

Monday, March 31,

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The Bainbridge Township Board of Trustees met in Special Session at the Bainbridge Town Hall on March 31, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Cherianne H. Measures. Mrs. Benza presided and called the meeting to order at 5:30 P.M.

#### Park Board Candidate

The trustees met with Ms. Sue Curran to discuss her interest in the opening on the Park Board. The board discussed the roles of the Park Board as well as Ms. Curran's interests and qualifications.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss employment, appointment/promotion of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:00 P.M. in order to go into executive session, at which time Mr. John Brett joined the trustees. Mr. Brett left the meeting at 6:12 P.M. when Chief Jon Bokovitz entered. Chief Bokovitz left the meeting at 6:35 P.M. when Chief Brian Phan joined the meeting.

The trustees returned from executive session, after discussing employment and appointment/promotion of public employees, reconvening their regular meeting at 7:28 P.M.

#### MINUTES

Mr. Horn made a motion to approve the minutes from the trustees' March 10, 2014 regular meeting as submitted and the minutes from the trustees' March 12, 2014 special meeting as submitted and the minutes from the trustees' March 27, 2014 special meeting as submitted.

Mrs. Benza seconded the motion that passed unanimously.

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Chief Brian Phan presented the monthly report for Fire Department for the month of February, 2014.

The Chief stated that 2014 is another busy year. He reported that our tanker responded to the Garrettsville fire to assist with water shuttle. Our tanker alone carried 2500 gallons of water and it refilled and dumped into the portable tank ten times.

Later that day, Bainbridge Fire responded to a barn fire. Unfortunately, all of the tankers in Geauga County were at the Garrettsville fire. The Chief called Orange Village to assist as well as Munson Fire, who was returning from Garrettsville when the call came in for the barn fire. The barn fire was put out and the barn was not a complete loss.

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POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for Police Department for the month of February, 2014.

Chief Bokovitz reported that calls for his department are up slightly this month. In addition to routine calls, the Police Department is starting to get more calls for animals such as deer, raccoons, coyotes, dogs, cats, etc. The township does not have an animal control unit, so those calls default to the Police Department.

PRESENTATION BY GUESTOhio Department of Transportation and Shelly Company

Representatives from the District 12 office of the Ohio Department of Transportation (ODOT) present this evening included Mr. Tom Wisniewski, Mr. Pat McCafferty, and Mr. Keith Hamilton. Mr. Tony Valocchi from Shelly Company was also present to discuss the construction project that started March 20, 2014 on Route 422.

Dialogue back and forth between the ODOT representatives and the trustees occurred regarding the project and timeframes. Detours were discussed for the closure of the Route 44 ramps. The parties also discussed the need for coordination between the state and the counties and townships that projects could affect. The representatives will include Service Director Mr. Jim Stanek in their monthly construction meetings in an effort to keep the township up to date on the progress of the project.

This project will affect Route 422 between Route 306 and Route 44 from now until 2016. The crews are currently preparing the crossovers to move all westbound traffic to the eastbound side. Traffic will be maintained on the eastbound side with one lane in each direction, separated by concrete dividers, through November 15<sup>th</sup>, 2014. Then normal traffic patterns will be returned for the winter season. During the 2015 construction season, the eastbound lanes will be closed and one lane in each direction will be maintained on the westbound side. Again, for the winter season of 2015, normal traffic patterns will return. In 2016, the final top course will be applied to the westbound lanes. This will be done as routine lane closures in order to complete the project.

The trustees thanked the gentlemen for attending this evening and sharing this valuable information.

Geauga County Engineer's Office

Mr. Shane Hajjar, Deputy Engineer with the Geauga County Engineer's Office, was present to address any concerns that the trustees may have relative to the road improvement projects that are on the agenda this evening.

The first project addressed was the Reconstruction and Asphalt Resurfacing of Section A of Snyder Road. This will include a bridge replacement by the county, as was previously approved.

The second project was the Reconstruction of Sections A and B of Stafford Road. Questions were answered regarding the drainage easement on the Morgan property as well as the necessary Right of Entry on the Namaky property.

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Resolution to Order

Mr. Markley made a motion to approve resolution 03312014-A to Order the Reconstruction and Asphalt Resurfacing of Section A of Snyder Road (TR 192), per the recommendation of the Service Director and the Geauga County Engineer's Office.

Mrs. Benza seconded the motion that passed unanimously.

Resolution to Order

Mr. Markley made a motion to approve resolution 03312014-B to Order the Reconstruction of Sections A and B of Stafford Road (TR 187), per the recommendation of the Service Director and the Geauga County Engineer's Office.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Stanek thanked the county for their assistance with the above mentioned projects and complimented both Mr. Hajjar and Ms. Leanne Exum for their extreme professionalism in dealing with all parties that have been touched by these projects.

