

Hinckley Township Trustee Work Session

Minutes for March 14, 2017

Present: Trustee Schulte, Trustee Sambor, Trustee Augustine

Chief Kalavsky, Chief Morgan, Ms. Peterlin

Excused Absences: Mr. Newcomer

Residents/Other: Mark Travers from Supply Works

The work session was called to order at 9:03 a.m. by Trustee Schulte. Reports were given in random order.

Service: Road Superintendent Newcomer Excused – Trustee Schulte reported on the following:

- 2017 Road Package was advertised in the Gazette – Medina County Engineers Office accepting bids from 3/07/2017 until 3/23/2017
- Request for Appropriations to purchase 650 tons of salt at state price of \$32.80 from Brunswick City
 - Status of salt – Hinckley Township is low on salt – Brunswick City has surplus that they have agreed to sell to Hinckley Township at state price
 - Salt will be delivered
 - All in agreement
- Boston Road (east end by Broadview Heights)
 - Road was paved last year (with asphalt type surface)
 - Broadview Heights has asked Hinckley Township to share in the cost of striping the road
 - Trustee Schulte noted that the road surface is failing/deteriorating and Dan Becker from the Engineer's Office has looked at it. The surfacing project was facilitated through Broadview Heights and they will work with the contractor to assess the road. All were in agreement to wait until the road surface has been assessed.

Fire: Chief Morgan reported on the following:

- Request to rescind resolution that approved the appropriations for the Plans Review Class to be attended by Josh Erskine. Chief Morgan stated that Brunswick will be picking up the fees of \$249.00 for the class. All were in agreement.
- Request to Hire Personnel – Shawn Toth to hire as a part time fire fighter
 - Oath of Office at next Trustee meeting
 - All in agreement
- Area Inspector meeting with area Fire Departments (area Township Fire Chiefs and Inspectors) held at Hinckley's Fire Department
 - Medina County Building Inspector Charles Huber was invited, however did not attend
 - Meeting included discussions regarding awareness of code compliance with commercial property and improving relationship with Medina County Building Department and interaction with Fire Departments
 - Chief Morgan stated he would like to give a brief overview of the meeting at the next Trustee meeting. All in agreement
- Request for Appropriations to purchase three Whelen LED strobe lights for Engine 37 through Fallsway at a cost of \$495.18
 - Damage to strobe lights on Engine 37 was sustained when vehicle hit an overhang; Chief Morgan stated that the incident was well documented and police report taken. No apparent damage to the residential property was noted.
 - All in agreement
- Vehicle Inventory packet was handed out that included explanation of each vehicle and its maintenance and repair history
- Establishing an Accident Review Board within department
 - Chief Morgan stated that the review board would discuss history of accidents and determine ways to improve processes and procedures to minimize future accidents.

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- Establishing a recurring expense cost sheet for the Fire Department
 - determine what is considered a recurring expense vs. what is not that would require a request for appropriations
 - this will aid in the efficiency within the department when purchases are necessary
- **Request for appropriations – annual maintenance on stretchers** at a cost of approximately \$325.00
 - There was question if this was a recurring expense and it was determined that although this is an annual maintenance that a formal resolution should be made to appropriate funds
 - All in agreement
- **Request for appropriations – annual flow test inspection** on 15 self contained breathing apparatus tanks (SCBA tanks) by Warren Fire Equipment at a cost of \$902.25
 - Includes 1 Scott Rit pak and annual certification & hasmat
 - There was discussion if this annual flow test inspection is considered a recurring expense, and all agreed that a resolution to appropriate funds was necessary
- Feel the Heat Training by Fire Academy– Trustee Sambor will attend the event at Tri-C. There is no cost – this is a free program.

