

Hinckley Township Trustee Work Session

Minutes for August 1, 2017

Present: Trustee Schulte, Trustee Sambor, Trustee Augustine, Fiscal Officer Catherwood
Chief Kalavsky, Lt. Landis, Mr. Newcomer and Ms. Peterlin

Excused Absence: Chief Morgan and Mr. Wilson

Residents/Other: Reporter Ms. Peterson and Mr. Robinette, Architect with Kevin Robinette Architects

The work session was called to order at 9:01 a.m. by Trustee Schulte. Reports were given in random order.

Service: Road Superintendent Newcomer reported on the following:

- **July Monthly Report**

Fire: In Chief Morgan's absence, Lt. Landis reported on the following:

- Engine 31-2 is out of service
 - Took truck to Fallsway Equipment for annual maintenance - found a list of things wrong with truck and Lt. Landis highlighted on the areas of priority that need addressed before the truck will be released
 - **Request for Appropriations** for the following:
 - **Annual maintenance** at a cost of approximately \$1,400.00
 - **Emergency repair** to Engine 31-2 at a cost of approximately \$6,700.00
 - **Alternator repair** approximately \$680.00 through Fallsway Equipment (labor and parts)
 - **Need new batteries** approximately \$1,200.00
 - Will need quote outlining work to be done with associated costs for Trustee approval
 - All in agreement
- **Request for Appropriations – Turn out gear and gloves**
 - Mr. Toth is looking into needs for gloves and no mask hoods
 - Currently has costs for 3 morning pride gloves at \$310.50 and 7 innotex fire gloves at \$698.95 – noting that there are a couple of different options noted on the quote received
 - Trustee Sambor asked for specifics or clarifications and if this was new equipment or replacement equipment
 - Ms. Catherwood noted that it should be on the agenda for Trustee approval, adding that the quote should reflect shipping costs
 - All in agreement
- **Request for Appropriations – pulse sox, ledge back pad and blood pressure cuffs**
 - Mr. Moscalski is looking into needs for 3 EMS bags for 31 and 31-2
 - Ledge back pad and blood pressure cuffs
 - Large adult blood pressure cuffs = \$162.36
 - South Eastern Emergency Equipment = \$486.00
 - Additional research is required to obtain specific details for accurate quote
 - All in agreement
- Trustee Sambor made a motion for an Executive Session for potential disciplinary action against a fire fighter. Trustee Augustine seconded. Vote: MA – yes / DS – yes / RS - yes

Police: Chief Kalavsky reported on the following

- **Monthly Report**
- **Request for Appropriations – purchase of two cameras** to include parts and installation
 - Received quote from Zadar Technologies at a cost of \$1,977.40
 - All in agreement
- Lyonswood Parking follow up
 - Noted that there is signage that prohibits parking only on the south side of the street
 - Determined there is no change needed as the off street parking is not impeding on traffic flow
 - Unable to enforce no parking and suggested the Zoning Department to check with property owner to determine if running a business from the home
 - Trustee Schulte indicated that the Zoning Department will follow up with the property owner to resolve the issue.

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- Sign installed by Police Department designating a parking space for a “meet up spot” for internet purchase exchanges. This signage will be positioned in a location that will be by outside the proposed new cameras.

Ms. Augustine: Ms. Augustine offered the following:

- No report given

Mr. Sambor: Trustee Sambor offered the following:

- Mr. Robinette is present to review the first draft of the renovation to the old fire station and commented that the presentation will take place upon the Trustees return from Executive Session.

Mr. Schulte: Trustee Schulte offered the following:

- Western Land Conservancy – Sarah Kitson
 - Annual walk/assessment of Riverwoods Park (Schulte, Wilson and Sarah Kitson)
 - Found the walk to be interesting – no encroachments found
- **Request for Refund of \$400.00 by David Walsh**
 - Withdrew Variance request
 - After discussion, all in agreement
- Trustee Schulte noted that he is unable to attend Monday’s Trustee meeting

Fiscal Officer: Fiscal Officer Catherwood offered the following:

- No report given

Cemetery: Suzanne Peterlin reported on the following:

- No report given

Zoning: Tom Wilson reported on the following:

- See comments under Trustee Schulte

Administration: Suzanne Peterlin reported on the following:

- Recording Secretary – received one letter of interest and resume from Carolyn Chism – Trustee Schulte commented that she meets qualifications and recommends appointment of Recording Secretary (appointment as it is written in the Organizational Minutes)
 - All in agreement

The work session was recessed and the Board of Trustees moved into Executive Session at 10:00 a.m. At 11:03 a.m. the Board of Trustees returned from the Executive Session and the work session continued.

Floor:

- Kevin Robinette with Kevin Robinette Architect’s reviewed the following:
 - Town Hall Renovation – refurbish the Town Hall to enhance community opportunities
 - Reviewed the draft program and sketch to guide the conceptual design process that included discussion of the following: create common entry; determine fiscal officer needs; movement path between areas; consider moving administration and zoning office – combining staff; move cable out of furnace room and create a technology room; paving; court yard by south east corner; have two entries (some concern with maintenance, security and snow removal were noted); records room and storage area; storage area for community organizations, however, not recommended by Mr. Robinette; kitchen in new community room; senior room; and parking; garage space; drainage issues and other alternatives.
 - Trustee Sambor will work with Mr. Robinette to put together next phase and public meeting for community input.

Adjourn: With no further business, the Board of Trustees adjourned the work session at 12:18 p.m.