

Monday, March 14,

16

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on March 14, 2016. Those present were trustees Mrs. Kristina O'Brien, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Lorrie Benza was not present as she was in attendance at a CLOUT meeting in Columbus. Mr. Markley presided and called the meeting to order at 7:00 P.M.

#### CHANGES TO THE AGENDA

Late Additions: KCE Invoice – 2016 Rec Contribution - \$11,395.00 (Parks)  
Buckeye Excavating Co. – Snyder Rd. Culvert - \$4,600.00 (Roads)

#### MINUTES

Mr. Markley moved to approve the minutes of the trustees' February 29, 2016 special meeting as written.

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

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Sugarman, Fiscal Officer, presented the Fiscal Department Report for the month of February, 2016. The general fund balance as of February 29, 2016 is \$2,093,768.37. Mrs. Sugarman reported that the township has received the funds for the Montefiore PILOT and has distributed the required portion to the library. She also reported that the new Bookkeeper, Ms. Terry Rose, has begun working in the Fiscal Office as of March 7, 2016. The Fiscal Department Report is attached to and becomes a permanent part of these minutes.

##### SERVICE DEPARTMENT

Mr. James Stanek, Service Director, presented the Service Department report for the month of February, 2016. He reported that the lack of snow led to a six figure savings in his budget. In lieu of plowing, they spent the winter getting organized. At Centerville Mills, they have continued to work on the dining hall. Specifically, the HVAC/electrical and the entrance plans have been finalized. In addition, they are ready to submit plans for the permeable paver design with a start date of mid-May. Mr. Stanek also noted that the service garage renovation is near completion. They have taken care of all the punch list items, and the odor previously discussed is now gone. They still need to renovate the existing restrooms, but they will do most of the work themselves. Finally, in addition to road repairs on Taylor May and Snyder Roads, the Route 306 project will start after school finishes for the year. Route 306 will be closed to all traffic for 4-6 weeks.

Mr. Gil Myers asked about the scope of work. Mr. Stanek explained that it will be the replacement of two culverts. Mrs. Sarah Delly from KCE asked about controlling traffic cut through in the neighborhoods. Since the roads are public roads, Mr. Stanek explained that there is not much they can do. Mr. Markley asked about storm damaged areas from last summer's flood. Mr. Stanek explained that they have already started repairing and cleaning out specific areas. It will continue throughout the year. Mr. Gil Myers asked about the grant replacing signs in the township with reflective signs. Mr. Stanek said they have already begun this project. Mr. Myers also asked about whether we would have enough space to store all the unused road salt from this winter. Mr. Stanek said we should have just enough room for all the salt. The Service Department Report is attached to and becomes a permanent part of these minutes.

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KENSTON COMMUNITY EDUCATION

Ms. Sarah Delly presented the KCE report for the month of February, 2016. The last KCE meeting was February 28, 2016. The discussion revolved around the move of the KCE offices to Gardiner. They are hoping to move in June or July. They have had remodelers in to quote the project. They are looking at doing a kickoff/rebranding of KCE with the move. Mrs. Delly reported that that they have received 28% of their income for the year so far, and 22% of their expenses have been spent. They are reviewing applicants in April for the three KCE scholarships. They give \$750 for each scholarship. Mr. Markley asked about the message boards. All are up and running. They may look at adding them to the parks. Mr. Markley also asked about the KCE by-laws. Mrs. Delly replied that there was nothing new to report with the by-laws.

PUBLIC COMMENTS

Mr. Gil Myers mentioned that there was no agenda posted on our website for this meeting. Mrs. Sugarman said that she would look into it as they were meant to be posted on Friday as usual.

FIRE DEPARTMENT – OLD BUSINESSFire Chief Executive Search Update

Mr. Markley reported that the executive search process for a full time Fire Chief has begun with the OFCA meeting with Fire Department personnel and other township employees this week. The OFCA is looking for feedback on what is needed for the position. After that list is compiled, they will begin advertising for the position.

