

Monday, September 13,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 13, 2010. Those present were trustees, Mr. Jeffrey S. Markley, Mr. Matthew J.D. Lynch, Mrs. Lorrie Sass Benza and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 6:20 P.M.

#### EXECUTIVE SESSION

Mr. Markley made a motion to go into executive session to discuss the employment of a public employee per Ohio Revised Code Section 121.22(G)(1).

Mrs. Benza seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:21 P.M. in order to go into executive session to discuss the employment of a public employee.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their meeting at 7:12 P.M.

Mr. Lynch excused himself from the meeting to take care of his wife, who just had surgery earlier today.

#### MINUTES

The minutes of the trustees' August 23, 2010 regular meeting were approved as corrected and minutes of the August 28, 2010 special meeting were approved as read.

#### DEPARTMENTAL REPORTS

##### FINANCES

Fiscal Officer Mrs. Cherianne Measures presented the monthly financial statements of the Township for the month of August of 2010.

NOTE: A copy of the financial statements are attached to, and become a permanent part of these minutes.

##### PARKS/PROPERTIES DEPARTMENT

Mr. David Mitchell, Property Superintendent, presented the monthly report for Parks and Properties for the month of August of 2010.

Mr. Mitchell explained that the Road Department is helping to put in the general purpose field located near the former swimming pool at Centerville Mills.

The tens cabins at Centerville Mills have been removed and the sites have been cleaned up and grass planted, according to the Property Superintendent. Pictures were available for anyone wanting to see what was done.

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ZONING DEPARTMENT

Mr. Shane Wrench, Zoning Inspector, presented the monthly report for Zoning for the month of August of 2010.

ZONING DEPARTMENT – NEW BUSINESSProfessional Training Request

Mr. Markley moved to approve the Professional Training Request dated August 19, 2010 for Mr. Shane Wrench to attend the 360Water class in Columbus at a cost of \$170.00 for contact hours for his State Class A Water License renewal.

Mrs. Benza seconded the motion that passed unanimously.

Scope of Work – Razing of Structures

The board was comfortable with the scope of work as presented by the Zoning Inspector for the razing of the two blighted structures located in the Chagrin Falls Park neighborhood.

Mr. Markley made a motion to accept the quote from L. Lynch Services to demolish the structure at 16791 Elyria Street and the structure at 16791 South Franklin Street at a cost of \$16,000.00, in accordance Ohio Revised Code Section 505.86, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

BUSTR Requirements

Monitoring of the soils under the parking lot between the Fire Station and the Town Hall has been going on for many years due to a former fuel tank located in the area. Hopefully, this week will begin the final testing of the area that could take another six to eight months to finalize and bring an end to this issue before a new parking lot is put in place. The Zoning Inspector has been involved with this monitoring since he was hired by the township four years ago.

Police Department Well Proposal – Exploratory Drill

Mr. Wrench has received a quote from Fredebaugh Well Drilling Inc. for a test hole to be drilled at the Police Department. However, the drilling has been postponed until the Ohio Environmental Protection Agency is able to identify a location for said test hole, since their regulations have changed and EPA must approve the location. Fredebaugh has been the recommended company for this situation. More information to follow within the next two weeks.

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ROAD DEPARTMENT

Mr. Walter Rudyk, Road Superintendent, presented the monthly report for the Road Department for the month of August of 2010.

Mr. Rudyk announced that Cedar Street will be closed for approximately 3 weeks beginning September 20<sup>th</sup> to complete the culvert replacement.

ROAD DEPARTMENT – OLD BUSINESSSavage Road Utility Poles

Mr. Rudyk announced that the board had received a response from First Energy stating that they will not relocate the utility poles for a clear zone, except at the expense of the customer.

The board was in general agreement to take photographs of the poles and the roadway and send the photos with another letter to the CEO of First Energy in an effort to relocate the poles.

Kenston Lake Access Easements

This topic has been tabled until contact is made with the final party.

The Ohio EPA has approved the contracts for the Kenston Lake Stream Restoration Project and the Kenston Lake Culvert Replacement Project. Contracts should be released to the contractors, however the work will commence after the easements have been approved.

ROAD DEPARTMENT – NEW BUSINESSPhillips Contractor Supply

Mr. Markley moved to approve the purchase order dated September 1, 2010 for Phillips Contractor Supply in the amount of \$1,690.00 for a new Plate Tamper, per the recommendation of the Road Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Additional De-Icing Methods

Mr. Rudyk is looking at the use of Beet Juice as an additive to our de-icing procedures this winter, on a test base. He is planning to mix beet juice with salt and store the mix in the old salt barn. This solution will be used on one route and the results will be compared with the other nine routes that will only use our traditional de-icing method this winter.

