

# Hinckley Township Trustee Work Session

## Minutes for May 24, 2016

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**Present:** Trustee Catherwood, Trustee Schulte, Mr. Newcomer, Mrs. Peterlin

**Excused:** Fiscal Officer Swedyk, Trustee Sambor and Chief Kalavsky

**Residents/Other:** Mr. Garapick, Mel Morgan, Dan Becker

The work session was called to order at 9:00 a.m. by Trustee Catherwood. Reports were given in random order.

The 2016 Hinckley Township Road Bids for ODOT Item 255 Full Depth Concrete Pavement, Replacement & Brookside Intersection Improvement were opened and reported as follows:

Perrin Asphalt: \$126,640.75

Set in Stone Contracting: \$127,896.25

Konstruktion King: \$107,734.00

Denes Concrete: \$139,495.00

Mr. Dan Becker will take bid package materials back to county to review and to forward to the Prosecutors office. If bid package found to be in order, Trustees will put on the agenda for Monday night's meeting to contract with Konstruktion King (lowest bid). There will be a bid tab on the web at the county.

**Service:** Road Superintendent Newcomer reported on the following:

- Cemetery work
  - Graded, seeded and strawed the settled areas from previous burials
- Community Garden
  - Installed three underground waterlines at Community Garden
  - No longer running hoses over parking lot and grass areas, a more permanent method of running water to the garden
- Request for Appropriations – purchase of three buckets for mini-excavator
  - Obtained quotes from Murphy Tractor & Equipment Co. and Poling Implement
  - Proposing to purchase a 12 inch tooth bucket, a 36 inch tooth bucket and a 48 inch ditching bucket at a cost of \$3,281.00
  - Werk Brau brand style is recommended
  - Trustee Catherwood asked if Mr. Newcomer had a preference on vendor's and he stated he would go with Murphy Tractor & Equipment as they are a local company
  - Trustee Catherwood commented that she will remove (recuse) herself from the vote as she has a relative who is affiliated with the company
  - All in agreement
- Status on Trailer – still researching
- Status of Road Work
  - Melway Paving will begin work on roads after Memorial Day (motor paving and chip and seal)
  - Wedging Kuder and Michelle Ridge
  - Other roads – Skyland Drive, Jelica Drive and Eastwood Road
- Trustee Catherwood commented that the concrete bid was \$30,000 less than the engineer's estimate
- Trustee Catherwood inquired about the drainage concern at Secluded Highlands
  - Mr. Newcomer commented that in 2003 the drainage was assessed by Dan Metz at the county
  - Mr. Magovac started project to improve drainage, however, the job was never finished
  - Homeowners are requesting a status and reason for the job never being finished
  - Concern is with the corner drain on north side measuring about 30 feet that is tied into catch basin
  - Asking that Chrissy Briggs from the county to take a look at
  - There are maintenance funds for improvements
  - Trustee Catherwood noted at the time of complaint that the catch basins were to be checked; there is some documentation from 2008 and 2013; it is a concrete street, with grade, swales and catch basins
  - Resident Mr. Garapick commented that the curb side drain tile will not get rid of the water but will help with the underside of water – surface water will stay on road
  - Trustee Catherwood will contact the county to review and request that a recommendation be provided on swales and catch basins and methods for improving water flow

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## Fire:

- Three fire fighters passed the Fire Fighter's II training
  - J. Grossenbaugh; D. Mordarski and J. Theaker
- 37 apparatus paint job almost complete (under warranty)
- Ground ladder testing scheduled for Thursday
- **Request for Appropriations – purchase of SCBA bottle replacements**
  - Lt. Kuhn researching and will have quote for Monday night's meeting
- Trustee Schulte commented he had discussion with John Ginley and Terry Berry from Granger Township about support from Hinckley for Granger's evening Fire Department shift. New Fire Chief aware and Trustee Catherwood commented that there is an on call policy in review with the Prosecutor's office – and waiting for comments

## Police: Trustee Schulte offered the following:

- **Request for Travel Appropriations**
  - Drive Team EROC Training – Essential Emergency Response located at Cuyahoga Falls
  - June 7, 2016 at a cost of \$295.00
  - James Ascherl
  - All in agreement
- **Medina County Memorandum of Understanding** for Cases involving Abuse, Neglect, Misappropriation and Death of Individuals with DD
  - All in agreement

## Mr. Sambor: Trustee Sambor excused

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## Mr. Schulte: Trustee Schulte reported on the following:

