

Hinckley Township Trustee Work Session

Minutes for January 16, 2018

Present: Trustee Burns, Trustee Lutzko (arrived at 5:50 pm / excused herself at approximately 7:45 pm)
Trustee Schulte, Fiscal Officer Catherwood, Chief Kalavsky, Chief Morgan, Mr. Newcomer and Ms. Peterlin

Resident: Garrett Robison

Trustee Burns welcomed those in attendance and called the work session to order at 5:31 p.m. He noted Trustee Lutzko would be arriving late and joining the work session through conference call until she arrived. He added that Department Heads were excused once their presentation was completed, although were welcome to stay. Reports were given in random order.

Service: Mr. Newcomer reported on the following:

- **Request for Appropriations – repair to two gas ignitors by Steingass Mechanical**
 - Cost of parts \$146.00 and labor \$350.00 with an additional lift charge of \$215.00 with total cost at \$711.00 (Steingass Mechanical would have to rent and pick up a lift to reach heaters)
 - A question was raised if the existing borrowed fork lift would work, thus eliminating the cost of being charged by Steingass Mechanical for the lift and Mr. Newcomer responded yes but only if there was a cage attached.
 - All were in agreement
- 2018 Paving List (a list was provided)
 - Has met with Mr. Becker from the County Engineers office and Mr. Becker stated that based on the recent road assessment, Mr. Becker agrees with the projected paving list. His recommendation is to go out for bid the first week of March. Funding will come from Road & Bridge for the contracted services.
 - Warner Road is on the schedule next for full paving at a cost of \$76,369.00. The following roads will be scheduled for chip and seal: Warner Road Ext, Parker Road, Carr Road, King Road and Elaine Court at a cost of \$66,062.00 for a total paving cost of \$142,431.00.
 - Mr. Becker agrees with schedule and fees.
 - All were in agreement
- **Request for Appropriations to purchase a fork lift at a cost of \$7,500.00 through ESS – Equipment**
 - Request was tabled at last Trustee meeting to allow for further review
 - Sent comparisons of other fork lifts and costs to Trustee Burns
 - Machine is priced at a reasonable cost and well valued – recently was updated and serviced by ESS – Mr. Newcomer commented that he assessed the equipment and finds it is in good shape
 - In respect to safety this will provide a safer operation
 - Trustee Lutzko asked about the cage (build or buy) and if that was something that could be easily found or purchased from any vendor/off the shelf and Mr. Newcomer responded yes. Trustee Burns also commented on OSHA standards and asked if there was any service/maintenance agreement or required annual inspections of equipment. Mr. Newcomer will look into and also noted that there is no warranty on equipment.
 - All in agreement
- Brookside snow plowing complaints from residents
 - Trustee Schulte has received phone calls from residents who are frustrated with the sub-standard service with plowing and salting in comparison to other Township Roads. Trustee Burns agreed, he lives in area, and conditions of roads are not good after a significant amount of snow and freezing rain
 - Currently contracted with NEO Land Management (new management/name change) Previous to the new management, the Township was satisfied with the Services with NCLI

