

Hinckley Township Trustee Work Session

Minutes for March 27, 2018

Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Fiscal Officer Catherwood, Interim Chief, Lt. Grossenbaugh, Road Superintendent Newcomer and Ms. Peterlin
Other/Residents: S. Hengeli, D. Becker, M. Fischer and H. Gaston

Chairman Burns opened the work session at 5:33 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, however, had the option to stay for the work session.

Mr. Dan Becker, from the Medina County Engineers office was present to **discuss regulations for sub-divisions** and current specifications approved by the Township Trustees. Trustee Schulte gave a brief introduction as to Mr. Becker's attendance and explained his discussion was pursuant to options for the Skyland development proposed by developer, Doug Krause at the Trustee Work Session held on March 13, 2018. Mr. Becker referenced the two prototypes that Mr. Krause had provided to the Trustees previously. He noted the following:

Prototype 1 which has been used in Granger Twp is a motor paver (cold mix asphalt) and

Prototype 2 which has been used in Montville, Sharon and York Twps is a standard asphalt paver (two layers of hot mix with concrete stabilization).

Mr. Becker had put numbers together to provide some comparisons on the recent road projects in the area. The concrete project at the Ledges of Stone Creek (8 inches of concrete stone base, no curbing) \$378,000 (2100 feet long). One (1) mile concrete, for a brand new street, start to finish, with curbing = \$950,000.00.

Trustee Burns commented on the cost of Brookside Estates repair project and he estimated the job as 1.6 million. Mr. Becker clarified Mr. Burns' reference to the Brookside project, and noted that Brookside cost more because of the need to extract old concrete and address other issues. (removal of concrete = \$15.00 square foot).

Mr. Becker gave some history to Granger Township's Forest Drive (approximately one mile long) was a motor paver project and cost about \$300,000.00 to install. Expenses incurred for maintenance by Granger Township over the last 18 years estimating about \$80,000.00 spent in chip and seal, with upcoming 2018 pave and seal project. He stated that Montville Township has spent about \$110,000.00 in asphalt repairs, which were done after nine (9) years. Currently good but will need to do again soon. Whereas, in comparison, he noted that Hinckley's Estates of Stone Ridge sub-division's mile long concrete road installed approximately 18 years ago has had no expenses incurred for repair, replacement or crack seal.

Generally speaking, Mr. Becker stated that if a concrete road has been installed correctly with current specifications and no drainage issues, it should last thirty (30) years before maintenance repair is needed on a concrete road. Bottom line: any of the three (3) types of roads will cost the Township around \$200,000.00 in maintenance costs over thirty (30) years.

Mr. Becker provided costs associated with a motor paver (cold mix asphalt) and a standard asphalt (two layers of hot mix with concrete stabilization). Further discussion ensued regarding the pros and cons of each type of road surface, its longevity and the potential related costs. He added that an asphalt road can last up to 7 to 10 years before it needs re-surfacing. It was noted that the issues at Wakefield Run Boulevard is the reason why sub-division standards were changed.

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Trustee Lutzko stated, as Hinckley prepares for the future, she wants a better estimate of the costs of each type of surface for maintenance and repair and determine what makes sense for the Township, as opposed to the developer. There is a larger expense upfront to the developer with the initial installation of the road. Trustee Burns added that Mr. Krause stated the developer would encumber about the same expense whether a concrete or hot mix asphalt surface was installed and Mr. Becker disagreed with that statement and noted it would be about a 3 to 1 difference with the initial cost based on his experience.

Fiscal Officer asked what happens when the driveway apron becomes lower than the height of the roads in Granger and Sharon, and Mr. Becker stated that the road surface will usually fan into the apron.

When Mr. Becker was asked if he would recommend a specific surface type, concrete or asphalt, and he responded that it was really the choice of the Township Trustees and what they wanted. He added, that, over time, the maintenance costs would be about the same. He emphasized for the Trustees to look at the image of Hinckley and what exists today. Mr. Becker reminded the Trustees that if they decide to change the subdivision requirements, they will need to make a resolution with the change.

Trustee Schulte asked Mr. Becker to give his thoughts on micro surfacing, which is a small stone and black trap rock mixed with oil, cement and stone mix. This technique fills in cracks and provides for a clean smooth surface. Mr. Becker mentioned that on I-271 in Richfield, District 3, surfaced a portion and found that over a short period of time the micro surface became brittle and surface no longer exists.

