

Monday, June 8,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on June 8, 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 6:02pm.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the employment/promotion/demotion of public employees, 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.

Mike Crissman was invited into the executive session at 6:02pm and left at 6:53pm.

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

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:13pm.

#### CHANGES TO THE AGENDA

The Fiscal Office added and Invoice for \$1732.00 from Littler.

The service director, Jim Stanek, added the OPWC ballot requiring a vote from the trustees.

#### MINUTES

Mrs. Benza moved to approve the minutes of the trustees' May 26, 2015 regular meeting and June 1, 2015 special meeting as written.

Mr. Markley seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Sugarman, Fiscal Officer presented the Fiscal Department Report for the month of May 2015.

She referred to the May Cash Summary. Starting Fund Balance of \$4,137,835.93; Revenue of \$38,700.70; Expenditures of \$87,718.06; for a Fund Balance of \$4,088,818.57.

##### SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director presented the Service Department report for the month of May 2015.

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He talked about the Parks/Properties projects. The town hall and gazebo were landscaped and plants were replaced. The River Road concession stand has been completed and is in use, Settler's Park and River Road Park ball fields are being used and KCE has replaced and fortified the dirt on those fields. At Centerville Mille, the white house is scheduled for demolition next week.

Mr. Stanek also updated the trustees on the road maintenance facility. They have generated a lot of interest from contractors, and we should receive a large number of bids. Most of the asphalt repairs have been completed. The service department has also sent letters to affected residents so they know what to expect from upcoming road projects.

#### KENSTON COMMUNITY EDUCATION

Jason Bednar presented the KCE report for the month of May 2015.

He mentioned that there was no KCE meeting in May, but they will have a meeting in June. They are still working on the revision to their By-laws, which should be ready for the trustees by July. All of the summer programs are in place and have started. The field use policy has been accepted and adopted by all parties involved.

#### PRESENTATION BY GUEST

Bob Ford presented on behalf of Linda Joseph, who was also in attendance along with Richard Pollock. Ms. Joseph owns a single home seven acre property where they are working on an addition. They are requesting to tie into the sewers, which they would prefer over a septic system. The trustees were in general agreement to allow permanent parcel number 02-288300 to be placed in the area designated as "may be sewerred" on the township 208 plan and allow the Chairman to sign the letter that needs to be sent to the Geauga County Board of Commissioners with a copy to the Water Resources Department by June 12, 2015 to begin the process. Mrs. Sugarman will draft the letter which Mr. Markley will sign.

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#### PUBLIC COMMENTS

Mr. Henri Pruess from Kenston Lakes once again commended the Service Department for the excellent work done at Settler's Park.

#### FIRE DEPARTMENT – OLD BUSINESS

##### Evaluation of Proposals – Strategic Analysis of the Bainbridge Township Fire Department

After reviewing six proposals and interviewing three companies, the trustees held a discussion and selected the Ohio Fire Chiefs Association to evaluate, analyze, and recommend how to structure the Fire Department to meet the future needs of the township. The recommendation was Mr. Markley and Mr., Horn for the Ohio Fire Chiefs Association, and Mrs. Benza recommended Preuer and Associates.

Mrs. Benza made a motion to engage the Ohio Fire Chief's Association for professional service consultation.

Mr. Markley seconded the motion which passed but was not unanimous. Mr. Markley, AYE. Mr. Horn, AYE, Mrs. Benza, NAY.

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FIRE DEPARTMENT – NEW BUSINESSPay Increase Request

Mrs. Benza made a motion to raise the hourly rate for the Fire Department Administrative Assistant Prudy MacKenzie to \$15.50 upon completion of her 90 day probationary period as originally requested by Chief Phan to begin with the June 13, 2015 pay period.

Mr. Markley seconded the motion that passed unanimously.

Public Hearing Continuation Z-2015-1

At 8:00pm, Mr. Markley closed the regular meeting and continued the Zoning Z-2015-1 Public Hearing.

Jennifer Syx from inSite explained the purpose of the meeting.

Mr. Markley asked for any comments in support of the zoning amendment. Ms. Syx spoke on behalf of the amendment.

There were no comments against the zoning amendment.

Mr. Markley closed the Public Hearing and reconvened the regular meeting at 8:06pm.

Mrs. Benza made a motion to adopt Resolution 06082015-A, the amendment to the Bainbridge Township Zoning as per the recommendation of the Zoning Commission.

