

Hinckley Township Trustee Work Session

Minutes for April 24, 2018

Present: Trustee Burns, Trustee Lutzko (conference call in and then arrived in person), Trustee Schulte, Lt. Landis, Jason Hamlett and Ms. Peterlin
Other/Residents: C. Studor, E. Schulte, K. Robinette, R. Verhotz

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, had the option to stay for the work session.

Guests: Kevin Robinette, Architect and Chuck Gibson, Historical Society President were given the floor to speak about the **renovation project(s) proposed for the Historical Society House**. Mr. Robinette stated that he is in the process of preparing the documentation requirements for the grant requests being pursued by the members of the Historical Society. The two grant proposals requested are through both the County - Community Development Block Grant (CDBG) (Medina County Board of Commissioners) and State – Ohio Facilities Construction Commission (OFFC) (Steve Hambley Medina County Historical Society initiative). The County grant funding is estimated at \$80,000.00 and the State grant funding is estimated at \$31,000.00.

Mr. Gibson stated that since the House is owned by Hinckley Township and is leased by the Historical Society, the project requires support and approval by the Trustees.

Mr. Robinette presented the scope of the project (plan) outlining the **entry renovation with added porch and installation of an accessible lift**, site plan and photos. Organized in phases, the description of project/job and associated costs were reviewed as follows:

Phase I – Existing Ramp/Stair Removal and Foundation Wall repair

- Removal of the existing ramp and stairs (done by Service Department)
- Removal and replacement of concrete slab, stone removal and excavation (Mr. Robinette noted that some excavation will be necessary to prepare area for new porch and steps.)
- Foundation soil and wall stabilization (Mr. Robinette noted that the State will not allow the grant funding to be used for repairs)
- Mr. Robinette clarified that the lift and concrete pad would be covered by the proposed porch. The ramp will be removed. There will be access from the east side to the lift and entrance door.
- Architect fees (Phase I fees will be paid by the Historical Society)
- Estimated costs for Phase I = \$45,000.00
- Phase I – funded by the State Grant with 50% matching funds (Mr. Robinette stated, that if supported by the Township, the matching funds would be through the building's equity)

Phase II – Proposed Porch/Stair Assembly with Accessible Lift

- Builders Risk Insurance and Contractor Bond
- Wood porch and railings assembly and installation
- Metal roof, gutters and downspouts
- Painting
- Signage, Lighting and Landscaping
- Architect fees (Phase II will be paid through the County grant funding)
- Estimated costs for Phase II - \$74,510.00
- Phase II – funded by the County Grant

Mr. Robinette provided a hand out which was reviewed collectively by the Trustees and omissions were updated, clarified or noted that additional information is needed, as follows:

- Need date in which the Hinckley Historical Society (HHS) moved into House
- Confirmed that the HHS is operating as a 501(c)(3)

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- Sponsor Operating Proforma and Comprehensive Business Plan – Trustee Burns stated that he would obtain information from Fiscal Officer Catherwood and put together the paperwork showing that the Township is solvent (Annual Revenue Certificate from the Auditor).
 - An explanation of what Proforma Sponsor refers to and all were in agreement that Hinckley Township/Trustees are the Co-Sponsors of the project
- Mr. Robinette encouraged the Trustees to approach the General Assembly area representative regarding the funding of the project
 - Need name of the General Assembly area representative
- Mr. Robinette will complete the application paperwork for the CDGB grant (County) and the OFFC grant (State)
 - Need Insurance Certificate – property/liability coverage
 - Need Historical Society lease or Memorandum of Understanding (MOU) letter
 - Need current County CDBG application – Trustee Schulte stated that he would contact Rob Henwood who is the contact person for the Community Development Block Grant to obtain application requirements to forward to Mr. Robinette
 - Fiscal Officer Catherwood also offered to assist with collecting the required information and clarify the process for receiving the funding.
- Mr. Robinette confirmed the primary address for Legal Notices as 1410 Ridge Road
- Mr. Robinette will follow up via email to the Trustees and Fiscal Officer the next steps

Guest: Rick Verhotz was present to discuss the status of the **Township's Septic System and EPA report** that is due. He has received notice that a plan needs to be in place within the next three months as to the direction the Township will take to either fix or replace (upgrade) the existing system. Inspections have found that there is still leakage of raw sewage.

The plant is designed for 1,000 gallons per day which is adequate for current use. The system was installed in the early 1980's and does not have the updated treatment process used today. Mr. Verhotz stated that there are two options: either fix the existing system at an estimated cost of \$25,000.00 (Mack Industries could do the work) or replace the system at an estimated cost of \$75,000.00. If the system is replaced with a new system it would require the support from the Engineers office. There was further discussion as to the use (50 – 75 occupants within the facility could overflow the tank) with Trustee Lutzko asking for clarification. Mr. Verhotz responded that it is averaged as 20 gallons per person is used. It was also noted that the Township needs to determine what the future renovation of the old fire station will require to determine a system that will accommodate a greater use. Trustee Lutzko asked if there was consideration to partner with the Town Center Business District and install a central plant. Mr. Verhotz commented that there are acreage requirements, setbacks and a greater financial cost. He added that the Township could pursue grant funding through the EPA. Further discussion ensued. Trustee Burns will sign and have notarized the paperwork required for the EPA reporting and will mail out on Wednesday. Trustee Schulte asked if all the paperwork was in order and Mr. Verhotz responded yes.