Police: Chief Kalavsky reported the following

- **Request approval to contract with Lexipol** to prepare the Law Enforcement Policy Manual for the Police Department at a cost of \$5,691.00 for the first year
 - Contract has been reviewed by Mr. Richter at the Prosecutor’s Office
 - There is a change in cost from what was originally proposed as follows:
 - Chief Kalavsky is a member of the Ohio Association of Chief of Police (OACP) and therefore receives a 5% discount (savings of \$300.00).
 - There will be no charge for the Supplemental Publication Service for the first year (savings of \$944.00)
 - Chief to receive 8 hours of training – there is no charge for 8 hours of training if contract is signed by March 10th
 - Trustee Sambor asked what the annual fee would be after the first year and Chief Kalavsky responded that there would be fees for the publications after the first year. He added that there are many policies to review and the last effort to update the Policy Manual took over three years.
 - All in agreement
- Noted that an email was received from a resident and that he will follow up accordingly
- **Request to rescind resolution for Taser CEW Instructor Training** – new information has been received regarding training opportunities

Ms. Augustine: Ms. Augustine offered the following:

- Boy Scout Troop / Bronger’s Park
 - Troop asked for permission to assemble a monkey bridge the night before so it is up and ready for their event, adding that it takes about six hours to put together. After further discussion, there were no objections to the request. It was noted that the Township would not be liable for damage or destruction to the bridge or to any supplies left overnight. Further discussion followed.
- Park Signage/Signs
 - Presented tentative language for the park signs
 - After review it was determined that each park would deem a specific sign, as each has different variables. Trustee Augustine will further research, contact RAH for their thoughts and will draft new language for Bronger’s Park, the Riverwoods Nature Preserve, and Kobak and Youth fields.

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- Township Property Rental Agreement form
 - Presented a copy of the revised drafted rental form and noted some of the changes
 - create one form for all Township properties
 - add a separate section for Facility Use Agreement for applicant to sign understanding the Rental Policy and Procedures. The agreement notes that “Failure to leave by stated time will result in a portion or all of the security deposit being withheld”. Ms. Peterlin inquired as to how this would be monitored or determined and also how the amount of security deposit to be withheld would be determined. After further discussion, it was suggested the language could read “.....may result in a portion or all.....verseswill result in a portion or all.....”.
 - A copy has been forwarded to Mr. Richter at the Prosecutor’s office for review and comment
 - Trustee Augustine will finalize draft, pending comments from Mr. Richter.
 - All in agreement
- Received letter from Luke Petros requesting the township consider building a skate park (skateboard park)
 - Trustee Schulte commented that there is an area within the Kobak field property that he measured that would meet the requirements to build a skate park
 - Trustee Augustine contacted Broadview Heights to obtain additional information regarding their skate park. She learned that the skate park was built in two phases at a cost of approximately \$58,000.00 dollars. The skate park is located within the Broadview Heights Police and Fire complex and well monitored.
 - Chief Kalavsky commented to check with other communities as to their experience with skate parks
 - Chief Morgan commented on some history with the skate parks in Parma and North Royalton and both communities removed their skate parks as they were hard to manage and control.
 - Trustee Sambor commented on the cost and liability and the demand on Fire and Police would increase
 - After further discussion, the consensus was that the township does not have the funds to create such a park. Trustee Augustine will draft up a letter to send to Luke Petros. All in agreement.
- Website homepage has been updated - the left menu display was removed as it was redundant which simplified the overall homepage look
- Trustee Augustine is researching avenues for a Township Facebook and how to tie Facebook into the Township website
 - Looking into Attorney General’s Office – Records Retention policies
 - Contacted Brian Latko, Township webmaster for information regarding Facebook backup
 - Contacted Mr. Richter at the prosecutor’s office for comments
 - Township may establish a Facebook page as long as there is a back- up mechanism in place (to back up all information)
 - Suggestion to make the three Trustees the administrators to the Facebook page
 - To establish a Facebook Group, the Trustees would all have to agree to who is allowed in the Facebook group – The review, discussion and approval of such would have to be done publicly during Regular Trustee Meetings. A Facebook page would eliminate accepting “friends” and create transparency. Trustee Augustine will continue to review Facebook options/opportunities for a Township Facebook as setting up a Facebook Group would be difficult to manage.
 - Ms. Peterlin asked if in the event there was a public records request how it would affect the resident Facebook users, and Trustee Augustine responded that it would not impose on the individuals personal Facebook account.

