

Monday, February 23,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on February 23, 2015. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley presided and called the meeting to order at 6:00 P.M.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their regular meeting at 6:00 P.M. in order to go into executive session.

Mr. Jim Stanek was invited into the executive session at 6:00 P.M. until 6:30 P.M.

Ms. Karen Endres was invited into the executive session at 6:30 P.M. until 6:55 P.M.

Police Chief Jon Bokovitz was invited into the executive session at 6:55 P.M. until 7:15 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:16 P.M.

#### CHANGES TO THE AGENDA

Mr. Markley noted that under Police Department – New Business, New Hire will be tabled to the March 9, 2015 agenda.

#### MINUTES

Mr. Horn moved to approve the minutes of the trustees' February 9, 2015 regular meeting as written.

Mrs. Benza seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### POLICE DEPARTMENT

Police Chief Jon Bokovitz presented the Police Department report for the month of January 2015.

He reported on a recent arrest made by the Police Department with the coordination of other agencies.

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**FIRE DEPARTMENT**

Fire Chief Brian Phan presented the Fire Department Report for the month of January 2015.

He reported that January has been a very busy month and last year was the busiest year ever. There have been two significant fires since January 10<sup>th</sup> and the Fire Department took delivery of a new rescue squad and it will be in service shortly.

**ZONING DEPARTMENT**

Ms. Karen Endres, Zoning Inspector presented the Zoning Department report for the month of January 2015.

She reported that permits were issued for three new homes in January and noted that the Zoning Moratorium will be addressed later in the meeting. She explained the proposed updated zoning certificate application.

Mr. Christopher Smith suggested adding a link on the website to the township zoning districts.

**PRESENTATION BY GUESTS****Bainbridge Township Park Board (Exclusive Use Policy)**

Mr. Markley introduced and explained the Exclusive Use Policy and what it means.

Mr. Marty Sfiligoj, Chairman of the Bainbridge Township Park Board represented the Park Board and spoke on the Exclusive Use Policy. A discussion was held on exclusive use by designated tenants versus buildings that are primarily used by designated tenants but also open to the public; exclusive use by civic organizations; non-residential and commercial uses; impacts to township services and marketing of the buildings. Mr. Sfiligoj suggested there should be a policy for exclusive use to civic organizations (Historical Society) and a separate one for actual rental situations such as the Aurora Co-Op.

Ms. Tora Consolo, Vice Chairman of the Bainbridge Township Park Board commented that her major concern is liability.

Mr. Sfiligoj suggested that the trustees need to identify each facility and determine who can use them.

Mr. Ted Seliga said it was his understanding that the exclusive use document itself should be very general and not include the name of any buildings so it would be a generic type of document without specifying buildings. He also stated that the lease agreements would be more specific than the policy.

The trustees were in agreement to move forward with the demolition of the Piotrowski Lodge in May unless someone comes forward with an exclusive use proposal. Mrs. Benza will contact the Piotrowski family.

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Mr. Seliga stated that the Park Board meeting discussion was not aimed at re-discussing plans that were already in place since the demolition plan had already been made on that building and that is why it is important to keep focus on the generic exclusive use policy.

Mr. Markley will have some revisions to the policy by the end of March.

**Mr. Brian Feliciano of Oswald (Healthcare Renewal)**

Mr. Brian Feliciano of Oswald gave a presentation on the Healthcare Renewal. He distributed information and explained future projections; renewal options; taxes and fees and community rating.

**PUBLIC COMMENTS**

None.

**FIRE DEPARTMENT – OLD BUSINESS**

**Proposal to Integrate Full-Time Firefighter/Paramedics into the Bainbridge Township Fire Department**

Mr. Horn reported that he has prepared a document for review. Mrs. Benza suggested adding that the township and fire department are currently engaged in a collective bargaining process. The trustees discussed advertising the Request for Proposal for thirty days.

Mrs. Benza made a motion to advertise the amended Request for Proposal in the News Herald for a period of thirty days consistent with notification policies.

Mr. Markley seconded the motion.

Vote: Mrs. Benza, nay; Mr. Horn, aye; Mr. Markley, aye.

**POLICE DEPARTMENT – NEW BUSINESS**

**Training Request**

The trustees discussed the recommendation of the Police Chief for Ryan Patete to attend a Sig Sauer training session. This will enable Patrolman Patete to become a technician on these weapons and it is a cost savings measure.

Mrs. Benza made a motion to authorize Ryan Patete to attend the Sig Sauer training session in the amount of \$565.00 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

**SERVICE DEPARTMENT – OLD BUSINESS**

**Aurora Co-Op Lease (Contract)**

Mrs. Benza made a motion to authorize the lease agreement with the Aurora Cooperative Preschool for a 3-1/2 year period commencing January 1, 2015 to June 30, 2018.

