

Monday, January 23,

12

The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on January 23, 2012. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, and Mr. Christopher Horn and Fiscal Officer Mrs. Cherianne H. Measures. 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 a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees recessed their special meeting at 6:01 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 7:00 P.M.

MINUTES

The minutes from the trustees' January 9, 2012 regular meeting were approved as presented.

Proclamation for Officer Tango

The trustees affixed their signatures to the Proclamation for Officer Tango acknowledging his time and service to Bainbridge Township. Girl Scout Troop #980 read the proclamation as well as the poem, "Guardians of the Night", which were both presented to Officer Jon Weiner.

DEPARTMENTAL REPORTS

POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of December 2011. Chief Bokovitz informed those present that the next Citizens Academy will begin Tuesday, April 3, 2012 from 7:00 – 9:30 P.M. and will run once a week for 8 weeks. The Police Department will take the first 15 people that call to register. Chief Bokovitz also informed the board that his department had zero absences for illness in the month of December.

FIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of December 2011.

Monday, January 23,

12

ZONING DEPARTMENT

Mr. Shane Wrench, Zoning Inspector, presented the monthly report for the Zoning Department for the month of December 2011.

Mr. Wrench explained his reasoning for increasing the zoning fee schedule that will be addressed under Zoning New Business.

Mr. Wrench announced that the Township has received some of the rebates from First Energy.

Mr. Markley explained the challenges that Mr. Wrench has experienced while trying to resolve the BUSTR issues at the site of the parking lot between the Town Hall and the Fire Station.

PUBLIC COMMENTS

None

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mrs. Benza made a motion to approve the purchase order list as prepared by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Lake Truck Sales – Roads – Emergency Repair from 12/9/11 – \$2,530.96
2. Kenston Community Education – General – Annual Contribution – \$13,500.00
3. MNJ Technologies – Police – New Computers – \$3,366.15

Change Order Approval Request

Mrs. Benza made a motion to approve the change order for TriMor Corporation for the Long Meadow Trail Project, per the recommendation of the Geauga County Engineer's Office.

Mr. Horn seconded the motion that passed unanimously.

Monday, January 23,

12

Invoice Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Brindlee Mountain Fire Apparatus – Fire – Broker Fee for 3173 – \$1,448.84
2. Chagrin River Watershed Partners – General – Annual Dues – \$4,327.26
3. Littler Mendelson – General – OPBA Negotiations – \$165.00
4. Littler Mendelson – General – FOP Negotiations – \$1,295.78
5. Littler Mendelson – General – General Labor – \$1,204.50
6. TriMor Corporation – Road – Long Meadow Trail 6th Invoice – \$34,745.00

Blanket Certificate Approval

Mrs. Benza made a motion to approve the blanket certificate list as prepared by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

NOTE: The list is attached to and becomes a permanent part of these minutes.

Purchase Order Request

Mr. Horn made a motion to approve the purchase order list for the Police Department, as prepared by the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

NOTE: The list is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT – OLD BUSINESSFire Company Contract

Firefighter Nick Sambula, President of the Bainbridge Township Fire Company, explained the changes to the proposed contract. Some of the revisions include changes to the training component allowing the Fire Chief and the Fire Company President to approve trainings. Other revisions include the volunteer compensation and establishing a minimum pay for call outs. The Treasurer will provide reports to the Fiscal Officer instead of the Board of Trustees. Mr. Sambula will send out a marked up copy of the contract to each of the trustees and should be reviewed before the next regular meeting.

Mrs. Ann Myers asked if the lack of a contract put any of the residents at risk. Mr. Markley stated that it does not put anyone at risk as the firefighters have continued to perform the duties of their job.

Monday, January 23,

12

Fire Station Architectural Planning

Mr. Steve Ciciretto and Mr. Norm Casini reviewed the project and explained that there has been an increase in material costs since the prior bidding period of approximately three to five percent. Mr. Ciciretto touched on some of the energy efficiency concerns and the payback period for some of the increased costs of updating features such as auto shutoffs. Mr. Ciciretto explained that any changes will be handled as addendums in order to keep document production costs down. The advertising schedule was discussed.