Trustee Burns commented on the **Valleaire water/flooding issue** and asked if there is direction Mr. Becker can give regarding the bridge and seasonal flooding. Mr. Becker stated that the bridge is governed by Cuyahoga County Engineer and it is the bridge height that dictates the height of the road. Trustee Lutzko expressed frustration with Cuyahoga County's response to date, noting there could be a serious problem if there is a fire or EMS call to Valleaire and the road is flooded. The road itself is split between North Royalton and Hinckley. Further discussion ensued. It was noted that approximately 15 years ago, Hinckley Township paved Boston Road section to the Valleaire Club house.

Other road concerns discussed were the surfacing of Boston Road completed a few years ago; a OWPC project scheduled July 2019 with Cuyahoga County and Broadview Heights and Salem Court.

Mr. Marcus Fischer, representative of the **Reserve at Walden Pond HOA** was present to ask the Trustees for approval to make some improvements to the conservation area which consists of approximately 70 acres. He stated up until this year, most of the area had been farmed. The HOA would like to restore it to more of its natural state and make it more park like. The HOA is proposing the following improvements: 1) add two stone columns and a split rail fence between lots 3 and 4 to better designate the access area for the pond to include small landscape beds around each column and a few trees along the fence line; 2) add a few benches around the parameter of the pond that would have a small gravel base beneath each bench (secured with footers to anchor the benches in place); and 3) working with Ohio Forestry Service and the U.S Department of Natural Services to try to reforest the larger areas that abut to State Road. The HOA will be seeking a grant to cover some of the costs. The HOA has also pursued the CAUV status and per the Auditor will not be taxed for this particular property. There is no funding requested of the Township, just the approval to move forward with the improvements. Trustee Schulte asked if there was any security system in place. After further discussion, the deed restrictions will be reviewed for allowable use of land. Fiscal Officer Catherwood commented that out of courtesy, to notify the Zoning Commission of the HOA plans and allow for review if any opposition.

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Mr. Hajj Gaston, resident of **Wakefield Run** was present to obtain update from Trustees regarding his proposal to reallocate properties. Trustee Schulte stated that he reviewed the variance previously requested 10 or so years ago that had been denied by the Board of Zoning Appeals. Trustee Schulte stated that he discussed the proposal with the Prosecutor's office and both determined that there is no change to Mr. Gaston's original request that had been previously denied, and therefore, the Board cannot undo what another Board has done. Mr. Gaston asked if there was a statute of limitations where he can revisit his request. Trustee Burns asked if there were other options and Mr. Gaston responded that he had gotten conflicting advice from the Prosecutor's Office to go directly to the Trustees. Fiscal Officer Catherwood corrected Mr. Gaston and stated that the Prosecutor's office said the request had to go to the Board of Zoning Appeals. Mr. Gaston added that there was confusion as to whether it was a land or area variance.

Trustee Lutzko asked who or how Mr. Gaston was aware of a time limit. Mr. Gaston responded he did not recall who he had heard that from and Trustee Burns suggested that Mr. Gaston get the name in writing so the Trustees could move forward with the research. It was reiterated by Mr. Gaston that he is re-locating property and not encroaching on property lines. He stated that his request had been previously approved at a work session by former Trustees, but without any actual vote. Mr. Gaston stated he will bring documents the next time he attends a work session. In the meantime Trustee Schulte will look into the statute of limitations.

Trustee Schulte asked about the status of the HOA appeal regarding the adverse possession case regarding Mr. Filip's property, adding that the HOA is unable to mow the common area as there is no access point to the common area other than through the property that Mr. Filip's has claimed. Mr. Gaston responded that the Judge had ruled in Mr. Filip's favor, and the HOA had appealed because the judge used the wrong burden of proof. The appellate court agreed and sent it back to the magistrate, who found in Mr. Filip's favor using the corrected burden. The HOA has filed a second appeal.

Service: Road Superintendent Darren Newcomer reported on the following:

- **2018 Road Paving Project Bids** Mr. Becker presented the bid results for the 2018 paving project and made recommendations based on results and prior experience with companies. Melway was the lowest bidder.
 - Mr. Newcomer recommended Melway based on Township's past experience with that company. Mr. Newcomer will contact Mr. Becker to move forward
 - Trustee Lutzko asked who was the entity responsible for actually awarding the bid and Mr. Becker responded that the Engineer's Office prepares the package and it is up to the Trustees to make the final decision
 - All in agreement
- **Gary Wright, RAH updates** Mr. Wright has been notified of the plans for the Township ball fields as follows:
 - Drainage at Kobak fields (mid July); regrading parking lot; concrete landings pads for handicap accessibility and paved sidewalks
 - Township will be receiving \$13,000 in state funding
 - Mr. Wright requested that two sheds be installed at Kobak and Youth field to store lawn equipment (Mr. Newcomer will obtain quotes and forward for review)
 - Fiscal Officer Catherwood stated that monies have already been budgeted for 2018 and some things will be limited to 2019 since the 2018 budget has already been done
 - **Request for Appropriations to purchase infield dirt for the Township ball fields** (Mr. Newcomer will forward quotes, once received)
 - **Request for Appropriations to purchase materials to install roofs on existing dugouts a the Township ball fields** (Mr. Newcomer will forward quotes, once received)
- **Fiscal Officer office wall** Mr. Newcomer discussed his plans on what he envisioned the project to entail and has drawn up a plan to forward to the County (building department). Further discussion ensued.

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Police: On behalf of the Police Department, Trustee Lutzko offered the following:

- **Request for Appropriations for one year law enforcement manual update subscription through Lexipol, LLC.** which includes 24/7 access to Knowledge Management Systems updates, subscription to 365 Unique Scenario Daily Training Bulletins and Testing Date Base (\$4,508.00) from 4/01/2018 – 3/31/2019 and Law Enforcement Procedure Manual Online Annual Subscription (\$845.00) from 4/01/2018 – 3/31/2019 for a total cost of \$5,353.00
- **OTARMA 2018 Police and Fire Policy Grant** \$1,000.00 available funding, if granted can be applied to expenses incurred for updating the policy manual through Lexipol LLC
 - Chief Kalavsky will complete application and submit request for approval of Grant funding
 - All in agreement

Fire: Interim Chief Lt Grossenbaugh reported on the following:

- **Request for Appropriations for the purchase of turnout gear and equipment.** Interim Chief, Lt Grossenbaugh provided quotes for the items to be purchased as follows:
 - purchase through Fire Force Inc./Eagle Emergency twelve (12) sets of FireDex leather boots at a cost of \$3,648.00
 - purchase through Warren Fire Equipment Inc. two (2) Morning Pride Helmets at a cost of \$612.10; six (6) helmet badges at a cost of \$293.34; six (6) pairs of Morning Pride Super Fire gloves at a cost of \$621.00 and ten (10) sets of turnout coats and pants at a cost of \$25,961.00 (total cost of \$27,487.44)
 - There was discussion that several sets of turnout gear will expire in July, and the importance of getting the replacement gear ordered.
 - Fiscal Officer Catherwood will provide a breakdown of where the funding will come from and recommended that no further large equipment purchases be made.
 - All in agreement
- **Engine 31-2 Out Of Service - Request for Appropriations for emergency repair to the booster tank as piping** has rusted out (leaking plumbing on the “Tank to Pump” valve.) Interim Chief Lt Grossenbaugh is getting a quote from Fallsway and will forward to the Trustees for upcoming Trustee Meeting.
 - All in agreement
- **New Squad** will be delivered to the station at 1:00 (Wednesday March 28)
- **Fire Department Policy and Procedures** There was discussion regarding training requirements and what is defined in the Fire Department Policy and Procedures. Training was changed from Tuesday to Wednesday and that members are attending 50% of the training each quarter. Interim Chief Lt Grossenbaugh asked what date or version should be used, as there is discrepancy of what was found in the office as well as what was given to Trustee Lutzko by Chief Morgan. Fiscal Officer Catherwood stated that there are two manuals 1) Township Policy and Procedures Manual (policy and procedures approved by Trustees) and 2) Operational Manual (through the department Chief and officers) Fiscal Officer Catherwood will forward the file to Trustee Lutzko and Interim Chief Lt Grossenbaugh.
 - Trustee Lutzko asked that Interim Chief Lt Grossenbaugh remind all staff members to be aware of the Systems manual and training requirements within.
- **Matt Benigni** requesting a one year **leave of absence** due to a full-time commitment with Westlake.
 - Discussion included referencing the Operational Procedures Manual and determine if a specific time frame is listed. If any change to the policy, it would require a motion to amend the language. It was found that an individual may take up to a three month leave of absence with Trustee approval. If an extended leave of absence, requirements of testing, training and physicals should be evaluated. Fiscal Officer suggested to follow the written procedures and grant a three-month absence and then revisit at the end of three-months.
 - All in agreement to grant a three-month absence.

