

## Hinckley Township Trustee Work Session

### Minutes for January 30, 2018

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Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Chief Kalavsky, Chief Morgan, Mr. Newcomer and Ms. Peterlin. Fiscal Officer Catherwood, excused absence.

Residents/Other: Ron Garapick, Chuck Gibson, Marge Palik

Trustee Burns welcomed those in attendance and called the work session to order at 5:30 p.m. He added that Department Heads were excused once their report was given, although were welcome to stay. Reports were given in random order.

**Service:** Mr. Newcomer reported on the following:

- **Annual Report** to be presented at next work session
- Salt Use Update
  - Season started with 750 tons stored; contracted to purchase 1500 ton
  - Received a delivery of salt with 600 left on contract
  - To date used approximately 800 ton
  - There is option to go over 10% from contracted amount and will be receiving 750 ton with next delivery
- Brookside snow plowing status
  - complaints from residents had been received
  - met with NEO Land Management team to review the contract agreement, concerns, expectations and salt use
  - Mr. Newcomer stated that the meeting was productive and NEO has a better understanding of the expectation and system to improve their service
  - Trustee Burns commented that he found the roads to be clear after this round of snow fall and was satisfied with the results
  - Trustee Schulte stated that he would like to see a comparison of NEO Land Management costs vs. costs if the Service Department were to plow the designated areas. It was noted that it takes NEO Land Management 4 to 5 hours to plow with their smaller equipment vs the 2 hours it may take the Service Department with their larger equipment. Further discussion ensued.
  - All were in agreement that this will be evaluated over the summer
- 2018 Paving Project – County Engineer will be putting bid package together to go out the first of March. Trustee Burns reviewed the list as follows: full paving of Warner Road – chip and seal of Warner Road ext, Parker Road, Carr Road, King Road and Elaine Court
- Brookside Concrete Project – letters were sent to the 18 residents on Brookside Blvd that will be affected by the concrete project inviting them to an informational meeting to be held on February 21, 2018 – County Engineer Dan Becker will be present to review the details of the project
  - Trustee Schulte asked that Bethany Lane be looked at as it has more concrete breaking away
  - Trustee Lutzko referred to the projected road plan and asked if roads can be evaluated and prioritized with an extended projection. Trustee Burns stated that there is a 10 year projection plan in place currently. Trustee Lutzko clarified that the plan should be updated to reflect cost estimates to permit the Trustees to budget for the same and ensure that the projections are realistic.
- Pipe Order for 2018
  - Will be replacing any steel culvert pipes with a plastic corrugated pipe – goal will be to replace the pipes before the road work is scheduled
  - Last year replaced pipes on Parker Road
  - King Road will have four pipes replaced this year
  - Projected costs for 2018 is \$1,800.00
  - Mr. Newcomer discussed the KOBAK drainage issue. He explained that the current drainage has been an issue for quite some time. When the drainage was installed it was installed with a nine

## Hinckley Township Trustee Work Session

### Minutes for January 30, 2018

---

foot depth. He has spoken with the County Engineer, and a nine foot depth is not necessary. When installing new drainage, five feet would be acceptable. Mr. Newcomer stated that he has assessed the project and determined that it would cost approximately \$15,000.00 for labor and supplies if the Service Department was to replace the drainage. He called Becco Excavating and they gave him a verbal quote of \$13,000.00 for labor and supplies. He asked if he could establish a forced account and order the required pipe with his 2018 projected pipe needs as ordering in bulk provides a better rate. Further discussion ensued – A question was raised if Becco Excavating would install the drainage pipe if the Township purchased the pipe and necessary supplies/materials to complete project. Mr. Newcomer will put together a supply list for KOBAC project and present it at the next work session.

- Request for Appropriations for emergency repair to the 2005 GM550
  - Brake repair by ESS at a cost of approximately \$200 - \$300
  - Mr. Newcomer explained that this truck gets the most use and added that there has been about \$8,000 in repairs within the 2016-2017 time span
  - Trustee Burns asked if it was time to start looking into a replacement truck and Mr. Newcomer stated that the truck with the recent repairs is good for this year. Trustee Burns asked that Mr. Newcomer start getting specs ready by summer and added that there is approximately \$80,000.00 currently earmarked in the budget for this purchase.
- Request for Appropriation to purchase Safety Platform for new fork lift
  - Through Titan Manufacturing at a cost of \$329.00 plus – or online purchase through Walmart
  - Also would include a Werner Upgear Aerial Kit and basewear harness purchase through Home Depot at a cost of \$76.98
  - Trustee Burns will pursue the OTARMA grant of \$500.00

