

Monday, May 14,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on May 14, 2012. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, and Mr. Christopher Horn and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley 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 the compensation and discipline of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed. Vote followed: Mr. Markley, aye; Mrs. Benza, aye; and Mr. Horn, aye.

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 compensation and discipline of a public employee, reconvening their regular meeting at 7:09 P.M.

MINUTES

The minutes from the trustees' April 9, 2012 regular meeting were approved as amended. The minutes from the trustees' April 23, 2012 regular meeting were approved as submitted. The minutes from the trustees' April 30, 2012 special meeting were approved as submitted.

DEPARTMENTAL REPORTS

FISCAL REPORT

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

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

SERVICE DEPARTMENT – PARKS/PROPERTIES

Mr. David Mitchell, Property Superintendent, presented the monthly report for the Park/Properties Department for the month of April 2012.

SERVICE DEPARTMENT – ROADS

Mr. Walter Rudyk, Road Superintendent, presented the monthly report for the Road Department for the month of April 2012.

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PRESENTATION BY GUESTS

Alan Weilacher, Morgan Stanley Smith Barney
Stephen Szanto, Sudsina & Associates, LLC

Mr. Alan Weilacher, with Morgan Stanley Smith Barney, gave a recap of where the township was, where we are currently, and where we are going as far as our investments. Mr. Weilacher reviewed account balances and account summaries.

Mr. Stephen Szanto, with Sudsina & Associates, LLC, explained the township's excellent bond rating. The township's bond rating is equal to Geauga County's bond rating, which is even more important now than it was in 2003 when the Police Station was financed. Mr. Szanto informed the board of their options regarding the Fire Station Addition and the Police Station Bond. The township could pay cash for the Fire Station, pay off the Police Station Bond, refinance the Police Station Bond, or roll the financing of the Fire Station and the refinancing of the Police Station Bond into one bond.

Mr. Szanto expressed the importance of maintaining a contingency fund of at least \$10,000,000.00 and the benefit of a contingency fund on our credit rating. In his opinion, as of right now, it would be a good idea to refinance. Mr. Weilacher supported that recommendation, stating that right now it would be beneficial to the township to refinance.

The board asked if the township could still finance the Fire Station Addition since it has already started. Mr. Szanto would seek an opinion from his legal counsel and forward to the board.

Mr. Horn asked how long it takes to complete the refinancing process. Mr. Szanto answered that it usually takes three to four months.

The board thanked the two gentlemen for attending tonight and sharing their information regarding the investments and debt options of the township.

PUBLIC COMMENTS

Mr. Chuck Nichols asked about the engineering services for Settlers Park. Mr. Markley replied that a set of plans is required by the Ohio Environmental Protection Agency for a PTI before the restrooms can be installed.

Mr. Nichols then asked what percentage of the Ohio Paving contract has been paid. The amount of the invoice was compared to the original invoice and the total amount of the contract with the change orders that have been approved.

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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. Physio-Control – Service Contract for Cardiac Monitors – \$9,830.00 (Fire)
2. Gutoskey & Associates – Engineering Services Settlers Park – \$1,100.00 (General)
3. Pavement Technologies – Sealing of Exposed Aggregate Concrete – \$2,500.00 (General)
4. Petroleum UST Release Compensation Board – Annual Coverage – \$1,600.00 (All)
5. GES, Inc. – Post Excavation Treatment at Town Hall Parking Lot – \$14,633.42 (General)
6. Joe O'Brien – Environmental Consultant for Town Hall Parking Lot – not to exceed \$1,500.00 (General)
7. Excel Printing – Printing and Distribution of Newsletter – \$3,427.00 (General)
8. Douglas Nemeckay – Landscape Architect for Heritage Park – not to exceed \$5,000.00 (General)

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. Ohio Paving – Fourth Invoice for Town Hall Drainage, Grading and Pavement Improvement Project – \$36,258.04 (General)
2. Littler Mendelson – Legal Services Employment – \$478.50 (General)
3. Littler Mendelson – Legal Services Unemployment Appeal – \$2,772.00 (General)
4. Littler Mendelson – Legal Services Teamster Negotiations – \$495.00 (General)
5. Beth Hallisy – Professional Services Design of Newsletter – \$2,000.00 (General)

Blanket Certificate Approval

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

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Requests

1. BC-60 for Repairs & Maintenance 2191-220-323-0000 – \$10,000.00 (Fire)

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FIRE DEPARTMENT – OLD BUSINESSFire Station Addition/Renovation Update

Mr. James Stanek, Service Director, announced that the masonry has begun and the project is moving right along. This contractor seems to be staying very close to schedule.