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Mrs. Benza renewed and reiterated her continued objection to the adopted practice of engaging in exclusive use agreements for township buildings, especially with private parties. She does not believe the township should be in the landlord-tenant business with private businesses or individuals.

To the extent however that the majority of the board supports this practice, Mrs. Benza believes the lease contracts must be thorough and better drafted than they have been in the past. She believes this proposed contract accomplishes that goal. Mrs. Benza asked that her position be duly noted for the record in the minutes.

Mr. Horn seconded the motion that passed unanimously.

#### Update on Restructuring Parks Department

Mr. Stanek explained the restructuring of the Parks Department with the blending of the staff together and he is in the process of rewriting job descriptions and they will be ready for the next meeting and will involve administrative functions. He is also proposing to hire a part-time employee in an administrative role for 30 hours per week at a rate of \$14.00 per hour for 90 days at which point the board would evaluate the Service Director's recommendation for an increase.

#### SERVICE DEPARTMENT – NEW BUSINESS

##### Available Facilities

Mrs. Benza made a motion, based on the Exclusive Use Agreement with the Aurora Cooperative Preschool, to remove the Daycare/Co-Op Building from the list of facilities that are available for use or rental by the public.

Mr. Horn seconded the motion that passed unanimously.

##### Cemetery Deed

Mrs. Benza moved to grant a cemetery deed to resident Robert Zito in the amount of \$300.00.

Mr. Markley seconded the motion that passed unanimously.

The trustees signed a cemetery deed record for Section 10, Lot 4, Grave 2. David Pfouts and Gil Myers attested to their signatures.

##### Training Requests

Mrs. Benza moved to authorize Robert Drcar from the Service Department to attend the Ohio Safety Congress and Expo in Columbus from March 31, 2015 to April 2, 2015 at a total estimated cost of \$415.00 pursuant to the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Mrs. Benza moved to authorize Dave Mitchell from the Service Department to attend the Ohio Safety Congress and Expo in Columbus from March 31, 2015 to April 2, 2015 at a total estimated cost of \$455.00 pursuant to the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

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### River Road Concession Stand Proposal

Mr. Stanek reported that there is an opportunity for revenue and service to the public by having a concession stand at River Road Park. He is working with the Health Department to determine how to finish the building and there has been a proposal from Café Michael to run it.

### Approval of New Position Description and Authorization to Fill Same

Mrs. Benza made a motion to approve the Job Description for a Part-Time Administrative Assistant as submitted by the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to hire Kathy Hurley as a Part-Time Administrative Assistant for the Service Department at \$14.00 per hour.

Mr. Markley seconded the motion that passed unanimously.

### Natural Gas Provider Switch

The trustees held a discussion on switching the natural gas supplier but will look into the NOPEC plan and discuss this again in the summer.

### Requesting Authorization to Auction Obsolete Equipment No Longer Needed by the Township

The trustees discussed the possible donation of these items to the Men's Civic Club or Food for Friends.

Mr. Markley made a motion to authorize the Auction of the following items that are obsolete and no longer needed by the township: Refrigerator, Microwave and Cabinets from Town Hall Kitchen and Old Heavy Duty Mixer from Centerville Mills Park Kitchen on GovDeals.com per the recommendation of the Service Director or donate them to a civic organization.

Mrs. Benza seconded the motion that passed unanimously.

### TOWN HALL – OLD BUSINESS

#### Land Bank Discussion

Mr. Horn reported that he has not been able to reach anyone at the Chagrin Falls Park Community Center for a discussion on the Land Bank.

Mr. Markley suggested formulating a plan to determine if the Land Bank is any value to the township and hold another discussion at the next meeting.

Mrs. Sugarman will be meeting with the Geauga County Auditor regarding the Land Bank parcels.

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Healthcare Renewal

Mr. Markley made a motion, based on the recommendation of the Healthcare Committee, Fiscal Officer and Oswald (Health Insurance Agent), to renew the Medical Mutual of Ohio (COSE Plan), in the amount of \$642,510.24 for the total annual premium beginning April 1, 2015.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion, based on the recommendation of the Healthcare Committee, Fiscal Officer and Oswald (Health Insurance Agent), to renew the Guardian Plan, which includes dental, life and disability (combined premium), for a two year period, in the amount of \$79,283.00 for the total annual premium beginning April 1, 2015.

Mrs. Benza seconded the motion that passed unanimously.

Budget Resolution

The trustees discussed the Budget Resolution that was presented.

TOWN HALL – NEW BUSINESSReceipt of Fire Company Funds from Lawsuit Settlement

The trustees acknowledged the funds received, after negotiations with the Fire Company, in the amount of \$152,302.25.