PUBLIC COMMENTS

None

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mr. Horn made a motion to approve the purchase order list as amended by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Valley Enforcement Group – Annual Membership – \$7,000.00 (Police)
2. Liberty Ford – Two 2015 Ford Interceptor SUVs – \$48,204.62 (Police)
3. Top Gun Supply – Tactical Lights for Rifles – \$1,030.00 (Police)
4. Access Plumbing – Replacement and Installation of Hot Water Heater and Removal and Disposal of Old Units – \$1,675.00 (Fire)
5. Gutoskey & Associates – Engineering Services for Service Lot – \$15,200.00 (Roads)
6. Auburn Pipe – 24" HDPE Pipe for Drainage Project on Stafford Road – \$2,506.00 (Roads)

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Invoice Approval

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

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

The list as presented is as follows:

Invoice Approval Requests

1. Walter Haverfield – Legal Services for Cell Tower Agreement – \$336.00 (General)

Blanket Certificate Renewal Approval

Mr. Markley made a motion to approve the blanket certificate renewal request as prepared by the Fiscal Officer.

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

The list as presented is as follows:

Invoice Approval Requests

1. 2031-330-323-0000 – Repairs & Maintenance – \$15,000.00 (Roads)

FIRE DEPARTMENT – OLD BUSINESS

Meeting Room Rental Rules, Regulations & Rates

Mr. Horn commented that the format of this document is consistent with other facilities within the township.

The trustees were in general agreement to proceed with Fire Department Meeting Room rentals using the proposed Rules, Regulations & Rates.

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POLICE DEPARTMENT – NEW BUSINESS

Purchase Order Requests

Mr. Horn made a motion to approve the purchase order list as prepared by the Police Chief, and recommended by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Bainbridge Shell (car washes)	\$ 500.00
Communication Services (cruiser repair)	\$ 5,000.00
DeLage Landen (dispatch copier)	\$ 3,000.00
Geauga Mechanical (HVAC)	\$ 5,000.00
Guth Labs	\$ 500.00
Hall Public Safety (cruiser repair)	\$ 2,000.00
Highway Garage	\$ 5,000.00
ITER Source (computer technicians)	\$ 5,000.00
Lake County Crime Lab	\$ 1,000.00
Meritech	\$ 500.00
Neighborhood Office (shipping)	\$ 300.00
Ohio Peace Officer Training Academy	\$ 5,000.00
Ohio State Highway Patrol (LEADS)	\$12,000.00
Paradise Waste	\$ 720.00
Sunrise Springs	\$ 400.00
Time Warner Cable	\$ 1,300.00
Western Reserve Office Supply	\$ 3,000.00

Request for Written Exam for Patrol Officer/Constable

Mr. Horn made a motion to approve the request of the Police Chief to advertise for a written exam for the position of patrol officer/constable, administered by Clancy & Associates, and a filing fee of \$20 per applicant, with a test date of June 7, 2014.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Park Board Requested Project List

The trustees were in general agreement to request a document approved to form from the Prosecutor’s office for use by the township for a Request for Qualifications.

Settlers Park Drainage

The trustees reviewed the agreement between Bainbridge Township, Kenston Community Education and Kenston Futbol Club. The Settlers Park Drainage project will be performed during the month of August, 2014, during which time the park will be closed. Monies will be due to the Township upon completion of the project.

Mr. Horn made a motion to approve the agreement as presented by the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

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Hawksmoor Mitigation

Mr. Stanek has received the contract that the Prosecutor's office created from the Memorandum of Understanding in order to satisfy mitigation issues associated with Phase I of the project. Phase II will also require mitigation. He just received the draft this afternoon and it will be forwarded to the Homeowners Association by Friday.

Resolution of Convenience and Necessity

Mr. Markley made a motion to approve the resolution 03312014-C, the Resolution of Convenience and Necessity for the Improvement of a Portion of Hawksmoor Way (TR 860), per the recommendation of the Service Director and the Geauga County Engineer's office.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSLiberty Tire Agreement and Purchase Order

Mr. Markley made a motion to approve the agreement between Bainbridge Township and Liberty Tire, and authorize the Fiscal Officer to execute said contract, and approve the purchase order for Liberty Tire in the amount of \$2,000.00 for the recycling of tires at the Bainbridge Township Clean Up Days, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Front Entrance Project Close-Out

Mrs. Benza spoke with Mr. Dale Olson regarding this project and a detailed list will be forth coming.

Mr. Markley made a motion to approve payment of the outstanding balance from the original purchase order of \$1,825.00 for work completed.

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

Road Materials Bid Award

Mrs. Benza noted that the necessary legal advertisement for furnishing the township with sealed bids for road materials had been published in the News Herald on March 14, 2014 and March 21, 2014.