- Discussion regarding Cemetery Fees (Resident/Non-Resident fee structures)
  - Trustee Schulte asked for general direction on if a lot is purchased by a resident and transferred to a non-resident – After discussion, confirmed that it is allowable as long as it is in writing and approved by the Trustees with a new deed. Comments were heard from the floor.
  - Trustee Schulte asked for general direction on if a lot can be purchased by a resident for a non-resident relative – After discussion, confirmed that it is allowable as long as the deed shows who the owner of the lot is.
  - Trustee Schulte commented on the old policy having a resident and non-resident rate. He added that determining the connection to Hinckley can be difficult with grieving callers.
  - Trustee Catherwood stated that she would not be inclined to change the current policy and that in the event the Cemetery Sexton is unable to determine the Hinckley Connection that an Emergency Meeting could be requested. Additionally, she added why the change was made as follows: space issue, cost to the township and that Cemeteries are subsidized through the taxpayers (Hinckley Residents).
- WiFi Status
  - Contacted Buzz Turner from TTx and Jim Withrow (Hinckley)
  - Set up WiFi at Town Hall and Fire Station and obtaining a proposal to connect the Wifi
  - Need to determine equipment, secured and non-secured guests and rates for rental vs purchase costs
- Zoning Work Shop – May 31, 2016 to be held at Medina Library and hosted by Planning Services and the Prosecutors Office
- Zoning Commission – reviewing Zoning Book
  - Susan Hirsch from Planning Services will attend June 2, 2016 Zoning Commission meeting
    - To review lot definition, site plan review and master policy plan language; answer questions and provide guidance to the review of the Zoning Book.
- Bill Schaefer – will volunteer to help answer questions for Tom Wilson (new Zoning Inspector)
- Need to obtain employee packet for Tom Wilson and make arrangements for a phone
- Request for Appropriations – purchase of a laser gun to measure setbacks; distance between property lines, etc.
  - More efficient and accurate method of measurements

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- Zoning Inspector / Tom Wilson office hours – plans to be in the office Tuesdays and Thursdays from 9:00 am to 2:00 pm to support Zoning Office and schedule appointments during that time
- Status on Brookshire Oval Fire Hydrant Signage
  - 30 year resident on Brookshire Oval (first house on culdesac) states never had issue before, but new neighbor encumbers most of the street parking. Resident concerned with safety; and that signs be consistent for no parking on hydrant side.
  - After further discussion, Trustee Catherwood stated that at the last work session there was no conclusion to the signage location as there were several variables to consider in determining best location for signage - Chief Kalavsky had agreed to review the ORC and contact the Prosecutor's office for comment. She added that this has been an ongoing issue.
  - Trustee Schulte would like to meet with both the Fire and Police Chiefs to review the current signage and look at site where there is concern.
  - Trustee Catherwood stated that any violations to parking - the violators would be contacted
- Memorial Day Parade
  - Flags and stage to be set up by the Service Department
- Seeking a Recording Secretary for the Zoning Commission

**Catherwood:** Trustee Catherwood offered the following:

- **Open general meeting with Oath of Office – Swearing in of new Fire Chief, Mel Morgan**
- County project – sewer line on David Drive
  - 12 homes affected
  - Tree removal
  - Structure built on easement
- Snow Plow Contract
  - Get contract bid out before end of June
  - Worked out this past year and service was okay
  - Recommending a two year contract for snow removal
  - Brookside Estates, Forest and Crestview and extend to Great Lakes (expand along W 130<sup>th</sup>)
- Mr. Garapick inquired about the road closing on Skyland Road and the work completed and referenced the policy guidelines recently formulated regarding driveway culvert and ditch maintenance projects.
  - Trustee Catherwood provided a brief history of what support had been provided in the past by the Service Department to the residents when a driveway culvert needed repaired or replaced on a township Road. The Service Department would clear area/remove old pipe and set new pipe. The resident was responsible for purchasing materials and pulling permits. There was an incident where the resident was given incorrect information as to the size of pipe required by the former Road Foreman. The Service Department no longer assists with the culvert replacement requests, thus eliminating any liability and allowing more time for road maintenance. The policy guidelines direct the resident to the county for applicable requirements.
  - Mr. Garapick asked about the cross culvert project on Skyland Road and why the replaced the resident's culvert pipe. He also asked if the proper permits were obtained. Mr. Newcomer explained the scope of the project and the unexpected impact to the deteriorating culvert pipe while township work was being done. A driveway culvert permit was not pulled, and the Service Department will take into consideration for future projects. Mr. Garapick commented on the use of Funds used for private property and that any improvements should be on the property owner. Mr. Newcomer reiterated that to complete the project, the pipe had to be removed and while doing so, disrupted the resident's culvert pipe. Trustee Catherwood added that if impact due to township project, the township will assume liability and believes to be in best practice with policy. Mr. Garapick asked if a legal opinion was necessary. After further discussion, Trustee Catherwood thanked Mr. Garapick for his comments.

**Cemetery:** Suzanne Peterlin reported on the following:

- No report given

**Zoning:** Suzanne Peterlin reported on the following:

- No report given – See comments from Trustee Schulte.

## **Hinckley Township Trustee Work Session**

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### **Minutes for May 24, 2016**

**Administration:** Suzanne Peterlin reported on the following:

- Work Session minutes – Trustees accepted and approved work session minutes from May 10, 2016

**Mrs. Swedyk:** Fiscal Officer Swedyk offered the following:

- **Fund Status**

**Adjourn:** With no further business for the work session was adjourned at 10:11 a.m.