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

- Resignation letter of Michael Long
  - Due to other work commitment
  - All in agreement
- **NASPO Value Point Wireless Services 2012 – 2019 Agreement (new signatures)**
  - National Association State Procurement Officials
  - Working with Roy Carpenter, Verizon Representative
  - Review use of cell phones and Ipads
  - Currently under GSA – government system program and will be transferring Ipads to NASPO
  - Sign on for better rate – savings of approximately \$106.00 a month
  - Phones will transfer after further research
  - Will continue to compare rates
  - New agreement will need to be signed – it is an annual auto renewal unless terminated
  - Trustee Lutzko commented on the plan contract noting that the Township can always renegotiate agreement. Chief Kalavsky added that is an open agreement with flexibility
  - The Fire Department Ipads will transfer first
  - All in agreement

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

- **Monthly Report** to be presented at next Trustee Meeting
- **Request for Appropriations – purchase of communications software**
  - through Motorola Solutions at a cost of \$299.99
  - BNC communications allow to interact with improved frequencies
  - Ricky Miller will be installing the software
  - All in agreement

## Hinckley Township Trustee Work Session

### Minutes for January 30, 2018

---

- **Request of Appropriations and Approval of Annual Central Station Monitoring System**
  - Through S.A. Comunale at a cost of \$710.00
  - Service agreement for annual Fire Protection
  - Annual inspection on 1 Fire Sprinkler System, 2 Backflow Prevention Devices, 1 Fire Pump Inspection and 10 Fire Extinguishers
  - Last year fee was \$550.00, however did not include the back flow prevention device
  - Trustee Lutzko asked if a certification was required to conduct a fire extinguisher inspection and the answer was yes, a certification is required.
  - All in agreement
  - Later in the work session, resident Ron Garapick asked about the fees being charged and Chief Morgan explained that it encompassed an inspection of more than just the sprinkler systems
- **Request for Appropriations – Annual maintenance agreement**
  - Inspections and maintenance on stretchers, cots and stair chair
  - Through EMSAR at a cost of \$750.00
  - All in agreement
- **Request for Travel/Educational Appropriations – Ice Rescue Kits and Instructor Fees**
  - \$20.00 per kit purchased through Dive Rescue International
  - Total cost to include shipping \$418.37
  - **Instruction will be done by Eric Funfgeld and Mark Pollack** at a cost of \$250.00 per trainer for a total cost of \$500.00
  - Chief Morgan asked the best way to pay the two trainers and will follow up with a new invoice – requesting approval of appropriation at this time
  - The maximum number for this training is 20 and will be all Hinckley Fire Department staff
  - Trustee Lutzko asked if this was mandatory or voluntary training and Chief Morgan responded that it is becoming very common that most certification is required.
  - All in agreement
- **Request to amend motion made on 12/11/2017** approving purchase amount for a vac immobilizer through Conterra Vac Immobilizer at a cost of \$816.94 to \$802.45 (\$14.49 less due to change in shipping costs)
  - All in agreement
- **Request for Travel/Educational Appropriations – Discipline and Terminations Rules, Policies and Procedures**
  - Training provided by Van Meter & Associates
  - At a cost of \$160.00 for one attendee (Chief Morgan)
  - Training will be held on February 22, 2018
  - All in agreement
- Chief Morgan has been in contact with Granger Fire Chief Haas and Sharon Fire Chief Paulette
  - Reviewing grant requirements – radio grant from 2016 has exhausted
  - He noted that there was an oversight on the billing where the township was not charged and will be receiving a bill for \$750.00. He is still researching the detail behind the oversight to determine how much money was not billed and whether or not it is a monthly or quarterly billing. This was through an existing \$900,000.00 grant that was driven by former Chief Potts.
  - He added that the funding is for the Mark's radios, hardware and dispatch – radios are compliant and can communicate state wide
  - Further discussion ensued – two year contract and can be evaluated to continue or change. Necessary reprogramming to communicate with Summit Count
  - Frequency is state wide (800 Fire Department – 500 Police Department)
  - Will need to review in two years

