

Tuesday, March 27,

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The Bainbridge Township Board of Trustees met in Special session at the Bainbridge Town Hall on March 27, 2012. Those present were trustees Mrs. Lorrie Sass Benza and Mr. Christopher Horn and Fiscal Officer Mrs. Cherianne H. Measures. Trustee Mr. Jeffrey S. Markley was absent. Mrs. Benza 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 collective bargaining strategies, per Ohio Revised Code Section 121.22(G)(4), and to discuss the employment of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Horn seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Horn, aye.

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 collective bargaining strategies and the employment of a public employee, reconvening their regular meeting at 7:00 P.M.

MINUTES

The minutes from the trustees' March 12, 2012 regular meeting were approved as presented.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT

Assistant Chief Wayne Burge presented the monthly report for the Fire Department for the month of February 2012.

POLICE DEPARTMENT

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

PRESENTATION BY GUEST

Jonathan Hall, Boy Scout Troup 360, Eagle Scout Project

Mr. Jonathan Hall, member of Boy Scout Troop 360, would like to create a campsite at Centerville Mills as his Eagle Scout Project. The campsite will include two tent pads, a pavilion, a fire ring and one parking space. The tent pads will be elevated with drainage. Mr. Hall will manage a crew of approximately fifteen other scouts. Local businesses will be contacted for supply donations and discounts. The campsite should be completed by late August.

The trustees were in general agreement to allow Mr. Hall to proceed with his Eagle Scout Project as presented.

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Presentation for New Street Roller Trailer

Mr. John Brett, Road Department Foreman, presented information to the Board of Trustees regarding the need for a new trailer for the department's street roller. The current trailer could still be used for other purposes, but is not the best option for the street roller as it could be contributing to wear and tear on the roller when loading the trailer. The purchase order request for the trailer, for O'Reilly Equipment, is included in the Fiscal Officer's list of purchase orders.

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. CUE – Installation of Sanitary Sewer Line & Grinder Pump at River Road Park – \$32,225.00 (General)
2. Egrek Electric – Upgrade Outlets at Burns Lindow Building – \$1,185.00 (General)
3. ES Sign & Design – “Welcome to Bainbridge” Signs – \$5,250.00 (General)
4. G. Kaufman – Centerville Mills Lakeside Septic Repair – \$2,500.00 (General)
5. Auburn Pipe – Various Pipe for Drains – \$5,822.00 (Roads)
6. O'Reilly Equipment – Trailer for Street Roller – \$5,738.00 (Roads)
7. Preston Ford – Emergency Repair for Truck – \$1,932.10 (Roads)

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. Hylant Group – Insurance Deductible for Claim – \$1,000.00 (General)
2. Littler Mendelson – Legal Services '11 Teamsters Negotiations – \$346.50 (General)
3. Littler Mendelson – Legal Services Discharge Arbitration – \$1,221.00 (General)
4. SE Blueprint Inc. – Bid Packets for Fire Station Addition/Renovation Project – \$2,232.83 (General)
5. Walter & Haverfield – Legal Services Bainbridge Aurora JEDD – \$109.00 (General)
6. Walter & Haverfield – Legal Services Cell Tower Agreement – \$1,292.70 (General)
7. Excel K-9 Services, Inc. – K9 Dog & Equipment – \$7,772.00 (Police)
8. Love Insurance – Additional Premium for New Truck – \$1,552.00 (Road)

Mr. Markley entered the meeting at 7:29P.M.

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Blanket Certificate Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Approval Requests

1. BC-4 – Other 1000-110-599-0000 – \$10,000.00 (General)
2. BC-27 – Repair & Maintenance 2031-330-323-0000 – \$10,000.00 (Roads)

Additional Appropriations

Mr. Markley made a motion to approve Resolution 03272012-A to appropriate additional funds for expenses to be incurred for the various expenditures listed below.

Mrs. Benza seconded the motion that passed unanimously.