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- Chief Morgan stated that Kent State has a program as part of a curriculum where Kent State students can come in to assist with the set up of a Facebook page for a nominal fee of approximately \$150/\$250.
- Further discussion ensued regarding backing up information and how it can be retrieved if there were to be a Public Request (who/how procedure would have to be defined)
- The general consensus was that more research is necessary as well as establishing a records retention schedule for Facebook activity. Trustee Augustine noted she will work with Fiscal Officer Catherwood on a retention schedule.
- There was further discussion regarding a dual back up system – need to contact Jim Withrow to obtain his recommendations for such system (from Fire Station to Town Hall and visa versa)
- Ms. Peterlin to meet with Fiscal Officer Catherwood to review retention records policy relating to emails and phone messages.
- Garbage Pick Up at Township owned properties
 - Presented a cost comparison between Republic Services and Kimble Recycling & Disposal showing a breakdown for fees charged for Service Garage and Police & Town hall
 - Spoke with Fiscal Officer Catherwood to obtain more information regarding current services with Republic and schedule for pickup. Ms. Catherwood suggested to contact Republic Services to see if rates can be lowered
 - Republic Services has serviced township since 1996
 - Reviewed the Comparison Sheet – Republic Current fees / Kimble bid/quote and Republic bid/quote. After review, it was determined that Republic Services provided the best fee structure with a three year fixed rate. New fee structure will reflect a savings to the Township. Trustee Augustine will follow up with Republic Services to obtain contract materials
 - All in agreement

Mr. Sambor: Trustee Sambor offered the following:

- Attended the Chamber of Commerce meeting held at Brunswick with other government entities
- Requested a motion for an Executive Session for the purpose of interviewing the architects for the old Fire Station renovation. Augustine seconded Roll: MA – yes / DS – yes / RS – yes
- **Amend Organizational Minutes to update Trustee Liaisonship roles**
- Attended the Area Inspector meeting held at the Fire Department in an attempt to create consistently with the building department and reviewed the roles of the Building and Fire Departments.
 - Chief Morgan added he would like to give a brief overview of the joint meeting at the next Trustee meeting – to be added to the agenda.

Mr. Schulte: Trustee Schulte offered the following:

- Resident concern regarding substandard culvert pipe on Parker Road
 - Culvert pipe needs replaced and resident seeking support (has a concrete driveway)
 - Dan Becker from the Engineers Office assessed the culvert pipe and found that it is not big enough to encumber the water flow
 - Pipe does not meet required specifications – water drainage / waterflow is diverted and washing out ditch/road berm
 - Additional ditching
 - Andy Conrad has been contacted to review – next steps to be determined

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- Boston Road by Valleaire Golf Course
 - Received call from Kevin Smith, Valleaire Representative to discuss the ongoing flooding issue over the road – recent rain flooded Boston Road where there was no through access until water receded – concerns that employees of Valleaire were unable to leave. Chief Morgan commented that he was onsite and water had receded and road was passable by the later part of the evening.
 - Trustee Schulte met with Jeff VanLoon from Soil and Water to assess the flooding and many problems identified, to include erosion and water back up from south of property; Buckeye Pipeline is visible
 - Needs further research
- Old developments with concrete roads that are deteriorating – researching funding options
 - Repair process would be better served if larger areas are repaired
 - Loan opportunities, assessing property owners who live within the development
 - Referenced an article in the OTA magazine

Cemetery: Suzanne Peterlin reported on the following:

- Nothing to report

Zoning: Tom Wilson excused absence:

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Administration: Suzanne Peterlin reported on the following:

- Community Garden
 - Registration form will be updated for this year's gardening season and website updated
 - Gardeners will be contacted – some lots still open from last year
 - There was discussion if a fee was necessary - past two years the \$10.00 fee has been waived, all were in agreement that a fee was not necessary since garden has been established.
 - Trustee Schulte commented that Mr. Newcomer had 1) informed him that the fence needs some work and will have his staff work on it and 2) asked if the Service Department is responsible for tilling garden lots (has been done so in past when requested). Further discussion ensued.

Floor:

Mark Travers, representative from SupplyWorks was present to provide an overview of the company and the opportunities the Township could receive for janitorial supplies through national pricing. Gave website USCommunities.org. Chief Morgan commented he would like to establish more bulk ordering for the township as a whole and working with SupplyWorks would be a great start. Ms. Peterlin will meet with Fiscal Officer Catherwood to establish the Township accounts. All in agreement.

Adjourn: With no further business, the work session adjourned and the Board of Trustees moved into Executive Session at 10:43 a.m. The Board of Trustees adjourned the Executive Session at 2:15 pm with no decisions made.