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- A lengthy discussion ensued regarding NEO, their service, equipment size in comparison to the Townships big trucks, one pass verses two passes, salt usage (NEO picking up salt at Service Department), NEO trucks smaller salt capacity
- Costs, wages and benefits were discussed. Township does realize a savings with contracting with NEO Land Management – paying approximately \$35/\$36 per hour
- Mr. Newcomer stated that he could pick up the snowplowing however, would affect the current shift schedules – he has three trucks and three shifts, and adding Brookside, Lakecrest and S. Canyon can be considered but would likely reduce the number of passes that the Service Department could make on the roads it currently plows with the same number of hours worked.
- Trustee Lutzko asked if we could go out for bid to see if other interests and the responses were that NEO Land Management was the only one who submitted a bid
- Fiscal Officer Catherwood noted that also consideration to the wear and tear on equipment, wage benefits, equipment use are all factors and the Township realizes a savings of about \$30.00 per hour contracting with the outside source. Also, with outsourcing has reduced comp time accrual – and would increase if responsible for more roads.
- There was discussion about an on call snow plow driver. Advertisement has been posted on both the marquee and the website. Mr. Newcomer stated that he has had only a few interests, but do not meet the requirements or want more than the on call status.
- There was discussion regarding a part time seasonal position from October 15 through March 15 with a cap of 1000 hours for that period of time. Mr. Newcomer came upon the idea while speaking with other government agencies. We would need to determine a wage range (i.e. \$18.00) that will be consistent with experience and CDLA/B license. The primary purpose of the seasonal employee is to have an additional snow plow truck driver, and miscellaneous jobs would be secondary. Trustee Burns suggested looking into a plan for part time help as we had in the past with Service Department.
 - Side note: Chief Morgan stated he looked up wages for snow plow drivers on the internet and found an average of \$19.75 per hour
- Ms. Catherwood stated that if raising the wage of skilled unskilled labor, the Trustee's will have to make a resolution to that effect.
- After further discussion regarding NEO Land Management, Trustee Burns recommended terminating the contract and asked that it be put on the agenda.
- All in agreement

Police: Chief Kalavsky reported on the following:

- Request for Appropriations for emergency repair to the hot water tank
 - Replacement and installation by Precision Mechanical at a cost of \$1,855.00
 - He spoke to Trustee Lutzko who authorized and repair and expenses
 - All in agreement

Fire: Chief Morgan reported on the following:

- Direct deposit of payroll checks
 - Commented that there is an individual on the Fire Department that would like to “opt out” of the direct deposit method. Ms. Catherwood commented that all employees were asked for direct deposit. Trustee Lutzko agreed that everyone should follow one process to assure consistency and proficiency.
- Propane gas at Fire Station and Service Garage
 - Serviced by two companies – Linden charging Fire Department \$2.19/\$2.29 a gallon and Amerigas charging Service Garage \$1.49 a gallon. Ms. Catherwood asked Chief Morgan to contact Linden for comparable pricing or consideration to switch to Amerigas. She added that the timing of obtaining comparable rates may not be right at this time, and was tabled until the

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spring and Chief Morgan will get numbers in line. Further discussion ensued and an additional point was made as to who owns the existing tank and if switching companies, may encumber extra fee for a new tank.

- Ambulance Contract
 - The contract has been sent to Prosecutor's Office for review
 - The original contract had state pricing that expired 11/2017 – new state pricing will expire 11/2018 – new pricing has been given to the Prosecutor's office
 - Will follow the STS schedule, no changes to the contract or the ambulance specs
- Request for Travel Appropriations – NEOFPA Membership which includes monthly training for 2018
 - Through the North East Ohio Fire Prevention Association
 - At a cost of \$180.00 for one attendee (Chief Morgan)
 - He commented that in the event he has a scheduling conflict, he is able to send another staff member in his place
 - All in agreement
- Request for Travel Appropriations – Fire Instructor Certification
 - Hybrid on line training – with testing off site
 - April 9 through May 4 and testing May 7 through 10
 - At a cost of \$545.00 for one attendee (S Barrett)
 - Will lesson training load on Jes Grossenbaugh by having more than one instructor
 - All in agreement
- Met with Chief Hyatt from Broadview Heights and discussed possibility of Mutual Aid support for Wakefield Run
 - In communication with Mayor and Council
 - Has good working relationship with Broadview Heights
- Request to Hire Personnel – Clayton Angeloff
 - Reviewed candidate through selection panel
 - Meets all requirements and certifications
 - All in agreement
- Physicals/BGC/Drug Screening through Sharon Family Practice (Wadsworth)
 - All testing to be conducted at Sharon Family Practice instead of the Sheriff's office
 - BWC Rep
 - Drug screening reimbursable through OTARMA
 - New hires must go through this process unless physical done in last 60 days
- Rapid Decision Course by Ohio Fire Academy – January 27, 2018
 - Training will be hosted by Hinckley Fire Department – several adjacent townships participating
 - employees who attend will get paid
 - Training promoted through the regional office
- Ice Rescue Course by Dive Rescue International – February 10, 2018
 - Training will be hosted by Hinckley Fire Department
 - Cost is \$20.00 per person – full 8 hour day
 - Maximum of 20 can attend – deadline to register
 - Trustee Lutzko asked when was the last time there was training for Ice Rescue and the response was a long time ago
 - There is old equipment that staffing needs trained on
 - Chief Morgan added there is improved tracking of all Fire personnel training and all critical training on a cycle
- AFG pagers
 - Collectively working with Chiefs Haas and Paulette (Summit County range)
 - Regional Grant

