

Monday, March 23,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on March 23, 2015. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley 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 the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:00 P.M. in order to go into executive session.

Fire Chief Brian Phan and Mrs. Tammy Most were invited into the executive session.

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

#### CHANGES TO THE AGENDA

Mrs. Sugarman added Blanket Purchase Orders for 2015 for the Fire Department.

#### MINUTES

Mr. Horn moved to approve the minutes of the trustees' March 9, 2015 regular meeting as written.

Mr. Markley seconded the motion that was passed unanimously.

Mr. Horn moved to approve the minutes of the trustees' March 16, 2015 special meeting as written.

Mr. Markley seconded the motion.

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

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Fire Chief Brian Phan presented the Fire Department Report for the month of February 2015.

He commented that this is the busiest year ever but Spring is here and insurance companies are stating that there are more accidents in the Spring than in the winter. He mentioned that everyone should replace their smoke and carbon monoxide detectors every ten years and photo-electric technology is better than the ionization detectors. He talked about the open burning regulations and permits are required from the Lake County Health District.

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POLICE DEPARTMENT

Police Chief Jon Bokovitz presented the Police Department report for the month of February 2015.

He reported that 85% of all car accidents happen within five miles of your house. He also noted that the township has a codified ordinance for parking violations from 1983 and he doesn't have any reason to change those ordinances such as no parking at the intersections or fire hydrants, no overnight parking from 2:00 A.M. to 6:00 P.M., no parking when the snow exceeds two inches and a handicap statute. The snow ban is important because if there are cars parked on the streets the snowplows cannot get around them and added that the violations are civil offences. Towing companies are on call.

The trustees discussed the proposed Snow Parking Ban signs.

ZONING DEPARTMENT

Ms. Endres presented the Zoning Department report for the month of February 2015.

She reported that permits were issued for two new houses and receipts were in the amount of \$1,500.00. The new zoning certificate application is now in use and she is receiving positive feedback. The Zoning Commission will be conducting a public hearing on March 24, 2015 for the proposed Mixed Use chapter. She explained that there are going to be some modifications to the proposed amendment from what was originally proposed.

Mr. Markley congratulated Ms. Endres on a job well done with regards to the Moving Ohio Forward program.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSTraining Request

The trustees discussed the use of a township vehicle for this training.

Mrs. Benza moved to authorize Mark Lewis of the Fire Department to attend the Fire Department Instructor Conference in Indianapolis, Indiana from April 21, 2015 to April 25, 2015 at a cost not to exceed \$752.25 pursuant to the recommendation of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

Training Request

Mrs. Benza moved to authorize Eric Lewis of the Fire Department to attend the Fire Department Instructor Conference in Indianapolis, Indiana from April 21, 2015 to April 25, 2015 at a cost not to exceed \$860.00 pursuant to the recommendation of the Fire Chief.

Mr. Markley seconded the motion that passed unanimously.

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The trustees would like have one of them attend a Board of Trustees meeting to share what they have learned.

#### SERVICE DEPARTMENT – OLD BUSINESS

##### Update on Restructuring Parks Department

Mr. Stanek gave an update on restructuring of the parks department that will include the creation of two new positions and job descriptions and the appointment of people to the new positions. The trustees will review this at the next meeting.

##### Snow Parking Ban Signs

The trustees reviewed the proposed Snow Parking Ban Signs and will prepare a resolution for the next meeting.

#### SERVICE DEPARTMENT – NEW BUSINESS

##### Resolution for 2015-2016 Coop Salt Purchase

Mr. Markley explained that this is an agreement to purchase salt from ODOT.

Mrs. Benza moved to pass a resolution (03-23-2015-A) participating in the Ohio Department of Transportation Summer Fill-Up Contract (418-16) and the Winter Use Contract (018-16) pursuant to the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

##### Resolution for Adopting Geauga County Commissioners Highway Use Manual

Mr. Shane Hajjar of the Geauga County Engineer's Office was present to answer questions regarding this resolution.

Mrs. Benza moved to pass a resolution (03-23-2015-B) to adopt the Geauga County Commissioners Highway Use Manual pursuant to the recommendation of the Geauga County Engineer's Office and the Service Director.

Mr. Horn seconded the motion that passed unanimously.

