

Hinckley Township Trustee Work Session

Minutes for January 3, 2017

Present: Trustee Catherwood, Trustee Schulte, Trustee Sambor, Fiscal Officer Swedyk, Mr. Newcomer, Chief Kalavsky, Ms. Peterlin, and Zoning Inspector Wilson
Residents/Other: Reporter Erica Peterson and Resident Jeff Hoop

The work session was called to order at 9:03 a.m. by Trustee Schulte. Reports were given in random order.

Service: Road Superintendent Newcomer reported on the following:

- Update on snow removal and salt use
 - Salting roads
 - Used about 600 to 700 tons of salt of the contracted 1900 tons
 - Receiving salt deliveries
- Request for Appropriations for emergency repair to plow truck (International 7400)
 - brakes, drums, speed sensors
 - ESS – Equipment Sales & Services Ltd
 - Cost \$1,530.00
 - All in agreement
- Status of snow removal at Brookside Estates
 - A few concerns were brought to his attention by residents from Brookside
 - Mr. Newcomer stated that he spoke to the contractor and the concerns were resolved

Fire: Chief Morgan – Excused Absence

- No report given

Police: Chief Kalavsky reported the following

- Status on the purchase of the two Dodge Chargers
 - Order being placed this week, along with the equipment
- Chief Kalavsky noted that the process of investigating the death of a 22 year old on State Road is underway

Mr. Sambor: Trustee Sambor offered the following:

- Fire Ready Program
 - Trustee Sambor stated that he would like to attend this Fire Ready Program scheduled for May 6, 2017. The program encompasses the participant the ability to experience what a fire fighter experiences as a responder to a fire call (with gear and equipment). The program is free and offered through the State. Trustee Sambor will meet with Chief Morgan to review information before attending
 - All in agreement
- RFQ on Administration Building – The architect proposals were reviewed independently by the Trustees
 - It was noted that an Executive Session was not necessary to move forward with the review process
 - Trustee Sambor commented in his review he found that some of the firms represented experience mostly of non-relative project scope (value of million dollar plus projects)
 - FMD out of Akron, KR and Perspectus were firms noted to be of interest. Trustee Catherwood noted that Perspectus was the firm that worked with the Township on the new Fire Station, who came in on budget, were onsite during project, and resolved MEP issues.
 - Trustee Sambor will set up interview process with each firm
 - All in agreement

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Mr. Schulte: Trustee Schulte offered the following:

- **Recording Secretary position** for Zoning Commission
 - Beth Wilding interested in position; as an independent contractor (\$12.00 to start)
 - After discussion, the position will be titled Recording Secretary vs. specifying for Zoning Commission
 - This would allow opportunities to fill in for Trustee Meetings and Board of Zoning Appeals meetings.
 - All in agreement
- **Request for Travel Appropriations to attend the OTA Conference** to be held in Columbus on January 26-27, 2017 at a cost of \$50.00.
 - All in agreement
 - Trustee Sambor expressed interest in attending a few of the training sessions being provided in Medina County through Ohio State University that relate to local government and public officials.

Catherwood: Trustee Catherwood offered the following:

- Status on Drafted Organizational Minutes – asked if everyone had a chance to review and if any updates
 - Chief Kalavsky commented to remove part-time dispatch under Police Department non-union members – All in agreement
 - Trustee Catherwood commented that a cap be placed on the compensation and hours for Fire Department – Fire Inspector and that she will follow up with Chief Morgan – All in agreement
- Procedure to document conditions of township roads prior to new construction
 - Trustee Catherwood working with Mr. Newcomer to develop a procedure to assess the condition of a township road prior to new home construction
 - The procedure would include Mr. Newcomer going to site, introducing himself, taking pictures of paved roads prior to excavation/construction and assessing the roads after work performed. If any damages found, Township may re-coop expenses incurred for any repair that may be necessary
 - Asked that the Zoning Department notify the Service Department when a Zoning Permit Application has been submitted for new home construction
 - All in agreement
- Ohio Township Association (OTA) Magazine
 - Trustee Catherwood commented on a few articles within the magazine
 - Fire Department – legislation action (township or residents of any concerns)
 - Discharge of fire arms (noting properties and size, density, etc.)
 - Impact fees for townships - with new developments and Senior Housing potentially on the horizon Hinckley Township may want to look into
 - Volunteer EMS – tax credit/reduction
 - Assessing fees or bond for excavation in the road right of way (ROW)

Cemetery: Suzanne Peterlin reported on the following:

- No report given

Zoning: Zoning Inspector Tom Wilson reported on the following:

- Received and approved three new home construction Zoning Permit applications for Eastwood Road properties to close out the end of the year
- Mr. Wilson noted that the Zoning Department has been very busy issuing deck and pool permits despite the winter season

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- Trustee Schulte stated that he and Mr. Wilson and Ms. Peterlin met with a potential developer for a pre-conceptual discussion on Senior Housing at 303 and W 130th properties

Administration: Suzanne Peterlin reported on the following:

- Department Inventory Lists are due next week to Fiscal Officer Swedyk

Mrs. Swedyk: Fiscal Officer Swedyk offered the following:

- **Fund Status**

Floor: There were no comments from the floor.

Adjourn: With no further business, the Board of Trustees adjourned the work session at 9:25 a.m.