Service: Jason Hamlett reported on the following:

- **King Road cross culvert project** – After discussion it was determined since the project would allow for single lane traffic flow that it did not require a resolution for road closure. Mr. Hamlett stated that the project should be done in three days beginning April 30 and ending May 4 commencing from 9:00 am to 2:00 pm. This would avoid school bus and work traffic. King Road residents will be notified and appropriate signage will be posted. Mr. Hamlett asked if the Trustees would consider hiring part time help for this project. Mr. Hamlett stated that Ned Melvin, a former Service Department employee would be interested in supporting the Township for this project. Wages and hours were discussed.

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- All in agreement to **request motion to hire Ned Melvin as an independent contractor** up to 25 hours per week at the skilled wage of \$15.00
- **Melway Paving Company** will begin road paving project next month
- Brunswick Hills Township asked to borrow the **wood chipper** and all were in agreement, noting that Medina County Townships periodically engage in such equipment sharing.
- **Road assessment** scheduled with Dan Becker on Wednesday, April 26 at 1:00 pm. Mr. Hamlett and Trustee Burns will accompany Mr. Becker from the Engineer's office on a ride along to assess road conditions and storm water damage.
 - Trustee Burns said a plan will be determined to pursue future OPWC grant funding and he will compose a letter to Andy Conrad at the Engineer's office.
 - McKee Trail has a concrete pad that needs replaced
- Mr. Burns thanked Mr. Hamlett for his efforts in supporting the day to day operation in the Service Department since Mr. Newcomer's resignation.
- Mr. Burns will be meeting the Boy Scout who is working on his **Eagle Scout project** at 10:00 am at the **Community Garden** for a fence delivery.
- Mr. Hamlett stated that the annual **Fire Extinguisher inspection** for all buildings is scheduled for this week.

Police: No report given

Fire: Lt. Dan Landis reported on the following:

- **Staffing shift schedules** with sign-up sheet has been established – shifts to begin May 1, 2018
- Received **Resignation letter from Greg Julius**
 - Lt. J. Grossenbaugh will have letter to present at the Trustee Meeting
- Trustee Schulte stated that there will be a **new process established for pumping gas**. There will be designated individuals from each department with a password/pin code. He stated that the four lieutenants have been contacted to select a pin code. Lt. Landis asked Trustee Schulte to contact Lt. Grossenbaugh to finalize the requirements. Pin codes should be forwarded to Mike Schroll (PD). Trustee Lutzko will have Lt. Grossenbaugh follow up and contact Patrolman Schroll.
- **Lifeforce EMS Contract**
 - Lt Grossenbaugh will meet with Fiscal Officer Catherwood to review contract. Fiscal Officer Catherwood commented briefly that the Attorney General's office is authorized through Trustee resolution to pursue outstanding funds. The resolution outlines the process and Lifeforce does all the work. She added that Lt.Grossenbaugh could contact Andrea at Lifeforce for support
- Lt. Landis asked if the FD could continue to **pursue candidates for vacancies** and schedule the second interviews and all were in agreement to move forward with interviewing process.

Schulte: Trustee Schulte offered the following:

- Trustee Schulte explained that due to the Visual Fox Pro platform that Zonepro is written in, that it will no longer be supported by Microsoft. **Zonepro will be merging with IWorQ** (web based), with no dependence on Microsoft. Contacted IWorQ for more information. He added that current Zonepro users who agree to the merge/conversion are being offered a significant discount to the annual fee charged. (Price quoted is \$1,500.00 annually.) A question was raised if the price would increase in the future, and unfortunately, the representative could not guarantee or predict the future.
- Zoning Office received verbal notice that **Mr. Sturgill** will be appealing the decision by the Board of Zoning Appeals regarding the **denial of his Variance request**
- Provided an update on the **Memorial Day Parade** planning and has a speaker and bag pipe player in place for the ceremonies. The committee is working on getting cars for the parade. Trustee Schulte will **request appropriations for proper public purpose not to exceed \$200.00**. All in agreement.

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- Trustee Schulte noted that he and Zoning Inspector Tom Wilson met with David Terry and David Hart to review a sketch of a development proposal on 60 acres located on Center Road across from Arborcrest Development. A Senior Housing PUD will be pursued for feasibility. Trustee Schulte stated that should Mr. Terry move forward with a formal application, that the Zoning Commission will request the approval of a planning consultant.

