

Hinckley Township Trustee Work Session

Minutes for October 23, 2018

Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Fiscal Officer Catherwood, Chief Centner, Chief Grossenbaugh, Road Superintendent Ward and Ms. Peterlin

Other/Residents: Members of the Landis family, Members from the Police Department and Garrett Robison

Chairman Burns opened the work session at 5:35pm and welcomed those in attendance. Reports were given in random order. Trustee Burns reminded department heads that they were excused once report was given, or had the option to stay for the work session. Trustee Burns noted that the Board would recess the work session at 6:00 pm for a Special Meeting to commence. After the Special Meeting, Trustee Burns stated the work session would reconvene.

Service: Road Superintendent Rich Ward reported on the following:

- Requesting appropriations to **purchase recycled #304 concrete** at \$10.50 per ton not to exceed \$500.00 from Bertolini Trucking in Akron with pick up by Township Service Department (couple trips to pick up desired supply).
 - Other companies were researched, however, Bertolini allows free disposal (dumping) of concrete while Osborne Stone of Medina charges \$45.00 per truck load and Tri County Concrete of North Royalton charges \$35.00 per truck load. (Fiscal Officer confirmed that this is an operating expense and does not have to go on the agenda).
- **Request for Appropriations – purchase of hot mix asphalt type 448-1** at a cost of \$56.00 per ton not to exceed \$1,500.00 from Shelly Company in Copley with pick up (two trips) by Township Service Department.
 - Shelly Company is the cheapest asphalt supplier in the area. The Service Department has accessibility to ODOT's hot asphalt trailer and Brunswick Hills asphalt roller. Mr. Ward explained that as the construction season nears the end, recycled material becomes hard to obtain.
 - Trustee Lutzko asked for clarification as to what project this material was going to be used for and Mr. Ward responded that the recycled #304 concrete and hot mix asphalt type 448-1 will be for use in concrete road repairs around the township per numerous complaints from the residents. This project will entail removing bad concrete slab/pieces, and filling with the concrete gravel and hot mix asphalt. He stated that these materials were not for the Eastwood Road project. The repair work is anticipated in the Brookside Estates and Boston Common's sub-divisions.
 - All were in agreement.
 - Ms. Catherwood asked how many trips were made to Akron to pick up materials for the Eastwood project and Mr. Ward responded that the Service Department went to Akron 10 times to pick up supplies. She offered that in the future, a delivery charge should be quoted and weighed against the Service Department vehicle use and time at their hourly rate; to include any down time on the project while waiting for the pick-up of the product. All were in agreement to the suggestion.
 - Set in Stone will repair the catch basins at Brookshire Oval, Brookhaven and Somerset.
 - Work will be done by the 164 Valleybrook block (about 200 square feet) with about 1000 feet of concrete repair

Trustee Burns motioned to recess the Work Session at 6:00 pm. Lutzko seconded. All in favor.

Minutes from the Special Meeting will be reported separately. The Work Session reconvened at 6:03 pm.

Service continued:

- Requesting appropriations to **purchase a concrete diamond blade** for existing concrete saw not to exceed \$250.00 from Kuhlman Corp in Akron. (Fiscal Officer confirmed that this is an operating expense and does not have to go on the agenda).

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- **Requesting a letter** be signed by the Trustees **authorizing** the Service Department staff to **utilize the Alamo machete 2 as it is designed to be used for road side mowing**. Discussion ensued regarding the history of its use and a ruling from a previous Trustee Board that the road side mower is not be raised for trimming tree branches, etc.
 - Service Department staff will watch training videos to assure that equipment is used appropriately
 - Trustee Lutzko stated she has observed ODOT utilizing their equipment with raising machete for tree trimming
 - Fiscal Officer stated that there were a lot of complaints when machine was used as currently requested, with a lot of debris left for resident clean up and jagged trees.
 - Trustee Lutzko commented that equipment should be used in accordance to how it was designed to be used, but only in locations where it is unlikely to cause resident complaints like before and only with the authorization by Road Superintendent Rich Ward. Additional discussion ensued regarding the caliper of tree limb to cut, not to exceed 3 inches.
 - All were in agreement to allow the Alamo machete to be used as it is designed to be used with proper training and locations determined and approved by the Road Superintendent Rich Ward.
- **Request for Appropriations – emergency repair to 2011 International Truck 11** at a cost of \$564.47 quoted through EES Equipment. (labor at \$85.00 per hour)
 - 27,878.00
- Requesting appropriations to **purchase chipper blades** for chipper at a cost of \$195.00 from Liberty Mold. (Fiscal Officer confirmed that this is an operating expense and does not have to go on the agenda).

