

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
March 21, 2016
5:45 p.m.

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, March 21, 2016.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Bill Serchak, Canton Township, Ranson Smith, Fairways

Members Absent: Larry Siedell, Fairway Pines

Others: Deborah Dooley, Secretary

Others Absent: Tim Kljun, Roadway Manager

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:51 pm.

- a. Approval of Agenda
Motion by Serchak, supported by Smith to approve the agenda as presented.
Motion carried by all members present.
- b. Approval of Minutes
 1. February 22, 2016
Motion by Alomary, supported by Smith to approve the February 22, 2016 minutes as presented. Motion carried by all members present.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun was absent but provided the current reports. There were no questions from the Board.
- b. Cash Flow Analysis
There were no questions from the Board.

III. Unfinished Business

- a. Street Sign Replacement
Mr. Serchak stated he and Mr. Kljun discussed the "Yield" and "No Right Turn" signs. He stated on the boulevards there are no indicators for one way. He stated it was decided that the "Yield" signs will remain as they are. Mr. Serchak stated everyone is used to the "Yield" signs and they will not be removed. He stated they will be replaced as needed. He stated this item can remain on the agenda.
- b. Landscaping - Maintenance and Improvements
 - i. Entryways

Deferred till next meeting.

ii. Tree Trimming

Mrs. Bilbrey-Honsowetz stated the trees have been trimmed within the last 10 days. She stated it has significantly improved the sight lines.

iii. Pine Trees

Mrs. Bilbrey-Honsowetz stated Mr. Kljun was going to confirm with an Arborist. She stated this item will be deferred until the next meeting.

c. Lighting Updates

Deferred till next meeting per Mr. Kljun's request.

d. Concrete

Mr. Serchak stated Spalding DeDecker is updating their criteria for curbs. He stated he hopes to have the criteria this week and will forward to all Board members. He stated PRRMA has authorized Spalding DeDecker to rate all the curbs in preparation for the construction project this year. Mr. Serchak stated Spalding DeDecker will also include all the sidewalks that were not completed last year. Mr. Serchak stated he discussed with Mrs. Bilbrey-Honsowetz the updating of all the sidewalk assessments. He stated it is a considerable burden for Board members to complete this assessment. Mr. Serchak stated he has staff available to do this assessment. He stated it would be a labor only cost to PRRMA and much cheaper than hiring Spalding DeDecker for this assessment. He stated he can provide a quote to the PRRMA Board. He stated he expects this assessment can be done within the next few weeks. Mr. Smith stated he feels it would be worthwhile and consistent with the rest of the sidewalks. Mr. Serchak stated it would take his staff two weeks at the most with an approximate cost of \$5,000-\$7,000 in labor. Mr. Alomary stated he would like a balance between the cost and a standard within all sidewalks. Mr. Smith stated he liked the idea of it being consistent with the current sidewalks.

Mr. Smith inquired what Spalding DeDecker would charge for an assessment of the sidewalks to compare to what the Township will charge. Mr. Serchak stated he will inquire. He stated Spalding DeDecker is charging approximately \$7,000 for curb assessments.

Mr. Alomary inquired if there is a time frame for the concrete project. Mr. Serchak stated he would like the bids in April and the summer months to complete the work. He stated there will be a restriction that no work will be done during Liberty Fest, June 16th, 17th, and 18th. He stated the work will be done during the end of June, July and August before school begins.

Mr. Serchak stated he would like to schedule the April meeting later in the month so we can have the questions answered. He stated he will have Spalding DeDecker attend the April meeting.

IV. Other Business

a. Next Meeting Date

Tuesday, April 19, 2016 at 5:45 pm.

V. **Adjournment**

Motion by Alomary, supported by Serchak to adjourn the meeting at 6:07 pm. Motion carried by all members present.