

# Hinckley Township Trustee Work Session

Minutes for April 11, 2017

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**Present:** Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood  
Chief Morgan, Ms. Peterlin

**Excused Absences:** Chief Kalavsky and Mr. Newcomer

**Residents/Other:** Jeff Bart and Curtis Ramsey from Lite House Solutions

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

Jeff Bart and Curtis Ramsey from Lite House Solutions were present to provide information about computer virus protection, options for a backup system and to answer questions. An explanation was given regarding ransom attacks, how the attack moves through the system and how to protect the township computers from an attack. Mr. Bart commented that in addition to Ransomware Anti-Virus protection, that education is important as well having back up recovery measures in place. He would recommend more than just the virus protection. Education on phishing and spear phishing and how to avoid. He explained that there are 4 – 5 stages of criminal activity from delivery through an attachment (PDF) or compromised website, execution and that final encryption freezes all activity on the computer then resulting in a ransom demand. In the event that there is an attack on a public computer, it needs to be reported to the public.

Things to consider would be a firewall, endpoint level, spam filter, one time defense, isolation measures and back up with disaster recovery. There is ability to connect to two addresses (Townhall and Fire Station) with a local back up and/or cloud base back up. Mr. Bart recommended the Township get the virus protection and a cloud base back up system to include a server.

Trustee Sambor asked if township documents could be accessed through the township's private wifi, as that would be an additional risk to the township. Mr. Bart confirmed that Trustee Sambor was correct and it was determined that visitors should be using the township's public wifi to reduce risk.

Chief Morgan stated that the Fire Station has 3 IPADs with software for reporting purposes that utilizes a cloud base back up system. He stated that Mr. Withrow confirmed that the Fire Station and Town Hall networks were connected.

Mr. Bart added that all devices should be protected and to adjust the existing fire walls with redundant protection. He commented that user education is important. Support through his company would allow for monitoring systems, installations behind the scenes with continued updates.

Fiscal Officer Catherwood spoke about an application she received for Cyber Insurance and once the Trustees decide on the direction to take with a back-up system, then the insurance could be reviewed.

Mr. Bart will put together a quote to include Ransomware Virus Protection, back up system through an iCloud and monitoring system. The IOMEGA NAS system is no longer supported as a backup system.

All were in agreement to obtain a quote with options from Lite House Solutions.

**Service:** Road Superintendent Newcomer excused absence:

- No report given

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

- Reported on Trustee Sambor's involvement in FEEL THE HEAT. Trustee Sambor added that our firefighters put themselves at risk and that there are many factors they have to consider when decision making. He emphasized how important training is for firefighters.

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- Update on Staffing
  - Recent testing passed by Colegrove and Wilson as required for paramedic protocol
  - Currently 16 medics plus two members that have to pass their registry which will bring the department to 18 medics
  - Total staffing is 34 members, with 3 that may leave within year
- TEMS Program – Jess Grossenbaugh
- Requested status on US Communities (Supply Works) and Trustee Augustine responded that registration has been submitted and the township accounts are being established. She added that items will reflect slashed pricing with a new price. If there is no slashed price, then we can call our account manager to negotiate the price.
- Renewal of Drug License is due at a cost of \$150.00. This license allows for the trained staffing to administer certain medications which is through a program facilitated by the Cleveland Clinic. Fiscal Officer Catherwood stated that this is a recurring expense and suggested that the Organizational Minutes be updated to include such renewals. She will need supporting documentation for credit card expenditures.
- Scheduled mock crash on April 13, 2017 from 9:30 – 11:00 at Highland High School with neighboring safety forces in connection to the HS PROM promise
- Request for Appropriations through 2016 EMS Grant funding – these are the final funds available through the grant – money has been utilized by June.
  - Conterra Vacuum Immobilizer from Conterra Inc. at a cost of \$750.00 plus shipping and handling – the immobilizer is safer and more comfortable for the patient
  - Two Stat Pack G3 Quick Look First Responder back pack kits from Stat Packs Inc at a cost of \$390.00
  - McGrath MAC EMS Video Laryngoscope and blades from Physio Control at a cost of \$2,810.10
  - Total for the three items equals \$3,950.10 (from remaining \$4,000.00 of grant money)
  - All were in agreement
- MARSTAR: \$300 for Cat and Star chair was voted on but has additional annual service fee as well as time and parts that were not voted on. Fiscal Officer Catherwood said that another resolution will be needed for the annual service fee plus \$150.61 for time and parts.
- Andy Toth reviewed Turn Out Gear for inspection. The inspection is done annually. Found the need for three helmet shields, boots and reflectors. Fire Force \$1,069.00
- Jess Grossenbaugh and Ron Mack would like to attend the Firefighter Instructors Conference in Indianapolis at the end of April. The conference is all fire related with vendors, tools, techniques, fire books and hands on training with structures. Jess would like to attend classroom at a cost of \$425. Ron would like to attend exhibits at a cost of \$75. Total of \$500.00
  - All in agreement
- Use of Fire Department Vehicle for travel (training seminars or workshops)
  - Stated 32 is available
  - Ms. Catherwood stated she will provide Chief Morgan the vehicle policy to review the travel policy
- Trustee Schulte has copies of EMA minutes, SOA Advisory Board review if Chief Morgan would like to review them. Chief Morgan already has the minutes. Trustee Sambor stated he wanted to review them as well.