Police: Chief Centner reported on the following:

- After a Special Meeting was held to appoint Sean Landis as a part time Hinckley Police Officer, Sean Landis took the oath of office and was sworn in by Trustee Lutzko.

Fire: Chief Grossenbaugh reported on the following:

- **Standard uniform t-shirts for Fire Department** (standardize with new logo and Hinckley Fire Department)
 - the desire is to issue two t-shirts to each staff member at the time of hire and not be included in the \$200.00 clothing allowance
 - total staffing will be 26 members after two individuals are hired
 - t-shirts would be preordered and in stock
 - the cost not to exceed \$410.00 (\$5.75 L-XL / \$7.75 2XL / \$11.75 3XL per t-shirt) through Adler's Team Sports in Lakewood (cheapest of three companies researched)
 - Fiscal Officer Catherwood stated she had no problem with the amount. She asked what the status of the uniform order was and Chief Grossenbaugh responded that the order should be filled by mid-November. He added that not everyone needed a new uniform.
 - After further discussion, everyone was in agreement that the uniform purchase should fall under the individuals clothing allowance, since there was a recent increase to a \$200.00 allowance to cover this type of additional expense. Fiscal Officer Catherwood asked if this could occur in the January, 2019 cycle since some staff members had met their allowance and Chief Grossenbaugh responded yes. Chief Grossenbaugh will confirm the quote for 2019 order with Adler's Team Sports. All were in agreement.
 - Fiscal Officer Catherwood asked if there were still staffing needs and Chief Grossenbaugh stated he would like to see a minimum of 35 members to staff the department. He said part of the hold-up is turn out gear. They are actively reviewing resumes in preparation for next year's hiring.

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- **Request to Hire Personnel – Oath of Office**
 - Michael Villarreal (probationary fire fighter – one year)
 - Dan Woll – pending physical (probationary fire fighter – one year) Chief Grossenbaugh stated he expects a quick transition, as Dan was previously on the HFD adding that he looks forward to working with both individuals.
 - All in agreement
- **Request for Appropriations – purchase of a helmet and helmet shield**
 - Assistant Chief Gerbasi to wear the new white helmet with shield (his red helmet will go to the lieutenant staff)
 - Total cost of helmet and shield \$357.10 (helmet \$306.10 / shield \$51.00) through Warren Fire
 - All in agreement
- Hinckley Fireman’s Association donated **EMS high visibility jackets** with Hinckley Fire Department displayed on the back side of jacket at a value of \$2,500 and **three radio straps** to be used by departmental staff (Shawn Barrett coordinating project)
- **Fireman’s Association Clambake**
 - well attended and a big success; raised \$2,800+ which will go towards the purchase of the UTV
- **Fund Raiser through Auxiliary Guild**
 - Gave an explanation of a fund raising opportunity facilitated through the Auxiliary Guild
 - proceeds will go towards the purchase of the UTV
 - asked if the event could be held at the old fire station – November 17
 - Further discussion ensued regarding the fund-raising event and history of prior fund raising event requests along with rental of town hall facilities. There were no objections to the use of the facility as the purpose is to raise money for the Township community and Fireman’s Association.
 - Trustee Lutzko asked if there was any conflict to the Shop with Cop event and the response was no. She added that J. Kinney has many big sponsors lined up to support the event.
 - The Hinckley Chamber will be holding a Holiday Gathering event on December 8th in the Town Center and Fire Station bays. Trustee Lutzko agreed to ask Officer J. Kinney to contact Mark Staron, Chamber President, to coordinate the two events and plans for decorating.

