

Monday, June 29,

15

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on June 29, 2015. Those present were trustees Mr. Christopher Horn, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Lorrie Sass Benza was not present. Mr. Markley presided and called the meeting to order at 6:10 P.M.

#### EXECUTIVE SESSION

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

The trustees recessed their special meeting at 6:10 P.M. in order to go into executive session.

Mrs. Karen Endres was invited into the executive session at 6:10 P.M. and left at 7:10 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their special meeting at 7:12 P.M.

Mr. Markley asked for a moment of silence in honor of Mrs. Lorrie Benza's mom, Carlene Sass, who passed away over the weekend.

#### CHANGES TO THE AGENDA

None.

#### MINUTES

Mr. Horn moved to approve the minutes of the trustees' June 8, 2015 regular meeting and June 18, 2015 special meeting as written.

Mr. Markley seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### POLICE DEPARTMENT

Chief Bokovitz presented the Police Department report for the month of May 2015. He reported that Safety Town begins on July 6t, 2015 with 136 children registered this year. He explained alarm drops of which there were 59 residential and business for the month of May. Chief discussed specific procedures for bank alarms

##### FIRE DEPARTMENT

Chief Phan presented the Fire Department Report for the month of May 2015. He explained that we are way ahead of last year for EMS calls. He talked about the upcoming Fourth of July holiday including fireworks. Chief Phan mentioned that there are numerous fireworks related injuries every year, including this year already. He asked that residents be vigilant with the boundaries in place while attending fireworks shows.

Monday, June 29,

15

ZONING DEPARTMENT

Ms. Karen Endres presented the Zoning Department report for the month of May 2015. Mrs. Endres also mentioned that the Zoning Amendment would take effect on July 8, 2015.

PRESENTATION BY GUEST: Jaina Gandolfi, GCESC

Ms. Gandolfi explained that the GCESC works with vocational students in all seven Geauga County school districts. She finds non-paying jobs for the students that give them real world experience. Each job has a classroom teacher and job coaches that work with the students and guide them. In 2010, the students started working with the Bainbridge Township Zoning Department. They scan the zoning maps and plans, stamp the pages of the plans, and take photos in the cemetery. This has saved the Township a great deal of money. In appreciation for the work that the students do, on behalf of the Township, Ms. Endres presented Ms. Gandolfi with five iPad Minis for her program. They will be used in many ways, but especially for communication with those students who have communication issues. There will be five more donated at a later date.

PRESENTATION BY GUEST: Nick Hershberger - Architectural Review for Party City

Mr. Hershberger presented the architectural review for the planned Party City in Bainbridge Township. It will be attached to the Gordman's building. It will be approximately 18,000 square feet. Mr. Markley asked why they didn't use an existing empty building. The developer determined that a new building would work best. Mr. Markley then explained the tax implications of that site. It actually helps us that the site is being built out which helps with an increase in property taxes. Mr. Markley asked about the location of the retention basin and who owns the retention basin. Mr. Hershberger believes that the developer owns that. Mr. Markley wants to be certain that it is maintained properly. He also wants to be sure there is enough parking, which Ms. Endres said that there is plenty.

The trustees were in general agreement to accept the architectural drawings and designs as presented.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSHoliday Stipend Request for July 4th

Mr. Markley moved to approve a \$100 stipend for those employees that work a full 12 hour shift on July 4<sup>th</sup> and the evening of July 5<sup>th</sup> for the Fireworks celebration per the request of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

Employee Status Change Request

Mr. Markley moved to accept the request to demote Lt. Mike Gelardi to the rank of Firefighter EMT-Intermediate at a rate of \$19.73 /hour pursuant to his request in a letter dated May 18, 2015 and per the recommendation of the Fire Chief beginning the next pay period July 11, 2015.

Mr. Horn seconded the motion which passed unanimously

Monday, June 29,

15

Training Request – Chief Brian Phan

Mr. Horn moved to approve the request for Fire Chief Update/Officer Development training for Chief Brian Phan from July 16 – 20, 2015 in Columbus, OH in the amount of \$1,126.00.

Mr. Horn seconded the motion which passed unanimously.

