

Monday, October 6,

14

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on October 6, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, 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 the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

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.

Mrs. Zimmerman was included in the executive session until 6:30 P.M.

Mrs. Measures joined the executive session at 6:30 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:10 P.M.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' September 22, 2014 regular 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 September, 2014.

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

SERVICE DEPARTMENT

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

The parking lot at the Service Garage is underway. The recycling center has been moved and can be accessed by the new drive located just south of the original drive.

Monday, October 6,

14

KENSTON COMMUNITY EDUCATION

Mr. Jason Bednar presented the monthly report for Kenston Community Education for the month of September, 2014.

Financials that have been provided are from the fiscal year end. KCE is updating signage and communication within the schools so activities will be listed in each of the school buildings. KCE Summit is in the planning stages for early 2015 (January 17<sup>th</sup> or 24<sup>th</sup> or February 21<sup>st</sup> or 28<sup>th</sup>).

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSFire Department Consultant

Mr. Horn reviewed the options available as well as the references he contacted regarding the Ohio Fire Chief's Association and the consulting work provided to each of the other communities. Mr. Markley reviewed the options that he gathered from CPSM (Center for Public Safety Management) and John Preuer and Associates (a former Mentor Fire Chief), both would address the business aspect of saving money from their recommendation. At this time however, there was no scope of work or cost proposal from either of these entities for the board's consideration.

Mr. Horn will contact Stan Crosley of the Ohio Fire Chief's Association and invite him to the next trustee meeting to address any issues on the proposal and scope of work that were shared through Mr. Horn.

FIRE DEPARTMENT – NEW BUSINESSObsolete Equipment

Mr. Horn made a motion to declare the list of cots as obsolete and no longer needed by the Bainbridge Township Fire Department and eligible for disposal, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSTown Hall Kitchen

A discussion was held regarding the hood suppression system. The stove will need to be inspected prior to the October 27, 2014 meeting.

Monday, October 6,

14

Aurora Co-Op and White House

Mr. Horn had emailed information to the board with revised figures which did not include overhead. There may be structural issues with the White house. The daycare building may need to have a sidewalk installed. Mr. Stanek would like to review the numbers a little more closely in order to verify the accuracy of the numbers presented.

Mrs. Benza asked that the board decide to either abide by or rescind the policy decision from February, 2013 stating that the township does not wish to allow exclusive use by private groups. Mr. Horn believes that the board does not need to revise or rescind that stated policy for all other township buildings, as only the Co-Op building would remain for exclusive use. Mr. Markley believes that the board should consider exclusive use for underutilized properties owned by the township when the potential for a financial return that exceeds the total costs borne by the township can be realized, particularly if the return will augment the General Fund. Mr. Horn and Mr. Markley both wish to review additional and/or revised numbers for the Co-Op that accurately reflect the township's costs to maintain and operate the facility as well as market rate rental fees for similarly sized properties and uses.

Since the current lease agreements do not provide profit or even close to covering the township's costs, is the board inclined to raise the rates to cover the costs. Also, potential real estate tax liability could be the responsibility of the tenant.

Costs need to be calculated as well as identifying the market value of the two structures in question.

Mrs. Benza feels the township should have some clearly identified landlord/tenant management structure in place.

A lease termination letter will be sent to Ms. Slezak for the White house. A revised lease amount for the Daycare will be established by November 24, 2014.

SERVICE DEPARTMENT – NEW BUSINESS

Request for Fee Waiver

A narcotics anonymous group has requested a fee waiver for the use of the dining hall on November 8, 2014.

The board was in general agreement not to waive the fee.

Monday, October 6,

14

Change Order for Reconstruction & Asphalt Resurfacing of Section A of Snyder Road

C.I.R. Incorporated  
2856 N. County Line Road  
Geneva, OH 44041

Original Contract	\$826,799.38
Previous Change Orders	-0-
Change Order #1	<u>(\$8,895.61)</u>
	\$817,903.77

Mr. Horn made a motion to approve Change Order #1 for a reduction to the contract in the amount of \$8,895.61 for the Reconstruction and Asphalt Resurfacing of Section A of Snyder Road, per the recommendation of the Geauga County Engineer and the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESS

Land Bank

Parcels acquired in 2000 will be taxed in 2015 and payable in 2016. If not sold by the end of the 16<sup>th</sup> year, a plan needs to be set.

Credit Cards

The matter will be discussed with the department heads at their meeting on Wednesday, October 8, 2014. If needed, it will be on the agenda for the next meeting.

