

Present: Trustee Burns, Trustee Schulte, Fiscal Officer Catherwood, Chief Centner, and Ms. Peterlin. Trustee Lutzko had an excused absence.

Other/Residents: M. Palik and S. Hengeli

Chairman Burns opened the work session at 5:33 pm and welcomed those in attendance. Reports were given in random order.

POLICE: Chief Centner reported on the following:

Chief Centner said he didn't have anything except to ask Fiscal Officer Catherwood about petty cash. Fiscal Officer Catherwood asked Chief Centner for a copy of the April Report.

FIRE: Interim Chief/Lt. Grossenbaugh was not in attendance and there was no report.

SERVICE: Mr. Hamlett was not in attendance and there was no report.

FISCAL OFFICER: Ms. Catherwood reported on the following:

- **Insurance** Ms. Catherwood stated it was time to renew the Insurance and introduced the Township's Insurance Representative Jim Zuccaro.
 - Jim Zuccaro, President of Summit Insurance Agency is the Township's representative of the Ohio Township Association Risk Management Authority (OTARMA) and the Public Entities Pool of Ohio (PEP). Mr. Zuccaro stated that the breakdown for the 2018-2019 Contribution is consistent with last year at a cost of \$58,994.00. There will be a C.D.L. Credit of \$200.00 and an MVR Credit of \$175.00. Additional information included:
 - There will be a 2018 Capital Distribution Reimbursement of \$3,410.92 from OTARMA which the Township should receive in 30-60 days
 - Drug and Alcohol Testing
 - If new automobiles are bought within the term, no additional charges will incur
 - If a new ambulance is purchased it is classified under property
 - Further discussion ensued concerning listed values and driving abstractions
 - Request for Appropriations – Renewal of OTARMA coverage at a cost of \$58,994.00
 - All in agreement

Mr. Zuccaro said there were some positive new things being added to the coverage this year.

- **Cyber Liability and Breach Coverage**
 - Includes \$250,000.00 per incident
 - There was a breach in Twinsburg where an employee received a phishing email and identities were compromised through the tax returns
 - They will now help to fix a problem
 - Trustee Burns asked if there would be training available for Township employees to recognize potential attacks or other things to watch out for
 - Mr. Zuccaro said that OTARMA will provide a Cyber Specialist who will be setting up appointments and on the OTARMA website there will be a portal under Risk Management – Cyber
 - Assistance for a 3-year time period for detailed appraisals for industrial equipment, small equipment
 - It was noted that Ms. Peterlin currently keeps an inventory list and Service, Fire and Police keep inventory lists for their respective departments.
 - Mr. Zuccaro said if the amount exceeds \$3,500.00 you need to itemize it; if it falls below the \$3,500.00 you don't list it

- Fiscal Officer Catherwood added that the threshold of the amount is throughout the duration of the year
- Trustee Burns said that he would meet with Mr. Zuccaro to discuss further details of the inventory list
- **There is a grant for Fire and Police**
 - Making appropriate updates to the Fire & Police Policy and Procedures Manual
 - Safety Grant is for \$500.00
 - This lasts through the term of the policy

Mr. Zuccaro stated that the company is celebrating their 30th Anniversary and everything is going well.

There was a question as to the date the Historical Society coverage is expiring – and if it appears on the Certificate if there is a set expiration date or if it states “continuous until cancelled”

Fiscal Officer Catherwood continued and stated that Ms. Lutzko will discuss the bill for the grant at a later time.

- Ms. Catherwood stated that an invoice was received for the **Annual payment for use of the matrix system** regarding the dispatch system from the City of Brunswick at a cost of \$546.96 and - requesting approval for the appropriations.
 - All in agreement
- **Brunswick 130th Economic Development Plan and JEDD Agreement:**

Fiscal Officer Catherwood stated that she had attended a meeting with the city of Brunswick concerning their W. 130th Economic Development Plan and JEDD Agreement. She said that Trustee Burns has previously met with them but they asked Ms. Catherwood to attend the current meeting. She said that they previously proposed a similar plan about 10 years ago which was not beneficial to the Township at that time. She wanted it to be clear that this plan is not an annexation but it was good to look at the monetary income that the Township could make from the income tax and sales along that corridor which would ultimately benefit Medina County schools. Ms. Catherwood offered additional information obtained from the meeting:

 - There is a new director
 - Overlay district for the community and industrial ventures
 - Might provide value with JEDD since we also have residential
 - Hinckley is currently getting nothing from some of the businesses now
 - There are no guarantees from the abatements
 - Used Valley City and MTD as an example
 - Used the gains Montville Township receives from the Route 18 corridor
 - Brunswick has a full-time economic development department, and if a JEDD is agreed upon there would be a committee of Hinckley and Brunswick representatives overseeing the agreement – Brunswick will not be running the show
 - All legal documents will be overseen by statutes
 - Ms. Catherwood is not saying it is a good or bad thing but there should be an investigation as to the possible revenues
 - Current business owners can opt out if they feel it is not beneficial to them; but some businesses might see a benefit

Trustee Burns said that the next meeting will be held on June 28, 2018, which he will attend. He will report back to the Trustees about that meeting.

Ms. Catherwood reiterated that this was just a proposal based on the Comprehensive Plan that goes all of the way to the southern border of Hinckley Township. They just want to see what the offer brings

since we don't have the ability to apply income tax. Ms. Catherwood said that building a satellite safety forces station that would be staffed by Brunswick personnel was discussed. She indicated the impact of possibly 200 new homes being built over the next 18-months and indicated that would be close to a 10% housing increase. She cited balancing the demands of residential use on our township departments v. possible revenue that could be gained by industrial/commercial uses.

Trustee Schulte stated that they never had anything significant to offer but he is more than willing to hear what they have to say.

