

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**January 10, 2017**  
**5:15 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 Tuesday, January 10, 2017.

**Members Present:** Greg Hohenberger, Canton Township, Kevin Whitaker, Pheasant View, Tom Gamache, Fairway Pines, Bill Serchak, Canton Township,

**Members Absent:** Ranson Smith, Fairways

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Jake Ensley, Spalding DeDecker

**I. Call to Order**

Mr. Serchak called the meeting to order at 5:16 pm.

- a. Approval of Agenda  
Motion by Whitaker, supported by Gamache to approve the agenda as presented  
Motion carried by all members present.
- b. Approval of Minutes
  1. November 14, 2016  
Motion by Gamache, supported by Whitaker to approve the November 14, 2016 PRRMA minutes as modified changing percentages on II. Financial Activity Review, a. Current Reports to the following: Fairway Pines: 32.96%, Fairways: 28.22%, Canton: 20.48% and Pheasant View: 18.34%.  
Motion carried by all members present.
  2. December 13, 2016  
Motion by Gamache, supported by Whitaker to approve the December 13, 2016 PRRMA minutes as presented. Motion carried by all members present.

Mr. Gamache inquired where in Canton did Hutch do an asphalt project. Mr. Serchak stated Hutch did the west parking lot at the Summit last year and also three subdivision rehabilitations in the Geddes and Beck Road area. Mr. Gamache stated PRRMA has not dealt with this contractor in the past. He inquired if they did a good job. Mr. Serchak stated they did a good job on the parking lot at the Summit and a good job on the three subdivisions, however there is still a punch list item that will have to be completed in the Spring. He stated Canton has not used Hutch in the past, but they have been around a long time.

## II. Financial Activity Review

### a. Current Reports

Mr. Kljun stated he emailed the December 2016 final financials to all Board members. He stated PRRMA is in excellent shape financially. He stated the Reserve as of the end of 2016 is \$567,597.

Mr. Kljun stated once the budget has been approved by the Board he takes the numbers and allocate them to each association and to each line item that's affected. He stated when the income and expense statement is published the budgeted numbers are very close to the budgeted numbers approved. He stated this is a good tracking device for a monthly and accumulative basis. He stated this assist in looking at performance. He stated for example: the administrative budget was \$166.27 over budget, or .5%. Mr. Kljun stated all subdivisions as well as Canton were under budget. He stated this is because of the projected roadway projects for 2016 and PRRMA spent \$0 in each case.

Mr. Gamache stated he was happy to see the amount of dollars allocated for repairs and improvements for 2017 that will need to be completed.

### b. Cash Flow Analysis

Mr. Kljun stated the capital projects for 2017 identified as follows:

Projected roadway repair	\$200,000
Winter road repair contingency	\$ 10,000
Projected road repair engineering	\$ 16,800
Proposed monument repair at Glengarry/ Canton Center Entrance, Summit Parkway and HOA's Tree replacement	\$ 5,000 \$ 30,000
Project Update PASER maps	0
Projected sidewalk repair	\$ 89,830
Curb and gutter replacement	\$132,000
Curb/gutter/sidewalk engineering	<u>\$ 27,250</u>
Total	\$ 510,880

Mr. Gamache stated this will assist the homeowners to know where their dues are being spent. Mr. Kljun stated each time period can be modified, or add additional projects.

Mr. Gamache inquired if there is a list of projected sidewalk repairs. Mr. Ensley stated he does not have that list with him, however he can send list to each member.

## III. Other Business

### a. 2017 Construction Project - Discussion

Mr. Serchak stated PRRMA delayed last year's project to this year's project. He stated a significant amount of sidewalks/curbs that was assessed last year. He stated Spalding DeDecker has the list and locations of all sidewalk/curb/gutter repairs projected for 2017. He stated tonight's meeting will include discussion on

construction cost and location of asphalt repairs. Mr. Serchak stated Spalding DeDecker needs to look at their budget and adjust cost for engineering. He stated he suggests this because sidewalk work can be labor intensive. Mr. Gamache stated he would like a list of sidewalk repairs so homeowners can be alerted for parking purposes. Mr. Ensley stated Spalding DeDecker will visit this aspect with the contractor and advance notice will be supplied, as well as barricades. He stated advance notices will be forwarded to the website and flyers. He stated he will send out the list of sidewalks to all Board members. Mr. Gamache stated HOA's can help with alerting the homeowners. Mr. Serchak stated we can also make the contractor responsible for door hangers before they mobilize to that location. He stated getting the list to the homeowners will also help. Mr. Gamache stated they can publish the list on their website as well.

