

## Hinckley Township Trustee Work Session

### Minutes for March 13, 2018

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Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Chief Kalavsky, Lt. Gerbasi, Road Superintendent Newcomer and Ms. Peterlin

Other/Residents: S. Hengeli, D. Krause, A. Brobst, C. Angelof, J. Pesarchick, H. Gaston

Chairman Burns opened the work session at 5:30 pm and welcomed those in attendance. Reports were given in random order. Trustee Burns reminded department heads that they were excused once their report was given, however, have the option to stay for the work session.

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

- **Road bids for 2018 Pavement projects** went out March 1, 2018 through the Medina County Engineer's office.
  - Public Notice stated that interested parties can pick up bid package at the Administration Office with a \$10.00 fee or may download the package from the Engineers Site. Submission of bids shall go through the county and must be received by March 22, 2018
  - Trustee Lutzko asked who ultimately selects the company, the County or the Township, and the response was that it is up to the Trustees to make selection
- **Fiscal Officer's Office / Records Room** Mr. Newcomer inquired about the proposed wall to separate the access from the Old Fire Station bays to the Administration Office. The wall will provide an enclosed area for the Fiscal Officer's records/room and access from the main part of the building to the garage bays. Fire Inspector Erskine had stopped by the office to take a quick assessment and stated based on his observations, the county building department would have specific requirements. Mr. Newcomer will draw up a plan and submit to the Building Department. Further discussion ensued.
- **Bellus Road ditch enclosure** Mr. Newcomer stated that there is a section of a ditch on Bellus Road east of 94 and on the south side that needs attention. Mr. Becker from the Medina County Engineers office took a look at it and made the following recommendations: enclosing approximately 300 feet and adding three catch basins. Mr. Becker did not think that adding rip wrap would be a good long term plan. Further discussion ensued. Mr. Newcomer stated that the estimated cost would be \$8,500.00 with the Service Department doing the work.
  - **Request for appropriations – purchase pipe for enclosing ditch** through Havliand. Mr. Newcomer will obtain a quote for pipe as well as the three catch basins.
  - All in agreement.
- **Letter from resident re: Boston Road and 176 Intersection**
  - The letter noted concerns of the dangerous intersection
  - Trustee Lutzko commented that the locations for stop signs and/or traffic lighting would have to go through Summit and Cuyahoga Counties as Hinckley Township property ends before the intersection
  - Trustee Burns suggested notifying the two counties that complaints had been received
  - Chief Kalavsky added that in 2016 there had been a letter received and Ms. Catherwood had sent a letter to the resident
  - Additional discussion ensued with points of a new development going in adjacent to Wakefield Run on Boston Road in the Cuyahoga County portion
  - Trustee Schulte agreed to reach out to Broadview Heights and Trustee Burns will contact the State of Ohio for guidance
- **Flags in Town Center replaced** – Mr. Newcomer commented that the Service Department replaced 9 3 x 5 flags and will be purchasing new flags to replenish the inventory supply. Cost of 9 flags is \$445.95
  - Trustee Burns asked a general question regarding the Hinckley Flag and if there was a trademark and Chief Kalavsky responded he did not believe so. The flag can be ordered through the Police Department. Trustee Schulte added that a local print company can also create the flag for sale.
  - All were in agreement that this expenditure is a reoccurring expense.

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

- **Monthly Report** will be presented at the next Trustee Meeting
- **Communication Project – VASU vs. PATCH:** The plan is to replace the current PATCH system with VASU Communications. Currently, there are times when frequency channels have failed due to the topography in Hinckley Township. To remedy the problem and provide a more robust frequency the PATCH System will be eliminated and replaced with VASU. VASU Communications is used and recommended by Brunswick Police Department. Hinckley Township currently works on already a separate radio antennae located on the top of the water tower. Brunswick currently has three dispatch on duty for full time dispatch services – there is a lot of radio traffic as services are shared with Brunswick Hills. VASU Communications will secure the means for communicating, and using the same system as Brunswick will provide more effective communications.
  - Chief Kalavsky requesting appropriations for **the purchase of communications equipment from VASU Communications Inc.** for the purpose of upgrading current technology to provide for greater efficiency in communications between Hinckley Police Department and Brunswick Police Department at a cost of \$4,250.00 (includes labor costs). Trustee Lutzko asked if it would require the purchase of additional radios as well and Chief Kalavsky's response was no, no additional radios would be needed at this time.
  - All in agreement
- **Ohio Police Juvenile Officer's Association (OPJOA) Training** Conference to be held in Sandusky May 1 – 4, 2018
  - **Requesting Appropriations for Travel/Educational OPJOA Training conference** for one attendee (J. Kinney) at a cost of \$495.00
  - All in agreement