Sealed bids that had been received within the specified time were opened by the Fiscal Officer and the Service Director on Friday, March 28, 2014.

Mr. Markley made a motion to approve a purchase order for Allied Corp/Shelly Company in the amount of \$42,395.00 for #9 Limestone, #8 Slag, #57 Slag, #57 Wash Gravel, #601B, #601C, and Recycled 2's and 3's Concrete as the lowest and best bid for the designated materials, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

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Road Materials Bid Award (continued)

Mr. Horn made a motion to approve a purchase order for Ontario Stone in the amount of \$50,107.50 for #57 Limestone, #67 Limestone, #304 Limestone, #411 Limestone, #601D, Limestone Screenings, and Sand Concrete as the lowest and best bid for the designated materials, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Mr. Markley made a motion to approve a purchase order for Kokosing Materials in the amount of \$246,000.00 for Hot Mix, #404, #402, #301 all non-recycled as the lowest and best bid for the designated materials, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Easement for Drainage Purposes

Mr. Markley made a motion to approve and execute the Easement for Drainage Purposes between David A. Morgan and Joyce A. Morgan and Bainbridge Township at a cost of \$150.00, per the recommendation of the Service Director and the Geauga County Engineer's office.

Mrs. Benza seconded the motion that passed unanimously.

Participation Agreement for 2014-2015 Salt Order

Mr. Markley made a motion to participate in the Ohio Department of Transportation 2014-2015 Salt Order, authorizing the Fiscal Officer to sign the participation agreement form, agreeing to purchase 3,000 tons of salt in the summer order and another 3,000 tons of salt +/- 10% in the winter order, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Appointment Highway Superintendent

Mr. Markley made a motion to promote Mr. John Brett to the position of Highway Superintendent at an annual salary of \$66,000.00 according to the revised job description as he has been presented, effective at the beginning of the next payroll period, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Approved Job Description

Mr. Horn made a motion to approve the revised job description for Highway Superintendent as presented by the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

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Cemetery Deeds

The trustees signed a cemetery deed record, for Section 9, Lot 57, and Grave 5. Joan Demirjian and Joseph Gutoskey attested to their signatures.

The trustees signed a cemetery deed record, for Section 13E, Lot 42, and Graves 1 and 2. Joan Demirjian and Joseph Gutoskey attested to their signatures.

TOWN HALL – NEW BUSINESS

Park Board Appointment

Mr. Markley made a motion to appoint Ms. Sue Curran to the Park Board for a three year term expiring December 31, 2017.

Mrs. Benza seconded the motion that passed unanimously.

Meal Reimbursement Determination

Mr. Markley made a motion to set the Bainbridge Township meal reimbursement at \$35.00 per day for expenses incurred for meals while on official employer business during a normal meal period, for reasonably priced meals, not including alcoholic beverages or gratuities.

Mr. Horn seconded the motion that passed unanimously.

Geauga County Township Association Dues

Mr. Markley made a motion to approve the annual membership dues to the Geauga County Township Association for the four elected officials for the period from June 1, 2014 through May 31, 2015 at a total cost of \$160.00.

Mrs. Benza seconded the motion that passed unanimously.

ZONING DEPARTMENT – NEW BUSINESS

Moving Ohio Forward Contracts for Phase V

Mr. Markley made a motion to approve and execute the contracts with Auburn Bainbridge Excavating in the amount of \$7,300.00 for the demolition of the structure located at 7247 Chagrin Road, in the amount of \$8,360.00 for the demolition of the structure located at 16850 Chillicothe Road, and in the amount of \$7,300.00 for the demolition of the structure located at 16788 Geneva Street, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENT

None



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CHECKS DATED MARCH 11, 2014 THROUGH MARCH 31, 2014

The trustees examined and signed checks and electronic payments dated March 11, 2014 through March 31, 2014 consisting of warrants 21082 through 21208 for a total amount of \$412,939.30, including payroll for February 22, 2014 through March 7, 2014 in the amount of \$139,447.70 and payroll for March 8, 2014 through March 21, 2014 in the amount of \$137,869.34.

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

CORRESPONDENCE

- Geauga Trumbull Solid Waste Management District Letter regarding signage
- Chagrin Valley Chamber of Commerce Letter regarding Entity Promotion
- Bainbridge Township Board of Zoning Appeals Minutes from February 20, 2014 Meeting
- The Housing Center Invitation to Mural Dedication Ceremony
- Geauga County Department of Job and Family Services Announcement of 2014 Geauga Summer Youth Employment Program
- Flynn Environmental Postcard for Underground Storage Tank Issue Resolution
- Geauga County Education Service Center Vocational Consortium Career Fair Invitation

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:43 P.M.

Respectfully Submitted,

Cherianne H. Measures,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_