

Monday, February 29,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on February 29, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Benza presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mr. Markley made a motion to go into executive session to discuss collective bargaining, per Ohio Revised Code Section 121.22(G)(4) and employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session.

Drew and Mike Esposito of Clemans Nelson were invited into the executive session at 6:01 P.M. and left at 6:42 P.M.

A.C. Wayne Burge was invited into the executive session at 6:43 P.M. and left at 7:07 P.M.

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

CHANGES TO THE AGENDA

1. Fire Department – New Business: Training Request – Menary
2. Fiscal – PO Request and Invoice Approval – The Illuminating Company
\$1,183.32 (Roads)
3. Service Department – New Business: Training Requests: Shirton, Retych, Mitchell
4. Fiscal – BC Changes: Remove Town Hall Request and Change Parks – Other to Parks – Utilities

MINUTES

Mr. Markley moved to approve the minutes of the trustees' January 25, 2016 and February 8, 2016 regular meetings and the February 1, 2016 special meeting as written.

Mrs. O'Brien seconded the motion that was passed unanimously.

Mrs. O'Brien made a motion to approve the February 15, 2016 and February 19, 2016 special meetings as written.

Mrs. Benza seconded the motion that was passed. Mr. Markley abstained.

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DEPARTMENTAL REPORTSFIRE DEPARTMENT

Chief Phan presented the Fire Department Report for the month of January 2016. He noted that the monthly reports will look different now that the Fire Department is using a new software system. He reminded everyone that the spring time change is upon us. This means that it is time to change the batteries in your smoke detectors. He recommends only photoelectric technology for smoke detectors in the home. Also as spring approaches, he reminded everyone that there are open burning laws in Bainbridge Township. Chief Phan also wants residents to be aware that more motorcycles are on the road during the spring and summer seasons and to please be cautious and vigilant while driving.

POLICE DEPARTMENT

Lt. Weir presented the Police Department report for the month of January 2016. He gave examples of a typical day in the police department in order to give the residents an idea of what they do. He mentioned some of the cases and calls that they had been attending to over the weekend. Along those lines, he reminded everyone who owns a security system in their home to be sure to know how to use it. Another reminder to the residents is that when you see something that just doesn't look right, please call the police asap.

ZONING DEPARTMENT

Ms. Karen Endres presented the Zoning Department report for the month of January 2016. Mrs. Endres reported \$1,030.00 in receipts with zero new housing applications for January. Ms. Endres and Mrs. Linda Zimmerman are currently getting enCode software training via Webex from Kendig Keast, along with representatives from inSite. Kendig Keast will be given a termination letter explaining that we will expect no more billing from them. The Zoning Department is also working on defining neighborhood conservation sub-districts, some of which are governed by judgement entries. By getting all of this information in one place, it will make for easier access within the zoning department. They are meeting with Mr. Dave Deitrich before the preliminary review. They have also received plans from Kenston High School for the bus garage renovation, the stadium, and the restroom additions to review. Zoning has asked that it be split into three distinct plans for them to review. Mr. Markley asked Mrs. Endres to explain the township's sign policy. No political or other signs are to be placed in the road right-of-way. The township will remove any that are placed improperly.

PRESENTATION BY GUEST: Chief Crosley, Ohio Fire Chiefs' Association (OFCA)

Chief Stan Crosley of the OFCA presented the proposal to Bainbridge Township to conduct for the township an executive search for a full time fire chief. He explained that there would be full transparency so that all candidates, whether internal or external, would all feel that they have the same opportunity. They will help in revising job descriptions and creating position profiles. The advertisement will be posted for four weeks on the website and through email blasts to targeted parties. They will assemble a panel to screen applicants, and make an applicant summary with recommendations for finalists. Finally, they will facilitate finalist interviews and create a timeline. Finalists will participate in their assessment center, which has real life exercises to evaluate candidates. The township is responsible for background checks and psychological evaluations. The timeline for the entire process will be 3 – 5 months.