##### Resolution to Order the Improvement of Various Roads in Bainbridge Township

Mr. Shane Hajjar of the Geauga County Engineer's Office was present to answer questions regarding this resolution. He stated that the county has been working with the Service Department on the specifications for the resurfacing of Peppermill Chase and Amber Trails.

Mrs. Benza moved to pass a resolution (03-23-2015-C) to Order the Improvement of Various Roads in Bainbridge Township (Peppermill Run (TR 813); Chase Drive (TR 841) and Amber Trail (TR 1048)) consistent with the document presented by the Geauga County Engineer's Office and pursuant to the recommendation of the Service Director and Geauga County Engineer and order that the document be bid.

Mr. Horn seconded the motion that passed unanimously.

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Road Materials Bid Authorization

Mr. Stanek addressed the Road Materials request.

Mrs. Benza moved to approve the advertising for Road Materials pursuant to the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Full Depth and Surface Repairs Bid Authorization

Mrs. Benza moved to authorize the advertisement of the bid for Full Depth and Surface repairs that will not exceed \$175,000.00 and must be performed by July 1, 2015 pursuant to the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that passed unanimously.

River Road Concession Stand Estimated Installment Pricing

Mr. Markley explained the proposal to outfit the River Road concession stand with some interior improvements on the inside of that building relative to a proposed concession stand. It involves the Geauga County Health Department and a prospective vendor that would provide the service. This proposal would include finishing the building and providing the necessary equipment to operate that service. He noted that the intent of that space in the building, when it was built, was to be used for a concession stand.

The trustees were in general agreement for Mr. Stanek to proceed.

KCE Field Usage Policy

Ms. Jennifer (Holzheimer) Ingram, Director of KCE was present to discuss the proposed Field Usage Policy, with the trustees, which is to manage Bainbridge Township and Auburn Township athletic fields in a manner to assure proper upkeep, equitable distribution and maximum use of the facilities by the residents of Bainbridge and Auburn townships.

Mr. Horn moved to approve the KCE Field Usage Policy contingent upon an acceptable fee structure.

Mr. Markley seconded the motion that passed unanimously.

*Mrs. Benza departed the meeting at 8:30 P.M.*

Cemetery Fees – Recommended Increase

Mr. Greg Marous, Bainbridge Township Cemetery Board Chair was present to discuss the recommendation with the trustees. He explained that the purpose of the proposed increase for Saturday afternoon burials from \$75.00 to \$150.00 is to discourage burials after 12:00 Noon on Saturdays.

The trustees discussed the proposed increase and costs associated with burials.

Mr. Markley suggested tabling this item and will attend the next regularly scheduled Cemetery Board meeting to be held April 1, 2015 for further discussion on this topic.

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TOWN HALL – OLD BUSINESSDunaway Property

Mr. Markley and Mr. Horn affixed their signatures to a Quit Claim Deed for the Dunaway property.

Land Bank Discussion

Mrs. Sugarman provided an update on the work that has been done on the Land Bank. The trustees held a discussion on the Land Bank and set April 27, 2015 (regular meeting of the Board of Trustees) as the deadline for dissolving the Land Bank.

TOWN HALL – NEW BUSINESSLand Bank – Requesting Auditor's Office for Reduction of Fair Market Value for Nine Properties

Mrs. Sugarman explained that the current market value for each lot is \$2,500.00. The township will be looking for a reduction to \$50.00 for each 20' lot.

Mr. Horn moved to authorize the Chairman to sign a Complaint Against the Valuation of Real Property for Permanent Parcel Nos. 02-420784; 02-420785; 02-420791; 02-420792; 02-420793; 02-420794; 02-420795; 02-420796; and 02-420797.

Mr. Markley seconded the motion that passed unanimously.

Department Heads Request to Increase Threshold for Purchase Orders and Training Requests

Mrs. Sugarman explained that the department heads were in agreement to increase the purchase order threshold to \$2,500.00 from \$1,000.00 and the training spending threshold to \$1,000.00 from \$500.00.

Purchase Order Increase

Mr. Horn moved to increase the Purchase Order Threshold from \$1,000.00 to \$2,500.00 pursuant to the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Training Spending Increase

Mr. Horn moved to increase the Training Spending Threshold from \$500.00 to \$1,000.00 pursuant to the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

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2015 Geauga Soil & Water Annual Appropriation Request

Mr. Markley explained that the trustees have an appropriation request from Geauga Soil & Water Conservation District and last year they were given \$3,000.00 to allow them to conduct business. They were tremendously valuable in the NPDS permitting process and navigated that on behalf of the township. They are asking for a range between \$2,000.00 to \$4,000.00 or other.

