

# Hinckley Township Trustee Work Session

Minutes for May 9, 2017

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**Present:** Trustee Schulte, Trustee Sambor, Trustee Augustine

Chief Kalavsky, Mr. Newcomer, and Ms. Peterlin

**Excused Absences:** Chief Morgan, Mr. Wilson

**Residents/Other:** Chuck Gibson

The work session was called to order at 9:04 a.m. by Trustee Schulte. Reports were given in random order.

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

- **Monthly Report** to be presented at next Trustee meeting
- **Request for Appropriations – emergency repair to back hoe** – circuit board control panel
  - Medina Tractor quoted \$742.00
  - All in agreement
- working on pipe projects (culvert repairs and replacements) in preparation for scheduled road projects
- ditching Laurel and Kellogg Roads
- Trustee Schulte thanked Mr. Newcomer for coming in on weekend to take care of fallen tree on Parker Road
- Letter from Engineers Office requesting that any needs and repairs to inlet basins in sub-divisions be identified within respective Township (Service Department) and then report forwarded to the Engineers Office (responsibility of the Township vs. Engineers Office)
- Trustee Schulte commented on concrete quotes – waiting on estimates
  - need to determine and review 2018 plan
  - Trustee Augustine will assist with grant proposal
  - Trustee Sambor asked about concrete schedule and if a 10 year plan has been established
  - Trustee Schulte stated that the present process does not keep up with the concrete repair needs and it may be time to move to the next level in determining funding and where or how to get additional funding (levy, assessment, etc.)
  - Crack sealing is supporting the integrity of the roads, however, it not a long term fix
  - County Engineer needs projection by June for a September deadline (Trustee Schulte to meet with Mr. Newcomer to create schedule). Trustee Sambor noted that a color coded map showing work zones would be helpful for public awareness
  - Draft of concrete schedule to be presented at next work session
- McKee Trail has some erosion – pipe was checked and is clear from debris (will continue to monitor and determine next steps)

**Fire:** Chief Morgan excused absence and Trustee Sambor reported on the following:

- **Request for Travel Appropriations – Ohio Weekend at the National Fire Academy**
  - Located in Emmitsburg, MA
  - At a cost of \$220.00 for one attendee (G. Gerbasi)
  - All in agreement
- **Request for Appropriations – purchase a power operated cot with load option**
  - through Stryker
  - at a cost of \$15,942.58 (quote shows tax, will have new quote without tax to show cost of \$14,934.50)
  - new squad will be equipped with lift
  - All in agreement
- **Request for Travel Appropriations – Emergency Reporting System**
  - through Regional Training Academy
  - at a cost of \$1,844.91 for three attendees (Chief Morgan, G. Gerbasi and H. Bell)
  - All in agreement

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- Commented that Chief Morgan is working on a 10 year plan for Fire Department

**Police:** Chief Kalavsky reported on the following

- **Monthly Reports** for next Trustee Meeting (March and April)
- **Request for Appropriations – repair to Unit 11 Dodge Charger**
  - Tires, breaks, front calipers and suspension
  - 120,000 miles on vehicle
  - At a cost of \$1,949.13 through Parrish-McIntyre
  - All in agreement
- Memorial Day Parade – preparation underway for Police Department responsibilities
  - Has contacted someone who will play bag pipes and there will be a 21 gun salute

**Ms. Augustine:** Ms. Augustine offered the following:

- Supply Works – Mark Travers (six month trial)
  - All in agreement to order from a company that gives best price (not exclusive to just Supply Works)
- Light House Solutions – Annual update for malware
  - Researching, estimated at \$1,399.00
  - Determine type of back up from Admin to Fire (server or cloud base)
  - Trustee Sambor commented on exchange server and how it ties in with emails (how is gmail saved) Further discussion ensued
- New garbage dumpster was delivered
- Drafted survey for old Fire Station renovation and created Survey Monkey
  - Will need article for Hinckley Record

**Mr. Sambor:** Trustee Sambor offered the following:

- Monthly Trustee Article/Report in Hinckley Record
  - 1<sup>st</sup> Article will be for the Town Hall renovation
- Requested Executive Session for discipline of Fire Department personnel
  - Trustee Schulte seconded
  - Roll: MA – yes / DS – yes / RS – yes
- Update on Town Hall renovation
  - EPA study conducted this week
  - Facility and Building Analysis has been completed
  - Trustee Augustine has completed account for Survey Monkey
    - Not an open question survey
    - About 10 – 12 questions, to include Bronger’s Park
    - On-line survey will be available May 29<sup>th</sup> to the community
    - Follow up with future questionnaire
    - Website and Facebook link

**Mr. Schulte:** Trustee Schulte offered the following:

- **Request for Appropriations - Medina County Township Association dues of \$280.00** are due
- Medina Township Association meeting hosted by Hinckley Township
  - May 18, 2017 at 7:00 pm
  - Forest Thompson, Medina County Prosecutor will be guest speaker
- Citizen of the Year Presentation – Marge Palik (announced at next regular Trustee meeting)
  - need proclamation

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- Zoning Update/Activity
  - Walden Pond Conservation – possible encroachment in Conservation Easement
    - Inspect location of tree cutting by resident and if in protected area
  - Wakefield Run – new property manager
    - Scheduled meeting to review deed restrictions and bylaws and common and restricted areas
    - Areas to be mowed
- Storm Water Management report (county puts together report)
  - Storm Water video, part of public awareness and education requirements on cable channel (runs daily at noon and 6 pm through end of May)
- Zoning Commission reviewing text for Conservation Easement language and in-law suites
- Memorial Day Parade
  - Deacon Bruce Dobbins (Marine Veteran) will say prayer at Veteran’s Park
  - Highland Band will perform
  - Support from Chamber of Commerce (providing donuts)
  - Support from Hinckley Women’s Club (organizing food and drink)

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

- Met with Mr. Newcomer and Trustee Augustine to review Cemetery Driveways and eroding embankment at Ridge Cemetery. Mr. Newcomer to provide estimates for Beach Cemetery drive and recommendations for embankment

**Zoning:** Tom Wilson reported on the following:

- See comments by Trustee Schulte

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

- On behalf of Fiscal Officer Catherwood, commented that two previous resolutions will need amended as the actual cost (bill) did not match the original request. (Items under Fire Department)

**Floor:**

- Mr. Gibson, President of Hinckley Historical Society was present and commented on the following:
  - Article in Akron Beacon Journal
    - Hinckley Township one of few small towns recognized as a safe area
  - Historical Society Ramp status request
    - Trustee Sambor commented that the ramp has been re-supported and the caution tape can be removed
  - Challenge from Steve Hambly
    - Medina County requested grant for their foundation at John Smart House
    - Mr. Hambly asked all Historical Societies to come together and create a large grant to support the area Historical Societies
    - Define what specifically Hinckley Historical Societies needs are
      - Ramp
      - Foundation
      - Entrance
    - Mr. Gibson would like to take proposal to Mr. Hambly but needs Trustee approval since it is Township owned. Mr. Gibson would prioritize needs as foundation first, ramp second and entrance as third. Assessment of foundation needs to be done. Trustee Sambor will reach out to K. Robinette Architects for RFQ and will have details at next work session.
    - All in agreement.

**Adjourn:** With no further business, the Board of Trustees adjourned the work session and moved into Executive Session at 10:18 am regarding discipline of Fire Department personnel. The Executive Session ended at 10:40 am.