

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MAY 2, 2011
6:30 PM

A regular meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors was held at the Administration Building, Leisure Services Conference Room on Monday, May 2, 2011.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Tom Casari, Canton Township, Mark Waldbauer, Pheasant View, Craig Stephens, Fairways, Pete Sandys, Fairway Pines

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Dave Coppola, Al's Asphalt, Patty Tis, Al's Asphalt

I. Call to Order

Mr. Casari called the meeting to order at 6:36 p.m.

II. Unfinished Business:

- a. Road Repairs**
 - i. Discussion on Communication Plan with Dave Coppola from Al's Asphalt.

Mr. Stephens stated we want to improve on the communication from last year. There will be one contact person and the PRRMA website, which will be updated on a regular basis. The letter that Mr. Casari drafted will alert all homeowners of the upcoming road repairs. Seal coating is the most difficult part of the communication process. A-frame signs will be used and placed at the entrances to each subdivision and/or street scheduled for seal coating advising residents to check the PRRMA website for details.

Mr. Coppola stated the Type 3 barricades for road closures are probably best to use with a large sign to be hung on the barricades. The sign will indicate roadwork scheduled; check the PRRMA website. No dates will be placed on the signs. Mr. Coppola stated the road scheduled for seal coating will be marked with wide striping with arrows for direction of work. The striping will be explained on the website with a diagram. All communication will be explained and recognized on the PRRMA website. Mr. Waldbauer stated his information is obtained on E-Builder and it is a good overview of what work will be done. This information will be placed on the PRRMA website at www.PRRMA.org.

Mr. Casari stated he would like all changes, new information or adjustments in the roadwork phoned or emailed to him directly so he can get this information up on the website as soon as possible. Mr. Casari stated he will send information to all managers. Mr. Casari stated he would like addresses used as opposed to lot numbers. Mr. Coppola stated he will email and "cc" to Mr. Casari. Mr. Waldbauer stated he will let Mr. Coppola know the email address to forward information.

Mr. Casari stated the door hangers with a phone number was used last year and will be used this year as well. Mr. Sandys stated leave specifics out of the door hangers and suggest checking the PRRMA website for details.

Mr. Stephens suggested a table on the website indicating the work to be done in a specific area and fill in the date when it is known. More specific information can be detailed, as the date gets closer. The format will never change on the website so residents become familiar. Mr. Stephens stated when seal coating is scheduled he would add, "SPRINKLERS OFF, NO DRIVING" with the dates included and "NO WALKING ON SEAL COATING".

Improved communication consists of these items:

1. Letter to the residents which will be mailed on Friday, May 6, 2011.
2. 6 Signs, 2-foot letters, to set up at ends of boulevards. "Roadwork scheduled soon, check www.PRRMA.org", banner sign to tie to barricades Type 3.
3. Door hangers.
4. Mr. Coppola will let Mr. Casari know any changes to schedule via email.

Mr. Coppola will need the banners by the end of June. Jim Sample will coordinate the seal coating.

Mr. Sandys stated Fairway Pines caused the largest extra cost (70%-80%) for seal coating due to driving on the wet seal coating. It was discussed that if damages occur PRRMA will pursue and the individual(s) may be charged. This will be noted on the PRRMA website.

Mr. Casari stated the colors used on E-Builder for the roadwork to be completed are as follows:

- Red = reconstruction, mill and resurface
- Blue = preventative maintenance, crack sealing and seal coating
- Yellow = Rehab, patching, crack seal, seal coating, curb repairs, route and fill

Mr. Casari stated there are 24 sidewalk ramps that need to be replaced which are not ADA compliant. These ramps are at intersections that will be milled and resurfaced. It is an approximate cost of \$12,120. Another 20 adjacent flags will need to be adjusted for a total of \$14,832. This will leave approximately \$5,000 (104 flags) left for any additional trip hazards. Mr. Coppola stated he would like to get the ramps completed before school is out.

Mr. Casari stated trip hazards can be saw cut for less cost. Mr. Casari stated he will contact the contractor for saw cutting to come out.

Mr. Stephens stated an ADA ramp that was done last year on the northwest corner of Sandlewood and Glengarry has a crack, and will need to be replaced. Mr. Casari stated he will get this information to Spalding DeDecker.

Mr. Casari will get a list of the ramps to all managers. Mr. Casari stated Public Works was out doing pothole cold patching on Friday and will finish up this week.

- ii. Sign Contracts for Repair Work with Al's Asphalt.

Mr. Casari stated he sent Mr. Coppola a copy of the contract. Mr. Casari and Mr. Coppola signed the three memos for the contract. The roadwork will be started by July 4, 2011.

Mr. Casari stated Spalding DeDecker will assess any curbs that will need replacing.

Mr. Sandys stated he would like to see long range (2 to 3 years) contracts, based on the Consumers Price Index, in the future for better planning. Mr. Coppola stated he is not opposed to looking into that suggestion. All members were interested in this concept.

Mr. Casari stated when all sidewalk quantities are in he will get Hardrock Concrete out. Then managers can mark the sidewalks.

III. New Business:

- a. Road Closures
 - i. Liberty Fest Fireworks

Mr. Casari stated he received a letter from Leisure Services on the road closures during the Liberty Fest requesting permission to close several roads. Motion by Sandys, supported by Stephens to allow Canton to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 18, 2011 prior to and after the fireworks. The Committee is also requesting permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway." Motion carried unanimously.

IV. Other Business:

The next PRRMA meeting will be Wednesday, June 8, 2011 at 6:30 p.m.

Mr. Stephens inquired if the DTE Electric Bill has been transferred. Mr. Casari stated he will check on it and let Mr. Stephens know.

V. Adjournment:

Motion by Waldbauer, supported by Stephens to adjourn at 7:50 P.M. Motion carried unanimously.