Deferred Comp Request

The board is inclined to allow an additional provider pending receipt of additional information. Currently there are about 6 employees taking advantage of the various deferred compensation plans, so it seems that management is not terribly unwieldy. If there comes a time when the requested number of providers/managers grows beyond a manageable office task, the board will revisit the issue. The original action was made at the request of employees to provide personal options.

TOWN HALL – NEW BUSINESS

NOPEC Annual Meeting

Mrs. Benza moved to approve the Proxy for the 19<sup>th</sup> annual general assembly meeting on November 12, 2014 as Georgine Welo.

Mr. Horn seconded the motion that passed unanimously.

Monday, October 6,

14

Section 125 Plan

Mrs. Benza moved to approve the section 125 plan to provide the appropriate paperwork to allow the insurance premiums to be taken from the employee's payroll, per the recommendation of the HR Administrator.

Mr. Markley seconded the motion that passed unanimously.

ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update

There is nothing to report at this time. Mrs. Benza will be meeting with the Geauga County Planning Commission tomorrow, October 7, 2014.

Zoning Appointment

Mr. Markley made a motion to appoint Mr. Ted DeWater to the Board of Zoning Appeals to fulfill the unexpired term of Mark Olivier ending December 31, 2017.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to appoint Mr. Mark Olivier to the Alternate position on the Board of Zoning Appeals until he can no longer serve.

Mr. Horn seconded the motion that passed unanimously.

ZONING DEPARTMENT

Authorization to Hire Surveyor for CZR

The trustees were in agreement to authorize Ms. Karen Endres, Zoning Inspector to obtain three quotes for the purpose of providing boundary surveys for the new zoning map.

Monday, October 6,

14

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Office Max – Lower Level Entry Furniture - \$799.00 (General)
2. PS Construction Fabrics, Inc. – Crack Sealing - \$36,691.00 (Roads)
3. Carron Asphalt Paving, Inc. – Full Depth Repair/Surface Repair - \$56,833.00 (Roads)
4. Smylie One – Emergency Repair of Water System approved 9/29/14 - \$1,360.00 (Police)
5. Southern Computer Warehouse – New Computers and Monitors - \$5,084.57 (Fire)
6. MSA – Thermal Imager Upgrade - \$3,647.00 (Fire)
7. Functional Building Supply – Installation and Keying of 5 Internal Door Locks - \$1,250.00 (Fire)
8. Horton Emergency Vehicles – Emergency Purchase Order Verbally approved on July 10, 2014 - \$1,738.64 (EMS)

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. Ronyak Paving, Inc. – First Invoice for Reconstruction of Sections A & B of Stafford Road, TR 187 - \$137,409.90 (Roads)
2. C.I.R., Incorporated – Final Invoice for Reconstruction & Asphalt Resurfacing of Section A of Snyder Road, TR 192 - \$226,854.81 (Roads)

Blanket Certificate Renewals

Mr. Markley made a motion to approve the blanket certificate renewal list as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Renewals

1. 2081-210-323-0000 – Repairs & Maintenance - \$10,000.00 (Police)
2. 2081-210-359-0000 – Utilities - \$5,000.00 (Police)

Monday, October 6,

14

LATE ADDITIONS

Cemetery Board Resignation

The trustees accepted the resignation of Mr. Ted Seliga from the Cemetery Board.

Resignation of a Public Employee

The discipline appeal hearing was opened with the employee not in attendance.

The board received a letter of resignation from Mr. Mike Overholt. Mr. Markley moved to accept Mr. Overholt's, resignation effective immediately.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENTS

Mr. Henri Preuss feels that a building management plan is long overdue.

Mr. Ted Seliga feels the board should look at the expenses of the interchange when looking at saving money.

CHECKS DATED September 23, 2014 THROUGH October 6, 2014

The trustees examined and signed electronic payments for the month of September and checks dated September 23, 2014 through October 6, 2014 consisting of warrants 22093 through 22129 in the amount of \$782,236.27, including payroll from August 23, 2014 through September 5, 2014 in the amount of \$140,230.50, and September 6, 2014 through September 19, 2014 in the amount of \$140,047.07.

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

CORRESPONDENCE

Bainbridge Township Cemetery Board Meeting Minutes, dated September 2, 2014.  
Bainbridge Township Board of Zoning Appeals Notice of Public Hearing for October 16, 2014.

Notice of Portman Staff to hold office hours in Geauga County.

Resident letter regarding public transportation.

Gauga County Auditor 2013 Annual Report.

Sycamore Township News – Fall 2014.

Monday, October 6,

14

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:55 P.M.

Respectfully Submitted,

Cherianne H. Measures,  
Fiscal Officer, Bainbridge Township

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

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

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