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PRESENTATION BY GUEST: Brian Feliciano, Oswald

Mr. Feliciano presented the recommendations for the township's health care renewal for 2016. The Health Care Committee heard the recommendations on February 25, 2016 and recommended moving forward with the 6.9% increase from Medical Mutual. Mr. Feliciano credited the good overall health and wellness of the township employees as the reason for the low increase. Average increases are around 18% nationally.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSTraining Request

Mrs. O'Brien made a motion to approve the training request of Assistant Chief Wayne Burge for Leadership 1: Company Success training at the Ohio Fire Academy from March 7, 2016 through March 8, 2016 in the amount of \$170.00 per the recommendation of the Fire Chief.

Mr. Markley seconded the motion which passed unanimously.

Self-Contained Breathing Apparatus (SCBA) Bid Request

Firefighters Mark Lewis and James Riley presented a demonstration of the SCBA units that need to be replaced and explained the need for new equipment.

Mr. Markley made a motion to approve the request for the Fire Department to advertise and go out for bid to replace 30 SCBA units with 60 face pieces, 60 bottles, and 60 voice amps as outlined in the memo dated February 25, 2016 per the recommendation of the Fire Chief. The request for bid will be advertised once in a newspaper of general circulation within the township and continuously on the township website, abiding by all statutory requirements for posting the notice pursuant to ORC 505.37.

Mrs. O'Brien seconded the motion which passed unanimously.

Stepped Pay Grade Increases

Mr. Markley made a motion to approve the stepped pay grade increase from EMT-P Grade C at \$20.66/hour to EMT-P Grade B at \$22.07/hour for the following employees based on the recommendation of the Fire Chief effective March 5, 2016.

Charles Bolt and John Rudmann

Mrs. O'Brien seconded the motion that was passed unanimously.

Training Request

Mr. Markley made a motion to approve the training request for Ms. Prudy MacKenzie for the 2016 Administrative Assistant's Conference in Columbus, OH from April 21 – 22, 2016 at a total estimated cost of \$350.00 based on the recommendation of the Fire Chief.

Mrs. O'Brien seconded the motion that was passed unanimously.

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2016 PO Requests

Mr. Markley made a motion to approve the 2016 PO Requests for specific vendors for the Fire Department as outlined in the memo dated February 26, 2016 and as recommended by the Fire Chief and the Fiscal Office.

Mrs. O'Brien seconded the motion that was passed unanimously.

Ohio Fire Chiefs' Association (OFCA) Proposal

Mr. Markley made a motion to retain the services of the OFCA for a two-step executive search process for a full time Fire Chief based on the proposal from the OFCA dated February 11, 2016 in the amount of \$10,750.00.

Mrs. O'Brien seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSGrade Change Request

Mr. Markley made a motion to approve the request to promote Patrolman Dominic DiSanto from a Probationary Grade D patrolman at \$51,255.07 per year to a Grade D Patrolman at \$53,883.75 per year effective March 19, 2016 based on the recommendation of the Police Chief.

Mrs. O'Brien seconded the motion that was passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSBid Acceptance – Mechanical and Electrical at Centerville Mills (CVM) Dining Hall

Mr. Markley made a motion to accept the bid of \$ 113,085.00 from Corridon Heating and Air Conditioning for the mechanical and electrical work at CVM Dining Hall including all alternate pricing for a total not to exceed \$123,935.00 per the recommendation of the service director and the architect.

Mrs. O'Brien seconded the motion that was passed unanimously.

Service Garage Project Documents

Construction Change Order #1
Construction Change Directive #2
Construction Change Order #2
Pay Application #6
Pay Application #7

Mr. James Stanek explained to the trustees all of the change orders including costs and deductions from the service garage project. At this time, only pay application #6 needs to be approved. Pay application #7 will be presented at a later date. A detailed memorandum from the Service Director explaining all of the foregoing items is attached to and incorporated in these minutes.

Mr. Markley made a motion to approve pay application #6 in the amount of \$7,607.24 to Lakeland Management based on the recommendation of the service director.

