

Monday, July 25,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on July 25, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, Mrs. Kristina O'Brien and Fiscal Officer Mrs. Kathleen Staudenbaur. Mrs. Benza presided and called the meeting to order at 6:27 P.M. The start of the regular meeting was delayed due to a meeting with the auditor of state, the fiscal office staff, and the applicants for the township Audit Committee for a post audit conference from 5:45 P.M. to 6:25 P.M. When the Assistant State Auditor and township fiscal personnel left, Mrs. Benza presided and called the meeting to order at 6:27 p.m.

EXECUTIVE SESSION

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

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

The trustees recessed their regular meeting at 6:28 P.M. in order to go into executive session.

The trustees returned from executive session, after discussing the compensation and employment of public employees, reconvening their regular meeting at 7:05 P.M.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' June 11, 2016 special meeting as written.

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

The trustees did not approve the minutes of April 25, 2016, June 18, 2016, and July 19, 2016.

Resident Mr. Gil Myers questioned Mrs. Staudenbaur why it is taking her so long to prepare the minutes. Mrs. Staudenbaur replied that she is learning and that she is going to request help from the trustees. He expressed his concerns on behalf of the township.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT

Assistant Chief Wayne Burge presented the Fire Department Report for the month of June 2016, which is attached to and becomes a permanent part of these minutes. Assistant Chief Burge reported that there were 40 fire and 82 rescue calls for a total of 122 calls for the month.

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He also thanked the Bainbridge Township Police Department for their help with the arson fire case on Taylor May Rd.

Assistant Chief Burge also reported that Safety Town has been completed and that they had a great week with the children in attendance.

POLICE DEPARTMENT

Chief Jon Bokovitz presented the Police Department report for the month of June 2016, which is attached to and becomes a permanent part of these minutes.

Chief Bokovitz reported that the person who robbed the Chase bank on June 25, 2016 was apprehended on July 20, 2016. He thanked Detective John Bodevetz and Sergeant Kurt Dreger for their work on this case.

Chief Bokovitz also showed the trustees a pallet that was painted as an American Flag with children's hand prints on it where the field of stars would normally be. The decorated pallet was given to the Bainbridge Township Police Department from Schneider's Hop Haus as an appreciation for the dedicated work the department does for our community. Chief Bokovitz publically thanked the community for their support of the department.

ZONING DEPARTMENT

Mrs. Karen Endres presented the Zoning Department report for the month of June 2016, which is attached to and becomes a permanent part of these minutes.

Mrs. Endres addressed the importance of keeping building addresses visible and having cleared pathways in and around homes should there be a need for First Responders to gain access to assist in an emergency situation. There are green reflective signs available at the Fire Department for \$10.00 each.

Mrs. Endres also reported that the Zoning Commission is continuing to work on the Amendment to the Bainbridge Township Zoning resolution. Linda Zimmerman, Zoning Commission secretary, has been working on modifications to the definition chapter by comparing the definitions from Geauga County Model zoning, definitions from the current zoning resolution, and definitions from the CZR and using what the Zoning Commission considers to be the best definition for the amendment. She is also continuing to work on the development standards amendment and has sent it to the Geauga County Planning director for informal review.

Students from the County Vocational Program will begin working again with the Zoning Department in August.

PRESENTATION BY GUESTS

Mr. Herb Shubick of Geauga County Health District met with the board of trustees to explain the Mosquito Control Grant that is currently available. The goal of the grant is to remove breeding sources of mosquitoes and to promote public awareness of how to control mosquitoes in one's own backyard.

