

## Hinckley Township Trustee Work Session

### Minutes for November 27, 2018

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

Residents/Other: C. Studer

Chairman Burns opened the work session at 5:44 pm 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.

**Service:** Road Superintendent Rich Ward excused absence

On behalf of Mr. Ward, Trustee Burns reported on the following:

- **Orange cones** – Mr. Ward will be obtaining quotes to purchase more cones with reflective tops – estimated cost of \$500
- **Salting on Stony Hill and Laurel Road** – received a phone call from a resident who stated that not enough salt was distributed on the two roads

**Police:** Chief Centner excused absence

On behalf of Chief Center, Trustee Lutzko reported on the following:

- Lexipol paperwork is in order and the report will be presented at the next Trustee meeting

**Fire:** Chief Grossenbaugh reported on the following:

- **Request for Appropriations to purchase thermal imaging camera** through Warren Fire at a cost of \$685.00
  - The thermal imaging camera can detect in wall fires by a heat mode
  - Engine 31-2 does not have a thermal camera and is the first to go
  - Engine 31 does have a thermal camera however, the battery needs replaced – he is researching to purchase a new battery and noted that it is now obsolete and no longer can be serviced.
  - The purchase of the thermal imaging camera would not be to replace the cameras on each Engine but to allow for individual access/use. To outright replace what they currently have would cost anywhere from \$3,000 - \$12,000 and this will be pursued in the future
  - Granger Township has each of their air packs equipped with the thermal imaging camera
  - Chief Grossenbaugh would like to have each back pack equipped with this style with the Engines having the larger camera
  - After discussion, all were in agreement to purchase two thermal imaging cameras
- **Change uniform vendor to Galls** moving into 2019
  - Galls offers better pricing (gave an example of Stonewall costs \$55/\$65 to \$45 with Galls)
  - For clothing allowance, easier to set up a uniform account with limits and once exhausted, excess can be charged to individual's credit card
  - There is a 10 – 14 day turnaround verses the 90 day wait reducing shipping time significantly
  - Ms. Catherwood commented that the Stonewall invoice is still pending receipt, and Chief Grossenbaugh stated they were waiting on the shipment
  - After further discussion, all were in agreement to utilize Galls for uniform purchases
- Chief Grossenbaugh's **turn out gear needs repaired/mended** and he is getting a quote for the repair.
  - He estimated the cost to be between \$100 - \$200
  - The plan for next year will be to purchase new gear for Chief Grossenbaugh and utilize his current gear for the new probationary fire fighters while they are fitted for their own
  - All were in agreement
- **36 command utility vehicle listed on GovDeals.com**
  - Listed at \$500 with an \$800 reserve
  - Will be listed for one week
  - Contact Trustees if the bid is not met

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- **Boot Drive** held the weekend after Thanksgiving was successful
  - \$1,600 collected that will go towards the Senior's gift bags and lock box program and the kids for Shop with a Cop
  - Remaining monies are extended to families with household fires
  - Fire Department staff will be present to help out with Shop with a Cop on 12/8. There will also be an Engine on site
- **Engine 31 is getting checked** and will be returned by Saturday
- **HVAC system at Fire Station**
  - It is a smart controlled system – there are nine thermostats located throughout the station with the system to increase temperature from room to room
  - The air conditioner is running – cannot figure out how to switch over to heat
  - Mr. Withrow has looked at it and is unable to figure it out
  - After further discussion, Chief Grossenbaugh will contact Precision Heating and Cooling to come in and assess and explain how the system works
- **2019 BWC Grant submission** – if granted, there is a 5 -1 match of \$1,015.00
  - Will purchase blocking hoods and set of gloves
  - Chief Grossenbaugh explained that there are studies that show an increase of cancer and illnesses and this protective gear will help reduce exposure to the bad elements