Mr. Markley seconded the motion that was passed unanimously. The amendment will be effective in 30 days on July 8, 2015.

ZONING – OLD BUSINESSinSITE Advisory Group Retainer

Ms. Jennifer Syx from inSite submitted a retainer proposal to the trustees to continue work with the township on the zoning rewrite and the MUP. The trustees asked questions regarding costs per hour and hours spent at the township. They also questioned whether she could help in other areas in order for the township to streamline our consultants. Ms. Syx will get back to the trustees who will consider this again at the June 29, 2015 meeting. Mr. Horn will email Ms. Syx the original proposal and the latest update proposal from Kendig Keast.

Meijer Work Session Results

Jennifer Syx prepared the minutes from that work session which was held on June 1, 2015. In attendance at that meeting: Meijer, Mr. Markley, Jennifer Syx from inSite, Woolpert, ODOT, City of Aurora, and K. Hovnanian Homes. Plans were discussed including architecture, elevation, entrances, a master plan, deliveries, etc.

Mrs. Benza stated that we will be receiving a copy of a letter from the City of Aurora to Cedar Fair addressing zoning and utilities.

Mr. Markley stated that Meijer left the township with a copy of their plans. When they are reviewed by the township, the township will submit our comments back to Meijer. Mr. Markley will also be meeting with the Mayor of Aurora on June 11, 2015.

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ZONING – NEW BUSINESSZoning Moratorium

In a memo, Ms. Karen Endres recommended extending the Zoning Moratorium to July 9<sup>th</sup>. Ms. Benza stated that she does not feel that it should be extended based on principle. If it is not extended, it will expire on June 23<sup>rd</sup>. Mr. Markley and Mr. Horn are in favor of extending the moratorium through July 9, 2015.

Mr. Horn moved to extend the current moratorium through July 9, 2015 based on the recommendation of the Zoning Inspector.

Mr. Markley seconded the motion which passed but was not unanimous. Mr. Markley, AYE. Mr. Horn, AYE. Mrs. Benza, NAY.

GCESC Vocational Consortium Donation

In a memo, Ms. Karen Endres suggested donating 10 iPads to the GCESC for their students who train at Bainbridge Township Town Hall. The donation would be five iPads in 2015 and five iPads in 2016. Ms. Endres will sign the agreement and the iPads will be presented at the June 29, 2015 meeting. The trustees were in general agreement to move forward with this donation.

POLICE DEPARTMENT – NEW BUSINESSPolice Levy Update

Chief Bokovitz has asked that we place a replacement to the 1976 tax levy on the ballot. He will get back to Mrs. Sugarman with the final amounts from the Auditor to get the process started.

SERVICE DEPARTMENT – OLD BUSINESSBissel Tucek lease Renewal

The service department is finishing the rewrite of the lease with the Historical Society to make it comply with the new exclusive use policy. When it is done, Mr. Markley will contact Mr. Chuck Hesse for his approval.

Road Levy Update

Mrs. Sugarman updated the trustees on the status of the road levy. Once the verbiage is approved by the assistant prosecutor, Mrs. Sugarman will provide the Board of Elections with the ballot language.

SERVICE DEPARTMENT – NEW BUSINESSCVM Items to be Declared Obsolete and put on Govdeals.com

Mr. Markley moved to declare obsolete the following items which are no longer in use and not needed any longer.

Mr. Horn seconded the motion which passed unanimously.

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1. The old aeration system from the white house.
2. Approximately 60 old chairs from the Burns-Lindow building.

#### Request to Sell on GovDeals.com

Mrs. Benza moved to approve the disposition of the above mentioned items by the township which have been declared obsolete on GovDeals.com per Ohio Revised Code 505.10.

Mr. Markley seconded the motion which passed unanimously.

#### Grant Award – Permeable Pavers

Mrs. Benza moved to approve the agreement governing the Ohio EPA permeable pavers grant award at Centerville Mills and to authorize the Chairman to sign same.

Mr. Markley seconded the motion which passed unanimously.

Mr. Jim Stanek stated that the match would be in labor. We need to provide items to the Ohio EPA as stated in the contract.

#### Request to Auction Office Furniture

Mr. Markley moved to declare the Service Department office furniture items obsolete and no longer needed by the township

Mrs. Benza seconded the motion which passed unanimously.