**Police:** Chief Kalavsky excused absence

- No report given

**Ms. Augustine:** Ms. Augustine offered the following:

- Township Property Rental Agreement form finalized

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- Hinckley Women's Club requested consideration to store their items in the old fire station instead of the Chamber barn. Further discussion ensued and with the renovation undetermined, the Trustees were not in favor of request.
- Park Signage/Signs
  - Presented two quotes for signage
    - Judco signage dimensions larger than Sign Shop dimensions
    - Trustee Augustine questioned if the grant money through OTARMA could be used since the signage would be safety related and Ms. Catherwood responded that the Township has funds for signs and usually the OTARMA grant money is used by the Fire Department
  - Ms. Catherwood commented that signage at River Woods Preserve could be displayed in the existing kiosk (one location for signage verses multiple locations) Trustee Schulte suggested posting the sign at River Woods Preserve like the rest of the signs for continuity.
  - All in agreement
- Lock for Youth Field Door
  - Researched and found a master lock with keypad combination for \$29.49
  - Further discussion ensued. Chief Morgan commented on what it is used for the residential lock box program.
  - Tabled for further review
- Welcome Letter to new residents from Township Trustees
  - To be included in the packet through the Hinckley Township Women's Club Welcome Wagon program
  - All in agreement
- Request from Girls Scout Organization requesting Letter of Recognition for Girl Scout Gold Award recipient Isabella Fragnoli
  - Trustee Augustine created certificate and Trustee signed – will prepare for mailing
  - All in agreement
- Requested an Executive Session to discuss types of documentation the Trustees would like to culminate prior to the next Police Labor Union Negotiations. More specifically, information regarding contract policy and insurance options for the Police Labor Union Negotiations and after discussion, found it was not necessary for an Executive Session as information is available through the Fiscal Officer or through the Township Attorney Bill Blackie.

**Mr. Sambor:** Trustee Sambor offered the following:

- Attended Feel the Heat Training held at Tri-C on April 8<sup>th</sup>
  - Obtained educational information regarding levy along with operations and staffing and the importance and need for additional funding
- Communication with architect for renovation to Administration building (old fire station)
  - recommendations to a game plan or process and why to move forward for public comment through survey. Trustee Augustine offered to assist with setup of survey.
- Update on Opportunities Park on W 130<sup>th</sup> Street
  - A meeting was held with the County Building Department, property owner, potential buyer of the property as well as both Fire and Zoning Inspectors to review concerns identified by the three entities that need to be addressed.
  - TAB business (tenant) in violation of Zoning Code

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**Mr. Schulte:** Trustee Schulte offered the following:

- Advised Mr. Newcomer forwarded an email and pictures from resident on Salem Court regarding damage sustained to vehicle from road debris. Resident is requesting reimbursement for repairs. Pictures were submitted with an estimate. Trustee Schulte stated that what is being asked for supersedes the damage and after further discussion the Trustees were in agreement to reimburse for the tire and wheel well at a cost of \$125.00 plus labor of \$140.00. However, additional information is needed and Trustee Schulte will follow up with resident.
- Parker Road culvert pipe (1880 Parker Road)
  - Has been in communication with Andy Conrad at the County Engineer's Office. Mr. Conrad has been on site to evaluate the issue regarding the strain and erosion on road and berm from excess water that exists from failing culvert pipe. The pipe is undersized and was installed about 20 years ago – need to put together a plan to fix/replace pipe with a 24 or 30 inch pipe – Mr. Conrad stated that the county could donate pipe if Township did the work. Trustee Schulte asked for the Board's view. The landowner has stated that he did not create the issue and any costs associated to a culvert replacement, to include the concrete apron should be on the county. Discussion ensued that because this situation was created secondary to a county error, maybe the county could assist the township with the project.
  - Trustee Schulte to follow up with Andy Conrad
- Concrete Roads – 2018 Schedule
  - Hinckley to prioritize roads with major issues by the first of June as a grant request is due by September
  - Trustee Augustine offered to assist with writing the grant.
  - Ms. Catherwood previously wrote grant for OPWC funding for the Brookside Estates project that he will look at for guidance.
  - Discussed the 20 year 0% loan option –
  - Trustee Schulte will work with Fiscal Officer Catherwood for funding options and a plan will be put in place
  - Ms. Catherwood commented on funding and the loan option
    - She mentioned previous discussions she had with the County. Replacing larger sections is recommended by the County verses just pad replacements. To replace Wakefield Run concrete is estimated to run \$800,000 – \$1,000,000. Also drainage grates are in bad shape.
    - Ms. Catherwood added that Mr. Newcomer's assessment and review for concrete repair for this year is lean in comparison to next year's repair needs.
    - Discussed paving/concrete budget – increasing over the last three years – more repairs needed
    - Need to determine short and long term liability
    - Crack machine allows for more crack and seal with an annual maintenance schedule (will help to keep roads in better shape over a longer period of time)
    - Subdivision standards improved (idea of future concrete sealing or asphalt was deferred)
- Boston Road/Valleaire flooding (road temporarily closed again)
  - Met with Jerrod Bentley from Soil and Water district to discuss flooding issue, the exposed Buckeye Pipe and increased erosion
- OHM Agreement (Group that was used for the Comprehensive Plan update)
  - Discussed with Zoning Commission and were receptive to utilize on a needs basis for zoning and new development within Township
  - Agreement was reviewed by the prosecutor's office who offered some comments to agreement

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- Trustee Schulte asked the Board for their opinion and Trustee Sambor clarified as a question that the support would be for specific subject matter, and as on call basis, not open ended and Trustee Schulte responded yes, that would be the intent. Trustee Schulted added that OHM had been contacted before for guidance
- Ms. Catherwood stated that parameters should be defined and added that the Zoning Regulations outlines that if input is required by a third party, it is on the applicant and should not be a burden on the tax payer. If a fee is involved the applicant should be notified.
- Developer John Sumodi attended Zoning Commission meeting to present a conceptual plan/informal discussion regarding a Conservation Development on Center Road (Skyland Golf Course). Trustee Schulte complimented Zoning Commission Chairman Spellman in defining the parameters. A Map Amendment would be required because it would be classified as a PUD. There were Stony Hill residents present at the meeting. The proposal would not include keeping the golf course. Of 198 acres, Mr. Sumodi is proposing 133 acre conservation.
- Attended Chamber of Commerce meeting with Trustee Augustine and Chief Mel Morgan – Chamber inquired about displaying banners for special events and Trustee Sambor to follow up with Chamber

**Cemetery:** Suzanne Peterlin reported on the following:

- Cemetery Deed for Dawson to sign at next meeting – purchase of two lots at Maple Hill
  - Burial at Maple Hill scheduled for April 13, 2017

**Zoning:** Tom Wilson excused absence:

- See comments from Trustee Schulte

**Administration:** Suzanne Peterlin reported on the following:

- No report given.

**Floor:**

**Adjourn:** With no further business the Board of Trustees adjourned the Work Session at 11:15 am.