

Monday, January 28,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on January 28, 2013. Those present were trustees Mr. Christopher Horn, Mr. Jeffrey S. Markley, and Mrs. Lorrie Sass Benza, and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mr. Horn made a motion to go into executive session to discuss the appointment, discipline, and compensation of public employees, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session.

The trustees returned from executive session, after discussing the appointment, discipline, and compensation of public employees, reconvening their regular meeting at 7:03 P.M.

MINUTES

The minutes from the trustees' January 14, 2012 regular meeting were approved as presented. The minutes from the trustees' January 16, 2013 special meeting were approved as presented. The minutes from the trustees' January 26, 2013 special meeting were approved as presented.

DEPARTMENTAL REPORTS

FISCAL REPORT

Mrs. Cherianne Measures, Fiscal Officer, presented the monthly report for the December, 2012.

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

FIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of December, 2012.

Chief Phan explained that 2012 was not as busy as 2011 as far as the number of calls. Chief Phan went on to say that the new vehicles are currently being outfitted. The station move should occur next week.

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POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of December, 2012.

Chief Bokovitz explained that the new recording system will have been in place for one year so comparison reports should be more accurate beginning in 2013.

PUBLIC COMMENT

None

FISCAL OFFICE – NEW BUSINESSPurchase 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. Gutoskey & Associates – Consulting Services for Town Hall Drainage, Grading and Pavement Improvement Project – \$25,858.25 (General)
2. Gutoskey & Associates – Surveying Services for Town Hall Campus – \$693.75 (General)
3. Action Door Service – Door Repairs and New Opener at Fire Station – \$734.00 (Capital Improvement Fund)

Invoice Approval

Mrs. Benza made a motion to approve the invoice list as prepared by the Fiscal Officer except for item 4, which requires further explanation.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Clemans Nelson – Professional Services Policy Manual Update – \$3,740.37 (General)
2. John G. Johnson – Pay Application 8 for Fire Station Addition/Renovation – \$176,467.85 (Capital Improvement Fund)
3. Walter & Haverfield – Legal Services for Legal Opinion – \$140.00 (General)
4. Walter & Haverfield – Legal Services for Judson Retirement Community – \$1,361.50 (General)
5. Walter & Haverfield – Legal Services for Bainbridge Aurora JEDD – \$336.90 (General)
6. Portage County Treasurer – Property Taxes for Rental House – \$14,471.57 (General)
7. Heery International – Consulting Services for Fire Station Addition/Renovation Project – \$3,221.15 (Capital Improvement Fund)

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Blanket Certificate Approvals

Mrs. Benza made a motion to approve the blanket certificate for K-9 expenses from the Police Department's 2081-210-599-9000 Other Expenses K-9 fund in the amount of \$5,000.00, per the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

FIRE DEPARTMENT – OLD BUSINESSFire Station Addition/Renovation Project Update

During his monthly report, Chief Phan indicated that the project is moving along according to schedule. The move should occur at the end of the week.

SERVICE DEPARTMENT – OLD BUSINESSCenterville Mills Facility Analysis

The trustees discussed the proposals from Heery International and John G. Johnson. Heery's quote is an hourly not to exceed amount while John G. Johnson is a set not to exceed amount. The trustees would like to have a work session with the Park Board and Mr. David Mitchell, Property Superintendent, to review the properties and possibly interview the two companies. The available dates are Saturday, February 16th or Monday, February 18th to be determined by the next regular Trustees' meeting.

Service Garage Sanitary Sewer

No action at this time, awaiting additional information.

SERVICE DEPARTMENT – NEW BUSINESSAnnual Township Highway System Mileage Report

The trustees ask that the Road Superintendent review the details with the Geauga County Engineer.

TOWN HALL – OLD BUSINESSTownship Signage

Mrs. Benza made a motion to approve the purchase order request dated January 24, 2013 for Easy Sign in the amount of \$1,655.00 per sign up to five signs for the directional signs within the Town Hall Campus.

Mr. Markley seconded the motion that passed unanimously.

Additional information will be reviewed for the building signs as well as the monument sign at the boulevard entrance to the Town Hall campus.