SERVICE DEPARTMENT – NEW BUSINESSRequest for Purchase – Mini Excavator

Mr. Markley made a motion to approve the purchase of the Caterpillar 308E Series 2 CR SB mini hydraulic excavator in the amount of \$96,859.00 per the state contract through Ohio CAT based on the recommendation of the road superintendent.

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

Request to Declare Obsolete

Mr. Markley moved to declare obsolete the following item from the service department inventory which is no longer in use and not needed any longer per Ohio Revised Code 505.10.

- 2002 Caterpillar 420D Backhoe with five buckets

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. The minimum bid will be set at \$28,800. If this is not received, the service department will go with the trade in value for the new excavator.

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

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Contract Agreements to be Signed

Mr. Markley made a motion to approve the AIA contract between Corridon Builders and Bainbridge Township for the Centerville Mills Dining Hall electrical and mechanical project in the amount of \$123,935.00. The cover sheet will be changed to reflect the correct project.

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

Notice of Commencement

Mr. Markley moved to authorize the Fiscal Officer to sign the AIA contract and to furnish the Notice of Commencement for Corridon Builders to begin the Centerville Mills Dining Hall HVAC/Electrical renovation.

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

Settler's Park – Playground Equipment Removal

Mr. Markley moved to declare obsolete the playground equipment from Settler's Park based on a recent inspection and per the recommendation of the Service Director and a certified playground inspector.

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

TOWN HALL – OLD BUSINESSCub Scout – Facility Usage Request

The township has received documents from legal counsel in the form of a template lease agreement for those civil groups that want to rent space at town hall. The Bainbridge Township Historical Society and the Food for Friends food pantry already have agreements and should be structured differently from other organizations who want to store items. The Cub Scouts currently utilize space for storage. A number of items need to be considered. Who has liability? Who has accessibility? There needs to be a policy created. The service department has already defined what constitutes a civic organization, so the township can use that as a start to determine who can rent space. Mrs. O'Brien and Mr. Markley will follow up on the template lease agreement.

TOWN HALL – NEW BUSINESSGeauga Soil and Water Conservation District – Membership Fee

Mr. Markley moved to approve the invoice for the 2016 annual appropriation for the Geauga Soil and Water Conservation District in the amount of \$9,000.00 in lieu of an easement stewardship fee.

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

Clemans- Nelson Agreement

Mr. Markley moved to approve Management Consultant Agreement between Clemans, Nelson & Associates, Inc. and Bainbridge Township for a monthly retainer fee of \$175.00 for telephone consultations regarding HR issues and collective bargaining. The agreement also includes consultant fees which range from \$95.00 to \$160.00 per hour.

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

#### 208 Service Plan Request

Mr. Leon Sampat of LS Architects presented on behalf of Dr. Brian Hivick, who was also in attendance, their plans for building a dental office at 16903 Chillicothe Road. He is seeking permission to connect to the water resource. Mr. Markley also asked about sanitary and zoning. Mr. Markley is not inclined to add businesses on that section which is a residential corridor. He suggested that they look at E. Washington Street properties. Mrs. O'Brien agreed. Dr. Hivick has had trouble finding a property that works for his needs on E. Washington Street. The trustees are tabling any action until they do further research with the zoning inspector.

#### Chagrin River Watershed Partners

The trustees were in general agreement to prepare and sign the letter dated March 15, 2016 to the Ohio EPA in regards to permits for storm water discharges in support of the Chagrin River Watershed Partners.

#### ZONING – OLD BUSINESS

##### Kendig Keast – Termination Letter

Mr. Markley made a motion to allow the chairperson to sign the termination letter to Kendig Keast Collaborative dated March 14, 2016, with appreciation for their many years of working with the township.

