

Monday, February 11,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on February 11, 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. Horn 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 employment 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 employment and compensation of public employees, reconvening their regular meeting at 7:03 P.M.

MINUTES

The minutes from the trustees' January 28, 2013 regular meeting were approved as presented.

DEPARTMENTAL REPORTS

ZONING DEPARTMENT

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

Mrs. Endres announced that the environmental reviews have begun for the Moving Ohio Forward program and the results should be completed within two weeks. Mrs. Endres went on to say the RFP will need to be completed, once the environmental results are returned, before the township can receive quotes.

The Kendig Keast Collaborative proposed revisions need to be reviewed by the board of trustees.

SERVICE DEPARTMENT

Mr. James Stanek, Service Director, presented the monthly report for the Service Department for the month of January, 2013.

Mr. Walter Rudyk, Highway Superintendent, announced that some tree trimming has been started. Also, a new truck and chassis have been ordered and should be completed before next winter.

Mr. David Mitchell, Property Superintendent, added that the Parks Department employees have been busy plowing the township parking lots and sidewalks. Mr. Mitchell also announced that the restrooms at River Road Park are nearing completion.

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FISCAL REPORT

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

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

PUBLIC COMMENT

Mrs. Almost Finn asked the board to consider approving a resolution requesting local controls for fracking.

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

Mrs. Benza made a motion to approve the purchase order list 1 through 7 as prepared by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Lake Truck Sales – Emergency Repair for Truck #20 – \$1,876.02 (Roads)
2. Lake Truck Sales – Emergency Repair for Truck #32 – \$5,237.10 (Roads)
3. Max Herr Well Drilling – Water Well for Brine Station – \$3,025.00 (Roads)
4. Hall Public Safety – Equipment & Conversion of New Cruisers – \$33,083.48 (Police)
5. Warren Fire Equipment – SCBA Fit Testing – \$2,250.00 (Fire)
6. Gutoskey & Associates – Engineering Services for Town Hall Paving Project – \$15,000.00 (General)
7. Gutoskey & Associates – Engineering Services for Mapping for Road Garage, Settlers Park and Cemetery Properties – \$9,500.00 (General)

Mrs. Benza made a motion to approve the purchase order request for Kenston Community Education for the annual recreation contribution in the amount of \$11,401.00 based on the 2010 Census population for Bainbridge Township.

Mr. Markley seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the purchase order request for Chagrin River Watershed Partners for the annual membership fee in the amount of \$4,370.53.

Mrs. Benza seconded the motion. The vote followed: Mr. Horn, abstain; Mr. Markley, aye; Mrs. Benza, aye.

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Mrs. Benza made a motion to approve the purchase order for Emslee Products for 20 Roll Towel Dispensers in the amount of \$1,360.00, and the purchase order for Rayhaven Group for 24 Lockers for Locker Rooms in the amount of \$4,470.00 to be paid for from the Capital Improvement Fund for the Fire Station Addition.

Mr. Markley seconded the motion that passed unanimously.

Invoice Approval

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

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Littler Mendelson – Legal Services for General Labor – \$645.20 (General)
2. Littler Mendelson – Legal Services for Employee Discharge – \$82.50 (General)
3. Kendig Keast Collaborative – Monthly Invoice for Zoning Regulation Rewrite – \$13,233.30 (General)
4. Walter & Haverfield – Legal Services Judson Retirement Community – \$1,361.50 (General)

FIRE DEPARTMENT – OLD BUSINESS

Fire Station Addition/Renovation Project Update

Mr. Markley announced that the move from the old station to the addition has been postponed due to carpet ordering delays.

FIRE DEPARTMENT – NEW BUSINESS

Change Order for John G. Johnson

The trustees were in general agreement to approve the explanation of allowances as submitted by John G. Johnson for the Fire Station Addition/Renovation Project per the recommendation of Mr. Stephen Ciciretto, architect, and Mr. Thomas Payne, owner's representative.

Employment of Public Employee

Additional information has been requested for the proposed employee and will be addressed at the next regular meeting.

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Fire Company Correspondence

Mr. Horn read a letter from the Bainbridge Township Fire Company announcing the termination of the Fire Company Contract with Bainbridge Township effective June 30, 2013. The trustees were in general agreement to accept the letter from the Fire Company with an assessment due from Chief Phan by the March 11, 2013 meeting.

The board of trustees have asked Chief Phan to modify his budget to accommodate changes resulting from the elimination of the Fire Company Contract within thirty days.

Ms. Kristen Kumnick asked the board when Chief Phan would be reinstated as the Fire Chief. Mr. Horn explained that he has been, and still is, the Fire Chief and that the annual reappointment was just a formality that is not necessary, according to our legal counsel. Mr. Markley stated that Chief Phan is the only part time department head within the township and that he has never had a contract.

Mrs. Lisa Eastman asked the board how long this process will take since it is so stressful for Chief Phan. The board's response was that the entire structure needs to be reviewed.