BE IT RESOLVED, by the Board of Trustees of Bainbridge Township, State of Ohio, that, to provide the current expenses and other expenditures of said Township, during the fiscal year ending December 31, 2012, the following sums be and they are hereby set aside and appropriated as follows:

1. That there be appropriated from the General Fund an additional amount of \$25,000.00 to the line item entitled General Fund – River Road Improvement of Sites (1000-610-730-0200); and
2. That there be appropriated from the General Fund and additional amount of \$30,000.00 to the line item entitled Town Halls, Memorial Buildings & Grounds Purposes – Motor Vehicles(1000-760-750-0000); and
3. That there be appropriated from the General Fund an additional amount of \$200,000.00 to the line item entitled Zoning – Other (1000-130-599-0000); and
4. This Resolution shall be deemed an emergency measure, effective upon passage.

FIRE DEPARTMENT – OLD BUSINESSExecution of Contract

Mr. Markley made a motion to authorize the Fiscal Officer to execute the contract between Bainbridge Township and LifeForce Management as the billing company for Emergency Medical Services provided by the Township Fire Department, effective January 1, 2012, per the recommendation of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

Fire Station Addition/Renovation Project Update

The preconstruction meeting was held on March 22, the group will continue to have weekly meetings throughout the project. The electronic sign will be removed and stored in order to make room for a temporary parking area. Grading will begin as the foundation is set for the south addition before digging for the west wing addition. Mr. Horn asked if it would be better to hire an Owner's Representative for this project in order to have appropriate representation. Quotes will be gathered for the next trustees' meeting.

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Revised Pay Grade Promotional Requirements

Mr. Horn will gather additional information to compare former and proposed requirements.

POLICE DEPARTMENT – NEW BUSINESSProfessional Training Request

Mr. Markley made a motion to approve the professional training request for Sergeant Kurt Dreger to attend a Reactive Shooting Course at OPOTA London from April 30, 2012 through May 1, 2012 at a cost of \$265.00, per the recommendation of the Police Chief.

Mr. Horn seconded the motion that passed unanimously.

Fitness Challenge

Mrs. Benza made a motion to approve the Fitness Challenge submitted as part of the Wellness Initiative through the grant received by the Township from COSE, per the recommendation of the Healthcare Committee.

Mr. Horn seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSHeritage Park Update

Mr. Markley announced that additional drainage is needed at the park. The walkways around the pavilion have been dug up in order to match all sidewalks. The topcoat of pavement and the decorative concrete should be done in the very near future. The electrical demands of the facilities are being reviewed. Per the meeting held over the weekend, the mounds are no longer an issue.

Special Events Committee

The next meeting is scheduled for April 12, 2012. The board stated that a mission statement for this committee is still needed.

Hawksmoor Way – Road Repair and Mitigation

Mr. Markley stated that the Homeowners Association has created a “Roads” committee in order to try to resolve current issues. The Board of Trustees would prefer to keep mitigation within Hawksmoor than outside the township. Mr. Markley also stated that he had received a phone call from an attorney regarding this situation.

Mr. Walter Rudyk, Road Superintendent, stated that the north side of the roadway is starting to dip slightly.

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Welcome Signs Update

Mr. David Mitchell, Property Superintendent, explained the photos that were distributed to the board members and stated that there will be a total of three sizes of the existing signs.

Mr. Markley asked the board where they stood on the design of the signs. Mr. Horn expressed that he feels it would be too costly to replace all of the signs with new designs.

Mr. Mitchell stated that all damaged signs have been repaired.

Mr. Mitchell was asked by the board to gather costs to replace the Settler's Park Sign as is and also with a new design integrating the student's proposed designs.

SERVICE DEPARTMENT – NEW BUSINESSRiver Road Park Baseball Field Repair

Mr. Mitchell explained the damage to the baseball fields at River Road Park and the washouts. To repair with the existing materials would cost approximately \$1,300. However, to repair with the new DuraEdge material with a higher clay content, which should minimize the damage from the flow of storm water, would cost \$8,220, of which Kenston Community Education would contribute to the repair of Field #1.

The trustees were in general agreement to proceed with the field repairs, with the establishment of a written agreement with Kenston Community Education.

Kenston Community Education Meeting

The meeting originally scheduled for March 28th with Auburn Township Trustees, Bainbridge Township Trustees, Kenston Local School Board and the Kenston Community Education Director and Advisory Board has been cancelled.