Mr. Ensley inquired if PRRMA will require two separate contractors. Mr. Serchak stated he would prefer a single contractor so they are not tripping over each other. He stated the bulk of the work is asphalt.

Mr. Whitaker stated on the PRRMA website there is a 2016 Sidewalk Repair Map, posted in November, and inquired if this has been updated. Mr. Serchak stated he would like a posting closer to the project communicated to the residents. Mr. Whitaker stated he lives in Pheasant View and the map calls out Windridge, which is where he lives, but in fact it is actually Stonebridge. Mr. Ensley stated he has that location on his map.

Mr. Serchak stated his suggestion is to concentrate on the entrances off the main roads and higher traffic roads. He stated this includes entrances off Beck Road, Cherry Hill and Canton Center.

Mr. Ensley stated Spalding DeDecker did rate the roads on a 10 point scale. He stated they modified the PASER rating so they can go to 100 to detail. He stated for PRRMA there is nothing in very poor or failed condition with the current roads. He stated a good job has been done over the years to keep up with the deterioration of the roads to fair or good condition. He stated however, there has been a few areas that have gone from fair to fair plus (50 PASER rating). He stated it has started to deteriorate as expected.

There was discussion on the map of areas needing repairs. Mr. Gamache stated areas he feels needs repairs. Mr. Ensley stated these areas can be explored .

Mr. Kljun inquired how many linear feet are associated with the brown areas on the map. Mr. Ensley stated there is roughly 20,000 square feet associated with the brown areas and 360,000 square feet of the orange areas. He stated this is the areas rated in the fair plus category. Mr. Ensley stated there is quite a bit of brown area on Glengarry. He stated since this is such a large area it might be best to focus a large portion of the budget on that area.

Mr. Kljun inquired if drivability, smoothness of the roadway introduced into the assessment of the roadway. Mr. Ensley stated no, when the road is assessed it is primarily on the stresses that are noted. He stated the severity and type of each stress is noted.

Mr. Ensley stated the conditions underneath the road may vary causing one roadway to remain in good condition, however another roadway to deteriorate more quickly. He stated a good base is the key.

Mr. Whitaker inquired if more material could be added to increase the life of the roadway. Mr. Serchak stated with the curb you don't have much ability to add additional material unless you go down deep into the stone base. Mr. Gamache inquired if when the wear surface is removed could the base be checked for deficiencies. Mr. Ensley stated when the top layer is taken off there is still a layer of asphalt beneath. He stated it is not necessarily stone that the contractor is going down to. He stated when the contractor removes a portion of the asphalt Spalding DeDecker is monitoring what the base layer of asphalt looks like. Mr. Gamache inquired if there are holes and cracks in the base layer of asphalt wouldn't that impair the new layer of asphalt. Mr. Ensley stated yes that would have to be considered with the repair methodology approach going to be. He stated if there is extensive cracking then the contractor and Spalding DeDecker would speak to the owner and decide if this asphalt needs to be cut out to the base. He stated if there are linear cracks those are not that big of a concern as long as those cracks are sealed. Mr. Gamache inquired if those cracks affect the surface those should be addressed quickly. Mr. Ensley stated he recommends that PRRMA have a certain amount built into the budget for preventative maintenance. Mr. Serchak stated in 2018 PRRMA wants to dedicate a significant amount of money to crack sealing. He stated he suggest 10%-15% of the budget that is discretionary to be used for unknown areas of repair.

Mr. Kljun inquired with a mill and resurface is it customary to put a seal down first. Mr. Ensley stated tack coating does not help cracks, it merely bonds the new asphalt. Mr. Whitaker inquired if there is a designated number of times that one can remove just the top layer off. Mr. Ensley stated no, not unless the top surface has extensive cracks and appears to have failed.

Mr. Kljun inquired if the bids are adjustable if we find we need additional funds for unknowns. Mr. Ensley stated yes, Spalding DeDecker always asked for unit pricing in the bids incase additional items need to be added.

