

Monday, November 24,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on November 24, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, Mr. Jeffrey S. Markley. Fiscal Officer Mrs. Cherianne H. Measures was absent. 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 and appointment of public officials, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:02 P.M. in order to go into executive session.

Mr. Todd Lewis, Board of Zoning Appeals member was invited into the executive session.

Mr. Horn arrived at 6:20 PM.

Mr. Lewis left the executive session at 6:30 PM.

Mr. Jim Stanek, Service Director was invited into the executive session at 6:30 PM and left the executive session at 6:55 PM.

Police Chief Jon Bokovitz was invited into the executive session at 6:55 PM and left the executive session at 7:10 PM

The trustees returned from executive session, after discussing the employment of public employees and appointment of public officials, reconvening their regular meeting at 7:12 P.M.

#### MINUTES

Mr. Markley moved to approve the minutes of the trustees' November 10, 2014 regular meeting as submitted.

Mrs. Benza seconded the motion that passed unanimously.

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Assistant Chief Burge presented the monthly report for the Fire Department for the month of October, 2014.

He noted that the Service Department has done a fantastic job cleaning up the parking lot after the recent snow storms.

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POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of October, 2014.

He reported that all of the officers except for the two new officers have been assault rifle certified. House and vehicle lockouts and house checks are continued to be performed as a service to the residents. He also reported on the status of the recent credit card fraud in the township.

ZONING DEPARTMENT

Mrs. Karen Endres, Zoning Inspector, presented the monthly report for the Zoning Department for the month of October, 2014.

She reported that the Moving Ohio Forward Program has come to an end and it did have some effect on reducing crime in the area. She explained that the purpose of the program was to demolish blighted homes in the county. A total of 19 homes were taken down in Bainbridge Township, 17 of which were in Chagrin Falls Park, there were a total of six other townships represented in this demolition. There was one in Auburn, one in Chardon, there were two in Burton, two in Russell and six in Newbury, so there were 14 demolitions that happened outside of Bainbridge Township. The other townships were very pleased with the program, two of the demolitions were actually houses that were owned by the townships, they had to be vacant for a certain period of time and had to be a residential use. Of the total funds between Phase I and Phase II they had \$452,374.00 and 96% of that was spent, just under \$19,000 that was unspent. She reported that she had a really good telephone conference with Mr. Markley, Mr. Steve Hunder of the Zoning Commission and Mr. David Dietrich, Geauga County Planning Director with regards to the proposed Mixed Use District.

PUBLIC COMMENTS

Mrs. Benza commended the Civic Club in conjunction with the Jaycees and the Service Department for working in very inclement weather Saturday morning putting up the holiday decorations in Heritage Park. The board was in agreement that a lighting ceremony needs to be established.

Mr. Henri Preuss stated that with the direction of the Service Director the cooperation that has been extended to the Men's Civic Club through that department is fabulous and people need to know that there is cooperation and teamwork in this community and that is what makes it a good place to live. Mrs. Benza thanked him for his comment.

FIRE DEPARTMENT – NEW BUSINESSHardship – EMS Transport Fee Waiver Request

Mrs. Benza stated that since Chief Phan has a personal relationship with this family he is abstaining from making a recommendation on this matter.

Mr. Horn explained that this student is an Auburn resident who was on the Kenston softball team and injured at the school that is in Bainbridge Township so she is being billed as a non-resident. The trustees held a discussion on Kenston students that are Auburn residents that attend school functions and have to be transported by the Bainbridge EMS. The trustees were in agreement to ask the Fire Chief for guidelines on this issue and to table this hardship request until the next regularly scheduled meeting.

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SERVICE DEPARTMENT – OLD BUSINESSTown Hall Kitchen

Mr. Stanek reported that the kitchen has been inspected by several contractors and plumbing updates need to be made which is the biggest part of the work. The scope of work will be completed, the costs associated with the project will be determined and once approved the kitchen work will have to be scheduled when it is not being used. The trustees were in agreement to table this matter until the quotes and proposals are obtained for the work.

SERVICE DEPARTMENT – NEW BUSINESSDisposal of Township Equipment

Mr. Horn made a motion to declare the hydraulic pump/tank obsolete and no longer needed by the township, and to advertise for the sale of such item to be sold in a public auction on GovDeals.com, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Mr. Markley made a motion to declare the 1999 Ford F-250 4X4 obsolete and no longer needed by the township, and to advertise for the sale of such item to be sold in a public auction on GovDeals.com, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Sale and Donation Items

Mr. Stanek stated that he needs authorization to dispose of these items and explained that they are trying to maximize the timing on GovDeals and selling a truck or a plow is a perfect time right now.

