

Monday, June 10,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on June 10, 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 6:30 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 returned from executive session, after discussing the employment and compensation of public employees, reconvening their regular meeting at 7:16 P.M.

#### MINUTES

The minutes from the trustees' May 28, 2013 special meeting were approved as presented. The minutes from the trustees' June 3, 2013 special 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 May, 2013.

Mrs. Endres stated that an additional eight structures have been identified as potential candidates for another phase of the Moving Ohio Forward grant, however the township would need to request the Geauga County Building Department to inspect the structures. The board seemed to feel that that could be addressed during this meeting.

Mrs. Endres then announced that Kendig Keast Collaborative has delivered module 2 of the Zoning Resolution Rewrite. The Zoning Inspector would like to have the module reviewed prior to the next meeting for approval.

##### SERVICE DEPARTMENT

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

Mr. Stanek feels that all of the low voltage lighting around the Town Hall Campus should be completed by the next meeting. He went on to say that efforts have been ongoing to resolve the pavement issues at the same location.

Mr. Stanek gave an update for multiple facilities. The restrooms and drinking fountains at River Road Park are now operational. The demolitions at Centerville Mills are underway. The brine station at the Service Garage is near completion and the sanitary sewer plan is being reviewed.

Mr. Stanek stated that Clean Up Days was very successful. Habitat for Humanity was able to raise over \$3,000 from the sale of the items collected during this event.

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FISCAL REPORT

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

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

PRESENTATION BY GUEST

Amy Brennan – Chagrin River Watershed Partners  
Balanced Growth Initiative and Cedar Fair Property

Mrs. Amy Brennan gave an overview of the Balanced Growth Program. The benefits to local governments were explained, including the state incentives and access to state agencies for priority projects. The concept of linking land use and Ohio's waters was introduced along with the state's goals and desired outcomes.

Mrs. Brennan listed the components of the Chagrin River Balanced Growth Plan as planning, review of transfer of development rights, and recommendation to update local codes as appropriate.

Priority development areas were also discussed to incorporate community development goals while maximizing development potential, efficiently use infrastructure, link to 208 wastewater infrastructure planning and link to transportation planning.

The differences between Priority Development Areas and Priority Conservation Areas were explained as well as why each area is important for balanced growth.

Mrs. Brennan provided a sample resolution to the board should they decide to endorse the program. The board was in general agreement that the Zoning Commission should review prior to approval by the Board of Trustees.

Kenston Lake Stream Restoration Update

Mrs. Brennan gave an update on the stream restoration project at Kenston Lake. She stated that Mr. Joel Bingham and she visited the site and that most of the plants were growing. There were some brown spots that EnviroScience did replant. All of the trees that had been planted were fertilized while he was on site. There were some invasive species that are not desired that were treated as well. The cottonwoods and willows are only sapling size right now, but very numerous and should grow nicely.

PUBLIC COMMENT

None

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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.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Art Form Nurseries – Landscape Stock for Town Hall Campus Boulevard – \$2,402.40 (General)
2. Buckeye Excavating – Additional Topsoil for Fire Department Landscaping – \$752.00 (Fire)

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. Excel Printing – Township Summer Newsletter Production & Distribution – \$2,018.72 (General)
2. Littler Mendelson – Legal Services for General Labor – \$528.00 (General)
3. Littler Mendelson – Legal Services for 2012 Teamsters Negotiations – \$379.50 (General)
4. Heery International – Monthly Invoice for Consulting Services for Fire Station Addition/Renovation Project – \$3,141.32 (Capital Improvement Fund)

Blanket Certificate Renewals

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Renewal Requests

1. 2031-330-323-0000 – Road & Bridge Repairs & Maintenance – \$10,000.00 (Roads)
2. 2281-230-360-0000 – EMS Contracts – \$5,000.00 (Fire)

Moving Ohio Forward Update

Mrs. Measures stated that we have received three checks on May 21, 2013 totaling \$69,088.95. Reimbursement was disbursed to Munson Township in the amount of \$26,509.00. On May 28, 2013, we received \$9,471.00 and on May 31, 2013, we received \$24,227.67.

