

Monday, December 30,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on December 30, 2013. Those present were trustees Mr. Christopher Horn, Mr. Jeffrey S. Markley and Mrs. Lorrie Sass Benza, and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Horn presided and called the meeting to order at 6:00 P.M.

#### EXECUTIVE SESSION

Mr. Horn made a motion to go into executive session to discuss the discipline and employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees returned from executive session, after discussing the discipline and employment of public employees, reconvening their regular meeting at 7:02 P.M.

#### Oath of Office

Geauga County Prosecuting Attorney Mr. James Flaiz, gave the Oath of Office to trustees elect Mrs. Lorrie Benza and Mr. Jeffrey Markley. Oath pages and bonds signed by respective parties.

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of November, 2013.

Chief Phan distributed winter safety tips to those present then reviewed some of the highlights from the list.

#### PRESENTATION BY GUEST

##### Mrs. Karen Endres & Mr. John Brett Public Management Academy Project

Mr. Horn introduced Zoning Inspector Karen Endres and Highway Foreman John Brett, both enrolled in the Public Management Academy at Cleveland State University. As part of the class, the students must complete a project approved by the legislative body of their public entity. Since Bainbridge Township has two students, they may work together on one project that may be implemented in the township.

Mrs. Endres and Mr. Brett proposed three projects. The first proposal was to properly address all properties in the township for improved visibility by safety forces. The second proposal was to identify the advantages and disadvantages of implementing a single trash hauler. The third proposal was to create a mixed-use zoning district that may be implemented separately from the Zoning Resolution Rewrite.

The trustees were in general agreement to approve the third proposal for the mixed-use zoning district. The board then thanked the employees for taking the time to attend this evening, and for pursuing this project.

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PUBLIC COMMENT

Mrs. Ann Myers presented the board members with a list of unfinished business from the meeting agendas from 2013 and asked the trustees to review and advise accordingly.

FISCAL OFFICE – NEW BUSINESSPurchase Order Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Cable Communications, Inc. – Access Control Unit – \$1,499.95 (Fire)
2. Parma Community General Hospital – Professional Training Request for Mr. McIntyre to attend Paramedic Training – \$4,130.00 (Fire)
3. Auburn Fence – Additional Fencing for Heritage Park – \$1,238.00 (General)
4. Mars Electric – Emergency Repair to Brine Maker – \$2,260.17 (Roads)

Invoice Approval

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

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Requests

1. Littler Mendelson – Legal Services for Petition for Representation – \$973.50 (General)

\*\* The trustees would like to have the legal expenses associated with collective bargaining to be paid out of levied funds rather than the General Fund. The Fiscal Officer stated that she was not comfortable doing so without a written legal opinion from our legal counsel, the Geauga County Prosecutor's office. The trustees indicated that Prosecutor Flaiz had given his verbal thought that payment for such legal expenses would be an authorized expenditure from levied funds, but that he would direct his staff to follow up on the matter with written direction to be forthcoming.

FIRE DEPARTMENT – NEW BUSINESSResignation of Public Employee

Mr. Horn made a motion to accept the resignation of Firefighter Shaun Lutz effective December 9, 2013, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

The board extends their appreciation to Mr. Lutz for the time and service he has given to the township.

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SERVICE DEPARTMENT – OLD BUSINESSBissell House Lease Agreement

Mr. Charles Hesse, President of the Bainbridge Township Historical Society, stated that he has not received the utility expenses for 2013. The Historical Society would like to make a good-faith contribution, but the actual expenses are needed to determine the appropriate contribution amount.

Mr. Markley asked Mr. Hesse who the Historical Society believes is responsible for the north side renovation. Mr. Hesse replied that the township has been helpful in replacing the walls, the Historical Society has been painting the walls and will refinish the floors. However, the lease does not address the use of the north side.

Discussion ensued regarding the cleaning of the hall and restrooms and it was determined that the area discussed only needs to be cleaned once per week rather than twice per week as is being done currently.

Basement storage area was discussed as well with the Board of Trustees approving the groups, but the Historical Society assisting with the designation of space consistent with board decisions.

Financial information will be available prior to the next meeting of the trustees to finalize the lease agreement prior to the Historical Society's January meeting.

TOWN HALL – OLD BUSINESSCell Tower Lease Agreement

Mr. Markley stated that he has spoken to legal counsel, Mr. Charles Riehl about the re-negotiation process of leases and the frequency of doing such. Mr. Riehl was not concerned about the easement language, but was concerned with the length of the lease. The board will seek additional information on this matter prior to the next meeting.