**Fire:** Lt. Gabe Gerbasi reported on the following:

- **Engine 31-2** was placed out of service on 3/11/2018 due to a possible leak from the rear discharge line, inability to build pressure to pump water, and possible coolant leak. Chief Engineer Ron Mack has filled coolant tank with more than one gallon of coolant in the past one month which is a significant amount. Engine 31-2 has been sent to Fallsway for diagnosis and estimate. Trustee Lutzko asked if the vehicle can go through a regular maintenance check while it is out, noting that further discussion is necessary to create a regular maintenance plan going forward. Trustee Burns asked for clarification regarding location of possible leak and Mr. Gerbasi gave an explanation. Trustee Lutzko asked for a quote before work is rendered. Mr. Gerbasi agreed to provide once and stated that Engine 31-2 had just been serviced about a month ago.
- **Turnout Gear/SCBAS:** Firefighter Toth is working on getting quotes for 9 to 10 sets of new turnout gear. He is also getting quotes for SCBAS needed for the new ambulance. Trustee Lutzko explained that Chief Potts had created a 7 year schedule to purchase turnout gear, however, for some unknown reason, the schedule was not kept up and now is off. It is necessary to catch up to assure that all equipment is current, and as some of the gear will be expiring in July. It is also important to make sure all staff has required gear.
- **Faucets in Restroom/Bays:** The lavatory sink in the community rest room began leaking due to corrosion on 3/11/2018. It was placed out of service. A new American Standard Colony faucet is \$41.25 from Home Depot. The faucets in the bay area also need to be replaced and a plan has been developed for that job. The north bay faucet has not had hot water since the building was built and the south faucet has a minor leak. A new Wood 122 hot/cold faucet runs between #120.00 and \$130.00 from Wolf Brothers. Labor will be done in house. Trustee Burns asked about the **water softener** and Mr. Gerbasi stated that they are getting quotes from Minnehaha (approximately \$3,500.00), and still waiting to receive a formal quote from DePew Drilling and Davis Water Treatment. Trustee Schulte offered Robinson Water Systems as a vendor to contact, as the Township has used them in the past. Trustee Schulte will forward the contact information to Mr. Gerbasi.

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- **BWC Grant/AFG Grant:** Firefighter Flannery is still gathering the needed documentation and data for both grants. The BWC grant is for the power lift for the squad. Trustee Lutzko stated that Fire Fighter Flannery has already reached out to Kelly Otto at BWC to make sure the Fire Department provides all required information and avoid any delays.
- **Buzzard Day:** Incident Action Plan has been completed and is being sent out to Mutual Aid Departments. Town Hall and Hinckley Elementary will receive the IAP this week from Lt. Grossenbaugh.
- **Propane:** Called Amerigas to obtain a quote to reduce current spending on propane. Amerigas salesperson will be following up with Mr. Gerbasi on Thursday. The initial price given over the phone was \$2.05 a gallon. Township is currently paying \$2.99 per gallon.
- **Septic System:** Fire Department has an invoice from McClellan Septic for \$450.00. A call was made to Bob Myers with McClellan Septic to assess issues with the septic system. It was found that the switch for the septic system had been inadvertently turned off, resulting in the need for the system to be cleaned out by McClellan. Mr. Gerbasi stated that measures are being made to put a lock on the door so only authorized personnel have access to utility switches. Trustee Burns asked if there is a maintenance/pump schedule in place and Mr. Gerbasi responded no, there is not currently a schedule in place; however, he is now looking into establishing a regular pump/maintenance schedule.

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

- **Hinckley Historical ADA ramp** Trustee Schulte has been in contact with Rob Henwood to discuss opportunities for Hinckley Township to apply for funding support through the Community Grant program. Paperwork is due in May.
  - Architect Kevin Robinette has offered his time and assistance to put together the proposal for the grant application.
- **Memorial Day Parade** Trustee Schulte stated that planning is underway for this year's Memorial Day Parade and the **Citizen of the Year** will be announced at the ceremony.