POLICE DEPARTMENT – OLD BUSINESSPolice Levy Resolution

Chief Bokovitz explained the need to put a new levy on the ballot this year. He is planning to expand the department to include two new officers based on the increased number of calls over the past few years. He provided the trustees with a number of options, and he believes that the best option for the township is to add a new 2.0 mill levy this year. This is how we would keep good police services in the township. The new levy would cost a resident \$35.00 per \$100,000 of home valuation per mill. Information will be put on the township website for residents to view. Ted Seliga of Spring Valley asked the Chief if the department spent much time at the Marketplace area with calls. Chief responded that they did. Mr. Seliga wanted to know if any of the JEDD money was given to the Police Department. Mr. Markley responded NO and that the township only receives about \$60,000 per year from the JEDD.

Mr. Markley moved to approve the adoption of Resolution 06292015-B to place a new continuing Police Levy of 2.00 mills on the ballot in the November election per the recommendation of the Police Chief.

Mr. Horn seconded the motion which passed unanimously.

Mr. Markley recessed the special meeting at 8:07 P.M. and opened the public hearing for the 2016 tax budget at 8:08 P.M.

FISCAL OFFICER – NEW BUSINESSPublic Hearing – Tax Budget

Mr. Markley discussed the general fund expenditures including the Super BC's that were created for the 2014 resolution that have over 2.2 million dollars in capital expenditures for 2015. Henri Pruess from Kenston Lakes commented that he is appreciative that we have a direction for Centerville Mills Park and are making improvements. Mr. Ted Seliga of Spring Valley asked a question about the general fund investment account. He wanted to see how that money was being spent down.

The trustees see the value in having the 5 year plans from all the departments as we go to the budget commission hearing. The date for the hearing is August 11, 2015 at 8:30am.

The trustees recessed the public hearing at 8:30 P.M. and reconvened their special meeting at 8:31 P.M.

Mr. Horn moved to approve the 2016 tax budget for submission to the County Auditor for review as recommended by the Fiscal Officer.

Mr. Markley seconded the motion that was passed unanimously.

Monday, June 29,

15

SERVICE DEPARTMENT – OLD BUSINESSTax Levy Resolution - Roads

Mr. Markley moved to declare it necessary to place a renewal Road and Bridges Levy of 2.00 mills on the ballot in the November election per the recommendation of the Fiscal Officer.

Mr. Horn seconded the motion which passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSProposed snow and ice agreement

Mr. Horn moved to approve the 2015-2016 Snow and Ice Control agreement between the Geauga County Commissioners, the Geauga County Engineer, and Bainbridge Township with Mr. Stanek to provide a final contract to be signed.

Mr. Markley seconded the motion that was passed unanimously.

Cemetery Board Recommendations

Mr. Horn made a motion to amend the policies and fees as written as per the recommendation of the Bainbridge Township Cemetery Board.

Mr. Markley seconded the motion that was passed unanimously.

Peppermill Chase project change order #1

Mr. Stanek reported that the Peppermill Chase project is now requiring 4 times the estimated full depth repair. In addition, the project now requires full width. The total change order will be \$102,000.00. The neighborhood was informed tonight, and the residents understand the process and the inconvenience.

Mr. Horn moved to approve the change order for the Peppermill Chase full depth repair project in the amount of \$102,000.00 per the recommendation of the service director.

Mr. Markley seconded the motion that was passed unanimously.

Request to Declare Obsolete

Mr. Horn moved to declare obsolete the following items which are no longer in use and not needed any longer by the township per Ohio Revised Code 505.10.

Mr. Markley seconded the motion which passed unanimously.

- 200 Centerville Mills dining hall chairs
- 1998 Dodge Ram pickup truck

Request to Sell on GovDeals.com

Mr. Horn moved to approve the disposition of the above mentioned items which have been declared obsolete on GovDeals.com after an initial 14 day waiting period.

Mr. Markley seconded the motion which passed unanimously.

Monday, June 29,

15

Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed for two graves to former resident John Savage, Jr. in the amount of \$2,000.

Mr. Horn seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 13E, Lot 32, Graves 1 and 2. Joan Demirjian and David Pfouts attested to their signatures.

