

Trustee Regular Meeting
February 1, 2022

Chairman Augustine called the meeting of the Hinckley Township Board of Trustees to order at 6:30 p.m. on February 1, 2022. Present were Trustees Augustine, Ascherl and Swedyk, Fiscal Officer Martha Catherwood, Fire Chief Grossenbaugh, Road Superintendent Mike Behary, fourteen residents in person and eight residents remote via Zoom.

All present pledged Allegiance to the Flag.

Ms. Augustine made a motion to approve the Regular Meeting Minutes of February 1, 2022. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

SERVICE

Mr. Behary asked the Trustees if they agreed with his recommendation to request the Medina County Engineer's Office prepare bid documents for concrete repairs for both Option 1 and Option 2 on Valley Brook Boulevard. The Engineer's Office had also prepared an Option 3 preliminary estimate that exceeded \$1 million. It was agreed by Trustee consensus that requesting bid documents for Option 1 and 2 would provide the Township flexibility based on the bid costs to be submitted. Mr. Behary will notify the Engineer's office of the request in anticipation of a formal Resolution to go out to bid.

- Option 1: T.H. 357 Valley Brook Boulevard (Willow Brook Lane to Brook Hollow Oval – Engineer's estimate is \$477,730.00
- Option 2: T.H. 357 Valley Brook Boulevard (Willow Brook Lane to Brook Haven Lane – Engineer's estimate is \$837,605.00

FIRE

Ms. Ascherl made a motion to purchase two Mustang Ice Commander Rescue Suits from Landfall Navigation at a total cost of \$1,589.88. The ice suits will replace ones that are showing wear and tear. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to purchase six (6) LED Lighthoods for Command Car-36 from Strobes-N-More for an amount not to exceed \$350.00. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Hinckley Firemen's Association President Gus Ruggiero acknowledged a donation from organizers of Hinckley's first Holiday Market held in December of 2021. He thanked event organizers for their efforts. Ms. Ascherl commended resident Nikki Long on her efforts spearheading this event.

Chief Grossenbaugh announced that the fire department was notified they had received a 2022 MARCS Grant in the amount of \$12,827.66 to purchase radio replacements.

CEMETERY

The Trustees reviewed and signed a Maple Hill Cemetery deed for Metzger.

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Mr. Swedyk presented the 2021 Cemetery Income Statement which included 40 lots sold and 19 burials for a total of \$27,775.00.

TRUSTEES

Mr. Swedyk made a motion to contract with Reliable Onsite Services for the 2022 use of the port-a-pot at Bronger's Park for an amount not to exceed \$1,400.00 annually. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Mr. Swedyk made a motion to donate the cell phones of former trustees Burns and Kalina to the Medina County Battered Women's Shelter. The phones have no value to the Township. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Mr. Swedyk informed the Trustees that he is awaiting a response back from the architect on an Architect's Estimate for the energy efficiency modification on the east wall of the old fire station. He anticipates moving forward with formal bid notification at the next Trustee meeting.

Ms. Ascherl made a motion to approve the 2022 Zoom Video Communication agreement in the amount of \$149.00 for the standard PRO licenses and a \$49.00 monthly fee for one Zoom Room. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to approve the purchase of two (2) Apple MacBook Air 13.3" laptops, to include one mouse and one-track pad, Microsoft Office 365 Personal and AppleCare through Best Buy for an amount not to exceed \$3,000.00. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

The computers will be for Township use by Trustees Swedyk and Ascherl. Trustee Ascherl investigated a number of vendors, when the lowest price was found she returned to Best Buy for a price match which is the estimate she provided for discussion and the motion to purchase.

Ms. Ascherl explained that due to hardware changes in the zoning department a previously approved docking station purchase (including installation) is no longer necessary and that an existing docking station can be used with only installation required.