Mr. Whitaker inquired if Spalding DeDecker engineers the project, would they also be bidding on the project. Mr. Ensley stated Spalding DeDecker would be putting the bid package together, receive the bids and compile data and make recommendation.

Mr. Serchak inquired if all members are agreeable to working on all main entrances off the main roads, Glengarry, Summit and Southwick. Mr. Gamache stated he agrees with the entrances, since this is what people see coming into a subdivision. Mr. Serchak stated he feels we need to go deeper on Southwick, it may have some base failure.

Mr. Ensley stated he will prepare a hand sketch for repairs and an estimated cost for Board approval. Mr. Serchak stated it would be great to bid in February. He stated the only constraints to add to the bid would be Liberty Fest, June 14-17, and school closing, June 13. He stated May and June would be curbs and paving afterwards.

Mr. Whitaker inquired if penalty clauses are included in the bid package for timing issues, deterioration of the roads much faster than expected, etc. Mr. Serchak stated we have never used liquidated damages. He stated using the bidders in the past, he does not feel this is necessary. Mr. Serchak stated most contractors will not want to warranty work where they are putting two inches of pavement on an unknown. Mr. Serchak stated he feels that with Spalding DeDecker watching over the project, and working with contractors used before a warranty is not needed. Mr. Serchak stated curb can begin in April/May. He stated and put a limitation on the amount of curb to be opened at once. He also stated limitations the week before Liberty Fest.

Mr. Kljun inquired where a staging area for the contractor might be if they need to stop working. Mr. Serchak stated the area just west of the Summit entrance might be a good staging area. Other suggestions for staging areas might include the northwest corner of Proctor/Denton and the end of Heritage Drive and the maintenance garage.

Mr. Ensley inquired how much material testing does PRRMA want in the equation. Mr. Serchak stated PRRMA wants specs for concrete and asphalt. He stated 1100L and 1100T is the County standards for asphalt. He also stated knowing what plant the asphalt is coming from included. He stated the concrete program for the Township has 3-4 tests. He stated the bid should also include an asphalt extraction. Mr. Gamache stated he would like a schedule to track the projects progress. Mr. Serchak stated the completion date will be August 18th. He stated the bid package will be mailed to Nagle, T & M and Al's Asphalt. Mr. Gamache stated when the sidewalks and curbs are done he would like incidental cost for irrigation system damage. Mr. Ensley stated he will clarify with the contractors that irrigation system damage is an incidental cost. Mr. Ensley stated he will set up a pre-bid meeting with contractors, Mr. Serchak, and Mr. Hohenberger. Mr. Gamache stated there will be someone from his Board that will be interested in participating in the pre-bid meeting. Mr. Serchak stated his office will take calls for irrigation issues. He stated notifications for irrigation system to be turned off will be implemented.

- b. Tree Replacement Program  
This item will remain on the agenda.

Mr. Gamache stated three signs are broken in Fairway Pines, two on Glengarry/Canton Center and a yield sign. Mr. Gamache inquired what is the criteria for replacing yield signs. Mr. Kljun stated if the yield sign is on the approved drawing they need to be replaced. Mr. Kljun stated all material is on order for all three signs and anticipate delivery the end of January. He stated Mr. Notestine needs to do a police report for the sign he witnessed being hit.

Mr. Whitaker inquired on the status of the 6 LED lights that were ordered. Mr. Kljun stated all material has been received at the vendors and the final payment was mailed to him on Friday. He stated the vendor will deliver them to DPW. He stated Pheasant View will receive 6 plastic luminaries plus a box of LED lights for a direct replacement.

Mr. Gamache inquired if the streets can be swept in the fall to prevent the leaves from accumulating in the catch basins. Mr. Kljun stated the streets were swept in the spring and fall. Mr. Gamache stated the problem is there are different street trees with different times for falling. Mr. Kljun stated PRRMA could consider a third sweeping in late fall. Mr. Serchak stated street sweeping is not designed to put up a lot of leaves. Mr. Kljun stated some communities do leaf pick-up, is this feasible in Canton. Mr. Serchak stated Canton has two Vactors in full-time use in the sewer system. He stated this would be a political question.

- c. Next Meeting Date  
The next meeting will be Tuesday, February 14, 2017 at 5:15 pm.

#### IV. Adjournment

Motion by Gamache, supported by Whitaker to adjourn at 6:56 pm. Motion carried by all members present.