

Monday, August 11,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 11, 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 6:00 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss collective bargaining strategies, per Ohio Revised Code Section 121.22(G)(4).

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 6:01 P.M. in order to go into executive session with legal counsel.

The trustees returned from executive session, after discussing collective bargaining strategies, reconvening their regular meeting at 7:08 P.M.

MINUTES

Mr. Markley made a motion to approve the minutes from the trustees' July 22, 2014 special meeting as submitted.

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

Mr. Markley made a motion to approve the minutes from the trustees' July 28, 2014 regular meeting as submitted.

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

Mr. Horn made a motion to approve the minutes from the trustees' August 4, 2014 special meeting as submitted.

Mrs. Benza seconded the motion that passed unanimously.

DEPARTMENTAL REPORTS

FISCAL REPORT

Mrs. Measures presented the monthly financial report for the month of July 2014.

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

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SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director, presented the monthly report for the Service Department for the month of July 2014.

Mr. Stanek reported that the Snyder Road project is progressing. Additional signage may be needed at the intersection of Snyder and Crackel Roads since the placement of the stop signs has changed. The Stafford Road project began last week and the Stoney Brook Drive project has been completed.

Mr. Markley thanked the employees of the Service Department for their efforts at the Men's Civic Club Ox Roast that was held at Centerville Mills. Mrs. Benza thanked the leaders of the Civic Club for managing the event and handling everything through the severe weather that whipped through the area.

PRESENTATION BY GUESTSteve Decatur, Geauga County ADP Board

Mrs. Benza apologized for misspeaking at the last meeting thinking that the county had already been approached when in fact they had not. With that she introduced Mr. Steve Decatur with the Geauga County ADP Board.

Mr. Decatur explained how the process of designing or updating a website works between Geauga County and the other entities that receive their IT through the county. The entities provide all of the content and the county will provide the technology to implement the township's ideas as well as allow us to post updates such as agendas and minutes or calendar updates. However, the county does not monitor the content, the township is responsible for monitoring content.

The website upgrade would be at no cost to the township if we use the existing software. However, if we added modules, there could be additional charges. The existing software is content driven and is extremely secure.

The first step would be to create a committee to develop the content and ideas. Then meet with the designers from the county with completion within approximately one to two months, depending on the frequency of meetings.

The trustees would like the updated site to be more user friendly, easier to navigate, and allow for administrative assistants to be able to update their department pages.

PUBLIC COMMENTS

None

FIRE DEPARTMENT – OLD BUSINESSTime Clock

The trustees were in general agreement to have all part time employees use the log sheet to document time worked.

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FIRE DEPARTMENT – NEW BUSINESS

Fire Department Consultant

The trustees discussed various approaches to determining the appropriate scope of work needed to evaluate the current operations of the Fire Department and make recommendations for improved efficiencies and operations without the Fire Company. The Board of Trustees will meet with the Fire Department line officers within the next seven to ten days in order to get input as to the scope of work that is currently proposed. Mr. Markley will contact the company that performed the previous studies on staffing and facilities for Bainbridge Fire. Mr. Horn will follow up to get references from the Ohio Fire Chiefs Association.

Resignation of Public Employee

Mr. Markley made a motion to accept the resignation of Firefighter Steven Conti effective July 25, 2014, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

The trustees thanked Mr. Conti for his service to the residents of Bainbridge Township and the Bainbridge Fire Department.

SERVICE DEPARTMENT – OLD BUSINESS

Compensation of Public Employee

Mr. Horn made a motion to allow Mr. Simms to include his years of service from the City of Solon in his seniority calculations, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Facility Usage for Scouts

Mr. Markley made a motion to waive rental fees for the Town Hall and Burns Lindow for Bainbridge civic organizations that complete a work project, and Bainbridge civic organizations that do not complete a work project will pay the current rental rate, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

The trustees were in general agreement to modify the form and criteria for project selection by the Parks & Properties manager.

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Service Garage Parking Lot

Mr. Joe Gutoskey has prepared plans for paving the parking lot and drive way at the service gGarage. This includes the creation of a temporary driveway to allow access via the neighboring parcel while the current drive is being repaved.

Mr. Horn made a motion to authorize the Fiscal Officer to advertise for sealed bids for the Service Garage Parking Lot Grading, Drainage and Pavement Improvement Project with an estimated cost of \$296,681.00.

Mr. Markley seconded the motion that passed unanimously.