- **Boston Road repavement project:** Ms. Catherwood gave a brief history of the previous Boston Road Repavement Project that occurred three years ago.
 - Boston Road borders Hinckley Township and Broadview Heights
 - Three years ago, Boston Road needed to be repaved
 - Dan Becker reviewed the project and said the road would fall apart and another layer was needed to keep it from decaying
 - Dan Becker stated that an agreement needed to be drafted between Hinckley and Broadview Heights that included the Standard Road Agreement for stripping and adding an additional layer
 - It was suggested that the bid for the job be open to Medina Companies which would be more cost efficient and the Broadview Heights person said no
 - The road was repaved and when Ms. Catherwood sent letters asking for the portion of the project that Hinckley was to pay, which would not be 50-50 since our Engineer said it would not hold up, she never received any responses

Ms. Catherwood said that she and Trustee Schulte have spoken with the new guy at Broadview Heights who states that the road needs to be repaired. He was brought up to speed concerning the history of the project including the fact that Hinckley had never been given an amount to pay therefore no resolution was ever made and put into the budget. He agreed that the ship has sailed on the payment for the paving that took place 3 years ago. Trustee Schulte said that they now want Hinckley to pay for the current repairs and stripping of the road. Ms. Catherwood said that all parties must agree on the type of resurfacing. The matter will be forwarded to Trustee Burns.

- Ms. Catherwood stated that UAN (Uniform Accounting Network) will be giving them a **new printer** based on the UAN contract which provides hardware replacement. She has been using her personal printer at her home but would like a small one (\$40.00-\$50.00) to use in her office until she receives the new one from UAN. Trustee Burns said to get what she needed. It is unknown when the printer from UAN will arrive.

Ms. Catherwood said she would be moving \$40,000.00 from the primary account to the medical account. Although there is no need for a resolution, she wanted the Trustees to be aware of it.

CEMETERY: Ms. Peterlin wished to compliment the Service Department who did an excellent job at the recent burial in the cemetery. She said that 4 or 5 footers were installed in time for headstones to be delivered for Memorial Day - waiting for one more headstone to be delivered. Ms. Peterlin stated that the retaining wall by Maple Hill needs to be looked at since it is starting to fall apart due to the aging stone and drainage/water issues.

Ms. Peterlin will meet with new Road Superintendent, Richard Ward to discuss the **Beach Cemetery driveway** resurfacing and what can be done with the **retaining wall** at Maple Hill.

TRUSTEE SCHULTE:

- **Zoning – Terry Project** (60-acre Senior Housing PUD)- Mr. Terry appeared before the Zoning Commission on 6/7/18. The Zoning Commission has a Public Meeting scheduled for 7/12/18. The

paperwork was sent on Friday 6/8/18 to County Planning. However, the County Planning deadline was missed because the July meeting that was scheduled for the July 4th Holiday was moved to be held a week earlier in June. Therefore, Mr. Terry's project will be reviewed by County-Planning at their August meeting.

- **Skyland – The Final Development Plan** has not yet been approved because they are still looking for a 3rd Party Conservancy Group that they need pursuant to their Conservation Development Plan.
- The **Hollow at Willow Lakes Sub-Division** – A Planning Meeting is scheduled for 6/20/18. There are supposed to be 21 houses on the standard 2 acre lots proposed.
- **Hinckley Township Historical Society - Grant** has been approved for \$73,390.00.
 - He said that they have an opportunity to receive additional grant money in the amount of \$4,900.00 (monies remaining through a grant request not approved for a another township) that will involve putting together itemized lists involving equipment, equipment usage and other items. Mr. Henwood said he will send out the bid for the project.
 - Fiscal Officer Catherwood stated that there needs to be coordination between the 2 grants and that each project will need to be clearly defined for auditing purposes.
 - Trustee Schulte said that Kevin Robinette will review everything including where his fees will fit in.
 - Fiscal Officer Catherwood said that the Township will become the administrator for the money – there will need to be a vote at the regular meetings for the distribution of the money since it is an expense for the Township. She said that Kevin Robinette will need to formally be retained and make the proper resolutions. There will be a need to bid out and define the projects.
 - Fiscal Office Catherwood said that there is a difference between an Architects estimate and the actual contract estimates since there are many factors involved. These are things that need to be done now, if Kevin Robinette's payments are to come out of the \$31,000.
 - Fiscal Office Catherwood said that she will not be in charge of tracking the bids, that should be handled by the project manager. She is only responsible for tracking the payments but the Trustees must approve everything.
 - Fiscal Officer added that there may be a possibility of having 2 different contractors since Phase 1 and Phase 2 will be bid out separately.

TRUSTEE BURNS:

- Concerning the **Dave Vance driveway** situation on Babcock Rd. He went to the property and took pictures. He told the homeowner to contact Chuck Dusek, the Medina County Inspector since it is a county specified project and the violations are based on the county inspector's report. Mr. Vance said there is a swale in the driveway. Mr. Burns said he sees none. Mr. Burns told Mr. Vance he has 90 days to rectify the issues.
- The multiple **locks issue on the service garages**, old and new, will be fixed. All of the locks will be changed so only one service key will be needed. Mr. Burns will obtain quotes of the work.
- The work on Bellus Rd. is almost done.
- Excavation will be done around the septic system to determine where the leaks are. Rich Ward, the new Road Superintendent will be brought up to speed.
- There was a report made by a resident on Bethany Lane who had substantial damage done to her car due to the conditions of the road. She has stated that her tire needs to be replaced. Trustee Burns forwarded pictures.
 - Consideration for reimbursement for damages to tire

FLOOR: No Comments

With no further business, the Board of Trustees adjourned the Trustee Work Session at 7:01 p.m.