Mr. Markley moved to approve the disposition of the above mentioned items by the township which have been declared obsolete on GovDeals.com per Ohio Revised Code 505.10.

Mrs. Benza seconded the motion which passed unanimously

There was discussion on whether the township was following the guidelines set forth in Ohio Revised Code 505.10. Also, Mr. Horn would like an itemized list of the items to be auctioned. The motion passed contingent on this list.

#### TOWN HALL – OLD BUSINESS

##### Lake- Geauga Habitat for Humanity Offer to Purchase

Mr. Markley moved to authorize the Fiscal Office to enter into a quit claim deed sale of eight parcels to Habitat for Humanity at the purchase price of \$3734.00 as stated in their June 2, 2015 offer with the township paying the recording fees. The parcels are identified as 02-025800, 02-238800, 02-238900, 02-239000, 02-239100, 02-239200, 02-239300, and 02-239400.

Mrs. Benza seconded the motion which passed unanimously

##### Solon-Gauga-Parkside Sewer and Water Agreement

Legal counsel advised that we do not need to take any action on the 208 agreement.

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Bainbridge –Solon JEDD Agreement

The legal counsel for Bainbridge Twp. informed the trustees that the City of Solon would be reviewing the request from Truth for Life. At this time, Bainbridge Township's role will be to accept the extension of the JEDD district to include Truth for Life. It will be discussed again at the June 29<sup>th</sup> meeting.

Tax Bill – Aurora Co-op

Our attorney advised that we may have grounds to not pay the past taxes on this tax bill. He needs to do more research and have information to us by the June 29<sup>th</sup> meeting. Mrs. Sugarman expressed her desire to have this bill paid as soon as possible and to not be late. Mrs. Benza wanted to know if this would apply to other properties in the township as well. Mr. Horn suggested that we file for tax exemption on any properties that we have that may apply to this tax issue.

TOWN HALL – NEW BUSINESSFireworks 2015 Agreement with KBOE

Mrs. Benza moved to approve the agreement between Bainbridge Township and the Kenston Board of Education to engage in Fireworks on July 5, 2015 at the Kenston High school and to authorize the chairman to sign said agreement.

FISCAL OFFICER – NEW BUSINESSBudget Hearing Deadline June 18, 2015

Department heads will return all information for the hearing to the Fiscal Office by June 18, 2015. Mrs. Sugarman asked the trustees to advise her of any capital expenses for 2016 before the June 18, 2015 deadline.

TAXATION LEGAL COUNSEL

Walter Haverfield is on retainer for tax issues. Using the same billable rate as other business that they handle for us.

Purchase Order Approval

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

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Russell Cabling Technologies – Install security cameras - \$3,509.40 (Service)
2. National Business Furniture – New chairs for CVM Dining Hall - \$4,222.00 (Service)
3. Geauga County Auditor – Real Estate Taxes for Aurora Co-op Preschool from 2008-2014 - \$13,673.38 (General) (HOLD CHECK)

Invoice Approvals

Mrs. Benza made a motion to approve the Invoice list as submitted by the Fiscal Officer.

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Mr. Markley seconded the motion that passed unanimously.

Invoice Approval

1. Geauga County Auditor – Real Estate Taxes for Aurora Co-op Preschool from 2008-2014 - \$13,673.38 (General)

Blanket Certificates

Mrs. Benza made a motion to approve the blanket certificate as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

1. Parks – Repairs and Maintenance – 1000-610-323-000 (\$10,000)

LATE ADDITIONS

1. Purchase Order Request - Hartman Electric, Inc. – Heat Trace for West end of Town Hall - \$5,200.00 – (General)

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

Mr. Horn seconded the motion that passed unanimously.

2. OPWC District 7 Ballot – The trustees recommended and voted for three teams.
3. Littler – Negotiations with Bainbridge Fire Co. - \$1,782.00 – (General)

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

Mrs. Benza seconded the motion that passed unanimously.

CHECKS DATED MAY 26, 2015 THROUGH JUNE 8, 2015

The trustees examined and signed checks and invoices dated May 26, 2015 through June 8, 2015 consisting of warrants 23131, and 23275 through 23340 in the amount of \$157,252.18 including payroll from May 16, 2015 through May 29, 2015 in the amount of \$138,053.17.

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 May #174-2015 through #216-2015 in the amount of \$589,993.13 are attached to, and become a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

None.

CORRESPONDENCE

None.

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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 9:52 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: \_\_\_\_\_