

Monday, September 24,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on September 24, 2012. Those present were trustees Mr. Jeffrey S. Markley, Mrs. Lorrie Sass Benza and Mr. Christopher Horn, and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley 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 employment of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

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 employment of a public employee, reconvening their regular meeting at 7:03 P.M.

#### MINUTES

The minutes from the trustees' September 10, 2012 regular meeting were approved as presented. The minutes from the trustees' September 17, 2012 special meeting were approved as presented. The minutes from the trustees' September 20, 2012 special meeting were approved as read.

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of August 2012.

Chief Phan and Lieutenant Crissman demonstrated the new cardiac monitor. They explained some of the features that make the monitor such a valuable tool on each of the rescue squads. They went on to demonstrate the self contained breathing apparatus, or SCBAs, how they work and when they are used.

##### POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of August 2012.

Chief Bokovitz announced that the department has now met their newest K-9 member, Rock, who will be partnered with Officer Jon Newcomb.

As Halloween approaches, the Chief reminded the public that theft of any kind, including pumpkins, will not be tolerated at any level.

Chief Bokovitz also stated that the department will have a drug drop box on Saturday, September 29<sup>th</sup> at the station. Please remove all labels.

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PRESENTATION BY GUESTMr. Michael Mackey – Tristar Investors

Mr. Michael Mackey reintroduced himself and his company to the board, primarily to familiarize Mr. Chris Horn with the previous presentation. The location of this tower is premier and all five licensed cell phone carriers in Geauga County are on this tower.

The real value of this tower is in its location.

Mr. Mackey will send an updated agreement for legal review by the prosecutor's office.

PUBLIC COMMENT

Mrs. Gina Zahn asked if the new Fire Chief's vehicle will be marked. Mr. Markley stated that it can be discussed under the purchase orders.

Chief Phan gave a brief update on the three vehicles that he is asking to be replaced. Typically, these vehicles would be replaced every five years. However, he was able to extend the use of the vehicles to nine, ten, and eleven years. The vehicles are starting to rust and are simply worn out.

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

Mr. Markley made a motion to approve the purchase order list as prepared by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Consolidated Fleet Services – Annual Ladder Testing – \$1,700.00 (Fire)
2. Liberty Ford – Two Fire Prevention Vehicles – \$49,920.00 (Fire)
3. Taylor Chevrolet – Fire Chief Replacement Vehicle – \$29,716.00 (Fire)
4. Mars Electric – Exterior Lighting for New Main Entrance – \$1,092.50 (Fire)
5. Littler Mendelson – Legal Services to be Rendered – \$15,000.00 (General)
6. Lake County Sewer – Slip Lining of Lateral at River Road Park – \$5,645.00 (General)

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Invoice Approval

Mr. Markley made a motion to approve the invoice list as prepared by the Fiscal Officer with the exception of the first invoice for Walter & Haverfield.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Walter & Haverfield – Legal Services Acquisition of Property – \$115.30 (General)
2. Walter & Haverfield – Legal Services Bainbridge Aurora JEDD – \$224.80 (General)
3. Kendig Keast Collaborative – Partial Invoice for Zoning Resolution Rewrite – \$33,701.03 (General)
4. Ronyak Paving – First Invoice for Asphalt Resurfacing of Various Roads – \$110,728.72 (Roads)

FIRE DEPARTMENT – OLD BUSINESSFire Station Addition/Renovation Project Update

The next phase includes completing the rear aprons and driveways in order to run all vehicles out of the back of the station. The purpose of this turn-around is to allow the front apron to be torn out and all new concrete poured at one time.

FIRE DEPARTMENT – NEW BUSINESSJob Classification Change

Mr. Markley made a motion to approve the job classification change for Mr. Marcus Holzer from EMT-B to EMT-P Grade C effective October 6, 2012, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

Request to Advertise for Administrative Assistant

This item is on hold, pending further information.

SERVICE DEPARTMENT – OLD BUSINESSHeritage Park Update

Mr. James Stanek, Service Director, gave an update for Heritage Park and the Town Hall parking lot. The boulevard issues have been remedied and the parking lot should be striped this weekend. The lighting plan is in progress and the power has been installed for Heritage Park. The grass is growing well east of the driveway, however the ball fields have been reseeded. Plantings should begin this week.

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Work Session Centerville Mills Park

Mr. Markley felt the work session that was held at Centerville Mills was very productive and that the board received very valuable feedback. The next step in the process is to wait for the proposals from perspective user groups.

Mrs. Ann Myers asked if the Geauga County Building Inspector could review the buildings. Mr. Markley explained that the board is looking for a more comprehensive report than what the Building Inspector would typically provide.

Special Events Committee

The committee members have been asked to attend the regular meeting of the Board of Trustees to be held on October 22<sup>nd</sup>.