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FIRE DEPARTMENT – OLD BUSINESSFire Station Addition/Renovation Update

Mr. Markley stated that all that remains of the interior is painting. The contractors will complete the interior first in order to move the administration offices to the north side of the building. A punch list has been postponed until next week. That being said, there will be some additional costs for supervision during the unexpected repairs. Mr. Payne will prepare a synopsis of the project.

Landscape Plan and Improvements

Additional quotes should be received this week and should be ready for the next meeting.

Fire Department Transition

The Fire Company should be sending correspondence this week after their meeting tonight.

Mr. Horn will contact legal counsel to get an answer on staffing questions regarding available weekly hours, and the designated look back period for healthcare options.

FIRE DEPARTMENT – NEW BUSINESSChange Orders for John G. Johnson

John G. Johnson  
8360 East Washington Street  
Chagrin Falls, OH 44023

Original Contract	\$2,374,000.00
Previous Change Orders	63,802.00
Current Change Order	<u>3,436.00</u>
New Contract Total	\$2,441,238.00

Mr. Horn made a motion to approve the addition of \$3,436.00 to the contract with John G. Johnson for the Fire Station Addition/Renovation Project for the elimination of closets, elimination of seeding, elimination of sleeve through the front apron, and the addition of blown-in insulation at the existing apparatus bay ceiling, per the recommendation of Mr. Thomas Payne, owner's representative and Mr. Stephen Ciciretto, architect.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – OLD BUSINESSResolution Request for Speed Limit Review of Fields Road

Mrs. Benza made a motion to adopt resolution 06102013-A requesting a speed limit reduction for Fields Road from the statutory 55 mph to 40 mph, per the recommendation of the Geauga County Engineer's office.

Mr. Horn seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – OLD BUSINESSHawksmoor Way – Road Repair & Mitigation

Mrs. Benza made a motion to execute the Memorandum of Understanding with the recommended changes by and between the Bainbridge Township Board of Trustees, The Hawksmoor Association, and Western Reserve Land Conservancy.

Mr. Horn seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSCemetery Deeds

The trustees signed a cemetery deed record, for Section 7, Lot 52, and Grave 2. Joan Demirjian and Charles Nichols attested to their signatures.

The trustees signed a cemetery deed record, for Section 7, Lot 52, and Grave 3. Joan Demirjian and Charles Nichols attested to their signatures.

The trustees signed a cemetery deed record, for Section 7, Lot 41, and Grave 3. Joan Demirjian and Charles Nichols attested to their signatures.

Centerville Mills Well

Mr. Stanek stated that there are necessary repairs to the well at Centerville Mills with additional quotes to be submitted before the June 24<sup>th</sup> meeting.

Awarding of Bid for Road Projects

Mr. Horn noted that the necessary legal advertisement for furnishing the township with sealed bids for the Reconstruction/Asphalt Resurfacing of Various Roads in Bainbridge Township had been duly published in the News Herald on May 23, 2013 and posted on the Geauga County Engineer's website.

Mr. Horn made a motion to accept the bid of Ronyak Paving Inc. for the Reconstruction/Asphalt Resurfacing of Various Roads in Bainbridge Township for a total of \$321,572.00 as the lowest and best bid per the recommendation of Mr. James Stanek, Service Director and the Geauga County Engineer's Office.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn noted that the necessary legal advertisement for furnishing the township with sealed bids for the Drainage Improvement and Reconstruction/Asphalt Resurfacing of Various Roads in Bainbridge Township had been duly published in the News Herald on May 23, 2013 and posted on the Geauga County Engineer's website.

Mr. Horn made a motion to accept the bid of Ronyak Paving Inc. for the Drainage Improvement and Reconstruction/Asphalt Resurfacing of Various Roads in Bainbridge Township for a total of \$506,406.00 as the lowest and best bid per the recommendation of Mr. James Stanek, Service Director and the Geauga County Engineer's Office.

Mr. Markley seconded the motion that passed unanimously.

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Employment of Public Employee

Mr. Horn made a motion to hire Mr. Alan Dekome as a part time service worker, not to exceed 29 hours per week, at a rate pursuant to the collective bargaining contract effective June 17, 2013, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to hire Mr. James Prochazka as a part time service worker, not to exceed 29 hours per week, at a rate pursuant to the collective bargaining contract effective June 17, 2013, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

The Fiscal Officer updated the board on the status of the part time employees hired on May 28, 2013. Mr. Kyle Street has declined the offer of employment and Mr. Patrick Mueller has not returned any of the phone calls. Therefore, we only have one new seasonal parks employee this summer.