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Schulte: Trustee Schulte offered the following:

- **Indigent Burial Inquiry/Request** – The Township Offices received a call from a Hinckley resident requesting information about the Indigent Burial policy. Trustee Schulte contacted Waite and Son to obtain guidance as well as the Prosecutor’s Office. Waite and Son provided a copy of an application used by a neighboring city. The Prosecutor’s Office stated that there is a series of requirements that must be satisfied to qualify for an Indigent Burial. Trustee Schulte also contacted Brunswick Hills who provided a copy of their Indigent Policy. Trustee Schulte stated that although this type of request is not common, he would like to see the Township have an updated plan in place. Ms. Peterlin will draft the application and Township guidelines for Trustees to review.
 - All in agreement that there should be an updated policy in place.
- Future transition from **Zonepro to IworQ** (next generation of Zonepro)
 - In the near future (by July) we have been advised that Zonepro will no longer be supported by Microsoft and the Township received notice that IworQ has purchased Zonepro and will be rolling over existing customer base to IworQ
 - Trustee Schulte stated that he and Ms. Peterlin attended a webinar at Brunswick Hills to see what the transition would entail. There are additional options available and found interest in the Cemetery program.
 - Received a quote and the annual fee would be approximately \$2,100.00 which includes updates, training, maintenance and customer support for both Zoning and Cemeteries.
 - Additional discussion ensued. Trustee Schulte and Ms. Peterlin will contact IworQ for a Cemetery Webinar and review costs and timelines.
- **Retirement Party for Chief Kalavsky** April 7, 2018 at Vallearie Golf Course club house
 - Trustee Schulte asked the Trustees if they would entertain supporting the purchase of a hand crafted wooden plaque to present to Chief Kalavsky at an approximate cost \$57.00. All were in support of the idea and agreed to pay for it using their own personal funds.
- **Parcel lot splits** requests received in the Zoning Office. Zoning Inspector Wilson has reviewed the mylars/plats and signed both as he found that the splits were within the regulations of the zoning code.
 - **Zambetti** parcel split request (Kellogg and Hinckley Hills Road)
 - **Wolny** parcel split (transfer to Noonan) (W 130th Street)
 - All in agreement and plats were signed and dated by the Trustees

Lutzko: Trustee Lutzko offered the following:

- **OACP** Assessor’s scheduled to interview Chief of Police Candidates on April 14, 2018
 - Trustee Lutzko explained that the interview process will include testing in group and individual format
 - Need 4 or 5 lap tops and tables set up in meeting room
 - **Request for Appropriations for OACP assessor services** at a cost not to exceed \$5,400.00
 - All in agreement
- Special meeting scheduled with Selection Committee April 4, 2018 at 5:00 pm for the purpose to continue review process of the applicants for the Chief of Police position

Burns: Trustee Burns offered the following:

- Attended meeting in Brunswick regarding their update to their Master Policy Plan
 - Brunswick looking at JED projects
 - Next meeting is scheduled for June
 - Tax Abatement meeting
- **Declare April as Month for Ditch and Property Clean Up**
- **2018 Medina County Solid Waste District Yard Waste Manifests**

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Fiscal Officer: Ms. Catherwood reported on the following:

- **Assist Now** – need contract signed so Assist Now can send invoice for payment
 - Trustee Lutzko will contact Chief Kalavsky to forward contract by next Trustee meeting
- **Liability Insurance Inventory List** – need list from Police Department
- **Contract / payment schedule for Chief Kalavsky**
 - Determine bi-weekly or monthly, either option is fine
 - Will be present in office, Monday – Wednesday – Friday
 - Approximately 12 – 15 hours (sometimes 20 hours)
 - After further discussion, Trustee Lutzko will address the matter with Chief Kalavsky and follow up with Ms. Catherwood.

Administration: Ms. Peterlin reported on the following:

- **Review of the Facility Check List** to secure facilities
 - After discussion, Ms. Peterlin will follow up with Ms. Agostin at the Police Department and forward a copy of the check list to the Police Department
 - Trustee Lutzko stated she was not aware of any concerns from Chief Kalavsky or PD staffing

Cemetery: Refer to Trustee Schulte's report:

-

Zoning: Refer to Trustee Schulte's report:

-

Floor: Trustee Burns welcomed those in the audience to speak first and comments appear before the departmental reporting.

- **Trustee Lutzko motioned for an Executive Session** for 1) a discipline issue and 2) a compensation issue
Trustee Schulte seconded. Vote: Schulte – yes / Lutzko – yes / Burns - yes

With no further business, the Board of Trustees moved into Executive Session at 8:05 p.m. The Board of Trustees moved back to Trustee Work Session and adjourned at 9:00 p.m.