Facilities Plan – Service Building and Yard

Mr. Jim Stanek, Service Director, explained the importance of developing a true Service Department and having both Parks and Roads under one roof. The will require an expansion, but he would prefer to take the time to do it right the first time than rush into something without the necessary evaluations. Mr. Stanek asked the board to have a facilities use evaluation performed and the board asked Mr. Stanek to prepare the documentation for a Request for Qualification and/or Request for Proposal to be reviewed by the board.

Administrative Assistant

Mr. Horn made a motion to approve the job description for the Administrative Assistant to the Service Director as presented.

Mrs. Benza seconded the motion that passed unanimously.

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Employment of Public Employee

Mrs. Benza made a motion to promote Leighanna Cawrse to the full time position of Administrative Assistant to the Service Director at a rate of \$16.00 per hour effective April 7, 2012, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Clean Up Days

The trustees were in general agreement to host the Annual Clean Up Days on Friday June 1st and Saturday June 2nd from 8:00 A.M. to 12:00 P.M. each day, per the recommendation of the Road Superintendent.

TOWN HALL – OLD BUSINESSTownship Newsletter Update

Mr. Horn stated that all articles are due by April 3rd and that the newsletter will be six pages in length.

General Fund Budget Update

Mr. Markley stated that the long-term goal is to determine a five-year plan for the General Fund. The short-term goal is to determine the 2013 budget.

JEDD Update

Mr. Markley met with Mayor McGill of Aurora to discuss JEDD issues and options. Mr. Chuck Rheil will draft an updated proposal.

Energy Conservation Program Request for Qualifications

Mr. Stanek presented a proposal for energy sales by DMC Development, with a 30-day opt out. Mr. Stanek was asked to research further, even though that would require the township to pass up this opportunity, the board will be more informed for future options.

Cell Tower Agreement

The board will contact Walter & Haverfield for further information.

TOWN HALL – NEW BUSINESSProclamation for Girl Scouts 100th Anniversary

The trustees were in general agreement to award a proclamation to Girl Scout Service Unit 778 in recognition of 100 Years of Girl Scouting.

Facilities Plan – Town Hall

The use of the Town Hall should be included in the Facility Use Evaluation of the Service Department.

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Organizational Chart of Township Employees

The board was in general agreement to approve the Organizational Chart with an explanation of the shaded areas.

PUBLIC COMMENT

Mr. Ted Seliga asked who will submit information for the columbarium for the Newsletter. The response was the Cemetery Committee.

Mr. Seliga then stated that the mounds at Heritage Park restricts the seating capacity for future events.

Dr. Judith Gooding asked the board to consider extending the waterline from Kenston Lake to Canyon Lakes.

Purchase Order Approval

Mr. Horn made a motion to approve a purchase order to remove the mounds west of the pavilion at Heritage Park at a cost not to exceed \$10,000.

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

CHECKS DATED MARCH 13, 2012 THROUGH MARCH 26, 2012

The trustees examined and signed checks and invoices for same dated March 13, 2012 through March 26, 2012 consisting of warrants 17384 through 17450 for a total amount of \$113,364.63. Payroll records were examined and signed for February 25, 2012 through March 9, 2012 including payroll checks 9593 through 9701 for a total amount of \$136,371.89.

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

CORRESPONDENCE

Resident Letter Regarding Litter Along 306

Resident Letter Regarding Cedar Fair Property

Resident Letter Regarding Green Space in Chagrin Falls Park

Geauga County Planning Commission Final Plat of Reserves at Brighton Park Estates

Geauga Co. Planning Comm. Resubdivision Final Plat of Reserves at Brighton Park Estates

Geauga Co. Planning Comm. Final Plat of Stoneridge of Geauga Subdivision, Phase 6

Boy Scout Troop 102 Invitation to Eagle Scout Ceremony

Geauga Co. Planning Comm. Final Plat of Stoneridge of Geauga Subdivision, Phase 7

Bainbridge Township Park Board Meeting Minutes from February 15, 2012

Bainbridge Township Board of Zoning Appeals Meeting Minutes from February 16, 2012

Geauga Park District notification of Frohring Meadows controlled burn

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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 9:56 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____