Mr. Horn made a motion to authorize the Fiscal Officer to advertize for sealed bids for the Fire Station Addition/Renovation Project.

Mr. Markley seconded the motion that passed unanimously.

FIRE DEPARTMENT – NEW BUSINESSProfessional Training Request

Mrs. Benza made a motion to approve the professional training request for Chief Phan to attend the Ohio Fire Chiefs Association's 2012 Winter Symposium & Legislative Breakfast to be held in Columbus, Ohio March 27-28, 2012 at a cost of \$300.00.

Mr. Horn seconded the motion that passed unanimously.

PARKS/PROPERTIES DEPARTMENT – OLD BUSINESSHeritage Park Update

Mr. Markley addressed some of the BUSTR issues with the parking lot and suggested scheduling a work session in order to develop a plan of action for Heritage Park for 2012. The board agreed to a special meeting to be held on Monday, January 30, 2012 with an executive session at 6:00 to interview candidates for the Board of Zoning Appeals with the public meeting resuming at 7:00 P.M. for the Heritage Park discussion.

KCE Board Appointments

This topic is on hold for the time being to be revisited soon.

Historical Society Lease Agreement

The trustees reviewed the agreement. Mr. Karl Kuckelheim, President of the Historical Society, summarized the procedure for changes to the building. The township will track the use of the building.

Mr. Markley made a motion to approve the lease agreement between Bainbridge Township and the Bainbridge Township Historical Society for the use of the Bissell House, per the recommendation of the Property Superintendent and approval of the Prosecutor's Office.

Mr. Horn seconded the motion that passed unanimously.

Monday, January 23,

12

Township Property Consolidation

The board was in general agreement to gather quotes for surveying to consolidate some of the township properties.

Aurora Co-Op Preschool Lease Agreement

Mr. Markley made a motion to approve the lease agreement between Bainbridge Township and the Aurora Co-Op Preschool for the use of the Day-Care building at Centerville Mills, per the recommendation of the Property Superintendent and approval of the Prosecutor's Office.

Mr. Horn seconded the motion that passed unanimously.

SpiritHeal Institute Lease Agreement

Mr. Markley made a motion to approve the lease agreement between Bainbridge Township and SpiritHeal Institute for the use of the Lakeside building at Centerville Mills, per the recommendation of the Property Superintendent and approval of the Prosecutor's Office.

Mr. Horn seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Pay Grade Change

Mr. Horn made a motion to approve the promotion of Patrolman John Ross to a Grade A Patrolman effective February 11, 2012, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

Employment of a Public Employee

Mr. Horn made a motion to approve the promotion of Part Time Patrolman Greg Boyles to a Full Time Grade B Patrolman effective January 28, 2012, per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

VEG/SEALE

The board was in general agreement to review this subject further before reaching a decision.

Ohio Department of Job & Family Services Appeal

Mr. Markley made a motion to appeal the decision of the Ohio Department of Job and Family Services dated January 10, 2012, per the recommendation of legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

Monday, January 23,

12

ROAD DEPARTMENT – OLD BUSINESSTanglewood Trail Entrance

Mr. Markley explained that previous discussions indicated that the township responsibility for the Tanglewood Trail Entrance is approximately \$30,000.00 and that the Tanglewood Lake Association has stated the willingness to contribute \$10,000.00.

The board was in general agreement to inform the Geauga County Engineer's Office that a budget of \$40,000.00 exists in order to engineer said project.

Hawksmoor Way – Road Repair and Mitigation

Mr. Markley stated the Hawksmoor Homeowners Association has formed a Roads Subcommittee and may be willing to move on an easement for mitigation.

Columbarium Niche Sales

Mr. Markley stated that the Cemetery Board received all necessary approvals. The buyback option at one hundred percent towards the purchase of niche space will be further reviewed.

Mrs. Benza made a motion to approve the sale of Columbarium Niches beginning February 1, 2012, per the recommendation of the Cemetery Board.