Mr. Horn made a motion to increase the annual salary of Mr. James Stanek, Service Director to \$74,000.00 effective June 17, 2013.

Mr. Markley seconded the motion that passed unanimously.

Special Purchase Order Request in Excess of \$1,000.00

Mr. Horn made a motion to approve the purchase order request for Parsons Brinckerhoff in the amount of \$5,837.00 to perform a structural assessment of two bridges and the waterfall walkway at Centerville Mills, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSPersonnel Policy Manual

Mr. Horn moved to approve the Revised Personnel Policy Manual presented by Clemans Nelson & Associates, as reviewed by the Department Heads and legal counsel and adopt immediately.

Mrs. Benza seconded the motion that passed unanimously.

Donated Leave Policy

Mr. Horn made a motion to adopt the Donated Leave Policy as section 7.13 of the Personnel Policy Manual, effective immediately.

Mr. Markley seconded the motion that passed unanimously.

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Town Hall Exterior/Interior Repairs/Improvements

The board discussed the improvements that are needed to the Town Hall such as exterior cosmetic improvements, the front entrance, and entry system, all of which will be depend on the budgetary constraints. The Service Director suggests an architectural retainer to design the requested changes.

Mr. Gil Myers asked if Stephen Ciciretto is the official architect of the township. Mr. Horn stated that we do not have an official architect of the township, but in this case, there is an element of familiarity with the building, which is very important to a successful project.

Mr. Horn made a motion to approve a purchase order request for Stephen Ciciretto in the amount of \$5,000.00 for consulting services and construction management of the Town Hall Improvements.

Mr. Markley seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESSExecution of Agreement with Heery International  
Centerville Mills Analysis

Mr. Horn made a motion to execute the contract between Heery International and Bainbridge Township for the analysis of designated structures at Centerville Mills Park, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Spring Fling Weight Loss Challenge Winners

The board recognized the winners of the Spring Fling Weight Loss Challenge through the COSE Mini Grant. Congratulations to our first place winners, Mr. John Brett and Mrs. Joyce Cieslak, who each received a prize worth \$400.00. Congratulations to our second place winners, Mr. Walter Rudyk and Mrs. Michelle Cole, who each received a prize worth \$250.00.

Memorandum of Understanding with the City of Aurora

Mrs. Benza made a motion to execute the Memorandum of Understanding with the recommended changes by and between the Bainbridge Township Board of Trustees and The City of Aurora, per the recommendation of legal counsel.

Mr. Markley seconded the motion that passed unanimously.

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ZONING DEPARTMENT – NEW BUSINESSRequest for Inspection

The board of trustees was in general agreement to send a letter to the Geauga County Building Department to request the inspection of structures at eight addresses to verify that these structures are insecure, unsafe and structurally defective. The eight addresses are:

16711 Lorain Street	16713 Lorain Street
16763 Lorain Street	16796 Lorain Street
7197 Woodland Avenue	16722 Akron Street
16751 Akron Street	16800 Akron Street

PUBLIC COMMENT

Mr. Steven Hannah expressed his concerns about two neighbors excessively shooting high powered weapons for over two hours continuously. His primary concern is for the safety of his neighbors and himself. The board will review, even though townships have very limited policing authorities.

Mr. Henri Preuss echoed the concerns of Mr. Hannah. Mr. Preuss would like to see the board make a decision again the Joint Recreation District, not because he is opposed to the concept, but because of his concern over the future needs of the Township's General Fund moneys.

CHECKS DATED MAY 29, 2013 THROUGH JUNE 10, 2013

The trustees examined and signed checks and electronic payments dated May 29, 2013 through June 10, 2013 consisting of warrants 19547 through 19611 for a total amount of \$402,101.74, including payroll for May 18, 2013 through May 31, 2013 in the amount of \$134,822.05.

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

CORRESPONDENCE

Bainbridge Township Cemetery Board minutes from May 1, 2013 meeting  
 Bainbridge Township Zoning Commission minutes from April 30, 2013 meeting  
 Thank you note to Service Department from Mr. & Mrs. Finger for Clean Up Days



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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 9:58 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: \_\_\_\_\_