

Monday, January 13,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 13, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Horn 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 a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:03 P.M. in order to go into executive session.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their regular meeting at 7:22 P.M.

#### MINUTES

The minutes from the trustees' November 25, 2013 regular meeting were approved as submitted. The minutes from the trustees' December 9, 2013 regular meeting, the minutes from the trustees' December 16, 2013 special meeting, and the minutes from the trustees' December 30, 2013 special meeting were approved as amended.

#### DEPARTMENTAL REPORTS

##### ZONING DEPARTMENT

Mrs. Karen Endres, Zoning Inspector, presented the monthly report for the Zoning Department for the month of December, 2013.

Mrs. Endres stated that she has consent forms for three more structures for a final phase of the Moving Ohio Forward program, which is on the agenda for tonight's meeting.

Mrs. Endres also asked the board to approve the partial payment for Phase IV demolitions with 20% to be held as a retainer until the contractor can plant grass and the closure report from Geauga Soil and Water can be issued.

##### POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of November, 2013.

Chief Bokovitz explained that activity has been slow for the Police Department. The department participated in the Shop With A Cop program with WalMart in early December with several officers volunteering their time to shop with the children and then host a small Christmas Party at the station afterwards.

The D.A.R.E. graduation ceremony for the fifth grade students at Kenston Intermediate School will be this Friday.

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Other services the department offers at no charge are house checks for when residents are away for an extended time and responding to lockouts when you get locked out of your vehicle.

#### SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director, presented the monthly report for the Service Department for the month of December, 2013.

Mr. Stanek stated that many hours were spent dealing with snow and ice control.

The 2014 Clean Up Days will be held early May, perhaps the first full week of May.

The Recycle Center has changed with the Geauga Trumbull Waste Management District changing suppliers. Although the new bins are smaller, the department is trying to set the area up in the same way as before, with additional signage being used to help residents identify the proper disposal procedures.

Mr. Stanek thanked service worker Mr. Frank Bularz for stepping in to help with maintenance while the maintenance foreman was out on a medical leave. With his assistance, the department continued to run smoothly.

#### FISCAL REPORT

Mrs. Cherianne Measures, Fiscal Officer, presented the monthly report for the December, 2013.

Note: The financial reports are attached to, and become a permanent part of, these minutes.

Mrs. Measures presided over the meeting at this point.

#### ORGANIZATIONAL MEETING REQUIREMENTS

#### ELECTION OF OFFICERS

Mr. Horn made a motion to nominate Mrs. Lorrie Benza for 2014 Chairman of the Bainbridge Township Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to nominate Mr. Chris Horn as 2014 Vice-Chairman of the Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Measures passed the gavel to Chairman Benza.

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ROBERT'S RULES OF ORDER

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza stated that the Public Comments available at the beginning of the meeting should be comments on any items either related to the meeting agenda or not, and the Public Interaction at the end of the meeting should be for questions and answers regarding Township business.

PAST ACTIONS

The trustees wished to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect."

RESOLUTION TO COMPLY WITH OHIO REVISED CODE 149.43

Mr. Markley moved that the Bainbridge Township Board of Trustees readopt the "Public Record" Resolution originally passed on July 21, 1980 as well as those subsequent changes by law.

Mr. Horn seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

RESOLUTION TO COMPLY WITH ORC 121.22

Mr. Horn moved that the Bainbridge Township Board of Trustees readopt the "Public Meeting" Resolution per O.R.C. 121.22 and that said resolution remain the same as 2013.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

TRUSTEE MEETING SCHEDULE FOR 2014

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt for 2014 the trustee's meeting schedule as the second and fourth Mondays at 6:00 P.M. for Executive Session with the Open Meeting reconvening at 7:00 P.M. Work sessions will be added as needed.

Mr. Horn seconded the motion that passed unanimously.

Note: A copy of said meeting schedule is attached to, and becomes a permanent part of, these minutes.

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COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

The trustees noted for the record, that they, as well as the fiscal officer be compensated for their services in equal bi-weekly payments with any adjustments to be made in December.

BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual. All part-time employees working 25 to 39 hours per week are eligible to enroll, and assume 90% of the cost for the same. All three trustees indicated for the record that they have waived this benefit, and will not participate in the township’s major medical plan.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time employees since 1987, and revised and distributed to all employees beginning in 2013.

HOLIDAYS

Mr. Markley moved that the Bainbridge Township Board of Trustees observe the following holidays for non-bargaining employees:

- |                        |                                |
|------------------------|--------------------------------|
| New Year’s Day         | Labor Day                      |
| Martin Luther King Day | Columbus Day                   |
| President’s Day        | Veterans Day                   |
| Memorial Day           | Thanksgiving and the Day After |
| Independence Day       | Christmas Day                  |

Mr. Horn seconded the motion that passed unanimously.

PERSONAL DAYS

Mr. Horn made a motion to readopt that in addition to the federal holidays listed above, each employee shall be entitled to three (3) personal holidays. These personal holidays are to be scheduled with the concurrence of the department head and may be scheduled a minimum of four hours at a time.

Mrs. Benza seconded the motion that passed unanimously.

EMPLOYMENT POLICIES AND PROCEDURES

The trustees are in general agreement that the 2013 Personnel Policy Manual will remain in effect and will be updated as necessary throughout the year.

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ROAD DEPARTMENT

The trustees noted that, per O.R.C. 5571.02, Bainbridge Township will operate the Road Department with a Township Highway Superintendent in 2014 pursuant to any changes made in regards to the formation of a Service Department.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health Advisory Council. The trustees were in general agreement that Mr. Markley should be the alternate representative for Bainbridge Township on the Geauga County Health Advisory Council.

CHAGRIN RIVER WATERSHED PARTNERS

The trustees were in general agreement that Mr. Horn should represent Bainbridge Township, and Mr. Markley should serve as the alternate, on the Chagrin River Watershed Partners.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the JEDD Board.

TOWNSHIP BUILDING & PARKS RATES

Mr. Markley made a motion to retain the 2013 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park and River Road Park rates for 2014.

Mr. Horn seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

CEMETERY RATES

Mr. Horn made a motion to readopt the Cemetery rates as recommended by the Cemetery Board for 2014.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

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FEE SCHEDULE FOR COPIES OF TOWNSHIP DOCUMENTS

The trustees were in general agreement to retain the present rate schedule for copies which is as follows:

The fee for all black and white copies, is 5 cents per page and color copies are \$2.00 per copy per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per disk.

ZONING FEE SCHEDULE

Mr. Markley made a motion to retain the 2013 Zoning Certificate Fee Schedule.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said schedule is attached to, and becomes a permanent part of, these minutes.

ADVANCE ON TAXES COLLECTED

Mr. Markley moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, first half collection, in the maximum amounts available in the General, Road and Bridge, Fire District and Police District Funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

Mrs. Benza seconded the motion that passed unanimously.

BLANKET CERTIFICATE AMOUNTS

Mr. Horn moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates of the Fiscal Officer to be issued by the Fiscal Office for routine expenses for each department, per the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT FOR 2014

Mr. Markley made a motion to set the Bainbridge Township mileage reimbursement of 56 cents (pursuant to IRS Code) per mile, for miles driven by authorized township personnel using their own vehicle for documented township business, however the use of a township vehicle is preferred when available.

Mrs. Benza seconded the motion that passed unanimously.

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OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Markley moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer or assistant to the fiscal officer who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from February 12, 2014 - February 15, 2014 for mileage, parking, lodging, meals and any other necessary expenditures.

Mrs. Benza seconded the motion that passed unanimously.

FIRE PREVENTION PERMITS

The trustees were in general agreement that the Fire Prevention Permit System of 1990 remain in effect for 2014.

OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Markley moved adoption of the following resolution:

“WHEREAS, the Bainbridge Township Board of Trustees have previously, by resolution, adopted by incorporation the Ohio Fire Code and Ohio Basic Building Code; and

WHEREAS, the Ohio Fire Code and Ohio Basic Building Code have been amended subsequent to the initial adoption by incorporation by the Board of Township Trustees of Bainbridge Township;

NOW, THEREFORE, BE IT RESOLVED that all amendments to the Ohio Fire Code and Ohio Basic Building Code are hereby adopted and incorporated by the Bainbridge Township Board of Trustees.”