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PRESENTATION BY INVITED GUEST – STEPHEN CICIRETTOHeritage Park

Mr. Ciciretto explained the development of the landscape elements of Heritage Park and how he is looking at the long-term maintenance of the area as well as keeping with an accurate reflection of the plants from the original era when the Bissell House was built. Mr. Ciciretto has been approached by one garden center in the area that would like to donate plants to our park. He then contacted the other two garden centers. Petitti's would like to donate plants, Breezewood would like to donate plants and landscape design ideas, and Lowe's Greenhouse would also like to be involved with the project. The board was in general agreement for a master plan to be developed before any outside help is planned. This project should be handled by the Park Board and Mr. Ciciretto.

PARKS/PROPERTIES – NEW BUSINESSJenkins Painting Co., Inc.

Mr. Markley moved to approve the invoice for Jenkins Painting Co., Inc. dated August 12, 2010 in the amount of \$6,800.00 for the painting of the Bissell/Tucek House, per the recommendation of Mr. Ciciretto.

Mrs. Benza seconded the motion that passed unanimously.

Change Orders – Heritage Park

Mr. Markley moved to approve the change order dated August 30, 2010 to ATEC Construction for a credit in the amount of \$100.00 for the Memorial at Heritage Park per the recommendation of Mr. Ciciretto.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the change order dated August 30, 2010 to ATEC Construction in the amount of \$4,039.96 for the Pavilion at Heritage Park, per the recommendation of Mr. Ciciretto.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the change order dated August 30, 2010 to ATEC Construction in the amount of \$12,552.33 for the Relocation of the Bissell House, per the recommendation of Mr. Ciciretto.

Mrs. Benza seconded the motion that passed unanimously..

Mr. Markley moved to approve the change order dated August 30, 2010 to Ace Demo for a credit in the amount of \$1,333.60 for the Demolition of the Old Bainbridge School, per the recommendation of Mr. Ciciretto.

Mrs. Benza seconded the motion that passed unanimously.

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PRESENTATION BY RESIDENT – TODD LEWIS, KHS AFTER-PROM

Mr. Todd Lewis and Mr. Bob Leon, co-chairs of the Kenston After Prom Committee, presented information about the purpose and mission of the committee. The After Prom is a fun, safe party for all Kenston High School Juniors and Seniors, whether attending Prom or not, held after the formal dinner/dance.

The committee is responsible for raising the funds necessary to host such an event. Some of the fundraising events include the Harlem Wizards at KHS, a Fashion Show also held at KHS, and several High School dances for KHS students.

This year, the committee is planning a Murder Mystery Night which would be held at the Bainbridge Town Hall and include a play, dinner and music. This would be an ADULT-ONLY event with alcohol being served. The committee is aware of the requirements to have security present when serving alcohol, and has arranged for this service with the Bainbridge Police Department. Since this is a fundraising event, the committee has come forward to ask the Bainbridge Township Board of Trustees to waive the rental fee of the Town Hall for this event.

Mr. Markley made a motion to waive the rental fee of the Bainbridge Town Hall for the Kenston After Prom Committee's fundraising event, Murder Mystery Night, at a date to be determined.

Mrs. Benza seconded the motion that passed unanimously.

FIRE DEPARTMENT – OLD BUSINESSFire Company Contract

Mrs. Benza announced that she will be meeting with Fire Company President John Montville this Wednesday. She went on to say that the two parties are very close to an agreement on the contract language.

FIRE DEPARTMENT – NEW BUSINESSAppointment of Public Employee

The board was in general agreement to postpone the appointment of a public employee until after an executive session with the Fire Chief. Mrs. Benza will contact Chief Phan to inform him of the Executive Session to be held at the next regular meeting on Monday, September 27, 2010 at 6:00 P.M.

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PARKS/PROPERTIES – NEW BUSINESS

JFD Landscapes, Inc.