Ms. Ascherl made a motion to rescind a May 4, 2021 motion to purchase a docking station, Net Gear 5-port switch with installation through Light House Solutions at a cost of \$403.00. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Ascherl made a motion to approve the installation of an existing docking station in the Zoning Department through Light House Solutions at a cost of \$275.00. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion to accept the resignation of Board of Zoning Appeals member William Budd effective February 28, 2022. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine informed the audience that there are four zoning positions available and letters of interest will be accepted until February 7, 2022. The openings are as follows: 2 Board of Zoning Appeals(BZA) members and one BZA alternate; and, one Zoning Commission alternate.

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The Trustees will work on scheduling a Special Meeting to interview the applicants.

Ms. Augustine stated that she has been working with zoning personnel on zoning fees, research of other entities is in process to determine if increases are necessary.

The Trustees discussed determining a list of requirements for vendors quoting future Township website upgrades. Ms. Augustine provided the Board with a sample scope of services provided company that just completed the Wadsworth website and prepared the scope based on further research of Hinckley's website. It was decided that the sample will be reviewed and discussed further at the next work session.

Due to the absence of Ms. Augustine and Mrs. Catherwood at the next work session scheduled for February 8, 2022 it was decided to cancel that work session. The next work session will be on February 22, 2022 at 11:30 a.m.

Ms. Augustine noted the following meetings:

- Public Information Meeting outlining Township finances on February 12, 2022 at 9:30 a.m.
- Comprehensive Plan Steering Committee Meetings on February 22, March 29 and April 26, 2022. All three meetings will be held at 6:30 p.m. at the townhall. The option to host the meetings at Our Savior Lutheran Church was explored but would not allow for the virtual meeting option.

Ms. Augustine stated that the OHM facilitator had requested the Township submit three controversial projects for him to review prior to the February Comprehensive Steering Committee meeting. He will also act as the point-of-contact for resident's questions and comments to the Committee, these communications will remain public documents as part of the Steering Committee process.

Due to inclement weather expected on February 3rd the Zoning Commission meeting will be cancelled. The Highland School Board had submitted a map amendment on this meeting's agenda, the request will be heard either at the next Zoning Commission regular meeting or possibly a special meeting pending Prosecutor's Office approval.

Resident Richard Pearl inquired as to the process of the Highland School Board's request, to which Ms. Augustine replied that the request is heard first by the Zoning Commission, then by the Medina County Planning Commission, The Zoning Commission will hold a Public Hearing on the matter prior to the request being forwarded to the Township Trustees. The Township Trustees will also hold a Public Hearing prior to any vote on the request.

Ms. Augustine made a motion to approve the 2022 Annual Fee- EPA Phase II NPDES/ MS4 Stormwater Program through the Medina County Commissioners in the amount of \$750.00. Swedyk second. Vote: ASCH=yes, S=yes, AUG- yes

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FISCAL OFFICER

Ms. Augustine made a motion adopting Resolution # 020122-01, approving the Hinckley Township Amended Official Certificate of Estimated Resources dated January 21, 2022 (AMENDMENT #1) in the amount of \$9,732,083.10. . Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion adopting Resolution #020122-02, approving the Hinckley Township Permanent Appropriations in the amount of \$7,146,168.15 effective February 1, 2022. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

Mrs. Catherwood stated the fund status is \$5,965,118.76.

Mrs. Catherwood asked the Trustees to make a motion allowing her to pay Home Depot credit statements electronically to prevent late fees from incurring due to regular meeting schedule. She added that all electronic payments are included on the Payment Register approved by the Trustees.

Ms. Augustine made a motion allowing the Fiscal Officer to pay Home Depot credit statements electronically. Swedyk second. Vote: ASCH-yes, S-yes, AUG-yes

Ms. Augustine made a motion to pay the bills/payroll in the amount of \$105,355.57. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

PUBLIC

Resident Nikki Long (Parker Road) asked the Trustees if a decision as to recording the meetings and making them available to residents had been made. The Trustees replied that the first step is to upgrade the Township website and incorporate that feature into the scope of work as the process progresses.

There being nothing further from the audience:

Ms. Augustine made a motion to adjourn at 7:19 p.m. Ascherl second. Vote: ASCH-yes, S-yes, AUG-yes

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

