

# Hinckley Township Trustee Work Session

## Minutes for August 29, 2017

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**Present:** Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood  
Chief Kalavsky, Mr. Newcomer, Ms. Peterlin and Chief Morgan arrived late

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

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

- Trustee Schulte provided an update on the concrete road projects
  - Has had numerous conversations with Dan Becker at the Medina County Engineers office
  - Foresees Hinckley Township receiving the \$400,000.00 – 20 year interest free loan as requested
  - Township paperwork needs to be forwarded to Mr. Becker for review and then he will forward to Andy Conrad for his review
  - Trustee Schulte commented that the Township move forward with Mr. Becker's/County's recommendation and finish the Brookside proposal = Dalebrook and curve side noting that the County prefers contiguous projects (completing the proposed project and not breaking it into two parts)
  - Gave suggestions for next year's Road and Bridge project noting the Salem Court front entrance (rough estimate of \$52,000.00)
  - Mr. Becker encourages the Township to forecast a schedule with projections of future road repair
  - Further discussion ensued and Trustee Schulte recommended the Township to go forward and use the loan for Brookside (Dalebrook section) in line with Mr. Becker's recommendation
  - Trustee Schulte will contact Mr. Becker and forward letter of intent by Friday
- **2000 International 4900 dump truck to sell GovDeals.com**
  - Researched bid options and found opening bid should be 20% of what township wants to see the truck sell for
  - Start bid price at \$1,700.0 and put reserve price of \$8,500.00
  - All in agreement
- Truck that was being serviced was back from Judco
- Update on offer from Got Grass - contractor that cuts Township properties
  - Obtained clarification on fee structure – offering a three year extension on contract with a \$25.00 increase per service (mow) (2018 = \$625.00 / 2019 = \$650.00 / \$675.00 = 2020)
    - Got Grass does not offer a weed and feed program
  - **Request to extend mowing contract to three years**
  - All in agreement
  - Trustee Augustine contacted TrueGreen and found that the Townships under a three year contract that ends December, 2017. Working on a new quote for consideration.

**Fire:** Chief Morgan reported on the following:

- Presented **letter of resignation from Daniel Wilson** who will be moving out of state
  - Chief Morgan commented that Mr. Wilson was a great asset to the Fire Department
- **Request for Appropriations to purchase EMS supplies** (reimbursable through the Priority One EMS Grant)
  - 3 BP cuffs multi system, 2 BP cuff latex classic series and 3 pulse ox units
  - Purchase through Southeastern Emergency Equipment at a cost of \$500.00
  - All in agreement
- **Request for Appropriations Active 911 – lamResponding – renewal of 2<sup>nd</sup> year of 5 year term**
  - Reviewing programs for inter-department needs – set up for redundancy allowing for more than one notification
  - Renewal through lamResponding at a cost of \$650.00
  - All in agreement
  - Discussion ensued – need term limit for annual renewal
- Received notice from MT Business regarding Ricoh copy machine
  - currently paying \$450.00 for Service and Maintenance contract
  - No longer can service copy machine / supplies for repair have been exhausted

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- Chief Morgan asked if anyone had any need for a secondary copy machine and the response was no
- Will be replacing two table top copy machines
  - Obtained quote from MT Business to purchase a machine that can scan/fax/copy at a cost of \$2,578.00 with a \$26.00 monthly service fee
  - After further discussion, all were in agreement to table until next fiscal year

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

- Reviewed Budget Carry Over for Capital Improvement with Fiscal Officer Catherwood
- Request of Appropriations to fix the drainage by the sally port
  - Need to install trench and add pipe
  - Through C&M Corp at a cost of \$1,650.00
  - All in agreement
- Request for Appropriations to install cabinets and counter space
  - Increase filing and work space
  - Work by Iceland Cabinets at a cost of \$2,310.00
  - All in agreement
- Reviewed his vacation schedule

