

Monday, July 14,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on July 14, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, and Mr. Jeffrey S. Markley. Fiscal Officer Mrs. Cherianne H. Measures 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 the discipline, compensation and employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

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 discipline, compensation and employment of public employees, reconvening their regular meeting at 7:18 P.M.

MINUTES

Mr. Markley made a motion to approve the minutes from the trustees' June 23, 2014 regular meeting as submitted.

Mr. Horn seconded the motion that passed unanimously.

DEPARTMENTAL REPORTS

ZONING DEPARTMENT

Mrs. Karen Endres, Zoning Inspector, presented the monthly report for the Zoning Department for the month of June, 2014. She stated that there were nine zoning permits issued for new homes which is up from 2013 and 2012 and gave an overview on the Comprehensive Zoning Resolution re-write.

SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director, presented the monthly report for the Service Department for the month of June, 2014. He reported on the current projects such as the town hall, River Road Park, Centerville Mills Park and road maintenance.

FISCAL REPORT

Mrs. Measures was unable to attend tonight's meeting, however the monthly report for the June, 2014 is on the back table.

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

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PRESENTATION BY GUESTVince Fond, Shops at Marketplace

Messrs. Vince Fond, Jr. and Vince Fond, III presented an architectural rendering of a proposed new strip shopping center located in the Shops at Marketplace that will be located on Sublot 3A and will be a 16,000 sq. ft., seven tenant building with one confirmed tenant called Mattress Firm. Mr. Fond, III explained that another possible scenario is to have a non-fast food user which would decrease the building to 8,000 sq. ft. which would divide the lot 50/50 with a three-tenant building. Proposed signage was discussed. They were in agreement to return to the Board of Trustees if any changes are made.

Sommers & Associates, Architectural Firm

The board of trustees announced that the township had advertised for Request for Qualifications and received five responses and after a selection process, Sommers & Associates was invited to the meeting to present an overview of their firm.

Mr. David Sommers, Mr. Jeffrey Meyers and Mr. Sean Barbina were present to discuss their qualifications with the board. They have experience with residential, retail, civic buildings, animal facilities and historical buildings and Mr. Barbina has experience in construction management.

PUBLIC COMMENTS

Ms. Karen Winn stated that she is here to save the Centerville Mills Park buildings and knows that it was a tough decision but she would like to have the lodge and dining hall saved. She said the township could promote activities and have hayrides to showcase the park and asked the board of trustees to table this decision.

Mr. Mike Piotrowski stated that he is a lawyer here on behalf of Chief Phan and there are appeals processes available and a two-day suspension in this matter is inappropriate and Chief Phan has been denied the ability to defend himself properly.

Ms. Thelma Payne stated that her family has used all of the buildings at Centerville Mills Park and she has told people how wonderful the buildings are but people just don't know about them. She said it is just wonderful and she wants to keep it.

Ms. Tora Consolo, a Riversedge resident, stated that she has been using the lodge for three or four years, twice a year for a knitting retreat with 25 – 35 women and if it was marketed better there are several organizations out there that would be more than glad to use that facility. She said they are more than willing to use it on a regular basis and she asked the board of trustees to reconsider any kind of demolition of that building.

Mr. Robert Duncan stated that the parks are very important to him, it is integral to the community that we live in and he knows that the parks have been a continuous drain on the finances of the township but he would like to support a tax levy to keep the parks the way they are so the community will be able to use them.

Ms. Denise Ryan said in talking about lack of funds, the township had enough money for fireworks, why is there not money to put into the buildings.

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PUBLIC COMMENTS (Continued)

Ms. Denise Ryan of Spring Valley stated that her property borders the Centerville Mills property and she has lived there for 38 years and she watched as the trustees and park board have demolished some of the most beautiful pieces of property on that camp. She said you have a township that is full of talented architects and carpenters that would be willing to work for nothing to save what is there. 19 buildings have been demolished, the pool, you have taken down a bridge, you have not marketed it properly. She said the trustees have set the camp up to fail and it has never been promoted the way it should have been. It is heart-sickening to watch it go and the trustees and park board have not stopped it. She said she has had carpenters come up to her and ask what is needed but nobody reaches out to these people who would do it for nothing just to save the camp. She is appalled with the way the camp has been treated in the last 38 years and hopes the township will do something positive right now.

