

Monday, October 8,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on October 8, 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, discipline, compensation of public employees, 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, discipline, compensation of public employees, reconvening their regular meeting at 7:05 P.M.

DEPARTMENTAL REPORTS

FISCAL REPORT

Mrs. Cherianne Measures, Fiscal Officer, presented the monthly report for the September, 2012.

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

PRESENTATION BY GUEST

Mr. Michael Esposito – Clemens Nelson & Associates

Mr. Michael Esposito, with Clemens Nelson & Associates, explained that the personnel policy manual that is currently being used was originally adopted in 2004. Since that time, there have changes in regulations that will necessitate updates to the manual.

Mr. Kevin Shebesta will be assisting Mr. Esposito in the update. Since the firm is working under retainer with telephone support, the township can call with basic human resource questions. Telephone support is preferred over email contact. Please remember that this is human resource advice, not legal advice.

The board was in general agreement to modify the start date of the contract to October 1, 2012.

Mr. Esposito will update the schedule with dates, and he will need copies of all collective bargaining agreements.

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PUBLIC COMMENT

None

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

Mr. Markley made a motion to approve the purchase order list as prepared by the Fiscal Officer, with the exception of number eight which requires more information.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Ashton Sound & Communications – Fire Station Alerting System – \$16,147.00 (Fire)
2. Business Smarts – New Computer Server – \$13,779.88 (Fire)
3. Hansen Fire & Safety – New Gas Indicator – \$2,867.62 (Fire)
4. Warren Fire Equipment – Helmets, Gloves, Boots – \$3,634.80 (Fire)
5. EDP Geosciences – Professional Services for Soil/Material Testing – \$19,631.05 (General)
6. Groundwater & Environmental Services – Site Assessment and Remediation of Town Hall Parking Lot Contamination – \$15,213.62 (General)
7. Carron Asphalt Inc. – Asphalt Resurfacing of Bridgeway Drive – \$33,275.00 (Roads)
8. Auburn Fence – Backstops for Heritage Park – \$16,120.00 (General)
9. One Community – Annual Service Fee for Fiber Optics from Township to Geauga County – \$36,180.00 (General)

Invoice Approval

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

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Littler Mendelson – Employee Discharge Arbitration – \$1,666.50 (General)
2. Littler Mendelson – General Labor – \$132.00 (General)
3. John G. Johnson – Pay Application #5 for Fire Station Addition/Renovation – \$406,951.23 (Capital Improvement Fund)
4. Kendig Keast Collaborative – Invoice for Zoning Resolution Rewrite – \$6,460.45 (General)
5. Lawyers Title – Lien Search for Potential Vegetation Abatement – \$125.00 (General)

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Blanket Certificate Approvals

Mrs. Benza made a motion to approve the list of blanket certificates as prepared by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Renewals

1. River Road Park Other Expenses – 1000-610-599-0200 – \$10,000.00 (General)
2. Road Small Tools & Equipment – 2031-330-430-0000 – \$10,000.00 (Roads)
3. Centerville Mills Other Expenses – 1000-610-599-3020 – \$10,000.00 (General)
4. Road Supplies & Materials – 2031-330-490-0000 – \$10,000.00 (Roads)
5. Heritage Park Other Expenses – 1000-610-599-0300 – \$10,000.00 (General)

FIRE DEPARTMENT – OLD BUSINESSFire Station Addition/Renovation Project Update

Assistant Chief Wayne Burge gave an update on the Fire Station Addition Project. He explained that there was an issue with the original septic line from the first building that was not properly closed and is now filled with concrete. The contractor will be performing a dye test early this week. A decision needs to be made on who will be performing the work on the rear parking lot. Also, a separate price for the painting of the north side of the building is now needed due to the location of the power lines.

POLICE DEPARTMENT – NEW BUSINESSProfessional Training Request

Mrs. Benza made a motion to approve the professional training request for Patrolman Frank Chickos for Advanced Diagramming with Crash Zone training to be held at the OPOTA in London, Ohio from November 6th through November 8th, 2012 at a cost of \$330.00, per the recommendation of the Police Chief.

Mr. Horn seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSHeritage Park Update

Mr. Stanek explained that the plantings are under way. The pavilion is done, the memorial will be next and then some of the larger trees will be planted.

Progress is being made on the lighting design as well as the wall design. The exposed aggregate will be sealed this week.

Unfortunately, we still have pavement issues with the far north and far south lots that will require corrective measures.

