

Hinckley Township Trustee Work Session

Minutes for February 28, 2017

Present: Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood, Mr. Newcomer, Chief Kalavsky, Chief Morgan, Mr. Wilson, Ms. Peterlin
Residents/Other: Tom Decker and Reporter Erica Peterson

The work session was called to order at 9:02 a.m. by Trustee Schulte. Reports were given in random order.

Service: Road Superintendent Newcomer reported on the following:

- 2017 Road Package has finalized and forwarded for advertisement to the Medina Gazette by the County Engineers office. The County Engineer will facilitate the bid process. The bid package included those townships that chose to participate in the collaborative efforts to obtain better bulk pricing.
- Received letter from a Plymouth Oval resident regarding the condition of the road (long history of pot holes and uneven cement) Mr. Newcomer commented that this area, along with many areas on Salem Court have been identified and will be on the schedule for concrete road repair. Trustee Sambor asked if the concrete repair has been identified; and Mr. Newcomer responded yes – and added was not part of the current package (*chip & seal, asphalt and motor pave*) at the Engineers office
- **Request approval for 2017 Lawn Mowing Contract for Township properties** by Got Grass (Dan Thoryk) at a cost of \$625.00 per week
 - Mr. Newcomer said he contacted the Prosecutor’s Office to determine if going out for bid was necessary and because the annual cost does not exceed \$45,000.00 the Prosecutor’s comments were that it was not necessary to go out for bid every year
 - Received three quotes from local landscape companies – Got Grass was best quote
 - Got Grass services will include weeding flower beds, aerating and fertilizing the ball fields with no additional cost
 - All in agreement
- **Emergency repair to the 4900 International**
 - Steering gear box – after research found that replacement parts and labor costs were approximately \$1,500.00 by ESS. He stated he found a company in Canton that had salvage parts for \$350.00 and went ahead and purchased salvage equipment which was installed by the Service Department - a savings of approximately \$1,200.00
 - Mr. Newcomer stated that the 4900 International is scheduled for replacement, however, repairs were necessary to keep the truck in service
 - All in agreement
- Trustee Schulte commented he had information regarding this year’s Signage Grant and asked if there was any signage still needed in the Township. Fiscal Officer Catherwood commented that the Sign Grant was a one-time grant and that the Township would not be eligible since they had received the grant funding last year.
- Trustee Schulte stated that he received a letter of intent from the Ohio EPA regarding the permitting process for Storm Water Management. Trustee Schulte stated that he will make arrangements for Mr. Newcomer and himself to meet with Jim Kamps to review processes and procedures as Mr. Newcomer is the Storm Water Management representative for Township.

Fire: Chief Morgan reported on the following:

- Attended a Task Force meeting offered to government entities that gave information about opiate awareness and the overdose epidemic that is on the rise. Chief Morgan stated that the Federal Government provides funding allocations through a Tier System. Hinckley Township/Medina County is considered a tier 3. Chief Morgan would like to make a **presentation on Opiate Awareness and Information** at the next Trustee meeting. All were in agreement.

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- Discussed a Programming System to be shared between Hinckley, Granger and Sharon that will work through TAC Channels and Brunswick Dispatch. The total cost is \$376.00 to be divided between the three townships (the invoice showing the breakdown). Chief Morgan originally stated he would like on the agenda, however, later in the work session asked to retract his request until further information was obtained.
- **Request for Appropriations for TAC Channel – repeater** frequency with Brunswick Dispatch
 - A multi unit response with a 15 year licensing fee of \$210.00
 - Currently there are two repeaters utilized by the Police Department located at the State Road cell tower; this would be in addition to accommodate the multi-unit response for the Fire Department and assist with the peak hours (day time hours) with Brunswick Dispatch
 - All in agreement.
- **Request for Appropriations to purchase miscellaneous radio parts** through Amazon.com not to exceed \$250.00.
 - All in agreement.
- **Request for Appropriations to purchase a Knox KeySecure 3b** at a cost of \$579.00 from Knoxbox
 - A brief explanation of the Knoxbox was given and how it is used at each occupancy. Chief Morgan stated that currently the Fire Department only has one KeySecure system which is housed on Engine 31. The KeySecure system has the master key for entry. He would like a secondary system in place and gave example as to when Engine 31 is out for repair or on location elsewhere – a back up system is needed.
 - He added that all access to the master key is monitored through the system
 - All were in agreement.
- **Request to Hire Personnel**
 - Received and has distributed resume for candidate to the Trustees and is recommending to hire Sean Toth as a part time fire fighter. Chief Morgan stated that Mr.Toth will bring experience to the department.
 - All in agreement
- **Request Appropriations for Emergency Repair to Engine 31**
 - replace the voltage regulator for the generator on Engine 31 by Fallsway at a cost of \$1,450.65
 - Scene lights that run by the generator dim in and out while on – the EVT diagnosed the problem to be the generator voltage regulator.
 - Cost will include parts, labor and testing
 - All in agreement