Mr. Horn made a motion to declare the following items obsolete and no longer needed by the township: 1966 John Deere tractor with a loader, six foot bucket and forks, 1969 Ford 2000 tractor with front blade and a 20 person hay wagon.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSExclusive Use Policy

Mrs. Benza explained that a policy was made in February 2013 that the trustees were not in favor of exclusive use of township buildings by any one group and talked about making their actions consistent with their policy and should the policy be revoked and guidelines established for allowing exclusive use or not since the Aurora Co-op Daycare has exclusive use of a building at Centerville Mills Park and the Historical Society has exclusive use of the Bissell House at Heritage Park. The trustees discussed amending or rescinding the former policy from February 2013 and making a revision to the step-down demolition action that was taken in July 2014.

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Mr. Markley made a motion to allow exclusive use of township facilities as it deems warranted with the understanding that a policy needs to be crafted.

Mr. Horn seconded the motion.

Vote: Mrs. Benza, nay; Mr. Horn, aye; Mr. Markley, aye.

Sale of Township Property

The trustees were in agreement to table this item until the next regularly scheduled meeting or pending approval of the accompanied deed restrictions.

TOWN HALL – NEW BUSINESS

Legal Settlement Authorization

Mr. Horn moved to authorize legal counsel to sign off on terms of agreed judgment entry in the Geauga County Court of Common Pleas Case 13M000987 Bainbridge Township Board of Trustees vs. Bainbridge Township Fire Company pursuant to notice that was advertised in the newspaper of general circulation as required by law on November 17, 2014.

Mrs. Benza seconded the motion that passed unanimously.

Property and Casualty Insurance

Mr. Horn made a motion to approve the proposal from Love Insurance for the township's property and casualty insurance for the period December 1, 2014 through December 1, 2015 provided by Ohio Plan Risk Management, Inc.

Mr. Markley seconded the motion that passed unanimously.

Pending Business – Township Administrator

The trustees were in agreement to remove this item from further agendas.

ZONING DEPARTMENT

Board of Zoning Appeals Appointment

Mr. Markley made a motion to re-appoint Mr. Todd Lewis to the Board of Zoning Appeals for a term of 5-years expiring December 31, 2019.

Mr. Horn seconded the motion that passed unanimously.

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mr. Horn made a motion to approve the purchase order list as provided by the Fiscal Office.

Mrs. Benza seconded the motion that passed unanimously.

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The list as presented is as follows:

Purchase Order Approval Requests

1. K-Tech Specialty Coatings, Inc. – 4600 Gallons of Beet Heet-Anti-Icing Formula – \$6,486.00 - (Roads)
2. Love Insurance Inc. – Property & Casualty Insurance – \$68,652.00 - (Multiple)
3. D.O. Construction – Balance to Close Out Front Entrance - \$1,305.00 – (General)
4. Ronyak Paving, Inc. – Change Order #1 to PO #239-14 - Service Garage Parking Lot Pavement Project - \$2,301.25 (Roads)
5. Auburn Pipe & Supply – Drive Pipe Order - \$10,300.80 (Roads)
6. CCT Financial – Kyocera Copier Lease Then & Now PO - \$10,680.00 (General)
7. Underwriters Laboratory – Annual Ladder Testing - \$2,700.00 (Fire)
8. Geauga County Sheriff’s Office (Brite) – MDTs Mobile Data Terminals - \$26,731.99 (Fire)
9. All American Fire Equipment – Brake Replacement for Vehicle 3146 - \$1,500.00 (Fire) – *Late Addition Emergency PO*

Invoice Approval

Mr. Markley made a motion to approve the invoice list as provided by the Fiscal Office.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Ronyak Paving, Inc. – Service Garage Parking Lot Pavement Project - \$298,325.35 (Roads)

Blanket Certificate Renewals

Mr. Markley made a motion to approve the blanket certificate list as provided by the Fiscal Office.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Renewals

1. Police Department Other – 2081-210-599-0000 – \$5,000.00 (Police)
2. General Administration Other – 1000-110-599-0000 – \$10,000.00 – (General)
3. Road Department Other – 2031-330-599-0000 – \$1,500.00 – (Roads)
4. Road Department Repairs & Maintenance – 2031-330-323-0000 – \$5,000.00 – (Roads)

PUBLIC COMMENTS

Mr. Ted Seliga asked if the rental revenue for the daycare building includes a profit or is it just to cover expenses. The trustees explained that it includes a cost covering mechanism.

Mr. Jim Keszenheimer asked if the free gas that the daycare is being provided going to be recouped in the lease. The trustees responded that any cost associated or benefit that someone is getting for the building should be factored into the lease agreement.

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Mrs. Ann Myers asked about the fire department organizational review and there were several options that were being considered and if the trustees have decided on one and where it stands now. The trustees responded that they have met with the officers and the Fire Chief to discuss the organizational structure. The officers believe they can tell the trustees how the department should be organized but who would the project manager be to facilitate that changeover and that decision has not been made yet. The trustees referred to a deployment study that indicated how staffing should be done for the fire department and one of the recommended positions was filled but the officers' belief is that the report can be followed with their help and knowledge. The trustees discussed staffing issues and a potential for full-time fire department personnel.