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

#### FISCAL OFFICER – NEW BUSINESS

##### Training Request – Mrs. Terry Rose

Mr. Markley moved to approve the training request to have Mrs. Tammy Most train Mrs. Terry Rose on occasional Saturdays as necessary at a rate of \$40.00 per hour, not to exceed \$400.00 or ten hours.

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

##### Training Request – Mrs. Kathleen Staudenbaur

Mr. Markley moved to approve the training request for Mrs. Kathleen Staudenbaur to attend the Local Government Officials Conference in Columbus, OH from March 22 to 24, 2016 for a two night stay at a cost of less than \$1,000.00.

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

#### Purchase Order Approval Requests

Mr. Markley made a motion to approve the purchase order list (Items 1 – 4) as submitted by the Fiscal Officer.

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

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Purchase Orders

1. Ohio Cat – Caterpillar mini hydraulic Excavator - \$96,859.00 (Roads)
2. Chagrin/SE Council of Governments - \$3,500 (Fire)
3. Cleveland Plumbing Supply- \$3,694.90 (Roads)
4. DS Architecture- Entry addition for CVM Dinning Hall- \$3,605.00 (Parks)

Invoice Approvals Requests

Mr. Markley made a motion to approve the Invoice list (Items 1-5) as submitted by the Fiscal Officer.

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

Invoice Approvals

1. Walter Haverfield -Acquisition of Property - \$992.13 (General)
2. Walter Haverfield –Aurora JEDD -\$999.50 (General)
3. Walter Haverfield - Truth for Life - \$1,500.00 (General)
4. Littler –General Labor - \$132.00 (General)
5. Littler – 2015 Negotiations Teamsters Local 436 -Road Department (General)

Blanket Certificate Requests

Mr. Markley made a motion to approve the Blanket Certificate List (Items 1-2) as submitted by the Fiscal Officer.

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

Blanket Certificates

1. Roads – Repairs - \$15,000.00
2. Roads – Supplies - \$15,000.00

CHECKS DATED February 29, 2016 THROUGH March 14, 2016

The trustees examined and signed checks and invoices dated February 29, 2016 through March 14, 2016 consisting of warrants #24772 through #24865 in the amount of \$144,915.77.

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 February 2016 #23-2016 through #80-2016 in the amount of \$520,295.90 are attached to and become a permanent part of these minutes.

LATE ADDITIONS

Mr. Markley made a motion to approve the following invoice as submitted by the Fiscal Officer. KCE Invoice – 2016 Rec Contribution - \$11,395.00 (Parks)

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

Mr. Markley made a motion to approve the following purchase order as submitted by the Fiscal Officer. Buckeye Excavating Co. – Snyder Rd. Culvert - \$4,600.00 (Roads)

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

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PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers asked about the flooding that happens regularly at the corner of Route 306 and E. Washington Street. He would like the Service Department to take a look at it to determine if anything can be done. Mr. Stanek responded that they will add it to their list and see what they can do.

Mr. Myers also asked if there could be a mirror placed on the corner of Geauga Lake Road and Bainbridge Road. He feels that it is an unsafe intersection and that visibility is poor. Mr. Stanek responded that it is up to the County Engineer. However, he has had the conversation with his office previously, and the County does not normally like to install mirrors because of the maintenance issues and responsibility. Mr. Stanek will mention it to the engineer's office again. Mrs. O'Brien will request from the Police Department any accident reports for that area.

CORRESPONDENCE

1. Ohio EPA – Lead Notification Letter: Mr. Stanek has completed.
2. Geauga County Engineer - Township Road Improvement Projects/Culvert Inspection Summary Reports: Road Department is monitoring and handling.
3. Walter Haverfield – taxes paid by South Franklin Circle
4. Zoe Rice – Crackle and Chillicothe Letter: Mrs. Benza to respond.
5. Ohio Public Works – Snyder Rd. Resurfacing and
6. Ohio Public Works – Taylor May Rd. Resurfacing: Service Department handling paperwork for both roads.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:40 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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Date

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

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