

Hinckley Township Trustee Work Session

Minutes for June 6, 2017

Present: Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood Chief Kalavsky, Chief Morgan, Mr. Newcomer, Mr. Wilson and Ms. Peterlin
Residents/Other: Reporters Heironimus, Studor and Pederson and Ken Burney with Chagrin Valley Engineering

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 of Road Closing – Kellogg Road for culvert replacement
 - All in agreement
- Roadside Mowing Status
 - Will be on the work schedule once tractor and mower have been delivered
- Plan Overview for concrete road project – Trustee Schulte provided details as follows:
 - Currently evaluating for OWPC grant program and 20 year 0% loan with Engineers Office
 - Salem and Brookside Projects and Estimates from Medina County Engineer
 - Reviewed projected numbers and met with Dan Becker
 - Need letter from Township – will request \$400,000 0% interest 20 year loan and mail to Andy Conrad
 - Trustee Augustine asked if this initiated the grant process and the response was that Andy Conrad from the County will consider Hinckley Township
 - Letter of intent needs signatures
 - Trustee Sambor commented on Salem Court and its needs – based on what township may qualify for and make an evaluation of priorities
 - Other projects = Wakefield
 - Trustee Schulte reviewed packet for OWPC Loan Grant Program for 2018
 - Brookside Drive – second half of concrete replacement/drainage = \$279,397.00
 - Salem Court – front portion concrete replacement/drainage and frontage = \$345,475.00
 - Total \$624,872.00
 - OWPC Grant Request:
 - \$400,000.00 20 year loan at \$20,000.00 per year
 - \$279,397.00 Brookside Drive
 - \$120,621 Salem Court
 - \$75,000.00 Salem Court from Road and Bridge
 - Other concrete pad replacement/repair projects estimated by the Engineer
 - Riverwoods = \$35,782.00
 - Meadow Drive = \$5,430.00
 - McKee Trail = \$7,402.00
 - Do individually and get three quotes/estimates from three concrete companies
 - All were in agreement to move forward with process
- Contacted Karvo Company for Kellogg Road paving to establish a date on paving and to date no call back
 - Ms. Studor asked if the contractor is responsible for road failure after two years for repairs and replacement and the response was that if remedied then becomes township responsibility
 - Andy Conrad from the County has changed requirements
 - Trustee Schulte commented that it can be a huge burden to the Township

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Fire: Chief Morgan reported on the following:

- Fire Department going through training for hydrant flushing
- **Monthly Report** for next Trustee Meeting
- **Annual Report** for next Trustee Meeting
- Hinckley Chamber of Commerce Movie Night – Fireman’s Association will be grilling hot dogs prior to the movie
- **Resolution for necessity of Fire Levy**
 - Trustee Sambor stated that Mr. Richter from the Prosecutor’s Office was drafting letter and packet information for levy
 - Levy highly recommended – currently operating on \$368,000.00 a year which comes from a continuous levy passed in 1996
 - Determine millage verses dollar amount
 - Packet information should be ready for next Trustee Meeting
 - Fiscal Officer Catherwood suggested three different millages – levy options for review by the Auditor and recommends the 1 mill option
 - 0.75 mill
 - 1 mill
 - 1.25
 - Trustee Sambor commented on a 5 year levy as there are unknown factors for long term goals where short term goals can be projected giving example of vehicle allocations – unable to reallocate for 2018
 - Chief Morgan commented that this will accomplish the 5 year projection goals he noted at the Special Meeting held on June 1, 2017.
 - Trustee Sambor commented on the Comprehensive Plan and the communities needs
 - There has been steady growth and commented on the average age of citizens verses state/county demographics
 - Commented on the Homestead Exemption – who is eligible and that it is no longer based on age, but by income status/disability on new levies
 - Combine review with staff and number of hours within time zones
 - Current staffing at Fire Station = 2 members six days a week 8:00 am to 6:00 pm; with minimum of 2 members from 6:00 pm to 11:00 pm; and 3 members who volunteer on call from 11:00 pm to 8:00 am
 - Reviewed response time – average 5 ½ minutes when staff at station; average at approximately 15 minutes otherwise
 - Reviewing staffing goals for 2018
 - Need to consider vehicle replacement schedule as part of plan moving forward
 - Squad purchase
 - Steps in the levy process: discuss the needs; forward to Auditor to certify levy amount; then will go on ballot
 - Motion for resolution at the end of June
 - All in agreement

Police: Chief Kalavsky reported on the following

- **Monthly Report** for next Trustee Meeting
- Status of new cars – have arrived and in change over process (equipment, etc.)
- Digital Recorder installed through TAC Computer who assessed connection and minor programming
 - Will abandon Time Warner soon and maintain one POTS line
- Determined needs for Rotary Club donation – will request AED model
 - Chief Kalavsky to forward written correspondence to Trustee Augustine

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Ms. Augustine: Ms. Augustine offered the following:

- Request for Appropriations – purchase of Dell docking station for Tom Wilson (share Zoning Department laptop)
 - Current system (2003) is no longer supported by Microsoft
 - Reviewed two quotes: Light House Solutions \$159.00 or refurbished and Dell \$129.68 – will purchase from Dell and request install by Light House Solutions
 - All in agreement
- Hinckley Recorder – Trustee Corner article – Ray Schulte (to write about roads)
- Community Survey for old fire station renovation (can be found on line or hard copy at Town Hall)

Mr. Sambor: Trustee Sambor offered the following:

- Historical Society Ramp Status
 - Chuck Gibson may be able to obtain grant funding through Steve Hambley county initiative
 - Looking at an external wheel chair lift
 - Architect Kevin Robinette donated time to give options that are less intrusive to property
 - Further discussion ensued

Mr. Schulte: Trustee Schulte offered the following:

- See Service Department

Fiscal Officer: Fiscal Officer Catherwood offered the following:

- Researching options for health care insurance
 - TCM – Mike Troyan – deals with only health care and local governments and works with Bill Blackie
 - Plan is to obtain quote from Medical Mutual – can use current Form Fire with applicable updates
 - If quote is favorable, change may occur early fall
- OTARMA reimbursement = \$3,851.25
 - Annual driver's license review - credit
 - Capital distribution refund - \$3,451.25
 - Commercial vehicles - \$400.00

Cemetery: Suzanne Peterlin reported on the following:

- No report given

Zoning: Tom Wilson reported on the following:

- Mylar Replat for Ritz Sub-Division (Stony Hill property owned by Parks)
 - Ken Burney, Chagrin Valley Engineering was present to answer questions regarding the replat
 - Reconfiguring 3 parcels
 - Replat has been reviewed by Rob Henwood at Planning Services with no objections
 - Proposal is in line with current Zoning requirements
 - All in agreement
- Zoning Commission update – board is currently reviewing Zoning Regulations / Amendments to Regulations

Administration: Suzanne Peterlin reported on the following:

- Vacation Request – reviewed; coverage by Chris Miller and Tom Wilson
- Request for Appropriations – ZP Annual Maintenance contract for ZonePro
 - Annual contract at a cost of \$520.00
 - Includes services, technical support and access continuity
 - All in agreement

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- Work order to Service Department for Bronger's Park (review block bleachers by pavilion) before Chamber Movie Night

Floor: No comments from the floor.

Adjourn: With no further business, the Board of Trustees adjourned the work session at 10:00 p.m.