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

- Meeting times for Regular Trustee meetings
  - Can be reviewed in January at the Organizational Meeting and determine if Trustees keep meetings to begin at 6:30 pm with the 2<sup>nd</sup> meeting of the month to begin at 4:00 pm
  - Trustees agreed that it can be confusing when they meet at 4:00 pm versus 6:30 pm
  - Fiscal Officer Catherwood commented that she is aware of only two Townships that hold meetings every other week and that the Trustees may want to consider meeting twice a month (first and third or 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month)
  - Additional discussion ensued and Trustees agreed to revisit the meeting times and frequency at the 2018 January Organizational meeting
- Kobak Drainage Update
  - Met with Mr. Newcomer, Gary Wright and Glenn Smith at Kobak field regarding drainage issue
    - found dirt covering drainage and the Service Department will work on to remediate the problem
- Facebook Update
  - Mr. Richter at the Prosecutors Office establishing a Facebook Agreement and Amendment for government usage – ability to block parties who may not follow guidelines
    - Facebook will be for sharing Township news and events and meetings with community – the intent is not be used for back and forth comments
  - Information provided is considered secondary and found on the website. If any Public Records request, information is considered secondary to website
- Farmers Market Community Interest
  - Agreement for vendors/citizens to run the market – has interested parties who will volunteer time to coordinate the market
  - Fiscal Officer Catherwood commented that a Farmer's Market is not a Township function and has been facilitated through the Chamber of Commerce in the past
  - Trustee Augustine stated that she will contact the Chamber of Commerce for interest

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

- No report given

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

- Hinckley Historical Society Building update
  - Ramp status – the Historical Society will be applying for a grant through the Steve Hambley grant opportunity
  - Foundation status – Resident David Schreck, a construction engineer volunteered his time and assessed the foundation. His findings included that some repair work is needed as follows: tuck and point south west corner, seal foundation wall and improve drainage
    - Mr. Schreck will get some pricing and the Historical Society members will pursue use of grant funding to make improvements with hope that there will be zero cost to the Township
    - Mr. Schreck will review project plan for the ramp to assure that all codes are met for the ramp to accommodate the 9 ½ foot graduating grade

**Fiscal Officer:** Fiscal Officer Catherwood offered the following:

- Insurance update
  - Options to continue with Delta Dental facilitated through Burnham Flower or Ameritest through TMC
    - Will forward options to union committee
  - Vision and Life Insurance will remain the same through TMC
  - Aetna has been notified of cancelation
  - Letters have been prepared outlining new policies
  - Employee meeting to review plan options has been scheduled for September 12 following the work session
  - Caps for patrolman's have been set
  - Need to determine cap for remaining employees not under union contract
  - Service Department may want to reopen their contract however, may be adversely affected with both classes having reduced caps
- Drug Free Training scheduled for September 5, 2017
  - Two sessions scheduled for availability for both supervisors and employees: 11:00 am at Senior Room (old fire station conference room) and 6:15 am at Fire Station for anyone who was unable to attend morning session
- Fiscal Officer Catherwood noted that she had received a call from a resident regarding a conversation that the resident had with a Trustee. The resident asked for options as to who he could review his concerns with and she gave options to contact other Township Trustees and/or attend a meeting.
- Fiscal Officer Catherwood notified Trustees she will not be at the next Trustee meeting and has arranged for Ms. Swedyk to take roll and notes for minutes

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

- Burial at Maple Hill Cemetery
  - Coordinating gravesite open and close with Mr. Newcomer
  - Requesting traffic detail from Police Department

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

- **Request for Appropriations – APA Zoning & Planning Workshop**
  - Trustee Organizational Minutes note that Zoning Boards should attend two workshops a year
  - Currently nine individuals are interested in attending the workshop from the Zoning Department and both Zoning Boards
  - Workshop will be held in Mayfield Village on October 27, 2017
  - Cost per person is \$110.00 (earlybird registration rate)
  - All in agreement
  - Additional discussion ensued – Ms. Peterlin will send a reminder to the Zoning Boards requesting interest (to achieve early bird rate, must register by no later than September 22, 2017)

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

- Regular Trustee Meeting at Hinckley Elementary discussion
  - Usually scheduled Monday prior to Election Day
  - Will contact Hinckley Elementary Principal to determine interest and date
  - All in agreement to continue holding a meeting at the school
- Senior Emergency Snow Plow Program
  - Received verbal confirmation from contractor used last year
  - Greensmith has agreed to charge \$23.00 per push/per driveway
  - Need confirmation that Fireman’s Association has interest in facilitating program through the Hinckley Fire Department Community Benefit Fund and Chief Morgan stated yes, he saw no reason they would not continue.

**Floor:** No comments

**Adjourn:** With no further business the Board of Trustees adjourned the work session at 10:10 a.m.