Police: Chief Kalavsky reported the following

- **Annual Report** for next Trustee Meeting
- Request minor amendment to previous resolution and expand to read as a “dual antennae radar system”
 - All in agreement
- **Request for Appropriations for repair to Police Vehicle Unit 10**
 - replace the front breaks on Unit 10 by Parrish-McIntyre Tire Company at a cost of \$1,012.15
 - noise observed on left brake pad
 - cost will include replacement of front brake pads, rotors, parts, wheel balance and labor
 - All in agreement
- **Request for Travel Appropriations**
 - 1) **Public Records 101 Training** through Ohio Association of Chief of Police at a cost of \$295.00
 - Training located in North Worthington, Ohio to be held on 3/26-3/27/2017
 - Kumi Agostin for the purpose of continuing professional education
 - All in agreement

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- 2) **Taser CEW Instructor Training** through Axon Academy at a cost of \$465.00
 - Training located in Xenia, Ohio to be held on 3/23 – 3/24/2017
 - David Stepka for the purpose of continuing professional education
 - Is assigned as the instructor within the department
 - All in agreement
- 3) **Counter Ambush Tactics Training** through Ohio Attorney General's Office at a cost of \$680.00
 - Training located in Summit County, Ohio to be held on 3/28-3/30/2017
 - Jeffrey Kinney and Michael Schroll for the purpose of continuing professional education
 - All in agreement
- 4) **OPJOA Training Conference** through Ohio Police Juvenile Officers Association at a cost of \$525.00
 - Training located in Eastlake Ohio to be held 5/02-5/05/2017
 - Jeffrey Kinney for the purpose of continuing education
 - Is assigned as the juvenile officer within the department
 - All in agreement

Ms. Augustine: Ms. Augustine offered the following:

- Gave status on Boy Scout overnight campout at Bronger's Park
 - Spoke with township insurance company – OTARMA would cover the Township, however, the Township would have to be named under the Troops Liability Insurance.
 - Spoke with Mr. Richter at the Prosecutor's Office – Trustee Augustine stated that in conversation with Mr. Richter, it was discussed that there is no policy in place for overnight activity and would need to add a policy. In addition, an option would be that each family could sign a waiver and Mr. Brian Richter forwarded a waiver document that could be used. He also commented that if the Township were to allow this activity, it would set precedence for future requests.
 - Forwarded a copy of the Township Rental Agreement forms for both Bronger's Park and the Town Hall to the prosecutor's office for review – Plan will be to update the rental agreement forms – to include policy and hours of operation
 - Discussion regarding signage – currently, there are no signs posted for park hours open/close (posting signage would support the township if an incident should occur after hours, reducing the liability)
 - All in agreement to post signs at each of the parks and ballfields – with availability to rent where applicable – Trustee Augustine will research and follow up with findings
 - Contacted OTARMA for \$500.00 grant for signage – request for signage would fall in line with OTARMA safety requirements for grant request – can send quote. Further discussion ensued – Fiscal Officer Catherwood commented that it is a one time annual grant for townships and generally is used when expenses incurred will well exceed \$500.00 – this type of signage request will not exceed \$500.00. Fiscal Officer also stated that the Township had already received the grant money through a request by former Fire Chief for this year. Fiscal Officer Catherwood also expressed concerns with Risk Management – potential risk increases and not somewhere the township should go to add additional risk to the Township and its tax payers
 - Trustee Augustine commented that the Boy Scouts have their own liability insurance
 - Trustee Sambor added to check with the Metro Parks and how they handle the overnight camping. Fiscal Officer commented that the Metro Parks is their own entity and different from government (township)
 - Trustee Augustine added that the Boy Scouts had decided to forego the request for overnight activity this year and will work with the Chamber to share Bronger's Park on Saturday, March 18th.