Mr. Markley moved to approve the purchase order request dated August 15, 2010 for JFD Landscapes not to exceed the amount of \$11,532.94 for the seeding of various areas.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Professional Training Request

Mr. Markley moved to approve the professional training request dated September 3, 2010 for Patrolman Chris Smith to attend a prescription drug abuse class in Richfield on October 7, 2010, at no cost, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the professional training request dated September 1, 2010 for Patrolman Brian Reardon to attend a class on arrest search and seizure and search warrants in Richfield on November 15 & 16, 2010, at a cost of \$100.00, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the professional training request dated September 4, 2010 for Patrolman Bill DeBlaey to attend a legal update class in Richfield on November 22, 2010, at a cost of \$50.00, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

ROAD DEPARTMENT – OLD BUSINESS

CarteGraph Software

Mr. Markley thanked the employees and the county representatives that participated in the Webinar that was held regarding this software. According to the County I/T staff, this system should integrate very well with the GIS system that the county currently uses. The county will work with the Road Department, Parks Department and Cemetery Board for a smooth blending of the two systems.

Cemetery Deed

The trustees signed Deed Number 480, for Section 13E, Lot 59, Grave 1. Cherianne Measures and Tammy Most attested to their signatures.

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Cemetery Deed

The trustees signed Deed Number 481, for Section 10, Lot 31, Grave 2. Cherianne Measures and Tammy Most attested to their signatures.

TOWN HALL – OLD BUSINESSPerformance Audit Scope of Work

The board was in general agreement to send the Audit Objectives as established at the Work Session on August 23<sup>rd</sup> to the Auditor of State's office for a proposal. A meeting date should also be set with the Auditor of State's representatives.

The board was in general agreement to send the same set of objectives to some of the universities in the area for review by their Urban Studies divisions.

Agenda Format

Mr. Markley stated that this discussion will be postponed pending a response from the Prosecutor's office.

TOWN HALL – NEW BUSINESSEmployee Job Description/Personnel Policy Manual Revisions

Mrs. Benza expressed her opinions regarding the study that was conducted in 2003 establishing job descriptions and pay scales. The board needs to determine if the previous board ever accepted the study and/or adopted the recommendations, and if not, then why not. The previous board spent taxpayers' dollars for this study, and Mrs. Benza does not feel that this board should start from scratch when we already have these results. After some discussion, it was decided that Mrs. Benza will contact David Kessler regarding the job description study from 2003.

The board was in general agreement to collect fee proposals from Clemans Nelson & Associates as well as David Kessler to prepare a comprehensive collection of job descriptions and pay scales.

ZONING DEPARTMENT – OLD BUSINESSTraining Agreement

Mr. Markley made a motion to enter into a training agreement with the Geauga County Educational Service Center Job Training Program to scan zoning documents pending approval of the written agreement from the County Prosecutor's office, and authorizing the Zoning Inspector to execute said agreement.

Mrs. Benza seconded the motion that passed unanimously.

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ZONING DEPARTMENT – NEW BUSINESSCedar Fair Property Planning

Discussions between the trustees began with Mr. Markley stating he had been contacted by the City of Aurora regarding the mixed use zoning changes they are making regarding the Cedar Fair property. This board was in agreement to be more proactive than reactive in order to address concerns with this property and its impact on the public services and residents. The board would like to see a master plan in place for the entire property, approximately 600 acres. Mr. Lynch has expressed his feelings to the board previously that this is a Zoning Commission issue, not something the Board of Trustees should be involved with. Mrs. Benza feels that the board should give guidance to the Zoning Commission if the board would like the Zoning Commission to look “outside the box” for possible uses. Mrs. Benza went on to say she would like to hear from Chagrin River Watershed Partners regarding the Balanced Growth initiative, Geauga Soil and Water regarding any concerns they may have with this property as well as any concerns from the Geauga County Planning Commission. Mr. Markley stated that now is the time to consider the future direction of this area and his interests in this project are strictly from a Township Trustee standpoint...he has absolutely no outside interest in this area, merely a concern for our residents and services. The board was in general agreement to indicate to the City of Aurora their interest in moving forward on zoning issues with the team of Aurora, Bainbridge, Chagrin River Watershed Partners, Geauga Planning Commission and Geauga Soil and Water.

CHECKS DATED AUGUST 24, 2010 THROUGH SEPTEMBER 13, 2010

The trustees examined and signed checks and invoices for same dated August 24, 2010 through September 13, 2010 consisting of warrants 14964 through 15065 for a total amount of \$646,497.04. Payroll records were examined and signed for August 14, 2010 through August 27, 2010 including payroll checks 5358 through 5463 for a total amount of \$133,118.90

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

CORRESPONDENCE

Zoning Commission Minutes from July 27, 2010

Cemetery Board Minutes from August 4, 2010

Cemetery Board Minutes from August 18, 2010

The Housing Research & Advocacy Center sent a Geauga County Community Lending Factbook with cover letter dated August 17, 2010

Walter & Haverfield Letter regarding Hawksmoor Way Investigation.



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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

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Date

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Date

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Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_