ZONING – NEW BUSINESSResolution for Zoning Moratorium Extension in CR District

Mrs. Benza made a motion to adopt Resolution 02232015-A extending the Temporary Moratorium for the Commercial Recreation (CR) District for an additional 120 days.

Mr. Horn seconded the motion that passed unanimously.

New Zoning Certificate Application Form

The trustees discussed the proposed new Zoning Certificate Application Form and noted that there are some minor changes that need to be addressed. The board was in agreement to table this item until the next regularly scheduled meeting.

Proposal from inSITE Advisory Group – Modification of Contract

Mr. Horn explained that this proposal is for inSITE Advisory Group to attend the Geauga County Planning Commission meeting on March 10, 2015 with regards to the proposed zoning amendment.

Mrs. Benza moved to approve the amendment to the zoning consultant contract between Bainbridge Township and inSITE Advisory Group relative to the zoning amendment for the CR District in the amount of \$750.00.

Mr. Markley seconded the motion that passed unanimously.

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**FISCAL OFFICER – NEW BUSINESS****Purchase Order Approval**

Mr. Markley made a motion to approve the purchase order list (Items 1 – 8) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

**Purchase Order Approval Requests**

1. Chagrin/SE Council of Governments – Annual Fee for Membership and Services - \$3,500.00 (Fire)
2. Smylie One – New Hot Water Tank - \$3,631.00 (Police)
3. Egrek Electric Inc. – Electrical Service Labor for Various Projects - \$25,000.00 (Roads)
4. Liberty Ford Solon, Inc. – Service Director Vehicle - \$28,008.00 (Roads)
5. Bob Sumerel Tire Company – Eight Drive Tires for Two 5-Ton Plow Trucks - \$3,638.08 (Roads)
6. Winter Equipment Company, Inc. – Six Sets of Cutting Edges - \$12,539.99 (Roads)
7. Corridon Builders and Remodelers – Floor Replacement and Cleaning Closet for Town Hall Kitchen - \$7,792.00 (General)
8. inSITE Advisory Group – Modification of Contract - \$750.00 (Zoning)

**Blanket Certificates**

Mrs. Benza made a motion to approve the Blanket Certificates as submitted by the Fiscal Officer to be used as a mechanism for tracking the expenditures in conformity with the Budget Commission Resolution.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

**Super BC Approval**

1. Super BC – Legal (CBA) – 1000-110-141-0000 - \$50,000.00 (General)
2. Super BC – CVM Demolition – 1000-610-730-0000 - \$75,000.00 (General)
3. Super BC – CVM Dining Hall – 1000-610-730-0000 - \$350,000.00 (General)
4. Super BC – Service Department Building – 2031-760-720-0000 - \$100,000.00 (Roads)
5. Super BC – Architectural Services – 2031-760-720-0000 - \$60,000.00 (Roads)
6. Super BC – Parks Operation – 1000-610-190-0000 - \$100,000.00 (General)
7. Super BC – Architectural Services – 1000-760-720-0000 - \$40,000.00 (General)
8. Super BC – Township Facility Improvements -1000-760-720-0000 - \$50,000.00 (General)

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CHECKS DATED FEBRUARY 10, 2015 THROUGH FEBRUARY 23, 2015

The trustees examined and signed checks and invoices dated February 10, 2015 through February 23, 2015 consisting of warrants 22748 through 22817 in the amount of \$93,872.24, including payroll from January 24, 2015 through February 6, 2015 in the amount of \$152,949.86.

NOTE: A register of said checks is attached to, and becomes a permanent part of these minutes.

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of January #1 through #47 in the amount of \$535,559.54 are attached to, and become a permanent part of these minutes.

APPROVAL OF PERMANENT APPROPRIATIONS FOR 2015

Mr. Markley made a motion to approve the Permanent Appropriations for 2015 as recommended by the Fiscal Office.

Mrs. Benza seconded the motion that passed unanimously.

CORRESPONDENCE

Western Reserve Land Conservancy – Event on March 19, 2015  
CBDG Workshop, dated March 11, 2015 for Grant Applications for Neighborhood Revitalizations  
Invitation to Patchwork Benefits by the DVC Clinic, Center for Special Needs Children at the Federated Family Life Center on April 18, 2015  
Chagrin River Watershed Partners Agenda and Minutes for the February 19, 2015 meeting with the next meeting being set for March 16, 2015 for the Executive Committee and the Board of Trustees Annual Meeting in May with the location to be determined.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 10:05 P.M.

The trustees reopened the meeting at 10:05 P.M. for the discussion of a late addition.

LATE ADDITIONBlanket Certificate

Mrs. Benza made a motion to approve the Blanket Certificate as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Super BC – General Supplies – 2031-330-490-0000 - \$15,000.00 (Roads)

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Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 10:06 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_