Mr. Markley stated that the cistern from the Bissell house has been located and remedied. Also, the generator issue has been reviewed with a new solution.

Fire Station Addition/Renovation Owner's Representative

Mr. Stanek stated that the deadline for submission was May 11, 2012 and we received five responses. He is hoping to have it narrowed down to one or two within the week. He will then present to the trustees for review and may ask for a special meeting to make the appointment.

POLICE DEPARTMENT – NEW BUSINESSProfessional Training Request

Mr. Horn made a motion to approve the professional training request for Patrolman Frank Chickos to attend a Master Firearms Instructors course at OPOTA London from July 17 - 19, 2012 at a cost of \$325.00, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSHeritage Park Update

Mr. Stanek has a schedule from the contractor and the ball diamond clay was put down today, the exposed aggregate sidewalk has been poured with the balance of the exposed aggregate to be completed within the next three weeks. The main issue continues to be the large hole left behind from the excavation of the contaminated soil, but the contractors are working toward an acceptable solution.

The Service Director is locating the brick to repair the pavilion.

Mr. Markley announced that the Town Hall will be closed to the public from May 21st through June 11th.

Welcome Signs Update

The board will identify locations in order to determine the necessary number of signs.

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Correction of Minutes

Ohio Paving & Construction Company
38220 Willoughby Parkway
Willoughby, OH 44094

Original Contract	\$ 579,358.34
Previous Change Orders	223,242.02
Change Order #8-A	<u>58,200.00</u>
New Total	\$ 860,800.36

Mrs. Benza made a motion to correct the minutes from May 7, 2012 to reflect the approval of a Change Order to Ohio Paving for the Town Hall Drainage, Grading and Pavement Improvement Project in the amount of \$58,200.00 for the backfill necessary by the excavation of the contaminated soil.

Mr. Horn seconded the motion that passed unanimously.

Clean Up Days Contracts

Mrs. Benza made a motion to approve the contracts and authorize the Fiscal Officer to execute said contracts between Bainbridge Township and Penn Ohio for the respective service to be provided by each company for the Township's annual Clean Up Days, per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve the contracts and authorize the Fiscal Officer to execute said contracts between Bainbridge Township and Cell Phones for Charity for the respective service to be provided by each company for the Township's annual Clean Up Days, per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve the contracts and authorize the Fiscal Officer to execute said contracts between Bainbridge Township and Liberty Tire for the respective service to be provided by each company for the Township's annual Clean Up Days, per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESSChange Order Approvals

Ohio Paving & Construction Company
 38220 Willoughby Parkway
 Willoughby, OH 44094

Original Contract	\$ 579,358.34
Previous Change Orders	281,442.02
Change Order #9	<u>23,254.14</u>
	\$ 884,054.50

Mr. Horn made a motion approving the change orders listed above to Ohio Paving & Construction Company for the Town Hall Drainage, Grading and Improvement Project, per the recommendation of civil engineer Mr. Joe Gutoskey..

Mrs. Benza seconded the motion that passed unanimously

Original Contract	\$ 579,358.34
Previous Change Orders	304,696.16
Change Order #10	<u>6,725.20</u>
	\$ 890,779.70

Mrs. Benza made a motion approving the change orders listed above to Ohio Paving & Construction Company for the Town Hall Drainage, Grading and Improvement Project, per the recommendation of civil engineer Mr. Joe Gutoskey..

Mr. Horn seconded the motion that passed unanimously

Original Contract	\$ 579,358.34
Previous Change Orders	311,421.36
Change Order #11	<u>23,835.30</u>
New Total	\$ 914,615.00

Mr. Horn made a motion approving the change orders listed above to Ohio Paving & Construction Company for the Town Hall Drainage, Grading and Improvement Project, per the recommendation of civil engineer Mr. Joe Gutoskey..