## Hinckley Township Trustee Work Session

### Minutes for January 30, 2018

---

- Medina County EMA – restructured billing invoice, per capita – Chief Morgan stated it may change moving forward. Pays to hasmat, trench rescue, etc. dividing up the costs. Provides most assistance/service to Hinckley Park
- **Request for Appropriations – emergency repair to the will-burt light tower on engine 31**
  - Through Will-Burt at a cost of \$3,183.82
  - There will also be expenses incurred to repair the generator through Fallsway
  - Chief Morgan gave history regarding the maintenance to vehicle and that some areas had not been evaluated
  - Trustee Lutzko asked that moving forward that preventative maintenance be scheduled for all vehicles
  - All in agreement
  - Chief Morgan added that Engine 36 was in for repair – door window not working
- Propane gas at Fire Station
  - Trustee Burns inquired about the propane gas services and Chief Morgan will be researching in the spring for comparable rates.
- Discussion re: Lighting by driveway/parking between Fire Station and Service Station. Ms. Peterlin researched ZC and BZA files as well as Trustee minutes and did not find any documentation regarding lighting concerns. Trustee Burns provided comments regarding the lighting and additional discussion ensued. Chief Morgan to follow up with utility company for telephone poles – may be First Energy and Mr. Newcomer to obtain quotes on lighting
- Trustee Lutzko asked how it is determined where tires are purchased – Tredroc received credit application
  - It was noted that Tredroc is used more for emergency vehicles for tires
  - Township has used Wingfoot in the past, as well as North Gateway Tire
  - Resident Garapick commented that can look at state bid pricing as well

**Zoning:** Refer to report given by Trustee Schulte

**Schulte:** Trustee Schulte offered the following:

- Reviewed **Compensation Schedule of Zoning Commission** (proposal) provided by ZC Chairman Spellman
  - \$40.00 meets what adjacent Townships are paying out for their Boards
  - to consider \$45.00 for Chairman and \$35.00 for Vice-Chairman, and if stepping up to Chairman role, fee payout \$45.00. No change in compensation for training and seminars (\$30.00) and will be added to the schedule
  - After discussion the Trustees were in agreement with proposed compensation schedule for the Zoning Commission Board – **Trustee Schulte requested it be placed on the agenda for approval.**
- Hinckley resident who would like to remain anonymous will be donating a stain glass window of a Buzzard. Trustee Schulte shared a picture of the window and all were very impressed with the artistry and appreciative of the kindness of the resident. Trustee Burns commented that this could be featured at the new community center. Mr. Gibson stated that the Historical Society would be willing to keep it until the Township is ready to display. The Buzzard will be on display at this year's Buzzard Day event.

**Lutzko:** Trustee Lutzko offered the following:

- Cell phone policy – currently under review at the Prosecutor's office
  - Trustee Lutzko stated that she has read through the policy – speaks of primary and incidental use of a Township cell phone. Trustee Burns added that it is an appropriate tool to conduct Township business. Fiscal Officer provided historical information as to a taxable fringe benefit,

## **Hinckley Township Trustee Work Session**

**Minutes for January 30, 2018**

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(Township unable to monitor a personal phone call to a business phone call). Discussion ensued regarding iphones, data usage and what would be included with the plan.

- Fire Department wages – evaluating Township wages and conducting a cross comparison with adjacent Township wages. Trustees were given copies of adjacent Township wages to review.

**Burns:** Trustee Burns offered the following:

- Cleveland Magazine annual update received (will forward to respective department to help complete the survey)
- Researching methods of obtaining funding for roads – will be meeting Brian Richter from the prosecutor's office to determine a procedure to add a \$5.00 fee to current vehicle registration fees. This would help the shortfall in the road and bridge fund.
- Researching avenues to increase funding in the general fund. One thought would be to determine if there is ability to suspend the Police Levy for one year, and add a temporary levy for roads. Trustee Burns will meet with Chief Kalavsky to discuss further and review his budget (currently has maintained 1.2 million is his budget) and then speak to Brian Richter at the prosecutor's office. Trustee Lutzko commented on the existing hiring opportunities and the impact to the budget once all positions are filled. Trustee Burns reiterated that he is researching for the feasibility.
- 2018 Appropriations – need to review. Will contact Fiscal Officer to determine a date and time to review (work session or special meeting)

**Fiscal Officer:** Ms. Catherwood excused absence:

**Administration:** Ms. Peterlin reported on the following:

- Medina Farmers Association will be utilizing the Senior Room for their monthly meetings – scheduled the same time as the regular Trustee meeting
- Township Day – Thursday, February 1, 2018
- Rental Agreement for Township Building use will be updated to reflect the newly elected Trustees phone numbers

**Floor:** Comments

- Chuck Gibson, President of Hinckley Historical Society was present to advise that he will have the Annual Report ready to present at the Trustee meeting scheduled for February 20, 2018. He commented on the grant that is being pursued for the ramp that will replace the existing wooden ramp at the Historical Society. Lastly, on another note, he presented two checks donated by the two non-profit organizations that he is affiliated with who rent the Township Town Hall. The Trustees thanked Mr. Gibson for the donation.
- Resident Mr. Garapick provided OSHA information for the fork lift and commented on the requirements of training, certification and annual inspection of the equipment. He is concerned with the recent decision to purchase the fork lift and asked the Trustees if they were aware of the associated costs in owning a fork lift. He recommended getting out of the purchase or selling it. Trustee Burns thanked him for the information and his comments.

With no further business, the Trustee Work Session adjourned at 7:40 pm.