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PUBLIC COMMENTS

Mr. Chris London, 18245 Rolling Brook Dr., is on the board of the Bainbrook/Laurel Springs subdivision Home Association Committee. Mr. London voiced his concerns about the traffic that is now traveling through the subdivision of Bainbrook/Laurel Springs due to the partial closing of State Route 306 and was seeking assistance to solving the problem of having such heavy traffic glow in the neighborhood. Mr. Ted Seliga of Spring Valley Dr. also voiced his concern that there are no road blocks or signage that detours the traffic in either direction. He said that it has been done in other locations so why can it not be done here? Service Director, Mr. Jim Stanek, said that ODOT will be posting signs at the exit ramps of state route 422. Mr. Markley explained to Mr. London that since the road through the subdivision is a state road, the township has no authority to close the road. However, the police are patrolling the streets and will issue speeding tickets when necessary. Mrs. Benza stated that she will make the necessary phone calls to voice her concerns about the way the detour signage is posted.

Mr. London also mentioned his concerns about the ditch elimination issue on Rolling Brook Dr. He would like an update on this project. Mr. Stanek agreed to look into the situation.

Ms. Terri McIntee of 1231 Butternut in Chardon introduced herself to the room. She is running for State Representative for District #76.

FIRE DEPARTMENT – NEW BUSINESSTraining Requests – Charles Bolt, James Riley, Eric Dobies

The trustees were in general agreement to table these requests until the full-time Fire Chief is in office. The requests are for October so there will be plenty of time to get these approved.

OFCA Update

The assessments have been reviewed, and three candidates will be interviewed. The trustees hope to have the new chief in place by mid to late August.

SERVICE DEPARTMENT – NEW BUSINESSGas Agreement with Dominion East Ohio at Centerville Mills Park

Mr. Markley made a motion to approve the terms of the July 12th correspondence from Dominion East Ohio relative to the natural gas lines at Centerville Mills Park and to

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authorize the property maintenance supervisor to sign and return the requested letter per the recommendation of the Service Director.

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

Town Hall Ceiling Tile Project

Mr. Markley made a motion to cancel the purchase order #244-2016 to Protect Maintenance which was approved on June 13, 2016 and issued on June 15, 2016 per the recommendation of the Service Director.

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

Mr. Markley made a motion to approve the town hall ceiling repair/replacement project and approve a purchase order to Chagrin River Company, Inc. at a project cost of \$11,625.00 per the recommendation of the Service Director.

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

Tree Donation Program

The trustees were in general agreement to support the commemorative tree donation program. This program would allow the township to accept tree donations that would be planted throughout the township.

TOWN HALL – NEW BUSINESS

Bicentennial Committee

Mrs. O'Brien updated the board on the progress of the Bicentennial Committee. There have been two meetings with a third planned for early fall. They are looking for more volunteers in addition to the residents that are already involved. Mrs. O'Brien and Mrs. Janice Sugarman will have a table set up at the concert on August 9th with Mr. Chuck Hesse to answer any questions and sign up volunteers.

Kenston Community Education/Auburn-Bainbridge Rec Board Appointee

Mr. Markley made a motion to appoint Mr. Andrew White to a three-year term on the Auburn-Bainbridge Rec Board as a Bainbridge Township appointee, noting that the term runs from July 1, 2016- June 30, 2019.

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

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Community Relationship Marketing for Community Concert

Mrs. Staudenbaur met with Molly Geblar of the Chagrin Valley Chamber of Commerce regarding the concert in Heritage Park on August 9, 2016. Mrs. Staudenbaur would like to rent a popcorn machine and hand out popcorn and small bottles of water to the residents at the concert at a cost of around \$150.00. She would also like to have a smoothie truck at the event. In addition, she has asked the police and fire departments to attend.

The trustees were in general agreement to allow Mrs. Staudenbaur to proceed with these plans.

Natural Gas Auto-Renewal Letter

In 2015, the township worked with North Shore Energy Consulting and Ms. Dana Martell to procure the best natural gas rates for the township. In July 2015, the township changed the gas provider to Interstate Gas Supply (IGS). That contract had an automatic renewal provision that we could halt by giving them 60 days' notice. In May 2016, Ms. Martell contacted the fiscal office and discussed the issue. Mrs. Staudenbaur indicated that she would put the matter on the June 13, 2016 Board of Trustees' agenda for action. However, that did not happen. Without the trustees' knowledge or approval, Mrs. Staudenbaur signed the letter of termination on June 22, 2016. According to legal counsel, the trustees need to take retroactive action to approve that termination of the auto renewal.