SERVICE DEPARTMENT – NEW BUSINESSChange Order for Tanglewood Trail Entrance

Burton Scot Contractors

Original Contract	\$37,250.00
Change Order	<u>5,900.00</u>
New Total Due	\$43,150.00

Mr. Markley made a motion to approve the change order to Burton Scot Contractors in the amount of \$5,900.00 for the contract awarded for the Tanglewood Trail Entrance, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Change Order for Chip Seal

Ronyak Paving

Original Contract	\$73,659.00
Change Order	<u>- 2,704.80</u>
New Total Due	\$70,954.20

Mr. Markley made a motion to approve the change order to Ronyak Paving in the amount of -\$2,704.80 for the contract awarded for the Chip Seal of Various Roads, per the recommendation of the Road Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Final Invoice Approval Chip Seal

Mr. Markley made a motion to approve the invoice from Ronyak Paving in the amount of \$70,954.20 for the Chip Seal of Various Roads, per the recommendation of the Road Superintendent.

Mr. Horn seconded the motion that passed unanimously.

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Snow Plowing Agreement with Geauga County

Mr. Markley made a motion to approve and execute the contract for snow plowing 7.96 miles of county roads for the 2012 – 2013 season at a rate of \$23,681.00, per the recommendation of the Geauga County Engineer and the Road Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Questions were raised regarding Pettibone Road, since it is now a county road.

Mr. Markley made a motion to rescind the previous motion approving the agreement until questions can be answered regarding the Pettibone Road agreement.

Mrs. Benza seconded the motion that passed unanimously.

River Road Park Parking Lot

Mr. Stanek informed the board that the parking lot and walking trails at River Road Park need to be treated with asphalt rejuvenation, crack sealed and striped.

Mrs. Measures asked about the markings on the walking trails, if the striping company would be remarking the trails. Mr. Preuss, Park Board member, stated that the township should have the templates from when the trails were originally marked.

TOWN HALL – OLD BUSINESSLand Bank Meeting with the County

Mr. Markley stated that the meeting with the county was informative for the parties involved. We were able to gain some insight on procedures and a rough idea of costs associated with the properties. Specific individuals were identified as the contact for certain information.

Moving Ohio Forward Grant

The township is ready to proceed with the Moving Ohio Forward Grant. It was suggested that the township collect three quotes to have our own parcel cleared.

The Fiscal Officer will need to contact the State Auditor's office to determine the appropriate steps to track both expenses and revenues for the grant.

TOWN HALL – NEW BUSINESSDesignation of Trick or Treat

The trustees were in general agreement to designate October 31, 2012 from 6:00 P.M to 8:00 P.M. as Trick or Treat for Bainbridge Township.

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Wellness Mini-Grant Program

Mr. Horn made a motion to approve the COSE mini-grant for our full-time employees to be paid for from the General Fund, per the recommendation of the Healthcare Committee.

Mr. Markley seconded the motion that passed unanimously.

Newsletter

Mr. Horn would like to focus on finances from each department. For example, he would like to explain where the money comes from, when levies are due, etc. He is hoping for a March 1<sup>st</sup> mailing date.

Flu Shots

COSE will no longer be providing flu shots free of charge on site for our employees. Employees should check with Mrs. Most in the Fiscal Office for a list of available locations.

ZONING DEPARTMENT – OLD BUSINESSZoning Resolution Update

There will be a webinar at the Town Hall tomorrow evening, September 25<sup>th</sup> at 7:00 P.M. between Kendig Keast Collaborative, the Zoning Commission, and the Board of Zoning Appeals.

Geauga Educational Services Contribution

The board is waiting for additional information.

Nuisance Abatement – Weed Control

Mr. Horn has drafted a letter to be sent to the property owners. The board was in general agreement to have Mr. Horn mail the letter.

Mrs. Benza would like to establish criteria for this type of action.

PUBLIC COMMENT

Mr. Ted Seliga asked if the township is still abiding by its own “dark sky” policy. The board stated that they are mindful of it.

Mr. Seliga then asked the board if a date was set for a determination for Centerville Mills. The board was optimistic in estimating early next year.

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CHECKS DATED SEPTEMBER 11, 2012 THROUGH SEPTEMBER 24, 2012

The trustees examined and signed checks and invoices for same dated September 11, 2012 through September 24, 2012 consisting of warrants 18265 through 18321 for a total amount of \$116,413.42. Payroll records were examined and signed for August 25, 2012 through September 7, 2012 including payroll checks 11001 through 11111 for a total amount of \$132,557.93.

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

CORRESPONDENCE

Letter from Mrs. Anne Randall regarding the value of the parks  
Geauga County Mental Health Board letter requesting time at a meeting  
Geauga County Planning Commission final plat

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: \_\_\_\_\_