Mrs. O'Brien seconded the motion that was passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESSFireworks Schedule and Contract

Mr. Markley made a motion to approve the contract with American Fireworks for the years 2016, 2017, and 2018 at a rate of \$12,750.00 per year as outlined in the contract dated February 3, 2016 based on the recommendation of the property supervisor and contingent on approvals from Both the Geauga County Prosecutor's Office relative to the contract and Kenston Schools relative to the requested location..

Mrs. O'Brien seconded the motion that was passed unanimously.

Items to be Declared Obsolete

Mr. Markley moved to declare obsolete a Minolta Di251 copy machine which is no longer in use and not needed as detailed in the December 22, 2015 service department memo and per Ohio Revised Code 505.10.

Mrs. O'Brien seconded the motion which passed unanimously.

Request to Sell on GovDeals.com

Mr. Markley moved to approve the disposition of the above mentioned item which has been declared obsolete on GovDeals.com per Ohio Revised Code 505.10.

Mrs. O'Brien seconded the motion which passed unanimously.

Request to Purchase 5 ton Truck

Mr. Markley moved to approve the purchase of a 5 ton work truck for the road department in the amount of \$89,541.96 from Lake Truck for the cab and chassis and \$66,710.00 from Henderson Truck for the outfitting based on the recommendation of the road superintendent.

Mrs. O'Brien seconded the motion which passed unanimously.

Permeable Paver Project

After an explanation of the work and maintenance involved in the project by Mr, Stanek, the trustees were in general agreement to submit a proposal to the necessary regulatory agencies for their review.

Question by Mr. Chuck Hesse of the Historical Society as to whether the larger township equipment will damage the pavers. Mr. Stanek replied that they will not have heavy equipment on those pavers very often and will find alternate routes as necessary.

Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed for two graves to Robert Imars of 8635 East Craig Drive in the amount of \$600.00.

Mrs. O'Brien seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 13, Lots 37 and 40, Graves 3 and 5. Mr. Chuck Hesse and Mr. Todd Kirkpatrick attested to their signatures.

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TOWN HALL – OLD BUSINESSAurora Co-op Renovation Proposal

The trustees discussed the proposal from the Aurora Co-op Preschool to expand the building they are currently leasing from the township. Discussion items included responsibility issues, back taxes, whether there is value to the township, and landlord issues. Mrs. Benza remains opposed to the lease/landlord policy. The trustees are asking Aurora Co-op to present at the first BOT meeting in April, and they will also ask for input from the Park Board on the Co-op's request.

Conservation Easement Agreement

Mr. Markley reported that Geauga Soil and Water Conservation District (SWCD) has agreed to hold the conservation easement for the township. The 2.5 acres satisfies the Army Corp. of Engineers mitigation requirements for the permit for Hawkmoor dated from 2008. The agreement needs to be signed and recorded. Geauga SWCD would like for us to make a donation in lieu of a stewardship fee in the amount of \$7,000.00 total. They can get a match off of our donation. Mr. Markley also sent a response to the inquiry from Hawkmoor this week.

Mr. Markley made a motion to authorize the chairman to execute the conservation agreement between the BOT and Geauga Soil and Water relative to the 2.5 acres parcel #02-729358.

Mrs. O'Brien seconded the motion that was passed unanimously.

TOWN HALL – NEW BUSINESSHealth Care Recommendation

Mrs. O'Brien made a motion to approve the 6.9% renewal increase with Medical Mutual for 2016 in the amount of \$56,415.07 monthly based on the recommendation of the Bainbridge Township Health Care Committee.

Mrs. Benza seconded the motion that was passed unanimously.

CLOUT Resolution

Mr. Markley made a motion to approve membership into the Ohio Township Association's Coalition of Large Ohio Urban Townships (CLOUT) with Resolution #02292016-A.

Mrs. O'Brien seconded the motion that was passed unanimously.

Bicentennial Committee

Bainbridge Township will celebrate its bicentennial in 2017. The BOT wants to put together a committee of volunteers to plan a celebration for the township. The BOT currently has a list of 5 or six names including Mr. Chuck Hesse of the Historical Society. Mr. Hesse suggested having an exploratory meeting for the residents. The trustees will select a date and notify the Homeowners associations and put a notice in the local papers. The suggestion was made to possibly include Auburn Township since their birthday is the same year. Many decisions need to be made including budget and sponsorships.