Mr. Horn seconded the motion that passed unanimously.

TRANSIENT VENDOR RESOLUTION

The trustees wish to have noted for the record that the Transient Vendor Resolution, as adopted December 10, 1983, is still “in full force and effect.”

Note: Transient Vendor Permit will be issued only after review and recommendation of the Zoning Inspector and the Police Chief.

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POLICE DEPARTMENT

Mutual Aid Agreement - The trustees were in agreement to readopt the present Police Mutual Aid Agreement as last revised on January 1, 1987.

Parking Regulations - The trustees wished to have noted for the record that, per a Resolution adopted October 15, 1983, there was established in Bainbridge Township a Parking Violation Bureau which provided for the enforcement of the Bainbridge Township Parking Regulations, effective November 19, 1983.

FIRE DEPARTMENT

The trustees were in agreement to readopt the present Fire Department Mutual Aid Agreement as amended on December 17, 1995.

FALSE SECURITY ALARM PROCEDURES

The trustees were in general agreement to keep in effect the False Security Alarm System Resolution as adopted December 15, 1990 and amended on April 1, 2007 per the Ohio Revised Code Section 505.511.

TRUSTEE DEPARTMENT LIAISONS

Police Department –	Mr. Horn
Fire Department –	Mr. Markley
Service Department –	Mrs. Benza
Zoning –	Mr. Markley

BOARD/COMMITTEE APPOINTMENTS

Board of Zoning Appeals

Mr. Markley made a motion to reappoint Mr. Joseph Gutoskey to the Board of Zoning Appeals for a 5-year term expiring December 31, 2018.

Mr. Horn seconded the motion that passed unanimously.

Park Board

Mr. Markley made a motion to reappoint Mr. Dennis Martin to the Park Board for a 3-year term expiring December 31, 2016.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to reappoint Mr. Henri Preuss to the Park Board for a 3-year term expiring December 31, 2016.

Mrs. Benza seconded the motion that passed unanimously.



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Cemetery Board

The trustees were in general agreement to renew the Cemetery Board members for another year, including Mr. Rob Arnold, Mr. Greg Marous, Mr. Ted Seliga, Mr. Bill Takacs, and Mrs. Linda Zimmerman. Mrs. Benza will be the board representative attending the Cemetery Board meetings.

Kenston Community Education

Mr. Jason Bednar was reappointed in July, 2013. Mrs. Katie Flynn's term expires June of 2014.

Special Events Committee (We did not receive any letters of interest to be reappointed)

Mr. Markley made a motion to reappoint Ms. Linda White, Ms. Donna Yuse, Mrs. Harriet Novy, Mrs. Joyce Smith, Mrs. Carolyn Dizchazy and Ms. Karen Winn to the Special Events Committee for a 1-year term expiring December 31, 2014.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENTS

Mr. Carl Henderson, from Snyder Road, asked about the intentions of the repairs to be done on Snyder Road. Mr. Stanek explained that the roadway and culverts will be improved and will address safety concerns in the road right of way. Once the Geauga County Engineer's office has completed their recommendations, meetings will be held with the residents to address any concerns.

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

Mr. Horn made a motion to approve the purchase order list as prepared by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Odyssey Printwear – D.A.R.E. t-shirts – \$1,547.26 (Police)
2. Concord Road Equipment – New Cutting Edge Blades for LowPro – \$1,241.13 (Roads)
3. Rush Truck Centers – 2014 5-Ton Dump/Plow Truck – \$88,372.00 (Roads)
4. Henderson Truck Equipment – Outfitting of 2014 5-Ton Truck – \$62,012.00 (Roads)
5. Hartville Hardware – Additional Materials for Town Hall Exterior Repairs – \$5,150.83 (General)

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Blanket Certificate Requests

Mr. Markley made a motion to approve the blanket certificate list as prepared by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of the list of requested blanket certificates is attached to, and becomes a permanent part of these minutes.