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- Consideration to establish a place for refuge at new Township Community Center
 - Currently there is support at Fire Station and Church through the Operations Home program
- Status of Organizational Minutes and Fire Department pay scales and wages
 - Trustee Lutzko commented that there was a public records request to obtain wages from surrounding communities for comparison study – copies made and forwarded to Trustees for review
 - Fiscal Officer commented on budget numbers – overall payroll today verses proposal. She added that the Fire Levy amount had factored a 2% increase verses the requested 10% increase in most cases. History of previous wages was discussed.
 - Chief Morgan added there is competition with other agency wages – to include premium pay opportunities
 - A lengthy discussion ensued regarding staffed hours, non-staffed hours, over night hours, pay structure and FLSA laws and schedules. Trustee Lutzko commented on the recent holiday staffing and compensation at 1 and ½ times by resolution and the additional \$3,000 that was expended. Chief Morgan explained the staffing schedule and coverage for the two 48 hour coverage. Tabled for further review of comparisons
- Lighting by driveway/parking between Fire Station and Service Station – very dark
 - Consider a light on 2nd and 4th light pole
 - Further discussion ensued regarding the allowable amount of lighting proposed at time of construction of the new fire station. Ms. Peterlin will look through Conditional/Variance files for any language addressing lighting/ proposed lighting and follow up at next work session

Zoning: Bill Spellman, Chairman of the Zoning Commission reported on the following:

- Zoning Commission Work Session scheduled for January 18, 2018 at 6:30 pm
 - Tactile Planning (George Smerigan) will be present to review the Skyland Development Conservation proposal
 - Made note that the Zoning Commission work session is not displayed on the township website. Ms. Peterlin stated she will update the website
- Reviewed Compensation of Zoning Commission (proposal)
 - Breakdown of payment within board – Chairman and Vice Chairman
 - Dependent on type of meeting
 - Consider amount of time to prepare/driving/meeting/follow up
 - Regular / work session / site visits, break out into individual lines
 - Trustee meetings and work sessions and Planning Services meetings
 - Trustees Schulte, Burns and Lutzko commended Mr. Spellman on his abilities and contribution and thanked him for his efforts
 - Trustee Schulte stated he had contacted a couple adjacent townships for comparison on Zoning Commission pay structure
 - Found that most nearby townships pay out a \$40.00 fee to board members for each meeting and further discussed his findings. Trustee Schulte suggested for Hinckley to consider \$45.00 for Chairman and \$35.00 for Vice-Chairman, and if stepping up to Chairman role, fee payout of \$45.00. Trustee Lutzko commented to limit payment to the designee attending the meeting
 - A lengthy discussion ensued and the Trustees will continue to review the compensation

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Schulte: Trustee Schulte offered the following:

- Septic System Seminar
 - Working with Steve Masnick from the Health Department who would like seminar sometime in February/March. Trustee Schulte will review calendar and follow up with Mr. Masnick to schedule seminar
- Request for Appropriations – purchase of three source books from the Ohio Township Association
 - \$60.00 plus \$8.00 for shipping and handling
 - Township Trustee, Personnel and Zoning
 - All in agreement
- Brookside Concrete Project
 - Dan Becker from Medina County Engineers office would like to hold an informational meeting with residents that will be affected by the project (approximately 25 residents)
 - Need to review calendar and get scheduled (February 21st / 28th or March 7)
 - Mr. Newcomer will compose letter, determine addresses and forward to Ms. Peterlin for mailing
- Resignation letter from David Peterlin, Assistant Zoning Inspector – effective April 1, 2018
- Seeking nominations for Citizen of the Year – deadline is March 6, 2018
- Zoning Fee Schedule
 - Zoning Inspector Tom Wilson compiling fee structures/schedules from surrounding townships and will review against our Zoning Fee Schedule to see if there are any recommended changes
 - Professional fees – determine if a minimum or maximum should be included in the fee

