

Hinckley Township Trustee Work Session

Minutes for May 22, 2018

Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Chief Centner, Interim Chief/Lt. Grossenbaugh, Mr. Hamlett (Service Department), Zoning Inspector Wilson, and Ms. Peterlin
Other/Residents: K. Kosik, S. Hengeli, D. Manley, R. Manley, C. Gibson, D. Palik, M. Paliik, K. Robinette, E. Schulte

Chairman Burns opened the work session at 5:31 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.

Chairman Burns motioned to adjourn into Executive Session to discuss pending or imminent litigation with our Legal Counsel. Trustee Lutzko seconded. Roll call: Schulte – yes, Lutzko – yes, Burns – yes
At 5:32 pm the Work Session was recessed and the Board of Trustees moved into Executive Session. At 6:21 pm the Executive Session adjourned and the Board of Trustees returned to reconvene the Trustee Work Session.

Police: Chief Centner reported on the following:

- No report given

Fire: Interim Chief / Lt. Grossenbaugh reported on the following:

- **Request to hire personnel** – has two potential candidates that have gone through the interview process
 - Trustee Lutzko commented that experience in the job is being sought. She, along with Gerbasi, Grossenbaugh, and Molcaski interviewed the applicants. During the interview process they found that both applicants are willing to spend the night for on call shifts. Back ground checks and drug testing of these two individuals will need to be conducted.
- **Heather Bell** will be **resigning** at the end of the month and will return to assist with the training and transition of her replacement, when necessary.
- Trustee Lutzko commented that the Trustees will begin **reviewing the applications** received for the **Fire Chief position**.

Service: Mr. Hamlett reported on the following:

- **Driveway / apron issue at Vance residence**
 - Mr. Hamlett gave a brief history of a newly installed driveway on Babcock Road and provided pictures showing the driveway, apron and gap between the driveway and Babcock Road surface. The resident is requesting that the Township Service Department fill in the apron gap between the road and driveway. He noted that the Trustees had made a resolution on June 27, 2016 that the Township would no longer fill in aprons to connect driveways and aprons.
 - Trustee Lutzko stated that she also has been to property and took pictures. She has had conversation with the Medina County Inspector, Chuck Dusek. Mr. Dusek informed her that the County follows ODOT standards, however, the width can be less since it is a Township Road. The permit shows that the apron width was to be 30 feet, however, those specifications were not met when the concrete was installed with the apron measuring less than what was noted on the permit. Ultimately the contractor did not follow the specifications noted on the permit. The County Inspector had advised the contractor that they, the contractor, were not in compliance with the standards before the concrete was poured, and that the contractor went against the Inspector's advisement.
 - Trustee Schulte stated that he has had conversation with Mr. Vance on multiple occasions.
 - Mr. Hamlett stated his concerns are waterflow from driveway and the swale. Mr. Hamlett added that Mr. Vance thinks that several years ago, when the Service Department ditched Babcock Road that it was the ditching that contributed to the erosion of the swale and ditch.

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- Trustee Burns asked if there had been any recourse with the contractor by the resident since the concrete had been installed and Mr. Hamlett responded that he was unaware of any action by the property owner.
- Trustee Lutzko added that the County has advised that it is up to the Township to determine what specifications were to be followed, again because it is a Township Road. The County has given thirty days for the matter to be resolved. She will contact Chuck Dusek to extend the timeline, as the Trustees agreed to table for more discussion.

Chairman Burns recessed the Work Session at 6:36 pm and called the Special Meeting to order. NOTES for the Trustee Special Meeting were taken by Fiscal Officer Catherwood and will be reported separately. At 7:40 pm Chairman adjourned the Special Meeting and after a short recess the Work Session was reconvened at 7:44 pm.

Schulte: Trustee Schulte offered the following:

- **Recording Secretary, Carolyn Chism** has agreed to take and type minutes for the **Trustee Work Sessions**. Trustee Schulte stated that Ms. Peterlin has been putting in extra hours due to the increase of Administration and Zoning work load. This will free up some time for Ms. Peterlin to learn the new IworQ Zoning System - conversion of Zonepro to IworQ will begin around the first of June.
 - All in agreement
- **Memorial Day Parade** – E. Schulte distributed the programs for the upcoming parade to the Trustees and Fiscal Officer. Trustee Schulte briefed everyone on the final details regarding the parade. J. Grossenbaugh will participate in the raising of the flags. Trustee Lutzko offered to utilize her golf cart in the parade.