Mr. Horn made a motion to approve a \$3,000.00 Annual Appropriation to Geauga Soil & Water Conservation District.

Mr. Markley seconded the motion that passed unanimously.

FISCAL OFFICER – NEW BUSINESSPurchase Order Approval

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

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Geauga Soil & Water Annual Appropriation Request - \$3,000.00 (General)
2. David Sommers & Associates, LLC – Parks (Improvement of Site – Dining Hall) - \$30,000.00 (General)
3. Kenston Community Education – 2015 Recreation Contribution - \$11,395.00 (General)
4. InSITE Advisory Group, LLC – Additional Work related to the Mixed Use District Zoning Amendment - \$1,200.00 (General)
5. Excel Printing & Graphics – Clean-up Days Postcard Production & Distribution - \$3,000.00 (General)
6. YPS Integrated Systems – Service Upgrade to Alarm System to Include Addition - \$5,025.00 (Roads)

Invoice Approvals

Mr. Horn made a motion to approve the Invoice list as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Invoice Approval

1. Walter & Haverfield LLP – Legal Services (Bainbridge-Aurora JEDD) - \$1,121.00 (General)

CHECKS DATED MARCH 10, 2015 THROUGH MARCH 23, 2015

The trustees examined and signed checks and invoices dated March 10, 2015 through March 23, 2015 consisting of warrants 22853 through 22946 in the amount of \$130,314.34, including payroll from February 21, 2015 through March 6, 2015 in the amount of \$146,667.18.

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

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ELECTRONIC TRANSACTIONS

Electronic transactions for the month of February 2015 #26 through #86 in the amount of \$436,618.81 are attached to, and become a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers asked if the concessions vendor for River Road will be open for bid.

The trustees responded that nothing has been finalized yet.

Mr. Gil Myers said at another meeting there was a question about natural gas and where does it stand.

The trustees responded that they are going to wait until the summer when the rates stabilize.

Mr. Gil Myers asked where the Dunaway property is.

The trustees responded that it is in Chagrin Falls Park. Mr. Horn explained the circumstances with that property.

Mr. Ted Seliga asked if having a concession stand opens the township up to having a taxable property.

The trustees responded that it is a concern.

LATE ADDITIONFIRE DEPARTMENT – NEW BUSINESS

Mrs. Sugarman noted that there are Blanket Certificates for the Fire Department.

Mr. Horn moved to issue a Blanket Certificate for each of the vendors that will be listed here and attached to the minutes pursuant to the recommendation of the Fiscal Officer.

Chagrin NAPA - \$5,000.00 – Maintenance  
Kwik Kleen - \$500.00 – Maintenance  
Pro Fire Equipment - \$3,000.00 – Maintenance  
Praxair - \$3,500.00 – Maintenance  
Chagrin Pet/Garden - \$5,000.00 – Maintenance  
All American Fire - \$5,000.00 – Maintenance  
Breathing Air Sys. - \$5,000.00 – Maintenance  
Warren Fire Equipment - \$5,000.00 – EMS  
Bound Tree Medical - \$5,000.00 – EMS  
Life Force Management - \$10,000.00 – EMS  
Physio Control - \$5,000.00 – EMS  
Sunrise Springs - \$5,000.00 – FD Building  
Cintas - \$4,000.00 – FD Building  
State Industrial - \$5,000.00 – FD Building  
US Bank - \$2,400.00 – FD Building  
Meritech - \$3,000.00 – FD Building  
St. Vincent - \$5,000.00 – FD Building  
Bainbridge/SPS Pest - \$2,000.00 – FD Building  
Western Reserve Office Supply - \$3,000.00 – FD Building  
YPS Integrated Sys. - \$2,000.00 – FD Building  
Verizon - \$1,000.00 – FD Building

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Veritiv Corp (xpedx) - \$5,000.00 – FD Building

Mr. Markley seconded the motion that passed unanimously.

CORRESPONDENCE

Letter from Wireless Capitol.

Letter from the Geauga County Engineer’s Office. Re: Summary reports for 2015 Road Improvement Projects.

Letter from the Geauga County Planning Commission. Re: Amended Plat for the McFarland Woods Subdivision, Phase I.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 9:29 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: \_\_\_\_\_