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

- **Carolyn Chism** will be taking a **leave of absence** from the Recording Secretary position (BZA/ZC Boards and TR work sessions)
  - There was a lengthy discussion regarding taking and typing work session minutes. Ms. Catherwood will check into the records retention policy, however, mentioned that it is not necessary to type out the minutes from a work session. It was agreed that the work sessions would be taped and available at the Administration Office, upon request.
  - The work session on December 11, 2018 will be recorded.
- **Zoning Updates / met with Brian Richter at Prosecutor's Office**
  - **Solar Panels – BZA ruling (denied installation and setback variance request)**
    - Applicant (Yellowlite) will be appealing to the Common Pleas Court (however, no filing to date)
    - Mr. Richter highly recommends that the Zoning Resolution be updated to include solar panel language
    - Mr. Schulte would like to consider hiring a third party consultant to assist with the language if needed (George Smerigan). All were in agreement.
    - Westfield Township recently updated their Zoning Code to include solar panel language
    - There was discussion regarding the definition of structure and that the following be reviewed: definition of structure, and Agriculture and Agritourism.
    - Mr. Schulte would like to recommend and initiate the review of the Zoning Code to incorporate language for solar panels, structure and agricultural and agritourism. He will go to the Zoning Commission with the recommendations. All were in agreement.
  - **Nuisance Properties**
    - Kozlowski – Jeanne Drive (junk cars, accumulation of debris) – some clean up and condensing into piles. The Health Department has assessed the property and will be forwarding a letter to Zoning
    - Paintiff – Center Road (collapsed barn) – Assistant Fire Chief Gerbasi will forward letter to Zoning regarding inspection of structure. A title search will be conducted to determine all lean holders in the event the Township needs to move forward to next steps for take down of barn.
    - Rebick – Aldon Drive (junk cares, accumulation of debris) – Assistant Zoning Inspector taking pictures and has reviewed file with Brian Richter. Mr. Richter will be composing letter to send to the property owner.

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- **Legal Notice for Solid Waste District** – need to obtain resolution number and Ms. Peterlin to forward to the Gazette. Mr. Schulte will forward the Legal Notice to Ms. Peterlin.
- **Trails at Redwood Falls** – received a call from the developer, John Sumodi regarding the installation of the road and the setbacks they are facing with the County. The developer would like to install the road in December, however, Andy Conrad has not signed off on the project. Mr. Sumodi has asked to speak to the Trustees at their next Regular meeting. Additional discussion followed.

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

- Chief Centner is working on the **radio situation and patch to communicate** with North Royalton and Brunswick and will discuss in more detail at a later date.
- Received a complaint from a **Ridge Road resident** regarding a neighbor pushing dirt/debris to property line

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

- **Part Time / On Call Snow Plow Driver** to snow plow and salt
  - Has received interests from two candidates – appears that the minimum requirements can be met, flexible with hours, and wages in line with Organizational Minutes. Mr. Burns stated that he will forward resumes/letter of interests to the Trustees to review
  - All in agreement to further discuss at the next Trustee Meeting
- **Snow Removal Bid Package for Brookside Estates Subdivision**, including Crestview and Salem Court and its adjoining streets and South Canyon Trail and its adjoining streets
  - Two companies that have contacted him with interests – NEO Landscaping and Set in Stone
  - Both aware of deadline to submit bid package – December 4 @ 5:00 pm
  - Bids will be opened at the Trustee Meeting on December 4 at 6:30 pm
- **Septic System update**
  - Reviewed what the anticipated septic system plan is
  - Looking at coating current system with a thick polyuria materail (cost between \$3,000 - \$5,000 vs. \$20,000 - \$35,000 to replace system)
  - Met with an engineer George Sendrey with Environmental Design Group to determine what needs to be done to fix the system. Mr. Burns will be getting a quote for services. He explained the reason for obtaining an engineer and that someone with more expertise can oversee the project and pull applicable permits, etc.. He will be getting quotes from two companies to determine the scope of the project.
  - Mr. Verhotz has been offering his assistance, currently, with no charge to the Township
  - There was question how long the system will be down when work is started and who is communicating with the EPA?
- **Old Fire Station Renovation**
  - First phase – landscaping and drainage
  - Mr. Burns offered information from the ORC 511.01 and read the code verbatim. Further discussion ensued and it was determined that this renovation improvement did not fall in line with the language Mr. Burns referenced.
- **Boy Scout Eagle Project** – Levi Horst looking for a project that he can build, not a project that is “fixing” something. At this time, the Township does not have a list that outlines new projects.
- **Boston Road – Natural Gas Pipe line**
  - Has been in contact with PUCO, Brian Richter and Andy Conrad
    - Mr. Burns filed a complaint to PUCO regarding North Coast to determine who has the legal responsibility regarding the exposed gas line
    - Mr. Richter – no violations determined
    - Mr. Conrad – gas line is causing some erosion
    - North Coast thought there was a partnership, but now there is opposition

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- Andy Conrad will look into the situation right away
  - Ms. Lutzko stated that there should be a collective solution and it to be beneficial financially. The Township cannot force them to move the gas line
  - moving the exposed gas line would cost \$500,000.00/estimated
  - Mr. Schulte commented that there are two options but the important thing is to work together
  - Mr. Burns does not think that it is Hinckley's responsibility
  - Ms. Lutzko stated that it is a soft spot, and is eroding quicker
  - Mr. Burns proposed sending a letter to North Coast
  - Ms. Lutzko stated that trading letters may not be the solution
  - Further discussion ensued
- **Road Funding 2019 and beyond and Valley Brook project**
    - Discussed how we can obtain new funding for street repair and maintenance
    - Scheduled annual road assessment with Dan Becker Thursday, November 29<sup>th</sup>
    - Valley Brook – no culdesac – bid package through MC Engineer's office
    - Ms. Lutzko asked how much Mr. Burns was looking at and he estimates \$330,000.00 for next year's scheduled road work
    - Ms. Catherwood reminded the Trustees to look at scheduled road work on Stony Hill and also the Service Department's truck needs
    - Additional discussion ensued regarding proposing a 1 mil levy to generate \$330,000.00 for annual revenue to Road and Bridge.