Mr. Ted Paynther asked if the township keeps records of people that use the parks because there was a perception that the park hasn't been used by a lot of people. He lives on Crackel Road and passes it every day, he always sees a lot of activity and he has also seen an increase in activity and as a result of that he would like to see that increase continue but also suggests that there might be resources out there such as grants or volunteers for their time and labor if needed but it is one of the most beautiful places that he has ever seen. He said when he moved here more than 40 years ago he had not seen anything like the park, it is a wonderful resource and asked the trustees to reconsider some of the things that are planned or may be planned in the future.

Mrs. Ann Myers stated that she served on the Centerville Mills committee with a group of about 15 people and they submitted a report that gave three possibilities and asked the trustees to decide which would best suit the community. She said it has been going on for about seven or eight years and asked where all of the people have been. She comes from a different view point having walked the property numerous times and with other people the trustees have brought in, they have been through a very time consuming, well thought out plan on how to go about keeping, demolishing etc. and she can see both sides of it, she can see that two or three buildings might be saved but they did not indiscriminately tear down buildings. Some of the buildings you could lean against and they would fall over, were in a terrible state of disrepair and unsafe. To bring them back to the handicapped accessibility is very expensive and the township does not have the money to do that. She said she wonders who these people are who are willing to work for free who want to use the buildings because it was marketed but the township never wanted to be in the business of renting buildings so there are two sides to this. She appreciates where the residents are but they should also appreciate where the trustees are coming from at this point. She said it took the committee two years to complete the report and everyone is welcome to read it.

Ms. Jewell Paynther stated that she has lived in Bainbridge for 50 years and her children worked at the camp and she has seen the destruction of the camp. She wants people to be aware that people come in walk their dogs. There was a person ready to come in and put the heating in the pool, then there was problem with needing lifeguards as well. That park is a wonderful way of nature's giving to us, they gave us a beautiful piece of land to use and enjoy, instead we are destroying this land. Let the people enjoy the land, the buildings are dilapidated because the money wasn't put there to repair them. She said the childcare was bringing in money. People were volunteering to do things, they weren't heard. People donated money to the camp, and to this park, and that money is going down the drain because it should have been kept up and it wasn't but it still hasn't stopped the people from using it. She used the camp for a family reunion and they had a grand time. They want this park to be a number one park that is used to help people.

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FIRE DEPARTMENT – NEW BUSINESS

Discipline of Public Employee

After an executive session on this matter, Mr. Markley made a motion to adopt the hearing officer's recommendation and imposed a two day suspension without pay on a Bainbridge Fire Department employee at a date to be determined.

Mrs. Benza seconded the motion that passed unanimously.

Leave of Absence

The trustees acknowledged the request for a six month leave of absence submitted by Firefighter Nicholas Sambula, per the recommendation of the Fire Chief.

Time Clock

The Board of Trustees discussed installing a time clock at the fire department since the employees are part time. It was noted that the police department, road department and all of the other part-time employees currently use a time clock. Mrs. Benza suggested that the Fire Chief and Administrative Assistant submit a memorandum, regarding the time clock, for the next meeting.

SERVICE DEPARTMENT – OLD BUSINESS

Centerville Mills Plan

Mrs. Benza thanked the residents for their comments. She explained that the board of trustees is not getting rid of Centerville Mills Park. The board discussed the status of Centerville Mills Park and the proposed step-down demolition plan that was prepared by the Service Director.

Mr. Markley made a motion to accept and implement the suggested plan for the step-down demolition of structures as delineated by the Service Director with the acknowledgement that if circumstances allow for modifications they be considered by the board.

Mrs. Benza seconded the motion.

Mr. Horn stated that he has concerns about the White house and the Aurora co-op because the township receives revenue from them and is questioning the exact expenses the township has incurred. He said he is not in favor of demolishing the Daycare or the White house at this point because the board does not have all of the information.

Mr. Stanek reiterated the expenses that those buildings have incurred.

Vote: Mrs. Benza, aye; Mr. Horn, nay; Mr. Markley, aye.

Meeting Recess

Mrs. Benza recessed the meeting at 9:08 PM. The meeting was reconvened at 9:15 PM.

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SERVICE DEPARTMENT – NEW BUSINESS

Professional Training Request

Mr. Markley made a motion to approve the professional training request for Mr. Greg Marous to attend the Ohio Cemetery Association’s convention in Columbus, Ohio August 5-8, 2014 at a cost not to exceed \$1,000.00, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Cemetery Deed

The trustees signed a cemetery deed record, for Section 7, Lot 21, and Grave 5. Joan Demirjian and David Pfouts attested to their signatures.

