

Monday, July 29,

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The Bainbridge Township Board of Trustees met in Special Session at the Bainbridge Town Hall on July 29, 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 6:00 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 7:00 P.M.

#### MINUTES

The minutes from the trustees' June 29, 2013 special meeting were approved as amended. The minutes from the trustees' July 8, 2013 regular meeting were approved as amended. The minutes from the trustees July 15, 2013 special meeting were approved as presented.

#### DEPARTMENTAL REPORTS

##### POLICE DEPARTMENT

Police Chief Jon Bokovitz presented the monthly report for the Police Department for the month of June, 2013.

Chief Bokovitz stated that his department has 25 full time employees. He is very proud of the fact that his entire department has only used 33 days of sick time in the first six months of the year, including one employee who was out for eight days for gall bladder surgery.

##### ZONING DEPARTMENT

Mrs. Karen Endres, Zoning Inspector, presented the monthly report for the Zoning Department for the month of June, 2013.

Mrs. Enders stated that recent proposals submitted by Voproco are currently being reviewed.

The Moving Ohio Forward program is progressing nicely. All five structures in Phase II have been taken down. Phase III has another five structures and Mrs. Endres is currently working on Phase IV.

Chardon Township Fiscal Officer Joan Windnagle sent a thank you letter commending the efforts and knowledge of Mrs. Endres, which Mrs. Benza read aloud.

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PRESENTATION BY GUESTSpecial Events Committee

Mrs. Linda White, Chairman, introduced new committee members Mrs. Joyce Smith and Ms. Karen Winn. Mrs. White has met with Fire Chief Phan and Historical Society President Mr. Chuck Hesse to discuss a combined event.

Mrs. White explained that the committee has been planning an Open House for October 13, 2013 from 2:00 P.M. to either 4:00 P.M. or 5:00 P.M. incorporating the new Fire Station, Heritage Park and the Bissell House. The Geauga County Fair Band would play for one hour at a cost of \$200.00, we would need to set up chairs and microphones. Finger foods could be served in the bays of the Fire Station.

The committee would like a budget established for food, agendas/programs, and entertainment. Currently the committee is looking at approximately \$1,600.00 for the mailings/handouts, \$200.00 for the Fair Band, and additional funds for refreshments. The board agreed to add a blanket certificate in the amount of \$2,000.00 under the Fiscal Office New Business section for Blanket Certificate Approvals.

According to Mrs. White, the event can be advertised in the available free space in the Spirit of Bainbridge. The committee is hoping to be able to use the portable sign that belongs to the Men's Civic Club to inform the public of the event as well.

Perhaps a minister would bless the buildings and monument and then a veteran commander could comment on the memorial.

Mr. Hesse asked about creating a time capsule for the event.

PUBLIC COMMENT

None

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

Mr. Horn made a motion to approve the purchase order list as prepared by the Fiscal Officer, excluding number 3\*.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. JP Morgan Chase – Budget Dumpster Rental for Centerville Mills Demolitions – \$25,000.00 (General)
2. Protect-O-Seal, Inc. – Drive and Parking Lot Repair – \$3,850.00 (Police)
3. Love Insurance – Annual VFIS Policy for Fire Department – \$3,707.00 (Fire)
4. Chagrin/SE Council of Governments – Annual HazMat Membership – \$3,500.00 (Fire)
5. Easy Sign – Outdoor Signage for Fire Station – \$2,290.00 (Fire)
6. Easy Sign – Indoor Signage for Fire Station – \$2,293.00 (Fire)
7. Boundtree Medical – Intubation Assist Devices – \$3,270.00 (Fire)
8. Cintas – Rugs, Cleaning Supplies & Maintenance Uniform Services – \$3,000.00 (Fire)

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- \* As concerns purchase order request number 3, the trustees agreed that this was their first time hearing of said insurance policy and the request that it be covered by the township. That request has been submitted because the Bainbridge Fire Company used to provide this insurance for its members. Inasmuch as the topic was not raised in discussions between the Fire Company leadership board and the board of trustees, nor identified as a matter to be handled in the MOU between the township and the BFC, Mr. Horn indicated he would contact representatives of the BFC to obtain more information on the policy and this request.

#### 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. John G. Johnson – Pay Application 13 for Fire Station Addition/Renovation Project – \$15,644.88 (Capital Improvement Fund)
2. John G. Johnson – Pay Application 14 for Fire Station Addition/Renovation Project – \$122,061.90 (Capital Improvement Fund)
3. Heery International – Monthly Invoices for Consulting Services for Fire Station Addition/Renovation Project – \$6,726.87 (Capital Improvement Fund)

#### Blanket Certificate Renewals

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

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

#### Blanket Certificate Renewal Requests

1. 2081-210-599-0000 – Police Department Other – \$10,000.00 (Police)
2. 1000-610-599-3020 – Centerville Mills Other – \$10,000.00 (General)
3. 1000-610-599-6666 – Special Events – \$2,000.00 (General)

#### Moving Ohio Forward Grant Summary

Receipts From Treasurer of State of Ohio

July 8, 2013 Received Check for \$26,471.48

Payments Made With Grant Funds

July 24, 2013 Newbury Township Reimbursement of \$18,669.75

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FIRE DEPARTMENT – OLD BUSINESS

Fire Station Addition/Renovation Update

The landscaping stock that was recently approved has all been planted.