Schulte: Trustee Schulte offered the following:

- **Hinckley Historical House grant** update
 - Second part of grant is ready
 - Asked if there were any shingles at Service Department from past roofing job, as the entrance porch will require some shingles. Hinckley Roofing is donating the labor for the installation.
 - Trustee Schulte to follow up with Rich Ward
- **Trustee Special Meeting – October 30, 2018** at 6:30 pm – Beth Biggins-Ramer will be present to review a single hauler solid waste district program/proposal
 - Rick Pace and Mike Esbers will be present
 - Handed out list of talking points, agenda and article from Gazette re: Brunswick officials exploring curbside recycling
- **Trustee Public Hearing – November 5, 2018** at 5:30 pm – public comment and review of the Senior Housing Planned Unit Development district proposed by David Terry
 - George Smerigan (planning consultant) will be present to help facilitate the meeting
 - He will set time limits for individuals to speak
 - Contacted Dave Chatham who will graciously lend his sound and speaker system for the meeting that will be held in the old Fire Station bays
- **Board of Zoning Appeals Public Hearing - October 24, 2018** at 7:00 pm – Variance Request for a solar panel to be installed and in a location that does not meet the setbacks

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- **Zoning Violations – Aldon Drive (Rebick property) and Jeanne Drive (Koslowski property)**
 - Tom Zabloutny is at the next step in the process for abating the nuisance violations at said properties and is turning over to the Trustees for further action. Trustee Schulte will contact Brian Richter at the Prosecutors office to review cases and compose letters to property owners.
- **Ridge Cemetery** – Barberton Tree company scheduled to take down and remove tree on Friday, October 26, 2018

Lutzko: Trustee Lutzko offered the following:

- Trustee Lutzko requested an **Executive Session** related to disciplinary discussion regarding a Fire Department employee. Trustee Lutzko moved to adjourn into Executive Session and Burns seconded.
Roll: RS – yes / BL – yes / JB – yes
At 6:47 the Trustees recessed the Work Session and moved into Executive Session at 6:48 pm. The Trustees adjourned the Executive Session at 6:53 pm. At 6:54 pm the work session reconvened.
- Chief Grossenbaugh discussed **Engine 31 – 2** (a 1999 two door – four wheel drive International Truck with 10,000.00 miles. Scheduled for replacement in 2019).
 - Already has \$10,000.00 dollars in repairs and anticipates another \$10,000.00 in repairs and what it would take to keep it running at full capacity
 - Trustee Lutzko commented on the levy and that approximately \$500,000.00 was allocated for the replacement budget. Based on an initial review, however, Chief Grossenbaugh was estimating specs in the \$330,000.00 to \$375,000.00 range, perhaps \$400,000.00. In the infancy stages of looking into the replacement.
 - Chief Grossenbaugh had contacted former Chief Potts who had suggested looking into a competitive bid process instead of a state bid. Chief Grossenbaugh thinks the trade-in value on the current truck, with the short wheel base , is \$25K to \$45K.
 - Fiscal Officer Catherwood initially states that this replacement was budgeted for 4 to 5 years out and doing it sooner would eat up the entire carryover, but upon further discussion, Fiscal Officer Catherwood acknowledged that this timeframe may have been for a different vehicle, specifically the Tender. She will look into the numbers further to assist in further discussion and planning.
 - Chief Grossenbaugh stated that he projects a time frame of late end of next year with Fiscal Officer Catherwood adding that there are a lot of factors to consider. Chief Grossenbaugh stated he is at the data collection stage and will look into going out for bid

Burns: Trustee Burns offered the following:

- **Septic System** – looking to replace the existing tank with the ability to expand tank
 - Received two quotes – but the comparison is not apples to apples
 - Mack Industries can accommodate entire project at a cost of \$34,052.00
 - United Precast Industries can only accommodate the install only at a cost of \$19,249.00
 - Fiscal Officer Catherwood stated that the quotes are not valid unless comparing the same specifications (apples to apples)
 - Project is under \$50,000.00 so a state bid is not required
 - Trustee Burns will contact United Precast Industries to requote the project – need to be able to compare “apples to apples”
 - Additional \$100.00 anticipated to obtain required permits
 - Mack Industries will install with the ability to expand, if needed
 - Rick Verhotz facilitated the requests for quotes (he is certified to inspect the system)
 - Monies for the project will be allocated from the building line – materials can be expended, but Fiscal Officer Catherwood stated the Township is unable to make a down payment of 20%

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- Fiscal Officer Catherwood asked if the proposal has been reviewed for EPA compliance and when permits will be pulled. She asked for clarification on the tank size and Trustee Burns stated that the tank will be replaced with the same size, that we are not expanding
- Trustee Lutzko asked what the goal is for completion of the project and Trustee Burns responded that the goal is this December
- **Drainage in front of old Fire Station bays** – obtaining quotes for the repair of the drainage issue, to include a landscaping plan. Received drawings and quote from C&M. IAP – statement of work simplified with more concrete.
 - Approximate/estimated cost @ \$30,000.00
 - Fiscal Officer Catherwood noted that funding would be allocated from the building line
 - Trustee Lutzko offered to help solicit additional bids, after Mr. Burns firmed up the bid request.
- **Bethany Lane – Electric line cut** by Service Department when preparing for concrete project.
 - Mr. Ward contacted OUPS as required with instructions to mark from painted white line to project location (about 60 feet on west side)
 - Mr. Ward received OUPS tickets with confirmation of request. The Service Department assumed white flags designated utilities/areas reviewed by OUPS on proceeded with work
 - Unfortunately, not all utility locations had been marked, resulting in the cut electric line
 - Service Department received an invoice from Ohio Edison charging the Township about \$4,500.00 for repair to the electric lines.
 - Discussion ensued as to who the responsible party is to pay Ohio Edison. Mr. Ward stated that he has spoken to OUPS asking to listen to the recording when he requested their services and call in requesting an OUPS ticket. OUPS representative stated that he cannot listen to the tape to validate what the specific requests were. (cannot request a subpoena to obtain records)
 - The Prosecutor’s Office has been contacted and Mr. Richter has suggested to contact the insurance company
- **Forklift status:** The bid on GovDeals.com has expired. Fiscal Officer Catherwood stated that, in the future, before the Township rejects the highest bid, the Trustees need to discuss as a group whether to accept the below-reserve bid.
 - Additional discussion ensued regarding the use of the forklift, its intentions when purchased, and the actual need of the forklift (tracking hours used). All were in agreement to table discussion for six months.
 - Trustee Lutzko notes that there was no data on the ESS bill to support the age of the forklift and asked where the 2007 year came from that was used in the bid posting. Mr. Burns stated that it came from an email from then-Service Department Superintendent Darren Newcomer.
 - Fiscal Officer Catherwood spoke about a recent repair to the radiator by ESS, which repairs the radiator with no charge, since it was a recent purchase. She noted, however, that she had recently learned from a Service Department employee that about a year or so earlier, ESS also donated 4 tires for one of the Township trucks. Fiscal Officer Catherwood reminded all staff that the Township cannot accept any free items from a vendor and what the practices are to move forward. (i.e look at contract or purchase agreement to determine if it includes warranties on repair work or replacement parts)
- **Boy Scout / Eagle Projects**
 - Need ideas for future projects – Levi Horst looking at Bronger’s Park to improve bridge. Further discussion ensued regarding dead ash trees and removal of before pursuing a project in that area.
 - Other possibilities: Cemetery Sheds / Side Walk
- **Skyland / Trails at Redwood Falls**
 - Developer asked if installation standards could be modified (concrete and soil stabilization)
 - Andy Conrad has recommended the county subdivision standards be followed (new specs adopted by the Trustees a few years ago)