Mrs. Benza seconded the motion that passed unanimously

Policy Change Ditch Elimination

Mr. Stanek explained the proposed revisions to the Ditch Elimination Policy. He explained that there were seventeen ditch elimination permits issued in 2011 and the numbers increase regularly. He went on to explain that there will be times when a ditch elimination will be denied, based on the circumstances.

Discussion ensued and the board asked that the Prosecutor's Office review the procedures necessary to attach a Matter of Construction Notice to the property deed in order that successive owners are aware of the issue.

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Disposition of Township Property – Bainbridge Road

The trustees discussed the removal of the conservation easement on the township property located on Bainbridge Road. At this time, there is nothing that the Zoning Commission needs to do. The board will review the termination options.

Flags Along Chillicothe Road

Mr. Henri Preuss announced that the Men's Civic Club will be installing the American flags along Route 306 next weekend.

TOWN HALL – OLD BUSINESSGeneral Fund Budget Update

The Fiscal Officer asked the board to set a date and time for the Budget Hearing, which is required by the trustees prior to adoption of the budget. The board set the Budget Hearing for June 25, 2012 at 8:00 P.M.

The board also announced a special meeting next week for a walkthrough at Centerville Mills.

JEDD Update

The board discussed the revised proposal. Mrs. Benza explained the standard procedures and the differences with this particular JEDD. The trustees were in general agreement that the board of trustees should not be involved with any scholarship options, but more appropriate would be a third party administrator. The question was raised whether that option even belongs in this document, and maybe there is another option to direct the funds. Modifications are still needed. The board will indicate the necessary changes and reasons for each change. Mr. Horn will contact Mr. Riehl with the changes.

Cell Tower Lease Agreement

The trustees received a list of companies, which Mrs. Benza will contact for proposals and a possible renegotiation with American Tower.

Compensation Review Update

The trustees received the recommendation from Dublin Management Group and are ready to compare current rates with proposed rates.

Personnel Policy Manual Update

Mr. Markley made a motion to approve the proposal submitted on February 28, 2012 in the amount of \$6,937.50 for the update of the Personnel Policy Manual with an annual retainer for support of the document.

Mrs. Benza seconded the motion that passed unanimously.

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ZONING DEPARTMENT – NEW BUSINESS

Zoning Resolution Update

The Citizen's Congress will be held on Tuesday, June 5, 2012 at 6:00 P.M., possibly at the Kenston High School Auditorium.

PUBLIC COMMENT

The next Board of Trustees' Meeting will be held on Tuesday, May 29, 2012 at Timmons Elementary in the multipurpose room.

CHECKS DATED APRIL 24, 2012 THROUGH MAY 14, 2012

The trustees examined and signed checks and invoices for same dated April 24, 2012 through May 14, 2012 consisting of warrants 17571 through 17662 for a total amount of \$213,708.43. Payroll records were examined and signed for April 7, 2012 through April 20, 2012 including payroll checks 9916 through 10020 for a total amount of \$131,553.12. Payroll records were examined and signed for April 21, 2012 through May 4, 2012 including payroll checks 10021 through 10130 for a total amount of \$178,167.12.

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

CORRESPONDENCE

Bainbridge Township Zoning Commission Letter to Trustees
Bainbridge Township Cemetery Board Meeting Minutes April 4, 2012
Bainbridge Township Zoning Commission Meeting Minutes March 27, 2012
Bainbridge Township Zoning Commission Meeting Minutes April 11, 2012
Bainbridge Township Zoning Commission Meeting Minutes April 24, 2012
Chagrin River Watershed Partners Letter regarding Stream Bank Erosion
Chagrin River Watershed Partners Meeting Invitation and Agenda
Geauga Spring 2012 Magazine
Mineral Rights Group Meeting Notice
Certificate of District Board of Health as to Amount to be Included in Taxing District's Budget
Landmark Dividend Letter Proposal

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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 10:15 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____