At this point the board took a brief recess before continuing the business meeting.

POLICE DEPARTMENT – NEW BUSINESSProfessional Training Request

Mrs. Benza made a motion to approve the professional training request for Patrolman Ryan Patete to attend a weapon requalification class at OPOTA in London, Ohio which will be held February 21-22, 2013 at a cost not to exceed \$90.00, recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Purchase Order Approvals

Mrs. Benza made a motion to approve the list of purchase orders for routine Police Department expenses, per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Note: The list of purchase orders is attached to, and become a permanent part of, these minutes.

SERVICE DEPARTMENT – OLD BUSINESSCenterville Mills Facility Analysis

There will be a special meeting next Monday, February 18, 2013 at the Bainbridge Town Hall with an executive session at 6:00 to discuss the discipline and employment of public employees with the open session resuming at 7:00 P.M. to discuss the Centerville Mills Facility Analysis. Mr. Horn circulated a proposed agenda to the board.

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Service Garage Sanitary Sewer

Additional information is forthcoming.

SERVICE DEPARTMENT – NEW BUSINESS

Annual Township Highway System Mileage Report

The trustees certified in the Annual Township Highway System Mileage report from the Director of Transportation that the total eligible number of miles for Bainbridge Township in Geauga County to be 83.424 as of January 1, 2013.

Road Department Service Report

Mr. Rudyk distributed a report to the trustees identifying the hours spent by Road Department employees at each of the township's facilities; Town Hall, Heritage Park, River Road Park, Settlers Park, Centerville Mills Park, Fire Department, Police Department and Cemetery. A rate is yet to be determined for reimbursement to the Road and Bridge Fund.

Paper Recycle Contract

Additional information is forthcoming.

Landscaping Contract

Mr. Markley made a motion to extend the contract with JFD Landscapes at the current rate of \$104,503.12 annually for the next three years, per the recommendation of the Property Superintendent and the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Heritage Park Rental Agreement Form

The trustees were in general agreement to approve the rental form for Heritage Park with the understanding that the sports fields will not be rented in 2013.

TOWN HALL – OLD BUSINESS

Consolidation of Parcels

The trustees were in general agreement to forward the necessary information to the Prosecutor's office for consolidation submission.

TOWN HALL – NEW BUSINESS

Personnel Policy Manual Update

A special meeting has been scheduled for Monday, March 4, 2013 at 7:00 P.M. at the Bainbridge Town Hall.

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Revised Cell Tower Easement Agreement

The trustees shared concerns over the description of the property and feel that the description should include a smaller footprint with tighter parameters and an access drive. The board will wait for a recommendation from their legal counsel.

Girl Scout Court of Awards

The trustees were in agreement to present the Bronze and Silver Award recipients with a certificate. Mrs. Measures will order certificates for this purpose. Mr. Markley will draft a proclamation for the Gold Award recipient once he has the necessary information. Mrs. Benza will attend the ceremony and present the certificates and the proclamation on behalf of the Board of Trustees.

Autism Awareness

Mrs. Benza stated that the board had been contacted by Mrs. Lorena Blake regarding the township's support of National Autism Awareness Day – Light It Up Blue on April 2, 2013.

The trustees were in general agreement to support this event and light the pavilion at Heritage Park with blue lights and Mr. Mitchell will coordinate this project.

Clean Ohio Fund

The trustees were in general agreement to send a letter to our representative of the General Assembly, Mr. Matt Lynch, to support the Clean Ohio Fund.

PUBLIC COMMENT

Mrs. Kathleen Staudenbaur thanked the board members for their time and dedication to our community.

Mrs. Ann Myers asked about the incident that totaled a Fire Department vehicle. Mr. Horn stated that the accident occurred on Pettibone Road. Mrs. Benza further explained that the Ohio State Highway Patrol investigated the accident.

Mr. Gil Myers stated that the township earned over \$10,000.00 from recycled papers and cardboard in 2012 and thought the members of the community should be aware of this achievement.

CHECKS DATED JANUARY 29, 2013 THROUGH FEBRUARY 11, 2013

The trustees examined and signed checks and invoices for same dated January 29, 2013 through February 11, 2013 consisting of warrants 18958 through 19009 for a total amount of \$324,516.09. Payroll records were examined and signed for January 12, 2013 through January 25, 2013 including payroll checks 12077 through 12184 for a total amount of \$138,929.34.

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

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CORRESPONDENCE

Century Village Museum membership drive
 Bainbridge Township Fire Company 2012 Financial Statements (2011 Tax Return,
 2012 Fourth Quarter Profit and Loss Statement, 2012 Training Expenditures,
 and 2012 Profit and Loss Statement)
 Bainbridge Township Cemetery Board minutes from January 2, 2013 meeting
 Geauga County Engineer Load Reduction Notification

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:19 P.M.

Respectfully Submitted,

Cherianne H. Measures,
 Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____