Mr. Horn seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSGeneral Fund Budget

The board was in general agreement to schedule a special work session to include both Mr. Alan Weilacher and Mr. Steve Szanto once their availability is determined.

Trustee Meeting held at Chagrin Falls Park

The board was in general agreement to schedule a special meeting at the Chagrin Falls Park Community Center either this spring or summer, depending on availability.

Land Bank Discussion

Mr. Horn suggested that the board look outside of Geauga County for entities with more experience with land bank parcels.

Chagrin Valley Intergovernmental Council Collaboration Survey

The discussion was had regarding this survey and perhaps each trustee would complete the survey on their own before comparing answers to formalize a township response to the survey.

Cell Tower Lease Agreement

Mr. Todd Hunt will attend the trustee's regular meeting on February 13, 2012 to discuss this issue.

Monday, January 23,

12

Energy Conservation Program Request for Qualifications

Mr. Markley explained that this is a follow up to the Brewer-Garrett presentation from last year. Mr. Markley will forward emails for the Request for Proposals to the other board members.

Township Newsletter

Mr. Horn provided a list of possible contributors of articles to a township newsletter. Mr. Karl Kuckelheim requested participation by the Historical Society. Mrs. Zimmerman pulled previous copies of our newsletters that Mr. Markley will forward to the other board members. The target date for distribution of the next newsletter is early May. Production schedule yet to be reviewed.

TOWN HALL – NEW BUSINESSAppointment of Public Employee

Mr. Markley made a motion to hire Mr. James Stanek as the full time Service Director at an annual salary of \$70,000.00 with four weeks of paid vacation effective February 1, 2012, with the costs to be split between the Road Department and the General Fund.

Mrs. Benza seconded the motion that passed unanimously.

Kenston Lake Property Survey

Mr. Markley informed the board that at a previous meeting of the Kenston Lake residents with “lakefront” property, the residents were confused as to where their property lines were now that the lake is no longer there. The board is not inclined to have the township cover the costs of surveying each property. However, the board is willing to work on a collaborative effort to have many properties surveyed by the same company.

ZONING DEPARTMENT – OLD BUSINESSZoning Resolution Rewrite Proposal

Mr. Markley reminded the board that the Zoning Commission selected Kendig Keast from the Request for Qualifications that were submitted for the Zoning Resolution Rewrite. Kendig Keast, a national firm, has now provided a quote for the project, which also included various options, one of which is a review of the Cedar Fair Property.

Mr. Horn noted that this company did a rewrite for Perry Township in Ohio, which is very similar to Bainbridge.

This rewrite is going to be a very long process that the Zoning Commission is willing to devote the time necessary to move the project along.

The board still has a few questions regarding the options available and will revisit on February 13th.

Monday, January 23,

12

Zoning Commission Appointment

Mrs. Benza made a motion to reappoint Mr. Donald Sheehy to the Zoning Commission for a five-year term ending December 31, 2016.

Mr. Horn seconded the motion that passed unanimously.

ZONING DEPARTMENT – NEW BUSINESS

Zoning Fee Schedule

The board was in general agreement to have the penalty fees updated accordingly with the proposed fee schedule for review at the next meeting of the trustees.

PUBLIC COMMENT

Mrs. Julia Newton asked the board to consider signing the lease agreement with the Historical Society. Mrs. Benza explained that the board did approve the agreement and will sign the contract once the Historical Society members have signed the document.

Mr. Ted Seliga asked the board to reconsider the mounds at Heritage Park. The board stated that the mounds will be reviewed next week at the special meeting.

CHECKS DATED JANUARY 1, 2012 THROUGH JANUARY 23, 2012

The trustees examined and signed checks and invoices for same dated January 1, 2012 through January 23, 2012 consisting of warrants 17136 through 17193 for a total amount of \$43,449.50. Payroll records were examined and signed for December 31, 2011 through January 13, 2012 including payroll checks 9165 through 9269 for a total amount of \$128,552.35.

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

CORRESPONDENCE

Geauga County Community Improvement Corporation Membership Request
Geauga County Auditor Letter for Tax Advances

Monday, January 23,

12

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:52 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____