Fire Department Transition

Nothing to Report.

FIRE DEPARTMENT – NEW BUSINESS

Change Order for John G. Johnson

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

Original Contract	\$2,374,000.00
Previous Change Orders	67,238.00
Current Change Order	<u>17,346.00</u>
New Contract Total	\$2,458,584.00

Mr. Markley made a motion to approve the addition of \$17,346.00 to the contract with John G. Johnson for the Fire Station Addition/Renovation Project for the painting of exterior columns, miscellaneous repairs to existing VCT and stair treads, additional electrical outlets in kitchen, plumbing upgrades to bring up to code, additional supervision and repairs to existing dog house roof over HVAC, per the recommendation of Mr. Thomas Payne, owner's representative and Mr. Stephen Ciciretto, architect.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Change Order for Improved Drainage & Asphalt Resurfacing on Old Meadow/Harvest

Mrs. Measures explained that the Geauga County Engineer's Office will prepare a final change order to be approved at the end of the project.

Drainage Improvements

Drainage improvements need to be made near the north drive of Kenston Schools on Snyder Road and also on the north side of the intersection of Snyder and Bainbridge Roads.

Mr. Markley made a motion to request the Geauga County Engineer's Office for engineering services regarding the above mentioned drainage improvement projects.

Mrs. Benza seconded the motion that passed unanimously.

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Asphalt Repairs Bid Results

Mr. Markley made a motion to reject all bids for the Asphalt Repairs and readvertise, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Retirement of Public Employee

Mr. Markley made a motion to accept the retirement letter from Mr. Walter Rudyk, Highway Superintendent and execute the release agreement pursuant to discussions held in executive session.

Mr. Horn seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSTown Hall Exterior/Interior Repairs/Improvements

Nothing new at this time.

TOWN HALL – NEW BUSINESSDeclaration of Restrictive Covenants for Inspection and Maintenance of Bainbridge Township Town Hall

Mrs. Benza made a motion to execute the Declaration of Restrictive Covenants for Inspection and Maintenance of Bainbridge Township Town Hall.

Mr. Markley seconded the motion that passed unanimously.

Dublin Management Group

Mr. Markley stated that the original scope of work for Dublin Management Group to provide a compensation review did not include the Police Department or Fire Department. Mr. Steve Sferra, with Littler Mendelson, can provide the information for the Police Department. Mr. Markley would like to receive a quote from Dublin Management Group for a revised scope of work for the non-bargaining employees of the Police Department and Fire Department employees. The board would also like to receive a quote for the same review from Littler Mendelson.

Future Sculpting

The board would like to seek a professional to analyze the township's job descriptions and evaluate individuals for set job descriptions. This would include the assessment of personnel as well as succession planning. The board will ask Peggy Tampson to attend the first meeting in September to discuss further.

Tribute to Mr. Clyde Whaley

The trustees would like to recognize the service of Mr. Clyde Whaley to the township. Ideas included a possible proclamation and tree planting pending review of the Park Board.

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ZONING DEPARTMENT – OLD BUSINESS

Kendig Keast Collaborative Contract Amendment

Mrs. Benza sent Mr. Brett Keast an email asking that he contact Chairman Horn for additional information.

Nothing new has developed regarding the Cedar Fair property.

The board discussed the need to change the scope of work if they decide not to approve the change order of \$34,900.00.

The Zoning Department is reviewing the modules.

ZONING DEPARTMENT – NEW BUSINESS

Moving Ohio Forward Resolution Number 07292013-A

Mr. Horn made a motion to approve Resolution Number 07292013-A to Initiate Action Abating Blighted, Vacant or Abandoned Structures at 7197 Woodland Avenue, 16768 Bedford Street, 17789 Ravenna Road, and 18186 Chillicothe Road, per the recommendation of the Zoning Inspector.

Mr. Markley seconded the motion that passed unanimously.

PUBLIC COMMENT

Ms. Terry Nemeth approached the board to discuss problems she has experienced with the Bainbridge Police Department and began to present original documents to the board. The board asked if the Fiscal Officer could make copies of the documents for each trustee to review and respond to Ms. Nemeth upon review.

Mr. Gil Myers asked the board about the proposal from Voproco. The board explained that a proposal has been submitted to our Zoning Department and is being reviewed.

CHECKS DATED JULY 9, 2013 THROUGH JULY 29, 2013

The trustees examined and signed checks and electronic payments dated July 9, 2013 through July 29, 2013 consisting of warrants 19764 through 19883 for a total amount of \$455,386.53, including payroll for June 29, 2013 through July 12, 2013 in the amount of \$136,939.02.

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

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CORRESPONDENCE

- Bainbridge Township Zoning Commission Meeting Minutes from June 25, 2013
- Resident letter from Mr. Roger Weiss regarding the Chagrin Valley Rec Center Expansion
- Resident letter from Mrs. Linda White regarding the Chagrin Valley Rec Center Expansion
- Resident letter from Ms. Jan Willis regarding the Chagrin Valley Rec Center Expansion
- Troy Times for July/August 2013
- Geauga Business Summer 2013
- Resident letter from David & Cynthia Renard regarding the intersection of Bainbridge Road and Snyder Road

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:39 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: \_\_\_\_\_