

Hinckley Township Trustee Work Session

Minutes for April 25, 2017

Present: Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood
Chief Morgan, Mr. Newcomer, Mr. Wilson and Ms. Peterlin

Excused Absences: Chief Kalavsky

Residents/Other: Erica Petersen

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 reported on the following:

- Request for Road Closing – Parker Road
 - Replacement of Cross/Culvert pipe
 - April 26, 2017 – residents on Parker Road, safety and school notified of closing
 - All in agreement
- **Salt Purchasing Agreement** – received email from ODOT
 - Purchase 1500 ton rock salt for 2018 season (the State to contract pricing later)
 - Due May 10th
 - All in agreement
- **Monthly Report** to be presented at next Trustee meeting
- Request for Appropriations – emergency repair to back hoe – circuit board control panel
 - Ohio CAT quoted \$876.00 – Mr. Newcomer to get pricing
 - Ms. Catherwood offered that the part is considered an emergency repair with authorization through liaison - verbal approval with a resolution for appropriation at regular meeting
 - Invoice date on or after meeting date - for check and balance due
 - All in agreement

Fire: Chief Morgan reported on the following:

- **Request for Travel Appropriations – Pet First Aid and Disaster Response Training**
 - Middleburg Heights Fire Department
 - Cost for one attendee \$35.00 (L. Wochna)
 - All in agreement
- **Resignation letter from Cami Klaus**
- Annual Pump Out – clean out drain (1500 gallon tank)
 - Cost \$475.00 by McClelland Septic (Bob Meyers)
 - Recurring annual expense
- IAM Responding – 5 year contract (annual payment of \$650.00 due – 2nd year)
 - Internal notification tied in with dispatch
 - Recurring annual expense
- Reporting Systems (Fire and Police Departments)
 - **Request for Travel Appropriations – Emergency Reporting Systems**
 - Regional Training Academy – scheduled in July
 - Cost for three attendees \$1,844.91 (Chief Morgan, G. Gerbasi and H. Bell)
 - More departments are utilizing this method of reporting
 - All in agreement
- Request for Appropriations – repair to 37-2 Engine – injection repair
 - Found cracked fuel case
 - Quote from Equipment Sales and Services LTD at a cost of \$1,781.76
 - Part of the work is under warranty (\$200.00)
 - Will need new invoice before adding to agenda – reflecting new date. Ms. Catherwood to check on resolution, and if it needs amended – make sure it has not been paid yet.
 - All in agreement

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- **Request to rescind resolution – Request for Appropriations through 2016 EMS grant**
 - Changes in prices for vacuum immobilizer and first responder bags
 - All in agreement
- **Request for Appropriations – purchases through EMS Grant Cycle**
 - Conterra Vacuum Immobilizer from Conterra at a cost of \$699.00 plus shipping \$34.65 = \$733.65
 - Two Stat Pack G3 Quick Look Responder bags from Stat Pacs at a cost of \$390.00 plus shipping \$20.43 = \$410.43
 - All in agreement
- Commented on the Buckeye Pipeline / Boston Road (near Valleaire Golf Course)
 - Part of North Coast Gas – representative has been on site (pictures taken of leaning trees & erosion)
 - Further discussion ensued. Trustee Schulte stated he and Mr. Newcomer have walked the property and found that pipes are exposed
 - Will be assessed and follow up to Christine Fazio with EMA – see if EMA has any thoughts for a solution – she will send letter to Ohio EPA – there is erosion on north side into road (road undermined in two places)
 - Shawn Barrett – utilities representative
 - Identifies gas lines, wells and utilities
 - S. Peterlin will continue to forward OUPS tickets to Fire Department
- Warning Siren in Hinckley Township – Township does not have a siren at this time
 - Medina County Township Association had discussion regarding sirens
 - Federal Signal
 - Medina Township has siren through Sheriff's Office
 - Discussion ensued regarding monthly testing, other townships have sirens (through grant funding), and the issues with the siren working and necessary repairs
- Status of Everbridge – is Hinckley still active?
 - Ms. Catherwood offered that the Hinckley Township had set up the program – however we do not have the manpower county wide to facilitate the program, as it is a complicated process
 - Medina County EMA had gone through the process, but discontinued as it was non-functional
 - Not practical for our Township
 - Further discussion ensued regarding sirens and it was noted that Brunswick Dispatch will notify the Hinckley Fire Department when the Brunswick Sirens go off. Residents should be aware of sirens in adjacent communities.
- Office furniture
 - Commented that the FD acquired desks, office furniture and white boards from a non-profit organization through an office renovation in Cleveland

Police: Chief Kalavsky excused absence; Trustee Sambor reported on the following

- **Request for Appropriations – purchase of 300 PD uniform patches**
 - At a cost of \$720.00 from Shuttlers Uniform Company
 - All in agreement
- **Request for Travel Appropriations – Full Spectrum Weapons Training**
 - OPOTA, London Ohio at a cost of \$770.00 for two attendees (D. Stepka and J. Ascherl)
 - May 2 – May 4, 2017
 - All in agreement
- **Request for Travel Appropriations – Intoxilyzer 5000 Training**
 - Columbus Police Academy at a cost of \$190.00 for one attendee (J. Goff)
 - May 24 – May 25, 2017
 - All in agreement