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- Attended Ohio Digital Work Session for Public Records
 - Importance of transparency with public records, can utilize newsletter for community awareness
 - Requesting reimbursement for mileage – Fiscal Officer Catherwood noted that elected officials do not get compensated for mileage and Trustee Augustine commented that she was not aware of that and thanked Fiscal Officer Catherwood for the information.
 - Trustee Sambor inquired as to best way to interact with citizens and Trustee Augustine responded as follows: 1) email; 2) text and 3) social media (i.e. Facebook, Twitter, etc.)
 - Trustee Augustine added communication is an important service, however, it is recommended that if social media is to be used that it be a personal Facebook page (Trustee can set up own personal page) vs. a Township Facebook
 - Trustee Augustine commented on the website and proposed the idea of putting together a committee to provide ideas for the website
- Ordering business cards through Vistaprint
- Kimble (Rubbish Collection Company) – met with sales representative who will provide a quote for trash pickup at Township owned properties to determine if there is a better rate
- Cable Channel Status
 - To check with cable company to see if there is a disconnect or if transmitter is not working
 - Once assessed, to determine direction on continuing to update cable channel

Mr. Sambor: Trustee Sambor offered the following:

- Multiple flags at Memorial Park and the Townhall are tethered and need replaced/retired
 - Mr. Newcomer stated that they have some flags on hand and will plan to replace the flags right away
- Plans to set up interviews with the three selected architectural firms
 - March 14 and 15 (to begin at 10:30 am)
 - All in agreement
- Discussion with Charles Huber with the Medina County Building Department regarding commercial buildings within the township that have received citations for not being in compliance with Fire Code requirements. Trustee Sambor clarified that it was for commercial buildings and that the issues were related to building and fire code requirements and not related to Zoning. Further discussion ensued regarding point of sale calls and Trustee Sambor commented that point of sale permitting or approval is not a function of the Township.
- Discussion of Liasonships – Amend Organizational Minutes
 - Augustine = Administration, Cemeteries and Parks
 - Sambor = Buildings, Fire and Police
 - Schulte = Service and Zoning
 - All in agreement

Mr. Schulte: Trustee Schulte offered the following:

- Zoning Department received an application for temporary sign permit by the Chamber of Commerce
 - Buzzard Day directional signage on Township property and to hang a temporary banner on the township building
 - Signage would be posted the day of the event
 - All in agreement to allow for the one day event signage
- Brunswick Chamber of Commerce is holding their annual meeting with local townships and government entities and Trustee Sambor stated he would plan to attend as he has done so in the past.

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- Hinckley Township received a Thank You card from the SPCA regarding the contribution given by the Township in support of the SPCA
- Medina County Health Department is holding their annual advisory meeting on March 6, 2107 at 5:30 pm
 - Needs a person to fill in as he is unable to attend and Mr. Wilson agreed to attend on his behalf
- Ohio E Check needed on all township vehicles
 - Will provide a list to the departments to verify all vehicles have been checked
- Attended February Zoning Commission Meeting
 - Discussed Medical Marijuana Zoning and stated the Zoning Commission needs more time and information to decide what direction to take
 - Trustee Schulte stated that at the next Trustee meeting he will propose a resolution to prohibit the licensing of medical marijuana cultivation, processors and retail dispensaries in Hinckley Township and expressed in his opinion this is best for community protection
 - Trustee Sambor commented he understands the value of medical use and but agreed there should be protection to the Township until more information is received; and that there are many unknown possibilities and safety concerns
 - Trustee Schulte stated the prosecutor's office has created a resolution for Township's to use for this matter

Ms. Catherwood: Fiscal Officer Catherwood offered the following:

- **Renewal for Comp Management** at a cost of \$1,475.00
 - All in agreement
- Health Insurance meeting with Mark Herwick from Homestead Insurance
 - March 10, 2017 at 2:00 pm to review insurance information
- Request for an Executive Session regarding a confidential workman's compensation matter
 - Mr. Schulte made a motion for an Executive Session regarding a confidential workman's compensation matter. Mr. Sambor seconded.
 - Roll: Augustine – yes / Sambor – yes / Schulte – yes
- Huntington Credit cards have been received to be distributed – turn in old First Merit cards

Cemetery: Suzanne Peterlin reported on the following:

- Burial at Maple Hill – thanked the Service Department for their assistance in preparing the gravesite

Zoning: Tom Wilson reported on the following:

- Update on zoning permit activity – received two new home applications for zoning permit
- Board of Zoning will have three Public Hearings at the end of March – two conditionals and one variance

Administration: Suzanne Peterlin reported on the following:

- Met with Brook Myers, a representative from Staples who is willing to work with the township for office supply requests – bulk purchasing, etc. If interested, can provide contact information
 - Chief Morgan stated he has a contact Mark Traverse with a company called Supply Works for US communities that may also be a source to work with

Floor:

Tom Decker who resides at 1038 Charleton, Medina, Ohio was present to introduce himself and advise that he will be running for Clerk of Courts – for May election

Adjourn: With no further business for the work session, the Board of Trustees moved into Executive Session at 10:30 a.m. The Executive Session adjourned at 10:40 am.