

Hinckley Township Trustee Work Session

Minutes for February 14, 2017

Present: Trustee Sambor, Trustee Augustine, Mr. Newcomer, Chief Kalavsky, Mr. Wilson & Ms. Peterlin
(Note: Fiscal Officer Martha Catherwood was in office working and available for questions)

Excused Absence: Trustee Schulte and Chief Morgan

Residents/Other: Reporter Erica Peterson

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

Service: Road Superintendent Newcomer reported on the following:

- **2016 Annual Report** for next Trustee meeting
- **Mowing Bid** for Township properties – updating bid document from last year
 - Would like to advertise the third week of February
 - Looking into full service for spring mulching and fall clean up – currently Service Department will mulch all township properties every few years and schedule fall clean up annually
 - Town Gardener typically weeds mulched areas; prunes bushes; plants flowers; and waters as needed
 - Need to define list of areas to mulch – areas mentioned were as follows: Memorial Park, Historical Society, Administration, Police and Fire Department properties, parks, ball fields and cemeteries
 - Need to review contract to determine if it meets needs
 - Consider extending contract from one year to three years, if Township is happy with the company selected and/or offer the company to continue service if the Township is happy with the service – will confirm that avenue with the Prosecutor’s office regarding contract(s)
 - Consider contracting a full service option dependent on the price quoted and what the company offers
 - Trustee Sambor commented that more information is needed and can discuss further at next work session
- Mr. Newcomer attending Phase II Storm Water meeting – scheduled for Thursday, February 16, 2017

Fire: Chief Morgan Excused Absence – Trustee Sambor reported on the following:

- **Request for Travel Appropriations – Plans Review 101 for Fire Code Officials** through Fire Code Academy at a cost of \$249.00
 - Located in Strongsville 3/13 – 3/15/2017
 - Attendee - Josh Erskine for the purpose of continuing education
 - All in agreement
- **Request to hire personnel** – has resume for candidate that is being considered
 - All in agreement

Police: Chief Kalavsky reported the following

- **Request for Travel Appropriations – Combat Markmanship Training** at a cost of \$650.00
 - Training held at Summit County SO Training Center on 2/28-3/2/2017
 - Attendees James Ascherl and James Goff for the purpose of continuing professional education
 - All in agreement
- **Request for Appropriations for the purchase of an antennae radar system** for Unit 13 at a cost of \$1,095.00 through MPH Industries
 - Includes radar, antennas, equipment and cables, operator’s manual and one year factory warranty
 - All in agreement

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- **Request for Final Payment for Sgt. Daniel Huff** to close out the books
 - The payment includes accumulated unused vacation, sick and comp time to be paid in accordance to the Ohio Patrolman's Benevolent Association agreement with Hinckley Township and in line with his hourly rate of \$36.05
 - Fiscal Officer to calculate total to pay out
 - All in agreement
- **Lexipol Contract** (for Operating Guidelines and Procedures Manual) currently in review with Brian Richter at the Prosecutor's Office
 - Requesting to be on agenda for 2/21 meeting – contract will be updated to include recommended changes
 - All in agreement
- **Recording Solution – Digital formatting**
 - Plan will be to eliminate the phone lines from Time Warner
 - The cost for the recording solution is \$292.00 – through current phone agreement with TTX utilizing North Coast vendor equipment
 - All in agreement

Ms. Augustine: Trustee Augustine offered the following:

- Discussion on liaison responsibilities – has interests in Administration, Cemeteries and Parks
 - Liaison to Administration will assist in the transition to learning more about the Township government and connection to the community
 - Focus efforts on updating website with more news and events
 - Research cable channel – needs updated and currently is not running (down for about six months or so) Additional discussion ensued – need to determine if still a viable source in communication to the community (no calls to notify township that the cable channel has been down – might be indication that it is not a well visited channel.) Trustee Augustine commented that there is no additional cost to running the cable channel other than the time involved to update periodically. Trustee Sambor suggested updating the channel to display one screen that states "Visit Hinckley Township Website" for updates and community events. Ms. Peterlin stated that she will update the slide show and reset the system. All in agreement.
- Trustee Augustine plans to attend the Sunshine Law Training in March to be held in Cleveland - training is offered by the Ohio Attorney General's Office

Mr. Sambor: Trustee Sambor offered the following:

- Boy Scout Troop 520 has requested consideration to utilize Bronger's Park for a two night camp out the weekend of Buzzard Day
 - The metro parks is no longer hosting activities for Buzzard Day other than the spotter on the 15th and the 19th – the Boy Scouts would like to bring their traditions closer to the heart of Hinckley.
 - it was noted that the Chamber of Commerce has already reserved the entire property (All of Admin Building, bays, Senior Room, parking lot and park)
 - Trustee Sambor asked if there were any issues/or concerns and comments were that the Chamber would need to be contacted to see what their intended use will be on Saturday and Sunday
 - since no portajohn on site, group would also need access to the facilities. Further discussion ensued regarding access to the Senior area and key code.
 - Chief Kalavsky asked about parking and Trustee Sambor stated that there would only be a couple of cars – location of trailer could be parked by access drive to septic
 - A representative from the troop would need to complete the appropriate Rental Agreement forms

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- The Chamber does not plan to have access entry from the east side of bay area – it was noted that area should be marked with cones/baracades to prevent parking in that area
- Trustee Augustine will follow up with the Chamber of Commerce

Mr. Schulte: Trustee Schulte excused absence

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Ms. Catherwood: Fiscal Officer Catherwood offered the following:

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Cemetery: Suzanne Peterlin reported on the following:

- No report given

Zoning: Zoning Inspector Wilson reported on the following:

- **Two Mylars received in Zoning Office**
 - **Ledges at Stone Creek** – final plat received for 16 lot sub-division
 - has been presented to the Medina County Planning Commission and approved
 - Mr. Wilson has given final review to confirm zoning requirements are met and recommends approval and sign off by the Trustees
 - **Center Road – Lot Split** (property owner Piro Investments)
 - Mr. Wilson has reviewed lot splits and found that all zoning requirements are met and recommends approval and sign off by the Trustees
 - Trustee Sambor provided a brief explanation of the process when a mylar is presented and that after Trustee review the final approval takes place at the Regular Trustee Meeting
 - All in agreement

Ms. Peterlin offered the following:

- **Quarterly and Annual Report for Zoning** for next Trustee Meeting

Administration: Suzanne Peterlin reported on the following:

- No report given

Floor: No comments from the floor.

Adjourn: With no further business, the Board of Trustees adjourned the work session at 9:39 a.m.