk second. Vote: ASCH=yes, S=yes, AUG=yes

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