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

- **Request for Approval of the Acceptable Use Policy**
  - Presented the policy and provided a brief explanation
  - Based on recommendations from Cal Anderson, IT Risk Control Special with OTARMA - Cybersecurity
  - Outlines the acceptable uses of technology, internet use and social media
  - All in agreement
- **Request for Approval of the Variable Hour Employee Measurement Period Policy**
  - Presented the policy and provided a brief explanation
  - Trustee Lutzko spoke to the Lieutenants and everyone agreed on an annual measurement period
  - Hours worked will be calculated from Jan 1 and ending Dec 31
  - All in agreement
- Request to **move payroll to Tuesday beginning 2019**
  - Ms. Catherwood gave reasons as to why she recommended that the payroll change to Tuesday's (i.e. audit purposes, payroll is submitted Tuesday/Thursday for Monday payday – Trustees need to sign checks over the weekend, many things can happen between that time – EFT with banking (deposits are made on Saturday, and from an audit standpoint, there may be concerns) and holidays are a factor.
  - After further discussion, all were in agreement.
- **Request for Appropriations for shelving in the Fiscal Officer records room**
  - Expressed the desire to move forward with moving boxes of records from Service Storage back to the Fiscal Officer's office
  - Ms. Catherwood will get pricing on shelving and then forward quote for approval at next Trustee meeting
  - All were in agreement
- Ms. Catherwood inquired about the **Stony Hill Striping** and the pending invoice.
  - A lengthy discussion ensued. Ms. Catherwood was informed by Mr. Ward that an invoice was anticipated for the Stony Hill striping. A corrected invoice will be sent, as the Township was being billed for specific services that were not rendered as follows - stop bars and fog lines. Ms. Catherwood referenced an email chain where it indicated the scope of the striping project to be centerlines and bar

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lines. She asked what the scope of the project was and asked for Trustee Schulte's recollection. Trustee Schulte responded that in 2017 the request was for centerlines only.

- Mr. Ward confirmed that there is no additional striping scheduled for Stony Hill. Mr. Ward stated that he understands how to move forward with future pricing.
- Trustee Burns thought that it was part of the chip and seal contract from the 2017 bid, like recent bids for other road projects, but now understands that it was not. He agreed that communication should have been better and that it was human error.
- Ms. Catherwood commented to refer to the project bid and that she cannot pay until the project is clear/completed. She added that a sub-contractor will bill separately for the striping.
- Trustee Burns will contact the sub-contractor and get a corrected invoice.
- Ms. Catherwood inquired about the **Larry Obhoff grant** and the status of receiving the funds.
  - A package had been sent to Mr. Burns from Jim Deter, MCSW and Mr. Burns stated he had not yet received the information.
  - Ms. Catherwood asked if there were any deadlines and if the monies would be granted by the end of 2018?
  - The projects were briefly discussed. Mr. Burns will **rescind the motion to contract with BECCO, Inc. to install the drainage pipe and catch basins at Kobak fields** until the grant money has been received.
  - All in agreement
- Ms. Catherwood inquired about the **\$1,000.00 approved for services from Mr. Blackie** and if the Township will be billed. Ms. Lutzko stated that the Township will be billed.
- Ms. Catherwood reminded the department heads that **purchases** should be made by the first week of December so all invoicing can be reconciled for 2018. She respectively asked to wait on larger purchases until the first of the year. She gave a few of examples of moneys expended for 2018 that will have to be held for 2018

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

- **December Calendar** – discussed the upcoming meeting schedule and it was determined that the Trustees will hold an Organizational Work Session on Wednesday, December 26, 2018 at 9:00 am. Copies of 2018 Organizational Minutes will be forwarded via email.

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

- Request for Appropriations – purchase of temporary cemetery markers. After research found that pricing is only a few cents different. All in agreement to order from company used in the past as a recurring expense.

**Zoning:** Refer to Trustee Schulte's report on Zoning

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**Floor:** No Comments

With no further business, the Board of Trustees adjourned the work session at 7:46 p.m.