Town Hall Fee Waiver Request

Mr. Markley made a motion to waive the rental fee for the Kenston School Transportation Department to use the Town Hall on Friday, August 15, 2014, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Field Usage Fee Waiver Request

The trustees discussed the dynamics of the Auburn Bainbridge Recreation Board, or the KCE Advisory Board as it is most commonly referenced. A roundtable discussion with Auburn Township, Bainbridge Township, Bainbridge Township Park Board, Kenston Local Schools, and Kenston Community Education was mentioned. It was decided that the waiver request needs to be responded to prior to having the roundtable meeting.

The Bainbridge Township Park Board should review the contributions made by KCE over the past few years for capital improvements and make a recommendation back to the trustees regarding the fee waiver request.

Mrs. Benza will contact Ms. Holtzheimer at Kenston Community Education.

Change Order for Asphalt Resurfacing of Stoney Brook Drive

Ronyak Paving, Inc.
P.O. Box 567
Burton, OH 44021

Original Contract	\$ 285,068.00
Change Order	- 8,444.70
New Total	\$ 276,623.30

Mr. Markley made a motion to approve the change order to reduce the contract with Ronyak Paving, Inc. by \$8,444.70 for the Asphalt Resurfacing of Stoney Brook Drive, per the recommendation of the County Engineer and the Service Director.

Mr. Horn seconded the motion that passed unanimously.

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Disposal of Obsolete Equipment

Mr. Markley made a motion to declare the 1999 Jeep Cherokee and the 2002 Ford F-250 obsolete and no longer needed by the township, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESS

Township Website

The trustees were in general agreement to proceed with the Geauga County ADP Board team to meet with the department heads and their administrative assistants to develop a scope of work for website revisions.

Land Bank

The trustees would like to identify critical costs tied to the Land Bank parcels, particularly the ones closing in on the time limit of 15 years in the Land Bank. The trustees would also like to determine if the Township can waive its own costs tied to the parcels, such as street lighting costs, if applicable.

TOWN HALL – NEW BUSINESS

Special Events Committee

Mr. Horn asked to have this item added to the agenda in an effort to identify any activities the Special Events Committee is planning. At this time, the committee is not planning any events. A “Cutest Dog” contest was discussed, but further conversations identified the need for many more people to run the event than the committee had available. Mr. Markley would like to start planning the Bicentennial Celebration for 2017.

ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update

The Zoning Resolution Rewrite is still progressing with constant review by our Zoning Department.

Mr. Markley stated that there was a meeting regarding the Cedar Fair property last week regarding two potential national builders.

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FISCAL OFFICE – NEW BUSINESS

Invoice Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Littler Mendelson – Legal Services to Negotiate with Bainbridge Fire Company – \$33.00 (General)
2. Littler Mendelson – Legal Services for General Labor – \$1,716.00 (General)
3. C.I.R., Inc. – Seconde Invoice for Reconstruction & Resurfacing of Section A of Snyder Road – \$133,513.53 (Roads)
4. Ronyak Paving, Inc. – Final Invoice for Resurfacing of Stoney Brook Drive – \$276,623.30 (Roads)

Request to Transfer Used Vehicles

Mr. Markley made a motion to approve the transfer of vehicles between departments as proposed by the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

The following vehicles will transfer from the Road Department to the Parks Department:

- 2003 Dodge Durango valued at \$3,500.00
- 2003 Ford F-250 valued at \$5,000.00

The following vehicle will transfer from the Fire Department to the Road Department:
2001 Chevy Tahoe valued at \$3,500.00

LATE ADDITIONS

Purchase Order Request

Mr. Markley made a motion to approve the purchase order request for Farm Tek in the amount of \$5,091.71 for a storage building for cinders at the Service Garage, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENT

Geauga County Commissioner Mr. Blake Rear suggested that our department heads look at the fourteen websites hosted by the county for ideas before meeting with the ADP board.

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CHECKS DATED JULY 15, 2014 THROUGH JULY 28, 2014

The trustees examined and signed electronic payments for the month of July and checks dated July 29, 2014 through August 11, 2014 consisting of warrants 21805 through 21856 in the amount of \$853,094.68, including payroll from June 14, 2014 through June 27, 2014 in the amount of \$134,844.44, June 28, 2014 through July 11, 2014 in the amount of \$137,789.86, and July 12, 2014 through July 25, 2014 in the amount of \$135,493.77.

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

CORRESPONDENCE

- The Atrium at Anna Maria Grand Opening Invitation
- Ohio LTAP July – September 2014 Newsletter
- Western Reserve Land Conservancy Celebration Invitation
- Western Reserve Land Conservancy Summer 2014 Landline Newsletter
- The Housing Center Summer 2014 Newsletter
- Chagrin Valley Chamber of Commerce August 2014 The Reporter
- Lease Advisors Lease Review Offer
- Bainbridge Township Zoning Commission Minutes from July 8, 2014 Meeting

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:08 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____