Service Department facility improvement project bid analysis

Mr. Sean Barbina explained the scope of the project and the bid process. We received seven bids as follows:

- |                          |              |                 |
|--------------------------|--------------|-----------------|
| - Vendrick               | \$816,700.00 | Alt. \$7,000.00 |
| - Action Contractors     | \$894,764.85 | Alt. \$6,100.00 |
| - Lakeland Management    | \$756,000.00 | Alt. \$7,000.00 |
| - RL Hill Management     | \$788,000.00 | Alt. \$5,919.00 |
| - Downing Construction   | \$769,999.00 | Alt. \$7,000.00 |
| - EnviroCom Construction | \$849,000.00 | Alt. \$6,000.00 |
| - Apex Construction      | \$939,800.00 | Alt. \$7,000.00 |

After checking references, Mr. Stanek and Mr. Barbina recommend awarding the contract to the apparent low bidder, Lakeland Management Systems. Mr. Stanek recommends awarding the alternate, also. He will forward a copy of the contract to the BOT for their signatures.

Mr. Markley made a motion to enter into a contract with and award the service garage renovation to Lakeland Management Systems in the amount of \$756,000.00 and \$7,000.00 per the recommendation of the service director and Sean Barbina of DSA Architects.

Mr. Horn seconded the motion which passed unanimously

Mr. Markley made a motion to provide a notice to proceed to the architect upon verification of the contract by the assistant prosecutor.

Mr. Horn seconded the motion which passed unanimously.

TOWN HALL – OLD BUSINESSBainbridge – Solon JEDD Agreement

The Solon mayor is not in favor of the existing JEDD or the amendment. More information is needed so this item will be kept on the agenda as pending business.

JEDD Hearing

Mr. Horn made a motion to cancel the July 13, 2015 JEDD public hearing to be rescheduled at a later date.

Mr. Markley seconded the motion that was passed unanimously.

Monday, June 29,

15

TOWN HALL – NEW BUSINESSDisposition of Property Resolution

Mr. Markley moved to adopt the Disposition of Township Property Resolution 06292015-A retroactive to January 5, 2015 and to have it be included in the yearly Organizational Meeting of the Board of Trustees.

Mr. Horn seconded the motion which passed unanimously.

PPM Revisions

This item will be discussed at the next meeting, July 13, 2015.

ZONING – OLD BUSINESSinSite Proposal

Mr. Markley and Mr. Horn explained the two proposals that we received from Jennifer Syx of inSite. The trustees are looking at alternatives to Kendig Keast. These proposals are for continuing help with the Zoning rewrite and the Geauga Lake property.

Mr. Horn made a motion to accept the June 4, 2015 proposal from inSite of a program management fee of a \$3,500 retainer per month not to exceed twelve months to help complete the MUP/CZR project.

Mr. Markley seconded the motion which passed unanimously.

Mr. Horn made a motion to accept the first paragraph of the June 24, 2015 proposal from inSite, a onetime fee of \$3,500.00 to review and evaluate the Encode 360 software.

Mr. Markley seconded the motion which passed unanimously.

The trustees will approve the rest of this proposal at a later date if everything goes well with the software evaluation.

Review of Meijer Submission

Our Zoning Department received an application from Meijer that was unsigned and incomplete. The deadline is approaching on July 8, 2015 where our CR district becomes the mixed use PUD district. Meijer would like to build their 200,000 square foot building on the Geauga Lake property under the CR zoning. After many meetings with Meijer, the township exempted Meijer from the temporary moratorium on April 27, 2015 and allowed the zoning inspector to receive and begin to process the Meijer application. This was not a guarantee of acceptance. In addition to all of the standards from Bainbridge Township and Geauga County, the Board of Trustees put in place a number of conditions on April 27, 2015. These conditions will need to be met before the zoning inspector would consider issuing a zoning certificate. She can receive and review the application.

Cedar Fair's legal counsel, as well as the representative from Meijer, contacted the zoning inspector and asked that we consider receiving the application. They acknowledge that two conditions will not be met prior to the July 8 deadline: the lot split and consolidation and the storm water approval plan from Geauga County Soil and Water Department. The trustees believe that the storm water plan shall be comprehensive for the entire Geauga Lake property. These conditions would need to be met in order for the zoning inspector to accept the application. As part of the process, the zoning inspector can begin reviewing the

Monday, June 29,

15

application knowing that these conditions will be met by Meijer at a later date, but within a reasonable amount of time. The trustees would consider 30 days to be a reasonable amount of time for the lot split.