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SERVICE DEPARTMENT – NEW BUSINESSCemetery Deeds

The trustees signed a cemetery deed record for Section 10 Lot 33 Grave 1. Charles Nichols and David Pfouts attested to their signatures.

Special Events Committee Direction for Next Meeting

Mrs. Linda White was the only member of the committee present this evening. Mr. Horn will contact the individual that expressed an interest in serving on the committee. All members should be at the regular meeting to be held October 22, ready to discuss the committee at 8:00 P.M.

Bissell House Open Hours

The trustees were in general agreement to accept the "Open Hours" of the Bissell House every Sunday and Thursday, except Thanksgiving, from 2:00 to 4:00 P.M. through the end of this year.

Historical Society Lease Renewal

The trustees would like the Property Superintendent to gather operating expenses for the Bissell House for this year in order to determine an appropriate lease rate to be agreed upon. Mr. Chuck Hesse, President of the Historical Society, suggested that the Historical Society make their suggested changes by the end of October. Then the Board of Trustees could review and make suggested changes in November. December could then be the negotiation period.

SpiritHeal Institute Lease Agreement

The board would like more information before discussing this agreement.

Compensation of Public Employee

Mrs. Benza made a motion to increase the compensation for Mr. David Mitchell to \$50,000.00 annually, prorated for 2012, effective October 20, 2012.

Mr. Markley seconded the motion that passed unanimously.

Boot Allowance for Service Department Employees

Mr. Markley made a motion to approve a boot reimbursement policy for the part time service department employees in an amount not to exceed \$150.00 every two years, per the recommendation of the Property Superintendent.

Mr. Horn seconded the motion that passed unanimously.

County Contract for Snow & Ice Control

Further information still needed.

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Revised Cemetery Policies, Rules & Regulations

Mr. Horn made a motion to approve the revised policies, rules and regulations for indigent and unclaimed bodies for Restland Cemetery, per the recommendation of the Cemetery Committee.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve the revised policies, rules and regulations for landscaping and decorations for Restland Cemetery, per the recommendation of the Cemetery Committee.

Mr. Markley seconded the motion that passed unanimously.

Service Department Mezzanine

Mr. Stanek stated that an engineering study needs to be performed to determine the structural integrity of the area and list potential remedies.

Service Department Update

River Road Park parking lot will be treated with asphalt rejuvenation this week.

Crackel Road has seen little to no activity so far, they are supposed to start milling this week.

The question that the board has regarding the purchase order request for the backstops at Heritage Park is relative to the size of the backstops, and what age group they were designed for.

TOWN HALL – NEW BUSINESS

Energy Efficiency Resource Credit

The trustees were in general agreement to have the Service Director look into this matter.

NOPEC General Assembly Meeting RSVP & Proxy

The trustees are not able to attend the NOPEC meeting.

Mrs. Benza made a motion to designate Mr. Joseph Migliorini as proxy.

Mr. Horn seconded the motion that passed unanimously.

Compensation of Public Employee

Mr. Markley made a motion to increase the hourly rate for Tammy Most, Bookkeeper, to \$19.00 per hour, effective October 20, 2012.

Mrs. Benza seconded the motion that passed unanimously.

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ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update: Geauga Lake Addendum

Mrs. Benza explained the discussions that led to an update to the contract to include the multi-jurisdictional coordination between Aurora and Geauga County.

Mrs. Benza will contact Kendig Keast Collaborative regarding a scope of work and a proposal, which should include cost controls as well as explain the benefits to the township.

Nuisance Abatement

The trustees agreed to dedicate Leighanna Cawrse as the contact for the necessary letters to be sent out.

ZONING DEPARTMENT – NEW BUSINESS

Gauga Educational Services Contribution

The contract should be emailed to the trustees for review.

PUBLIC COMMENT

Mr. Gil Myers asked about the status of the appointment of a Zoning Inspector. Mr. Markley replied that it was discussed during the executive session this evening, however a decision has not been reached.

CHECKS DATED SEPTEMBER 25, 2012 THROUGH OCTOBER 8, 2012

The trustees examined and signed checks and invoices for same dated September 25, 2012 through October 8, 2012 consisting of warrants 18322 through 18377 for a total amount of \$220,842.04. Payroll records were examined and signed for September 8, 2012 through September 21, 2012 including payroll checks 11113 through 11220 for a total amount of \$131,421.13.

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

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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 8:45 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____