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- Fiscal Officer Catherwood stated that the Engineer's office previously recommended the new specifications adopted by an earlier Board and that any new subdivision must comply with those standards.
- All in agreement that there is insufficient reason to change the subdivision standards adopted by the previous Board, and that those should be followed for any new subdivision
- Further discussion ensued regarding the concrete replacement project at Brookside Estates
- **Gas line at Boston Road** – contacted the following for support
 - Andy Conrad evaluated the area and indicated not an immediate concern
 - Steve Hambley – EPA coordinated - looking for assistance
 - Rocky River Watershed – no response
 - North Royalton – not responding
 - Gas company – no response
 - A question was asked if any legal recourse in shoring up the river; is the area compromised in the Township road right of way

Fiscal Officer: Ms. Catherwood reported on the following:

- **OTARMA** – met with OTARMA IT Consultant **Cal Anderson** regarding **cyber security** and determine what measures the township has in place for protection against cyber attacks. Lite House Solutions representative was on site to answer questions.
 - Need to obtain a list of what is being blocked or flagged through Lite House Solutions
 - Training for Township employees will be scheduled for proper use of township equipment, social media (the do's and don'ts)
 - Further discussion ensued regarding recommendations/concerns from Mr. Anderson
 - public/guest WIFI access
 - Facebook
 - External back up system or cloud base back up (daily)
 - Disaster Recovery Plan
 - Review contract held with Lite House solutions and what services are provided
 - The OTA Township Acceptable Use Policy was provided for review by the Trustees; as part of the Risk Management Requirements through OTARMA
- **Aflac – Open Enrollment** – A meeting with Shawn will be scheduled early November for employees who have interest to attend. An email will be forwarded with a date and time.
- **November 5, 2018** – Public Hearing and Regular Meeting – unable to attend and asked that the meetings be recorded with attendance taken and roll call on all motions made
- **License Fee Revenue** – collection of fees will begin 2019
- **Supplemental Budget – December review** will be evaluated and possibility of funds needing reallocated from General Fund to support the Cemetery and Zoning lines.
- **Notice to all department heads** – motion cannot be made without proper documentation as previously discussed
- Based on recent requests, Trustee Lutzko asked Fiscal Officer Catherwood to confirm her understanding of how the Board should handle emergency repair expenses versus reoccurring expenses. Fiscal Officer Catherwood confirmed that a Trustee can approve up to \$2,500.00 for an emergency repair. A department head can encumber up to \$500.00 for reoccurring expenses, with notice to the Trustees as a best practice.

Administration: Ms. Peterlin reported on the following:

- **Community Garden** – email to go to gardeners for fall clean up and expectations for next year
 - All were in agreement for Ms. Peterlin to send email to gardeners for fall clean up and changes to next year's guidelines.

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- **Halloween Trick or Treat in Town Center**
 - Organizer of event requested to set up in front of old fire station bays
 - After further discussion, Rich Ward agreed to screen off the area in front of north east bay doors due to further depreciation of drainage and concrete; otherwise, there were no objections for set up in front area of old fire station bays.
 - Hinckley Garden Club volunteering to decorate the front of the Administration building for the event only. All were in agreement.
- **Senior Snow Plow Program** – letter sample was provided that will be mailed out to those who do not qualify for program. All were in agreement with the drafted letter with Trustee Lutzko suggesting to add the word “unfortunately”. Ms. Peterlin stated she would update the letter as suggested.

Cemetery: Ms. Peterlin reported on the following:

- See Trustee Schulte report

Zoning: Zoning Inspector Wilson reported on the following:

- See Trustee Schulte report

Floor: No Comments

With no further business, the Board of Trustees adjourned the work session at 9:04 p.m.