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TOWN HALL – NEW BUSINESSFlex Time Policy

Mrs. Benza made a motion to clarify the implementation of the Flex Time policy within the same work week for all General Fund and non-bargaining employees, with the effected employees being notified by memo.

Mr. Markley seconded the motion that passed unanimously.

Township Newsletter

Just a reminder to the Department Heads, the articles are due by February 15th.

Personnel Policy Manual Update

To be discussed at the next Trustees' meeting as well as the next Department Head meeting.

Maintenance Weight Challenge Winners

Mrs. Measures explained the weight challenge that was in place for November and December of 2012. Participating employees weighed in at the Police Department the week before Thanksgiving then again January 3rd. Those individuals who maintained their weight would be entered into a drawing for a prize, and a winner would be drawn from the men and another from the women that were eligible. Those individuals who actually lost weight would be entered into an additional drawing for another prize, again one male winner and one female winner. Everyone that maintained their weight actually lost weight as well. Therefore, we have four men eligible for two prizes and three women eligible for two prizes.

Mrs. Measures then asked Mr. Horn to draw the two winning female names from the three eligible: Michelle Cole, Lori Downs, and Elaine Marconi. Congratulations to the winners, Ms. Lori Downs and Ms. Elaine Marconi.

Mrs. Measures then asked Mr. Horn to draw the two winning male names from the four eligible: John Cole, Kurt Dreger, Brian Reardon and Chris Smith. Congratulations to the winners, Mr. John Cole and Mr. Chris Smith.

Revised Easement Agreement

The board was in general agreement to have legal counsel review the changes.

Compensation of Public Employees

Mr. Horn made a motion to increase the annual salary of Ms. Bobbie Nichols by three percent effective at the next pay period, per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously,

Mr. Horn made a motion to give Mrs. Linda Zimmerman a \$3,000.00 bonus at the next pay period.

Mrs. Benza seconded the motion that passed unanimously.

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ZONING DEPARTMENT – OLD BUSINESSMoving Ohio Forward Grant Update

Mrs. Benza gave an update based on the information provided by the Zoning Inspector. Auburn Township may have a property that could qualify for the Moving Ohio Forward. Mr. Markley stated that he has been contacted about a property located in the Tanglewood subdivision, which is vacant and has severe black mold. This matter will be further reviewed.

PUBLIC COMMENT

Mrs. Gina Zahn asked if we have an aggregate for natural gas through NOPEC. Mr. Markley replied that Mrs. Zahn could go to the OPUC website for an apples to apples comparison.

Mrs. Ann Myers reviewed last year's agendas regarding pending items and compiled a list for the board's review.

Mrs. Almost Finn asked the board to consider requesting that fracking controls be returned to the townships, and expressed her concerns that fracking should be stopped.

CHECKS DATED JANUARY 1, 2013 THROUGH JANUARY 28, 2013

The trustees examined and signed checks and invoices for same dated January 1, 2013 through January 28, 2013 consisting of warrants 18846 through 18946 for a total amount of \$176,914.70. Payroll records were examined and signed for December 15, 2012 through December 28, 2012 including payroll checks 11864 through 11971 for a total amount of \$135,493.89. Payroll records were examined and signed for December 29, 2012 through January 11, 2013 including payroll checks 11972 through 12076 for a total amount of \$135,920.94.

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

CORRESPONDENCE

Chagrin River Watershed Partners Meeting Announcement
Chagrin Valley Chamber of Commerce The Reporter for February
South Franklin Dialogue Series Invitation
Chagrin Valley Jaycees Service Awards Banquet Invitation
Geauga County United Way Support Information
Geauga County Planning Commission Notice of Public Hearing for Amendment to County Subdivision Regulations
EnviroScience Annual Kenston Lake Stream Restoration Monitoring Report
City of Solon Letter regarding Timberlake Park
Ohio LTAP Quarterly Newsletter
Troy Times for January /February 2013
Bainbridge Township Park Board Minutes from December 19, 2012 Meeting
Cleveland Metroparks 2013 Deer Management Letter

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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 8:45 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____