

HIDDEN HILLS COMMUNITY ASSOCIATION
GATE AND PATROL SERVICES COMMITTEE
MEETING MINUTES

February 10, 2020

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:35 p.m. by Jeff Korchek. Also present were Barbara Lipkin, Mike Resnick, John Boulianne, Kim Gagnier, Carolyn Okazaki-Siegler, Board Liaison Joe Loggia, and Stefany Tristan as Staff Liaison.

Guest in attendance is Debbie Seror.

Absent was Bob Payne.

APPROVAL OF MINUTES

As the Network for the office was down and non-responsive Stefany Tristan was unable to print the minutes for approval. We will present the January minutes along with February's minutes at the March meeting.

NEW BUSINESS

Turn Around Construction Vehicles at Round Meadow Gate

Jeff Korchek discusses the turnaround problem at Round Meadow gate. The problem appears to be construction vehicles coming in the Round Meadow gate before 9:00 am. When this occurs, the gate guard should advise the vehicles driver that he will need to either, back up and exit or make a U turn just past the gate arms and either come back after 9:00 am or enter through another gate. Jeff Korchek inquires with Ron Heston if after the second offense if it's possible to fine the contractor. Ron Heston informed the committee that the rule about entering Round Meadow before 9:00am is already on the pre-construction check list. Ron Heston agrees that during the pre-construction meeting there can be an additional form to be signed by both contractor and property owner acknowledging there will be some sort of penalty if their subs come through Round Meadow before 9:00 am. Joe Loggia suggests that maybe a time penalty would be more effective, by making the driver go to Long Valley gate to wait a specific amount of time in the staging area. Mike Resnick asked if the committee could get a copy of the pre-construction checklist. Ron Heston will email the checklist to the committee members.

Burbank Gate Remodel

Ron Heston presented the drawings of the Burbank gate house remodel to the committee. The drawings show a better work space for the guards; more cabinet space, stone countertops for the high traffic areas, new floors, paint and reviving the bathroom area. The drawings showed room for 3 big monitors, which Joe Loggia says they may not be needed if we switch to

offsite servers. Committee members inquire about where the money is coming from for the re-modeling of the Burbank gate house. Ron Heston feels it is a reserve item. Jeff Korchek asks about down time for the gate. Ron Heston says that it may take 2 weeks. Jeff remarks that it will be a problem for the gate house to be down for so long. Ron Heston follows up saying that this can be done during the summer break to lessen the load on the guards as the Round Meadow School will not be in session and therefore traffic won't be as bad. Jeff Korchek confirms that the guards can also use the tablets while the gate house is down or we can use a temporary offsite location. Barbara Lipkin inquires if we have any information on the Long Valley gate house relocation. Ron Heston will talk to Dirk from City Hall.

Gate Manual Revisions

Jeff Korchek asks about the Gate Manual and wants to know the status of the revisions. Mike Resnick will get the committee a red line version of the gate manual for the committee members to review and discuss at the March meeting.

Committee Member Duties

Debbie Seror will assist in assigning duties to all committee members. She will have this for the March meeting. In the meantime Carolyn Okazaki-Siegler will assist Stefany Tristan with preparing the agenda for the meetings. Carolyn Okazaki-Siegler inquires about moving the meeting time, unfortunately Jeff Korchek does not leave his office till 6:00 pm and cannot make it any earlier.

With no other matters to discuss the meeting was adjourned at 7:40 pm.