Mrs. Ann Myers asked about the time clock issue at the fire department. The trustees responded that the Fire Chief is looking into a key fob mechanism but it has not been implemented yet.

Mrs. Ann Myers asked about the website update. The trustees responded that county IT personnel have been attending the township department head meetings each month to review page design, construction and layout with the department heads.

Mr. Ted Seliga stated that the website is not drastically broken so there is no urgency for the township to move forward but the township web design is taking place.

Mr. Henri Preuss asked if there was a deadline given to the fire department. The trustees responded that the fire department did provide information but without a lot of detail.

Mr. Ted Seliga asked if there is any logical reason given by the Ohio Revised Code where one safety official would be treated differently than other safety officials. The trustees responded that there was legislation on the table that would have been addressed by this lame-duck session that would have put a township fire chief on the same level with all other township department heads but that legislation has been pulled from the table and will not be acted upon.

Mr. Gil Myers asked if the trustees asked the Fire Chief for a definitive plan. The trustees responded yes but it has not been done. The trustees discussed a potential outside consultant.

Mr. Seliga stated that generically he finds it disgraceful that the ORC makes it difficult for the township trustees to do something that makes sense. The trustees responded that all of the departments should be treated equally.

Mrs. Ann Myers referred to the back taxes owed on the land banked parcels. The trustees responded that they have all of next year to dispose of the properties.

Mrs. Ann Myers asked about town hall signage. The trustees responded that it is coming.

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Mrs. Ann Myers asked about the deadline for applications for Fiscal Officer and where does that fit in before Judge Grendell steps in. The trustees responded that the deadline is November 30, 2014 and they have thirty days after the vacancy in order to name a replacement which is December 12, 2014 so they have until January 11, 2015 in order to name a replacement. If the trustees fail to appoint someone within that time-frame it goes to the Fiscal Officer's campaign committee and if none can be found or they can't agree after ten days, it goes to the Juvenile/Probate Court judge to name someone. Four applications have been received as of this date.

Mrs. Ann Myers asked about the zoning resolution re-write. The trustees responded that it is moving forward. Mr. Markley responded that the Mixed Use District needs to be addressed first.

Mrs. Ann Myers thanked Ms. Joan Demirjian for writing such a good article on the Police Academy.

Mr. Ted Seliga asked if the back taxes are being negotiated on any of the land banked parcels. The trustees responded that the township is responsible from the point when it enters the land bank so there are 15 years' worth of taxes on those that entered in the year 2000 plus any assessments that were levied on those parcels.

Mr. Myers asked if the former trustees were not aware of that. Mr. Horn responded that the trustees were never aware of that until a couple of years ago. Mr. Markley explained that the township only owes taxes that the township accrued since the parcel entered the land bank and hopes to recover the taxes when the property is sold.

#### CHECKS DATED NOVEMBER 11, 2014 THROUGH NOVEMBER 24, 2014

The trustees examined and signed checks dated November 11, 2014 through November 24, 2014 consisting of warrants 20775 through 22412 in the amount of \$545,185.84.

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

#### CORRESPONDENCE

Ohio Plan News Update November 2014

Friends of the Bainbridge Library Newsletter for Winter 2014-2015

Geauga County Planning Commission Meeting Agenda for November 25, 2014

Bainbridge Township Park Board Minutes from October 15, 2014 Meeting

#### Resignation of Public Official

Trustee Christopher Horn announced that he can no longer serve as a Bainbridge Township Trustee and will resign from the position as of November 25, 2014 due to the regulations of the OPERS health care insurance program changing on January 1, 2015 that will require 20 years of service instead of 10 years of service and he has served 18-1/2 years.

Mr. Horn expressed an interest in being re-instated as a trustee after December 1, 2014 if the Board of Trustees so desire to reappoint him. He will donate his monthly pension less taxes he will be receiving back to the township as long as he is a trustee. He noted that his term ends December 31, 2015.

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Mrs. Benza explained that a similar process applies as far as vacancies and Mr. Horn is definitely willing to be reappointed to fill out the balance of his term. She noted that if anyone is interested in submitting a letter of interest the cut-off will be the same as for the Fiscal Officer, November 30, 2014 and her goal is to name a trustee at the next meeting to be held December 8, 2014. The trustees are looking into holding a special meeting on Saturday, December 13, 2014 to interview interested applicants for the Fiscal Officer position in executive session at 8:00 A.M.

#### Meeting Schedule

The trustees discussed holding meetings on the following dates: December 8, 2014 (regular meeting); December 13, 2014 (special meeting to interview Fiscal Officer and Trustee candidates in executive session); December 15, 2014 (regular meeting); December 29, 2014 (special meeting if needed); January 5, 2015 (special organizational session) and January 12, 2015 (regular meeting).

#### 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. Vote followed: Mrs. Benza, aye; Mr. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their regular meeting at 9:15 P.M. in order to go into executive session.

Mrs. Tammy Most, HR Administrator was invited into the executive session.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their regular meeting at 9:30 P.M.



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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 9:32 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: \_\_\_\_\_