The trustees gave direction to the Zoning Inspector to receive and review the Meijer application with the expectation that the lot split would be completed within 30 days and that Meijer would participate in creating a storm water plan with Geauga County Soil and Water.

The trustees discussed that there are many other conditions that need to be conformed to in order for the application to actually be approved.

## ZONING – NEW BUSINESS

### Land Use Plan

Because of the Mixed Use Plan, the Township will need to amend the Land Use Plan.

Mr. Markley made a motion to amend the Land Use Plan as submitted by the Geauga County Planning Commission and per the recommendation of the zoning inspector.

Mr. Horn seconded the motion which passed unanimously.

### Signing Of Zoning Maps

Mrs. Endres presented the Zoning Maps for the trustees and fiscal officer to sign.

### Purchase Order Approval

Mr. Horn made a motion to approve the purchase order list (Items 1 – 4) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

#### Purchase Order Approval Requests

1. Chagrin Valley Paving – 2015 Asphalt Repairs of Various Roads – Full Depth/Surface Repair – NTE \$175,000.00 (Service)
2. Chagrin Valley Paving – Asphalt Resurfacing of Various Roads - \$337,240.00 (Service)
3. Ronyak Paving – Reconstruction of Various Roads - \$385,397.50 (Service)
4. CATTs Construction – Concrete Pavement Repair - \$253,604.00 (Service)

### Invoice Approvals

Mr. Horn made a motion to approve the invoice list (Items 1 – 5) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

#### Invoice Approval Requests

1. Walter Haverfield LLP – Acquisition of Property - \$844.37 (General)
2. Walter Haverfield LLP – Cedar Fair – Mixed Use Development - \$11,029.29 (General)
3. Chagrin Valley Paving – Asphalt Repairs/Full Depth/Surface Repair – \$72,516.70 (Service)
4. Littler – Negotiations with Bainbridge Fire Company - \$973.50 (Fire)

Monday, June 29,

15

5. Christopher D. Yaecker – Land Bank Appraisal - \$400.00 (General)  
CHECKS DATED JUNE 8, 2015 THROUGH JUNE 29, 2015

The trustees examined and signed checks and invoices dated June 8, 2015 through June 29, 2015 consisting of warrants 23341 through 23489 in the amount of \$132,511.73 including payroll from May 30, 2015 through June 12, 2015 in the amount of \$136,316.36.

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

PUBLIC INTERACTION: QUESTION AND ANSWER

None.

CORRESPONDENCE

1. Plans for Parkside Church sewer line easement from County.
2. August 11, 2015 budget hearing scheduled for 8:30am.
3. Crown Castle changed name from Hot Corner LLC.
4. OFCA engagement letter.
5. Eagle Scouts Troop 102 ceremony on July 12, 2015 at 2pm.

At 10:07 P.M. Mr. Markley 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. Horn seconded the motion. Vote followed: Mr. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their special meeting at 10:45 P.M.

Mr. Markley made a motion to make a 3% salary adjustment to the following non-bargaining employees. If it puts an employee over their salary range, it will be paid in the form of a bonus to be tied to their PERS. This salary adjustment will commence with the July 11, 2015 pay period.

Jon Bokovitz  
Tim Bloxson  
John Brett  
Wayne Burge  
Carolyn Diczhazy  
Robert Drcar  
Karen Endres  
Elaine Marconi  
Tammy Most  
Roberta Nichols  
William Phillips  
Ronald Reytch  
Robert Saari  
James Stanek  
Robert Weir  
Benjamin Wilson  
Linda Zimmerman

Mr. Horn seconded the motion which passed unanimously.



Monday, June 29,

15

Mr. Markley made a motion to move Linda Zimmerman to a full time zoning administrative assistant. This will come with the ability to receive time and a half for any evening meetings that she attends with the Zoning Commission and Board of Zoning Appeals in lieu of flex time. She will also receive a one-time bonus of \$1,250 as payment for preparing the trustees' agenda and minutes during a seven month period. This will commence with the July 11, 2015 pay period.

Mr. Horn seconded the motion which passed unanimously.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 10:50 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

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Date

\_\_\_\_\_

\_\_\_\_\_

Date

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

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