FIRE DEPARTMENT – NEW BUSINESS

Professional Training Requests

Mr. Markley made a motion to approve the professional training requests for Firefighter Phil Anders, Firefighter Scott Tinlin, Firefighter Eric Dobies, and Firefighter James Riley to participate in an online class through Cuyahoga Community College for Fire Officer I training from January 13, 2014 through March 7, 2014 at a cost of \$500.00 each, per the recommendation of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Hawksmoor Mitigation

Mr. Markley explained that the Hawksmoor Home Owners Association now has a third member. He then recapped an email from December 9, 2013 stating their desire to move forward.

The next step in the process is to update and put the Memorandum of Understanding into contract form to satisfy both parties. Mr. Markley will ask the assistant county prosecutor to put that document into the form of an acceptable contract.

SERVICE DEPARTMENT – NEW BUSINESS

Cleaning Contract Extension

Mr. Markley made a motion to extend the cleaning contract for various township buildings with M.A.T. Cleaning for 2014 in the amount of \$38,975.16, per the recommendation of the Property Superintendent.

Mr. Horn seconded the motion that passed unanimously.

Electrical Service Failure

The trustees were in general agreement to allow Mr. Stanek to continue his contact with the prosecutor's office regarding this matter.

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Discipline of Public Employee

Mr. Markley made a motion, consistent with discussions held in executive session, to impose a discipline of 5 days unpaid, with the matter to be further reviewed in three months, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Fourth of July

The board is still in need of additional people to participate in this committee. The venue for the event also needs to be determined.

The board will make a decision at the next regular meeting regarding this event.

Contract Water Operator

Additional information is needed before a decision can be made.

TOWN HALL – OLD BUSINESS

Cell Tower Lease Agreement

Additional information is needed before a decision can be made.

TOWN HALL – NEW BUSINESS

Geauga County Township Quarterly Dinner Meeting

Mrs. Measures asked which board members would be attending the meeting to be held at the West Woods on January 29<sup>th</sup> in order to make the appropriate reservations. Mr. Markley, Mrs. Measures and Mrs. Benza will attend, Mr. Horn is unable to attend.

Professional Training Request

Mr. Markley made a motion to approve the professional training request for Bookkeeper Tammy Most to attend the Certificate in Human Resource Program at John Carroll University from January 27, 2014 through May 12, 2014 at a cost of \$1,075.00, per the recommendation of the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update

Mrs. Benza announced that the signage module for the resolution rewrite has been presented to the township and is being reviewed by the Zoning Department.

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ZONING DEPARTMENT – NEW BUSINESS

Payment Approval for Phase IV Demolition

Mr. Markley made a motion to approve payment of 80% of the invoice for Cherokee Demolition paying \$34,000.00 and retaining \$8,500.00 for the Phase IV demolitions of Moving Ohio Forward, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Moving Ohio Forward Program Phase V Resolution

Mrs. Benza made a motion approving the resolution to initiate action abating blighted, vacant or abandoned structures located at 16788 Geneva Street, 2747 Chagrin Road, and 16850 Chillicothe Road, per the recommendation of the Zoning Inspector.

Mr. Markley seconded the motion that passed unanimously.

PUBLIC COMMENT

None

CHECKS DATED DECEMBER 31, 2013 THROUGH JANUARY 13, 2014

The trustees examined and signed checks and electronic payments dated December 31, 2013 through January 13, 2014 consisting of warrants 20724 through 20809 for a total amount of \$188,331.00, including payroll for December 14, 2013 through December 27, 2013 in the amount of \$143,046.63.

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

CORRESPONDENCE

- Geauga County Planning Commission Meeting Agenda for January 14, 2014
- EnviroScience email including 2013 Monitoring Report for Kenston Lake Stream Restoration Project as required for OEPA 319 Grant
- Lowes Greenhouse Thank You Card for the Township's Recent Purchase of Fruit Baskets
- Governor Kasich's Chief of Staff End of Year Review and 2014 Look Ahead
- Geauga County Recorder Reminder to File any and all Zoning Resolutions and Amendments with the Recorder's Office
- Cleveland Metroparks Letter regarding their 2014 Deer Management Program

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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 at 9:40 P.M.

Respectfully Submitted,

Cherianne H. Measures,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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\_\_\_\_\_

Date

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

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