Lutzko: Trustee Lutzko offered the following:

- Suggested formulating a longer term plan budget/schedule for roads, i.e. Bethany Lane and others and Trustee Schulte responded that there is a plan in place and Mr. Newcomer is working on a cost analysis

Burns: Trustee Burns offered the following:

- Researching methods of obtaining funding for roads – will be contacting the prosecutor's office to determine if a \$5.00 fee can be added to vehicle registration. Additional fee would go to the road and bridge fund – this could generate approximately \$40,000.00 yearly
- Resident Complaint – Robert Jenkins on Mattingly provided a video of an actively used salt storage bin by neighbor – Trustee Burns has reviewed the file and video and commented that he saw evidence of a salt storage bin on property
 - Ohio EPA has inspected property regarding the salt storage bin and Trustee Burns will request the findings of the inspection
 - Further discussion ensued

Fiscal Officer: Ms. Catherwood reported on the following:

- Driving Abstracts are due for those who drive township vehicles
 - Forms will be distributed and once completed and returned will be notarized
 - The fees for the abstract are reimbursed through OTARMA
 - Gave a brief explanation how the program works
- Voluntary Supplemental Insurance through AFLAC
 - Meeting scheduled for January 30, 2018 at 10:00 am at the Town Hall
 - Offered to full time employees and elected officials; no fire department at this time, as they are part time
- W2's have been prepared and will be distributed
 - She asked if department heads are unable to distribute, to please return to her

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- Payroll – will be ready for signatures on Tuesdays with direct deposits signed day before regular meeting. Additional discussion ensued as the Police Department payroll being bi-weekly in accordance with the contracts – will send email that payroll is ready for signatures.
- **Annual SPCA Contribution for 2018**
 - Received letter from the Medina County Society for the Prevention of Cruelty to Animals requesting an annual contribution from the township
 - Ms. Catherwood noted that the letter outlined the services provided to Hinckley in 2017 and how the organization benefits the township, and traditionally they ask for more than what is approved
 - Contribution last year was \$500.00. After further discussion, it was determined a \$600.00 contribution would be considered
 - All in agreement
- **Third Party Administrator for Worker's Comp program**
 - Received rates for re-enrollment at a cost of \$1,520.00
 - Commanagement sponsored by the OAPT and the company the Township contracted with last year
 - discounts can be realized as a Drugfree Work Place
 - All in agreement
- **Three year renewal with TTX Teletronics for Firewall support**
 - Annual cost of \$870.19 that is split be the department's use
 - Ms. Catherwood provided a brief explanation as the purpose of the firewall and the protection to the Township's network
 - Ms. Catherwood noted that originally, a reinstatement fee of \$30.00 was included on the renewal contract as the deadline was not met. She said that after discussion with TTX, the reinstatement fee will not be charged as it was TTX not on time with mailing the renewal notice.
 - All in agreement

Administration: Ms. Peterlin reported on the following:

- Township Day – working with Hinckley Elementary School Principal to determine interest – will follow up accordingly
- Office Hours: With recent Trustee Work Session change from Monday to Tuesday, the current office hours are Monday 10:00 – 6:00 and Tuesday 9:00 – 2:00 etc. The work sessions held on Tuesday's would require leaving and returning or adjusting office hours. It was determined to leave as is and evaluate at the end of the quarter. After discussion, it was noted that work sessions will be scheduled, however may be cancelled if not necessary.

With no further business, the Trustee Work Session adjourned at 8:45 pm.