Library Committee

Mr. Horn reviewed the makeup of the library committee and stated that the Township only needs one representative. Mrs. Deborah O'Connor would like the names of the additional candidates for other positions that may be available on several subcommittees.

The trustees were in general agreement to recommend Mrs. Karen Woods for the Bainbridge Township representative on the Library Committee.

Mr. Horn will communicate with each of the applicants.

Execute Contract with Future Sculpting

Mrs. Benza made a motion to authorize the Chairman to execute the contract between Bainbridge Township and Future Sculpting to conduct employee surveys and develop an action plan based on the results of the survey.

Mr. Markley seconded the motion that passed unanimously.

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Execute Settlement Agreement with Ohio Paving

Mr. Markley made a motion to authorize the Chairman to execute the settlement agreement between Bainbridge Township and Ohio Paving for the Town Hall Drainage, Grading and Pavement Improvement Project, per the recommendation of legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

Correction of Invoice Approval

Mr. Horn made a motion to rescind the approval of the 9<sup>th</sup> and Final Pay Application for Ohio Paving in the amount of \$24,789.18 approved on September 9, 2013, per the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Mr. Horn made a motion to approve the revised 9<sup>th</sup> and Final Pay Application for Ohio Paving, consistent with the settlement agreement, in the amount of \$28,940.78, per the recommendation of Legal Counsel.

Mr. Markley seconded the motion that passed unanimously.

The board was in general agreement to note for the record, and for the potential use or reference of future board of trustees, that the job performed by Ohio Paving, and the difficulty involved in the project would likely be considered when evaluating future bids in the event that this company would ever bid on future public projects in Bainbridge Township.

TOWN HALL – NEW BUSINESSSolid Waste District Contract

Mr. Jim Stanek, Service Director, has explored other recycling options and stated that he feels that the Geauga Trumbull Solid Waste District is still the best option for the Township. Additional signage will be ordered for the dumpsters to make it clear for the users of the Recycling Center what items should go where.

Mr. Horn made a motion to execute the contract with the Geauga Trumbull Solid Waste District for recycling in the township.

Mr. Markley seconded the motion that passed unanimously.

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Repairs to Personal Vehicle of Resident

The Fiscal Officer explained that a resident, who is also an employee of the township, has had two separate incidents with her personal vehicle in the past several months. The first was in April when her vehicle was hit in the parking lot at the Fire Station during construction. The Fiscal Officer thought that a police report had been filed along with an incident report. The second incident occurred on December 14, 2013 on Snyder Road when a Township snow plow was backing into the driving lane from a side street. When the resident tried to swerve to miss the plow, the plow struck the right side of her vehicle. A police report and incident report were both filed. The resident then obtained separate quotes for each repair.

Mrs. Benza made a motion to approve the repairs to the right side of the resident's vehicle associated with the damage done by the snow plow by approving a purchase order for KEI Carbody at a cost of \$622.83.

Mr. Markley seconded the motion that passed unanimously.

Eagle Scout Proclamations

The board of trustees discussed proclamations for Nathaniel Hall and Jack Hanson recognizing their accomplishments in achieving the rank of Eagle Scout for the Boy Scouts of America. The board was in general agreement to refine the draft proclamations and issue retroactively.

Transfer of Funds

Mr. Horn made a motion to approve the transfer of \$2,500,000.00 from the 4903 Capital Improvement Fund for the Fire Station to the 3102 Debt Service Fund to provide funds to pay the debt incurred, per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENT

Mr. Stanek would like a summary of action items from the December 16, 2013 Special Meeting.

Mr. Gil Myers complimented the Road Department for a great job on keeping Chagrin Road clear.

CHECKS DATED DECEMBER 10, 2013 THROUGH DECEMBER 30, 2013

The trustees examined and signed checks and electronic payments dated December 10, 2013 through December 30, 2013 consisting of warrants 20637 through 20723 for a total amount of \$537,265.89, including payroll for November 30, 2013 through December 13, 2013 in the amount of \$163,871.48.

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

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CORRESPONDENCE

Bainbridge Township Board of Zoning Appeals Meeting Minutes from November 21, 2013  
 Troy Times January/February 2014  
 Geauga County Commissioners Letter Approving the Snow Plow Agreement  
 Geauga County Commissioners Letter Approving Reconstruction of Snyder Road over the  
 Aurora Branch of the Chagrin River  
 Resident Letter Requesting a Skate Park

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:53 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: \_\_\_\_\_