Zoning: Trustee Schulte commented on the following:

- Zoning Office received a **Map and Text Amendment** proposal by Terry Properties LTC (David Terry) to create a PUD Senior Housing District for a **60 Acre (Pavluk property)** located on Center Road. Trustee Schulte stated that Terry is proposing this request based on the Township's Comprehensive Plan – community desires.
- **Skyland Development** – will need to file for Final Site Plan review
- Trustee Lutzko asked who is responsible for installing street lights for new developments and Trustee Schulte responded that it is the developer who is responsible for installing the street lights. Ms. Catherwood added that it is the Township who pays for the electrical usage.

Lutzko: Trustee Lutzko offered the following – See comments under Fire Department report.

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Burns: Trustee Burns offered the following – See Comments under Service Department report.

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Fiscal Officer: Ms. Catherwood reported on the following:

- **2019 Estimated Budget** – Ms. Catherwood gave a brief explanation of the 2019 estimated budget and reviewed the differences between the Anticipated Appropriations vs. Estimated Expenditures and Carryovers on the spreadsheet. She reviewed how each line is expended.
 - Trustee Lutzko asked if more money should be appropriated on any certain line for current road work and Ms. Catherwood responded that it would be done as an appropriation throughout the year.
 - \$1,000,000.00 in a CD and \$1,000,000.00 liquid account
 - Ms. Catherwood highlighted on the following:
 - 2231 -new license tax (\$5.00 vehicle registration fee) will be added to the Permissive Line
 - 1000 - General Fund is supporting the increased road maintenance funding. Additional support will be necessary for the Zoning and Cemetery funds.

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- 2011 - Motor vehicle license is used for roadways
- 2021 - Gasoline Tax supports roadwork, and to date, the revenues are lower than expected
- 2041 - Cemetery revenue continues to decline, salary has been lowered in order to comply with expected revenue. There is limited availability of funding any capital improvements in the cemeteries with current revenue, and funding from the General Fund will be required
- 2181 - Zoning salary line may increase due to development, though expenditures may also increase
- 2191 - Considerable carryovers continue, consideration should be made to retire one of the earlier levies, especially if a road levy is needed. Additional discussion ensued. Ms. Catherwood commented that as Fiscal Officer, although a radical proposal, she discussed possibly retiring the oldest police 1983 levy if the Trustees would decide a road levy was needed (annual income of approximately \$233,600.00). Trustee Burns stated that he would like to entertain discussion with Chief Centner first and asked to table for further discussion (look a 5 yr/10 yr plan). Trustee Lutzko added that there are open positions that need filled that would expend monies. Trustee Lutzko asked if this levy was suspended for five years to replace with a five year road levy what would the road levy bring in and Ms. Catherwood responded that the MC Auditor makes that decision based on their evaluation.
- Ms. Catherwood added that by statute the Township must submit the estimated budget to the County Auditor's Office by July.
- **Vehicle License Tax** – Ms. Catherwood stated that it has been thirty days since the Trustees passed the resolution to add \$5.00 to the license registration fee and that no referendum had been filed. A letter from the Trustees must be sent to the Ohio Department of Public Safety. A letter has been drafted and will require a Trustee signature. Trustee Burns will sign and Ms. Peterlin will mail certified to the address provided for the Ohio Department of Public Safety.
- **Refund to Township for settlement on Realestate fees** paid out – a check for \$55,193.00 was received and will be allocated back into the Road/Bridge, Fire & Police lines, as this is where the money was drawn from. Additional discussion followed.

Administration: Ms. Peterlin reported on the following:

- No report given

Cemetery: Ms. Peterlin reported on the following:

- No report given

Floor: No comments given

Trustee Burns requested to move into Executive Session to discuss employment applications for Service and Fire Departments. Lutzko seconded. Roll: Schulte – yes, Lutzko – yes, Burns – yes

With no further business, the Board of Trustees moved into Executive Session at 8:26 p.m. The Board of Trustees moved back to the Trustee Work Session and adjourned at 9:15 p.m.