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FISCAL OFFICE

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 – 6) as submitted by the Fiscal Officer.

Mrs. O'Brien seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Excel Printing – Clean Up Days Mailer - \$2,500.00 (Roads)
2. Kimble Companies – Containers for Clean Up Days - \$4,000.00 (Roads)
3. Henderson Truck Equipment – 5 ton snow plow outfitting - \$66,710.00 (Roads)
4. Rush Truck Centers – 5 ton snow plow - \$89,541.96 (Roads)
5. OFCA – Fire Chief Selection Process - \$4,850.00 (General)
6. OFCA – Assessment Center for Fire Chief - \$5,900.00 (General)

Invoice Approval

Mrs. Benza made a motion to approve the invoice list (Items 1 – 3) as submitted by the Fiscal Officer.

Mrs. O'Brien seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Lakeland Management – Pay Application #6 - \$7,607.24 (Service)
2. American Fireworks - \$6,375.00 – Fireworks Deposit (General)
3. Corridon Builders - CVM Dining Hall Siding/Paneling - \$32,484.60 (Parks)

Blanket Certificate Approval

Mr. Markley made a motion to approve the following invoice as submitted by the Fiscal Officer.

Mrs. O'Brien seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Requests

1. Parks – Utilities - \$5,000.00

Checks Dated February 8, 2016 through February 29, 2016

The trustees examined and signed checks and invoices dated February 8, 2016 through February 29, 2016 consisting of warrants #24645 through #24772 in the amount of \$192,216.86.

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

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of January 2016 #1-2016 through #36-2016 in the amount of \$446,354.33 are attached to and become a permanent part of these minutes.

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LATE ADDITIONSFire Department – New BusinessTraining Request

Mr. Markley made a motion to approve the training request for FF Mark Menary for Leadership I at the Ohio Fire Academy in Reynoldsburg, OH a cost of \$445.00 based on the recommendation of the Fire Chief.

Mrs. O'Brien seconded the motion that was passed unanimously.

Fiscal - PO Request and Invoice Approval

Illuminating Company – Street Lamp at Rocker and Chagrin - \$1,183.32 (Roads)

Mr. Markley made a motion to approve the above purchase order and invoice approval as submitted by the Fiscal Officer.

Mrs. O'Brien seconded the motion that passed unanimously.

Service Department – New BusinessTraining Requests

Mr. Markley made a motion to approve the training requests for Mr. Michael Shirdon and Mr. Ronald Retych for the Ohio Safety Congress Training in Columbus, OH from March 9 – 11, 2016 in the amount of \$380.00 each per the recommendation of the service director.

Mrs. O'Brien seconded the motion that was passed unanimously.

Mr. Markley made a motion to approve the training requests for Mr. David Mitchell for the Ohio Safety Congress Training in Columbus, OH from March 9 – 11, 2016 in the amount of \$410.00 per the recommendation of the service director.

Mrs. O'Brien seconded the motion that was passed unanimously.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Todd Kirkpatrick of Pilgrim Village asked about the water issue on Apple Tree Trail. The culvert was replaced, but it rotted out and needs another. Mr. Stanek said that it would be prioritized along with a number of other projects. He suggested that it may need a redesign.

CORRESPONDENCE

1. Ohio EPA – Revised Total Coliform Rule Group B: Mr. Stanek is handling
2. Ohio EPA – Revised Total Coliform Rule Group C: Mr. Stanek is handling
3. Geauga County Planning Commission – Final Plat Gates Landing Subdivision
4. Mark Ciccerio – Offer on 17787 Chillicothe Road: Mrs. O'Brien will follow up
5. Geauga County Engineer's Office – 33% Load Limit Reduction Notification
6. Geauga Growth Partnership – 2016 Sponsorship: Mr. Markley checking on this
7. Geauga SWCD – Mr. Stanek will follow up
8. American Tower: Mr. Markley will look at lease agreement

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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 10:02 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____