

Monday, March 28,

11

The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on March 28, 2011. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey Markley and Mr. Matthew J.D. Lynch, and Fiscal Officer Mrs. Cherianne H. Measures. 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 pending litigation, per Ohio Revised Code Section 121.22(G)(3) as well as the employment of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Lynch seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session to discuss the pending litigation and the employment of a public employee.

The trustees returned from executive session, after discussing the pending litigation and the employment of a public employee, reconvening their regular meeting at 7:05 P.M.

MINUTES

The minutes of the trustees' March 14, 2011 regular meeting were approved as submitted. The minutes of the trustees' March 19, 2011 work session were approved as amended. The minutes of the trustees' March 21, 2011 special meeting were approved as read.

PRESENTATION BY GUEST

Tom Curtin – Geauga Park District

Mr. Tom Curtin, with Geauga Park District, thanked the board for allowing him to speak to the residents this evening. The last time the Park District asked the taxpayers for a tax increase was in 2001 for land acquisition. Mr. Curtin mentioned the new Orchard Hills Park in Chester Township as well as Observatory Park in Montville. Observatory Park was built with only donations. The Park District is striving to eventually operate the district on endowments.

Mr. Markley asked what was happening at Frohring Meadows. Mr. Curtin explained that the Park District will be creating a two acre play area for dogs to play off leash. There will also be a controlled burn in the prairie hoping to re-establish native plants and eliminate invasive species.

Mr. Lynch asked if the Park District considered the fiscal crisis at the State and Federal level when applying for grants. Mr. Curtin explained that the Park District only accepts grants from organizations whose mission statements coincided with the mission of the Park District. Mr. Lynch then went on to ask about the annual budget of the Park District. Mr. Curtin said the budget is approximately \$10,000,000 with \$6,200,000 from levies, and most of the balance from grants.

Monday, March 28,

11

Joe Gutoskey – Site Work for Heritage Park and Fire Station Addition

Mr. Gutoskey reviewed the quotes that were sent to the Board of Trustees two weeks ago for the land clearing at the former location of the Bissell House and also for the sanitary sewer extension to the Bissell House.

Mr. Markley made a motion to approve the purchase order request dated March 9, 2011 for C.U.E. LLC Excavating Contractors in the amount of \$17,590.00 for the sanitary sewer improvements to be paid for with investment funds.

Mr. Lynch seconded the motion that passed unanimously.

Mr. Lynch made a motion to approve the purchase order request dated March 9, 2011 for Dash Tree Service, Inc. in the amount of \$1,500.00 for the clearing for the fire station addition to be paid for with investment funds.

Mr. Markley seconded the motion that passed unanimously.

Mr. Stephen Ciciretto explained that this is also a part of the original parking lot project from the approved project list from 2009.

DEPARTMENTAL REPORTSFIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of February, 2011. Chief Phan reminded everyone to change the batteries in their smoke detectors and carbon monoxide detectors when the clocks are changed for Daylight Saving Time. Chief Phan also informed those present that any resident having a fire larger than a campfire, is required to obtain an Open Burn permit.

POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of February 2011. Chief Bokovitz announced that the Police Department will be enforcing the Ohio Revised Code requirement of keeping dogs controlled with a warning for the first offense and a citation for future offenses.

ZONING DEPARTMENT

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

Monday, March 28,

11

CFP Update/Grant

Mr. Wrench met with Ms. Tenney from Chagrin Falls Park Community Center last week regarding housing demos. Most of the structures that need to be razed have outstanding taxes, which makes them ineligible for the grant. The question was asked if the Township can contribute to the Chagrin Falls Park Community Center for that organization to pay off the taxes for the specific properties. Mr. Markley expressed his opinion regarding the township investing the \$700 - \$800 for taxes and receive the grant for \$8,000 - \$9,000 for the demolition, since the township is not likely to recoup the thousands of dollars spent for demolition. Mr. Wrench will continue conversations with Ms. Tenney regarding this matter, as well as gaining an opinion from the prosecutor's office pertaining to our options as a Township.

Lighting Update

Mr. Wrench updated the trustees on the status of the lighting upgrade to be performed at the Town Hall and the Road Department through the NOPEC Powering Our Community grant. The first check should be received this week. Lighting America, the company installing the upgrades for the township provided an estimate to upgrade the Police Department for \$45,000 with a return on investment of 2.08 years. This upgrade could qualify for additional grant opportunities.

Waterline Update

Mr. Wrench announced that the quarterly water testing came back positive. He is waiting for information from Fredebaugh after the EPA's approval to reduce the tank size at the Police Station.

FISCAL OFFICE – NEW BUSINESSPurchase Order Requests

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

Mr. Lynch seconded the motion that passed unanimously.