Dump Truck Settlement

Mrs. Benza made a motion to accept the offer from Frontier Adjusters for the replacement of the 2003 International that was damaged in the fire at the Road Garage in the amount of \$39,266.66, per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that passed unanimously.

Change Order for River Road Painting

Calvetta Brothers Painting & Remodeling
874 East Aurora Road
Macedonia, OH 44056

Original Cost	\$ 8,739.26
Additional Cost	<u>\$ 1,337.93</u>
New Total	\$10,077.19

Mrs. Benza made a motion to approve the additional cost of \$1,337.93 to Calvetta Brothers Painting & Remodeling for the Painting of the River Road Pavilion per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Change Order for Town Hall Entrance

D.O. Construction, Inc.
17114 Sunset
Chagrin Falls, OH 44023

Original Cost	\$ 5,825.00
Additional Cost	<u>\$ 401.12</u>
New Total	\$ 6,226.12

Mr. Horn made a motion to approve the additional cost of \$401.12 to D.O. Construction for the repairs to the Town Hall Entrance, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

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Operations Manager Promotion

Mrs. Benza made a motion to establish the position of Operations Manager within the Bainbridge Township Road Department.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to fill the position of Operations Manager by promoting Tim Bloxson to the position of Operations Manager at an annual salary of \$62,000.00 effective July 12, 2014, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Service Department Compensation

Mr. Horn made a motion to increase Robert Drcar's wage to \$12.00 per hour effective July 12, 2014, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESS

Town Hall Signage

Mr. Horn made a motion to approve a supplemental purchase order in the amount of \$600.00 additional for the revised design incorporating a brick base.

Mr. Markley seconded the motion that passed unanimously.

Entry System

Mr. Markley reported that he is obtaining quotes for an entry system for the town hall doors and will have the quotes no later than the end of August.

Township Website

Mrs. Benza stated that she was hoping to launch the new website by the end of August. After some discussion the board was in agreement to proceed with the proposal by Mallory Taylor Designs. Her proposal for the website as delineated was \$8,550.00 with on-going maintenance options at an hourly rate of \$95.00 on an as needed basis.

Mrs. Benza made a motion to accept the quote from Mallory Taylor designs for the update of the Bainbridge Township website in the amount of \$8,550.00 with one-third to be paid upon execution of the contract.

Mr. Markley seconded the motion.

Mrs. Benza rescinded the motion to allow her to get in touch with Mrs. Taylor to verify that her proposal is still intact and it will be placed on the agenda for the next meeting.

Mr. Horn will contact the Geauga County IT department to inform them that the township will not be pursuing their services for a new website.

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Request for Qualifications for Architectural Services

The board discussed David Sommers & Associates and was in agreement to obtain an engagement letter for provision of service of architectural and design services.

Mr. Markley made a motion that the board acknowledge the intent of engaging Sommers & Associates as the township consulting architect upon receipt of an engagement letter and fee schedule.

Mrs. Benza seconded the motion that passed unanimously.

Bainbridge West Cell Tower

Mr. Markley reported that a couple of sites are being looked at on the police station property. The board discussed the fact that it is a very large tower and was in general agreement to not go in this direction at this time.

Cable Franchise Fee

The board held a discussion on the cable franchise fee with Time Warner and noted that Dish users will not be affected if the fee is reinstated. The residents in attendance objected to the fee being reinstated.

Mr. Seliga stated that the franchise fee was to recover any expenses incurred to administrate the cable franchise but now we don't have any expenses. He added that at one time the cable fee was waived for the township departments such as Road, Fire and Police.

The board was in agreement to take this item off of the agenda.

Western Reserve Safety Council

Mr. Markley made a motion for Bainbridge Township to join the Western Reserve Safety Council in the amount of \$50.00.

Mrs. Benza seconded the motion that passed unanimously.

Land Bank

The board discussed a letter requesting two parcels from the Land Bank in Chagrin Falls Park. The board will consult with the Geauga County Prosecutor's Office on this matter.

TOWN HALL – NEW BUSINESS

Kenston Community Education Board Appointment

Mr. Horn made a motion to reappoint Mrs. Katie Flynn to the Kenston Community Education Board for a three year term ending June 30, 2017.

Mrs. Benza seconded the motion that passed unanimously.

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SHRM Membership

Mr. Markley made a motion to approve the membership request in the Society for Human Resource Management for twelve months in the amount of \$170.00.

Mrs. Benza seconded the motion that passed unanimously.

Professional Training Request

Mr. Markley made a motion to approve the professional training request for Mrs. Tammy Most to attend a class on labor law and labor arbitration in Cleveland, Ohio November 21, 2014 at a cost of \$245.00.