Trustee Schulte requested an Executive Session to discuss employment opportunities in the Zoning Department. Trustee Burns seconded. Vote: Schulte – yes / Lutzko – yes / Burns – yes

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

- **Potential grant for outside recreation play ground** Trustee Lutzko is in contact with Lisa Wilson to determine potential grant options.
- **Special Meetings for the purpose of reviewing applications and candidates for the Chief of Police position** Trustee Lutzko stated that three Special Meetings have been scheduled for March 14 and 16 at 5:30 pm and March 17 at 10:00 am if needed. The special meetings will be called to order and the Trustees will motion to move into Executive Session.

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

- **Eagle Scout Project - John Pesarchick** Trustee Burns introduced Boy Scout John Pesarchick who provided an explanation of what his proposed Eagle Scout project will entail. He plans to create a 12 x 12 x 28 time capsule and bury it somewhere in Bronger's Park. The area would be marked with a bronze plaque. It was suggested that John Pesarchick contact Chuck Gibson with the Historical Society. Trustee Burns asked John if he had reviewed his plan with his Scout Masters Advanced Coordinator and John responded that yes, he had been in communication, but was told to obtain approval from the Township first. Trustee Burns noted he wanted to see the scope of project and what the estimated costs were to complete the project. John further explained how he would build the time capsule and what measures he would take to bury the capsule. He asked if the Trustees would consider contributing \$500.00 as his estimated cost is about \$600.00. Ms. Peterlin asked if he had determined a date when the time capsule would be opened and John responded 25 to 50 years.

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**Fiscal Officer:** Ms. Catherwood reported on the following:

- No report given

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

- Handed out Special Meeting template created by Fiscal Officer Catherwood
- Trustee Lutzko agreed to take minutes at the upcoming Special Meetings

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

- No report given

**Zoning:** No report given

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**Floor:**

Doug Krause, resident and developer with Legacy-Carrington Homes was present to discuss options for road surface at the proposed Skyland development. Mr. Krause provided profiles/prototypes for two road surfaces used in Granger and Sharon Townships. Currently, Hinckley Township requires concrete roads in new subdivisions. Mr. Krause asked if the Trustees would consider an asphalt road verses a concrete road. Mr. Krause stated that there isn't much of a cost differential whether it is concrete or asphalt with the initial installation. Trustee Lutzko noted the difference in the longevity of an asphalt and concrete road and Mr. Krause agreed that an asphalt road does not have the same life span as concrete and would need to be repaired sooner, but repairs would not be as costly. Asphalt allows the road to be grinded/shaved and resurfaced, where concrete requires a full pad replacement, crack sealing, etc. Mr. Krause also pointed out replacement pads on established concrete roads is not as aesthetically pleasing where a resurfaced asphalt road looks new. It was noted that concrete roads are estimated to last 35 to 40 years and asphalt on average needs to be resurfaced every 7 years.

Trustee Lutzko asked Mr. Krause if he had spoken to the Medina County Engineer Dan Becker and Mr. Becker advised that the Engineers office approves whatever the Township allows. Other factors would be to determine the quality of soil. Mr. Becker will be attending the next work session.

Anne-Marie Brobst, resident, commented and asked that the Trustees not change the standards for one builder. If there is going to be a change, that it effect all future development and not one exception now. Further discussion ensued.

Steve Hengeli, who serves on the Citizen of the Year Committee, was present to ask the Trustees if they would consider appropriating funds for a Citizen of the Year Plaque. He shared an example of what the proposed plaque would look like. The plaque would be in addition to the Citizen of the Year picture and proclamation. Mr. Hengeli stated that the estimated cost is \$260.00. Additionally, the Committee would also like to purchase a Plaque for the Lifetime Achievement recipient. The general consensus was favorable. Trustee Lutzko asked what the timeline for ordering the plaque was and Mr. Hengeli responded he would have to order two weeks prior to the parade.

Hajj Gaston was present in follow up to his request for the Trustees to consider a lot change. Trustee Schulte stated that he is in the process of following up with his request.

With no further business, the Board of Trustees moved into Executive Session at 6:42 p.m. The Board of Trustees moved back to Trustee Work Session and adjourned at 7:44 p.m.