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- Request for Appropriations – purchase of new digital recorder
 - For the Shortel telephone system
 - At a cost of \$9,795.00 through Stephen Campbell and Associates, Inc.
 - Analog lines will be removed and the Spectrum Account will be cancelled
 - All in agreement

Ms. Augustine: Ms. Augustine offered the following:

- Township Network, Server (NAS), Computers and Back Up
 - Met with Jim Withrow and he reviewed the Township Network and how it works
 - Establish Inventory on Computers (Age, Anti-Virus protection and operating systems)
 - Create a replacement schedule
 - UPS - \$800.00 / Server \$2,500.00 / Options for Cloud Base
 - Received options and costs from Light House Solutions
 - \$1,865.00 annual fee for icloud
 - \$3,292.00 for entire service to township computers, ipads and mobile device
 - Cyber Security and Education are key
 - Ms. Augustine noted that the County Recorder's Office has icloud for approximately \$500.00
 - Trustee Augustine will further research
- Attended Bicentennial meeting at Medina County – looking to incorporate each township into its celebration by supporting existing events. (Hope to have Buzzard Day to be part of centennial celebration)
- Fire Extinguisher Inspection is scheduled for Thursday, April 27, 2017
 - Fees increased 10 cents per extinguisher – Darren Newcomer is the contact person
- Township Gardener – Leo Smith for 2017 season
- New Park Signs – need posts
 - Request for Appropriations to purchase posts from Judco, Inc. at a cost of \$116.00
 - All in agreement
 - Received comments back from Prosecutors office regarding signage for “Field Use by Permit Only” should read “Field Use by Schedule” – Judco has been contacted and change will be made
- Request for Travel Appropriations – Crucial Conservations – Leadership Training on Different Personalities
 - Offered through the Leadership Medina County
 - All in agreement

Mr. Sambor: Trustee Sambor offered the following:

- Memorial Day Parade – has been contacted by a WWII veteran who would like to participate
 - Will forward information to Memorial Day Committee
- Review Social Media Policy to incorporate into Employee Policy and Procedures
- Review of the Fire Department Policy and Procedures
- Safety Forces (Police and Fire) to provide process and procedures for when there is flooding, trees down or power lines down
 - Action Plan; and when Service needs to be contacted, etc.
- Commented on the expanding needs of the Fire Department

Mr. Schulte: Trustee Schulte offered the following:

- Memorial Day Parade – May 29, 2017
 - Request for Appropriations – purchase of wreath and ancillary expenses up to \$200.00 for proper public purpose
 - All in agreement

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- Walden Pond HOA Meeting – April 30, 2017
 - Schulte, Wilson, Augustine and Representative from Police Department will attend
 - Review of Safety (recent break in); Zoning/Encroachments; HOA By-Laws
- Purchase of flowers for Mrs. Ascherl funeral (Officer James Ascherl's mother)
 - All in agreement
- Update on Parker Road Culvert Replacement Project
 - County will provide pipe (current steel pipe) and ditching by Township Service Department
 - Discussion ensued regarding the concrete apron and that it is the homeowner's responsibility

Ms. Catherwood: Fiscal Officer Catherwood offered the following:

- Election Day – Tuesday, May 2, 2017
 - Set Up at Administration Building and Our Saviour Lutheran Church
 - Open doors / display flags
- Scheduled for new computer for UAN system through the State (every two years)
 - Will give current computer system to Fire Department sometime in June once her new computer has been set up
 - All in agreement
- Minutes for next meeting

Cemetery: Suzanne Peterlin reported on the following:

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Zoning: Tom Wilson reported on the following:

- Mylar for a lot split on Eastwood (Kuchta)
- Board of Zoning Appeals – Public Hearing scheduled for April 26, 2017 (Hoop Guru expanding business)

Administration: Suzanne Peterlin reported on the following:

- Discussion ensued regarding the semi-annual preventative maintenance and check to the heating and cooling systems at the Administration Office (to include Police Department)
 - Currently through Precision Mechanical
 - If any work repair is needed - obtain an estimate if work is to be done – Mr. Newcomer is contact person
 - Trustee Sambor stated that no work or repair was needed at the PD; and the Administration Building had required some repair and parts

Floor:

- Kevin Robinette, Architect - assessing the old Fire Station for future renovation
 - Reviewed proposed schedule / timeline
 - Reach out to community for public comment – reviewed methods as to how to obtain public input to create a master plan for renovation
 - Trustee Sambor stated that the Technology component has been removed, as it was premature for now
 - Phased in process
 - Trustee Sambor commented that funding/cost estimates is separate from determining a plan through comments by the public (survey of wants/needs of the community)
 - Trustee Augustine will draft survey questions / sample questions for Survey Monkey and forward to Mr. Robinette and Trustees for comment and suggestions
 - Advertising to notify public (deadline for Hinckley Record is May 15th)

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- Trustee Sambor noted that the Trustees will have a monthly “NOTE from the Hinckley Township Trustees” in the Hinckley Record
 - Can be up to 300 words / update on present and future projects/plans of the Township for improved public awareness
 - Trustee Sambor to compose first monthly article
- Trustee Sambor noted that the Fire Department would like to reserve space in the bay section of the old Fire Station. Further discussion ensued.
- Mr. Robinette asked for the names and contact information for the department heads
 - Schedule an interview schedule for Monday, May 1, 2017
 - Ms. Peterlin to provide contact list

Adjourn: With no further business the Board of Trustees adjourned the Work Session at 11:05 am.