The list as presented is as follows:

- | | |
|---|--------------|
| 1. VanCuren Tree Services for Misc. Township Clearing | \$ 20,000.00 |
| 2. Jackson Hardwoods for Town Hall floor repair & refinishing | \$ 6,754.25 |
| 3. Medical Mutual of Ohio for Payments to the HRAs | \$139,500.00 |

Monday, March 28,

11

Invoice Approval Requests

Mr. Markley 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:

1. EnviroScience for Kenston Lake Stream Restoration	\$ 2,517.85
2. EnviroScience for Kenston Lake Stream Restoration	\$ 6,534.51
3. Northeastern Inc. for Bissell House Restroom Addition	\$ 9,950.00
4. Gutoskey & Associates for Town Hall Survey	\$ 2,700.00
5. Walter & Haverfield for Judson Retirement Community	\$ 224.00
6. Walter & Haverfield for Hawksmoor Way Investigation	\$ 630.80
7. Walter & Haverfield for Vokas Zoning Matter	\$ 168.00

POLICE DEPARTMENTEmployment of a Public Employee

Mr. Markley made a motion to approve the promotion of Patrolman John Bodovetz to the position of Detective, with a pay increase of \$1,000.00 annually effective April 9, 2011, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

Community Resource Program

Chief Bokovitz stated that Primelt America will produce 500 books containing contact information and a letter from the Township at no cost to the Township. The company makes its money from the advertising that is sold to produce the program, or booklet.

Mrs. Benza asked for board approval for the letters to be published in the final draft. Mr. Lynch asked the Chief to make the first draft presentation to the board.

LEADS Fee Holiday

Chief Bokovitz announced that the township has received a three month fee holiday from the LEADS program due to our payment history, saving the Township \$2,241.00 over the three month period from April through June of this year.

ROAD DEPARTMENT – OLD BUSINESSHawksmoor Way

Mr. Markley explained the history of the Hawksmoor Way project to those in attendance. Part of the project required mitigation in order to acquire a permit from the Army Corp of Engineers. Many options have been investigated, but none timely enough for the Army Corp of Engineers.

Long Meadow Trail will be tabled pending communication with the Prosecutor's Office.

Monday, March 28,

11

TOWN HALL – NEW BUSINESS319 Grant Quarterly Reports

Mrs. Measures informed the board that the reports must be filed by April 30, 2011 and have not been finalized as of yet. The reports will be ready for the trustees' next regular meeting on April 11, 2011.

Audit Committee

Mrs. Benza stated that the only application with qualifications received for the Audit Committee was from Mr. Martin O'Donnell. Based on the information from a previous issue of Best Practices from the Auditor of State's office, Mrs. Measures recommended that the Audit Committee should be comprised of the Chairman of the Board of Trustees, the Fiscal Officer, and Mr. O'Donnell.

The Audit Committee will identify their mission statement. The trustees asked the papers to re-announce that letters of intent, with qualifications will be accepted by the Fiscal Officer until April 22, 2011.

Mr. Markley made a motion to appoint Mr. Martin O'Donnell to the Audit Committee for a term of 3 years.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Lynch felt the board should accept the qualifications from the residents that had expressed an interest in the committee. Mrs. Benza reminded him that those residents did not respond by the first deadline, and submitted nothing when the deadline was extended. However, if still interested, they should submit their letters of interest with qualifications to the Fiscal Officer by April 22nd. Mrs. Ann Meyers asked what the qualifications were. Mrs. Benza stated that those interested do not need to have an accounting or finance background, and if Mrs. Meyers is interested she should submit her information to the Fiscal Officer.

HR Assistance/Policy Manual Revisions

The trustees discussed the various services available from the County, but the county does not offer a Human Resource Department. Discussions continued to determine the needs of the township. Mr. Lynch asked the Fiscal Officer to review the material presented by Mr. Markley in order to identify the services needed. The board was in general agreement to gather references for the companies that are being considered. Mr. Markley and Mrs. Measures will work together to determine what is already being done and what is still needed.

Employee Compensation

This item had been postponed.

Monday, March 28,

11

PUBLIC COMMENTS

Mrs. Benza announced the very productive Zoning Work Session that was held on March 19th.

Mrs. Meyers asked the board if the township could limit the traffic on Hawksmoor Way to a single trash hauler or moving the bus stop to the entrance. The board said that unfortunately, that is not within their authority.

Mr. Ted Seliga asked if there was a desired number of members for the Audit Committee. The response was five to eight, including the elected officials.

CHECKS DATED MARCH 15, 2011 THROUGH MARCH 28, 2011

The trustees examined and signed checks and invoices for same dated March 15, 2011 through March 28, 2011 consisting of warrants 15862 through 15896 for a total amount of \$31,404.23. Payroll records were examined and signed for February 26, 2011 through March 11, 2011 including payroll checks 6835 through 6940 for a total amount of \$131,605.61.

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

CORRESPONDENCE

- Geauga County Planning Commission Resubdivision Plat for Remainder Marketplace
- Chagrin River Watershed Partners Letter for Services
- Susan Sifritt Letter regarding Private Snow Plow Drivers
- Northeast Ohio Township Association Meeting Announcement
- NEO Snow & Ice Committee Meeting Announcement

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:13 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____