Mr. Markley made a motion to approve the termination of the auto renewal provision for the natural gas service from IGS, Inc. retroactive to June 22, 2016.

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

Our current natural gas service runs through the end of August 2016. Mrs. Staudenbaur provided a memo from July 19, 2016 showing the drop in prices over the past few months. There was discussion on whether to wait or to decide now on a new pricing. Mrs. Staudenbaur will talk to our rep about variable pricing and report back to the trustees. Mrs. Benza will place this item on the agenda for the August 8, 2016 regular meeting.

Wage Increases

The trustees will be meeting after this meeting in executive session to discuss wage increases for the township employees. They are also meeting in a special meeting on July 26, 2016 to discuss and will take action at that meeting.

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Land Bank

The trustees want to keep this item on the agenda to ensure that they continue to move forward with disposing of the Land Bank properties. Mr. Stanek and Mrs. Endres have said that they will help in any way that they can. Mrs. O'Brien will be the point person for this. Mr. Ted Seliga has been involved in the past and would be willing to participate again. He would like the trustees to have a plan and then follow it.

FISCAL OFFICER – NEW BUSINESSAudit Committee

Mr. Markley made a motion to appoint the following individuals to the Bainbridge Township Audit Committee with terms that run from July 25, 2016 through July 24, 2017 based on the recommendation of the Fiscal Officer.

Mrs. Sue Angelino

Mrs. Tammy Most

Mr. Ted Seliga

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

Ohio Bureau of Workers' Compensation/Western Reserve Safety Council Update

Mrs. Staudenbaur has updated the records for the Safety Council, and she is working with the other departments to ensure that all meetings are attended by employees of Bainbridge Township. No action is required by the trustees.

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order 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:

Purchase Order Approval Requests

1. Chagrin River Company, Inc. – Labor for ceiling tile repair in Main Room - \$11,625.00 (Town Hall – Repair/Maintenance)
2. Carter Lumber – Material for Dining Hall - \$15,000.00 (Parks – Improvement of Site)
3. DS Architecture – Miscellaneous Projects - \$3,910.00 (Parks Improvement of Site)

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Invoice Approvals

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

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

Invoice Approval

1. DS Architecture – Miscellaneous Projects - \$3,910.00 (Parks – Improvement of Site)
2. J.F.D. Landscapes, Inc. – Landscape maintenance and fertilization - \$11,368.75 (Various)
3. American Fireworks – Fireworks display for 4th of July event (other half) - \$6,375.00 (Parks-Other Expenses Special Events)
4. W. L. Tucker Supply Co. – Materials 2-3/4 x 4 x 8 Permeable Paver & Handicap Stall Kit - \$38,581.77 (Parks – Improvement of Site)
5. Carter Lumber – Material for Dining Hall - \$7,031.93 (Parks – Improvement of Site)

CHECKS DATED July 12, 2016 THROUGH July 25, 2016

The trustees examined and signed checks and invoices dated July 12, 2016 through July 25, 2016 consisting of warrants #25174 through #25570 in the amount of \$138,474.64.

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 #194-2016 through #245-2016 in the amount of \$625,402.07 are attached to, and become a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

None.

CORRESPONDENCE

1. Bainbridge Recovery Club: Mrs. Staudenbaur needs to check to see if we gave them a donation.
2. BJAAM Environmental: BUSTR Corrective Actions: Sent to Mr. Stanek for review.

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- 3. Chagrin Valley Chamber of Commerce newsletter.
- 4. ERC Invoice for \$500- Do we want to renew? Trustees would like to renew.
- 5. Copies of checks for Fireworks display from Auburn Township plus donation from JFD Landscape.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was recessed to Executive Session at 9:20 P.M. Mr. Markley made a motion to go into executive session to discuss the compensation of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees returned from executive session at 9:45 P.M. after discussing compensation of public employees. Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:46 P.M.

Respectfully Submitted,

Kathleen C. Staudenbaur,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____