Mrs. Benza seconded the motion that passed unanimously.

Fiscal Office Organization

Mrs. Benza reported that the Board of Trustees is leaning towards bringing in an Administrative Assistant for the board of trustees to handle a lot of the communication issues and have better organization and are looking to have Mrs. Tammy Most come in and stream-line some of these things and will be moving out of the authority of the Fiscal Office towards the authority and working with the board of trustees and that action will probably be taken at the next meeting. She added that this was one of the components that resulted from Future Sculpting.

ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update

Mrs. Benza reported that the zoning commission is working independently on the zoning resolution rewrite so it should be moving along expeditiously.

Mr. Markley reported on the budget and the remaining resources for the rewrite and said the zoning commission has recommended against bringing Kendig Keast in again and to allocate those resources towards the final changes that are necessary. He also noted the fees associated with the software that will be used for the zoning resolution.

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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. Tire and Wheel Brake Center – Repair of One Ton Dump – \$1,560.80 (General)
2. Auburn Pipe – Materials for Settlers Park Drainage – \$7,746.76 (General)
3. Rainaway Gutter Service – Gutter Replacement at Burns Lindow – \$1,100.00 (General)
4. Morton Salt – Summer Fill Contract – \$111,360.00 (Roads)
5. Murphy Tractor & Equipment Co. – Repair of Front-End Loader – \$8,602.89 (Roads)
6. Pavement Technology, Inc. – Phase II of Crack Sealing – \$26,950.00 (Roads)
7. Lite Sheet – LED Fixtures for Service Garage Maintenance Bay – \$14,100.00 (Roads)
8. Russell Cabling Technologies – Security System Upgrades – \$2,443.20 (Roads)
9. Highway Garage – Repair to K-9 Cruiser – \$1,172.24 (Police)
10. R & D Heating – Maintenance Agreement for HVAC – \$1,800.00 (Fire)
11. Physio-Control, Inc. – Service Contract for Cardiac Monitors – \$14,398.00 (EMS)

Invoice Approval

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

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Walter & Haverfield – Legal Services to Review Cell Tower Agreement – \$215.00 (General)
2. Future Sculpting – Employee Survey – \$1,393.60 (General)

Future Sculpting

Mrs. Benza reported that the focus was shifted from the study with the employees to talking about the management techniques of the board of trustees. The board was in agreement that the township has Mrs. Tampson as a resource. Mrs. Benza will send her a letter and thank her for her services.

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LATE ADDITIONS TO THE AGENDA

Purchase Order Request for Service Department

Mr. Markley made a motion to approve the emergency purchase order request for Max Herr Well in the amount of \$1,350.00 for the well repair at Centerville Mills, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request for Fire Department

Mr. Markley made a motion to approve the emergency purchase order request for Horton Emergency Vehicles in the amount of \$1,738.64 for the installation of the rear step on rescue squad 3152, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request for Service Department

Van Curen Tree Service

Mr. Markley made a motion to approve and emergency purchase order request for Van Curen Tree Services in the amount of \$3,200.00 for additional clearing along Snyder Road, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

CHECKS DATED JUNE 24, 2014 THROUGH JULY 14, 2014

The trustees examined and signed checks dated June 24, 2014 through July 14, 2014 consisting of warrants 21637 through 21737 and electronic payments for the month of June for a total amount of \$456,901.78, including payroll from May 17, 2014 to May 30, 2014 in the amount of \$132,879.76 and from May 31, 2014 to June 13, 2014 in the amount of \$134,756.03.

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

CORRESPONDENCE

Bainbridge Township Zoning Commission Minutes from June 10, 2014 meeting

Bainbridge Township Zoning Commission Minutes from June 24, 2014 meeting

Troy Times for July/August 2014

Chagrin Natural Health Clinic Invitation to Grand Opening

The Housing Center Report of The State of Fair Housing in Northeast Ohio for April 2014

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PUBLIC COMMENTS

Mr. Henri Preuss suggested finding someone who would be interested in grant writing to try to obtain some additional funds for the parks. He also stated that the department heads such as Ms. Endres, Mr. Stanek, Mr. Brett and Mr. Bloxson are very positive and have started to build a solid foundation for the township.

Mr. Seliga stated that the Service Department did a great job with the first columbarium burial.

Mr. Gil Myer stated that the Board of Trustees did a great job of selling a difficult plan regarding Centerville Mills Park and it was very well done.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:10 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____