Lutzko: Trustee Lutzko offered the following:

- Discussion of **Fire Chief position**
 - Posting advertisement to list compensation for part time 25 hours per week with a maximum salary of \$36,000.00
 - Extend probationary period to a year
 - Trustee Lutzko asked Ms. Peterlin to forward the advertisement and current Fire Chief job description to Trustee Lutzko for her to review/update
 - Advertisement will run in the Medina County Gazette and Chronicle Telegram, Cleveland Plain Dealer and Post (full circulation) – dates to be determined once advertisement and job description has been finalized.
 - All in agreement

Burns: Trustee Burns offered the following:

- Received a call from Bellus Road resident near the Metro Parks reporting a tree on a power line – utilities company contacted
- Received a call from Salem Court resident reporting that over grown trees by entrance are obstructing view for ingress/egress– Mr. Hamlett stated trees were trimmed back this week
- Trustee Lutzko noted she had received a call and letter from a Center Road resident concerned with the clogged driveway culvert pipes from debris and stone coming from properties to the east. She asked if it is normal practice to contact the adjacent properties reminding them of good storm water management. After further discussion, Trustee Lutzko agreed to contact Howie Goodyear to assess the blocked culvert pipes due to limestone eroding from the ditching, with Trustee Catherwood stating that it is more of a road issue than a resident issue.
- Trustee Burns commented that Mr. Becker is working on an OPWC grant for Boston Road (road project will include grinding
- Discussion of **Road Superintendent position**
 - Posting advertisement to list a compensation range from \$45,000.00 to \$55,000.00
 - Run the advertisement in the Medina County Gazette and Chronicle Telegram and Post (full circulation)
 - All in agreement

Fiscal Officer: Ms. Catherwood reported on the following:

- Received letter from the Ohio Secretary of State Jon Husted reminding voters of upcoming May 8, primary election with Issue 1 regarding congressional districts on the ballot.
- The bill received from **Fallsway for the emergency repair to Engine 31-2** main pumping tank was different than the amount previously approved and a motion to **amend appropriation** from \$2,609.67 to \$2,265.43 is needed (add to agenda under Fire)
- **Cyber Supplemental Insurance through OTARMA** – recommends that the Township obtain coverage with growing concerns with cyber attacks. All were in agreement for Fiscal Officer Catherwood to contact insurance agent Jim Zuccaro for more information.
- Independent **Life Insurance is offered through OPERS** – anyone interested should contact OPERS directly

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- Reviewing Township policies that will need to be updated
 - **Credit Card policy** (last update 2004) – need to establish limits on credit cards
 - Gave a brief history of who has/had credit cards
 - Fiscal Officer and Trustee Schulte limit - \$5,000.00 (Trustee Burns and Lutzko do not have cards at this time)
 - Chief of Police - \$1,000.00 and two Sergeants - \$500.00
 - Fire Chief - \$1,000.00
 - Road Superintendent - \$500.00
 - Administration Office Manager - \$500.00
 - Each departmental credit card user must follow limits set within the Organizational minutes
 - There was discussion to amend the Organizational minutes to lower the reoccurring expenses as a monthly total
 - **Payment/Payroll Policy** is written based on ORC statute
 - Fiscal Officer will require sign off on time sheets/time logs and bills on Thursday prior to the Regular Trustee meeting. Checks may be signed by Trustees and then counter signed by Fiscal Officer after motion to pay bills is made. A check can not be issued until signed by the Fiscal Officer
 - Trustee Lutzko to draft modification to clarify timing
 - Auditors guidelines for final judgement
- After further discussion regarding recurring expenses, Fiscal Officer is willing to modify definitions if needed
- Discussion regarding final pay for Mr. Newcomer
 - Compensation for remaining vacation (\$342.47) and sick time
 - Payout of unused sick time will not be granted
 - Trustees to determine compensation up to resignation date
 - Offset to be applied

Administration: Ms. Peterlin reported on the following:

- **Community Garden** discussion of this year's registration form. It was agreed that no fees would be collected. An email will be sent to gardeners to be mindful of the garden rules and the use of chemicals for rodent control or rodent trapping is prohibited.
- **Power washing Township Administration Building and Police Building**
 - Mr. Hamlett obtaining quotes
 - Plan is to schedule cleaning prior to Memorial Day Parade
 - All in agreement

Cemetery: Ms. Peterlin reported on the following:

- Received a request for a footer installation for a **cremation bench**. Ms. Peterlin explained that a cremation bench will serve as an above ground inurnment of cremains. This is not inline with what the Township currently offers as a traditional burial (inground burial). Trustee Schulte stated that he and Suzanne spoke to Andy Waite from Waite and Son Funeral Home to obtain additional information from his experience with this above ground inurnments. All were in agreement that more information is needed before allowing installation of that type of monument.

Zoning: See Trustee Schulte report

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Floor: No Comments

With no further business, the Board of Trustees adjourned the Trustee Work Session at 8:33 p.m.