

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on March 14, 2009. Those present were trustees Mr. Matthew J.D. Lynch, Mr. Jeffrey S. Markley and Ms. Linda W. White and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Lynch presided and called the meeting to order at 9:05 A.M.

The purpose of this special meeting is to review possible projects of interest and to prioritize projects for the use of the investment funds.

#### IT PROJECT

Geauga County Auditor Frank Gliha and Chief Information Officer Steve Decatur. Communication Conjunction is important because it provides purchasing power, the ability to leverage existing investments, common applications and user interface as well as disaster recovery and backups.

The county can share technology with Bainbridge Township such as the state of the art VoIP telephony system, high speed internet connectivity, expansible common storage, basic support software such as anti-virus, email and spam filtering, as well as negotiated rates with technologists and vendors county wide.

The county has a proven model of a centralized service model for network based services. The Geauga County Departments are joined for functionality, savings and efficiency. The next step is to expand outside the county to provide support for the municipalities and townships. Bainbridge would be the first to get on board with the county in this capacity.

Currently, Bainbridge Township has fiber between three facilities that runs at 100 Megabytes, without wireless. However, security services for the Bainbridge Township infrastructure is lacking.

The future upgrade would include fiber to run at 1 gigabyte (capable of running 10 gigabyte) as well as upgrading switches to power over ethernet switches to support telephones, cameras, wireless AP connectivity. Bainbridge could implement camera feeds and panic buttons back to the police department directly, without monthly security charges. We could also connect Centerville Mills and the Road Department to the core network and implement high speed connection to the County Data Center. The township could also remove expensive firewalls between facilities and use switch capability to insure data integrity.

Currently, Bainbridge Township does not have a real disaster recovery plan. The tapes that are used are susceptible to weather and physical disaster. Looking to the future, the township could use the Geauga County Data Center for disaster recovery and production control and security extensibility makes good business sense today! That being said, the County Data Center does not back up the UAN, the State Auditor's accounting program.

The Geauga County Data Center provides the VoIP phone service which can be implemented with voicemail and integrated messaging. There would be an initial investment to be determined. Stations one time charge for phones. Our monthly costs would drop from approximately \$2,000 to \$3,000 per month to approximately \$600 per month. Local disaster recovery exists for failure of County Cxn for a onetime charge. There will be auto attendants and voicemail included.

Messaging services use the county data center for email and unified messages at a cost of \$18/month/user. This will include spam/message scanning protection, our own domain name and messaging services including instant messaging and voicemail.

If we standardize, then we save. One network with sub-domains such as one network for Bainbridge Township and sub-domains for the Police Department, Fire Department, Administration. Presently, there are three independent domain controllers/network servers all independently maintained.

We get there through the use of Time Warner and GovNet to provide cost effective high speed connectivity between sites Geauga County Offices and existing Townships. We would use the County approved vendors at an approved county rate. Geauga County has and will provide technical expertise while connected to the network.

Scheduling of Events. Immediately, we need to initiate connectivity initiative and immediate purchasing participation. Within 90 days, we should establish connectivity/infrastructure changes. Within 120 days, we should have server consolidation and VoIP. Within 6 months, data management and recovery should be in place as well as world wide web hosting internally.

This entire program will greatly benefit Bainbridge. Bainbridge will share in lower service costs. Best practices, equipment rotation and evolution plans of reducing server footprints and costs. There would also be a consulting cost reduction for the GIS access and ART view. There would be a common look and feel for consistency to the community that access automation in the township. Bainbridge will save in disaster recovery planning. The right price for peace of mind during our growth. The entire program should cost less than \$150,000 initially, but will save thousands over the years with the monthly cost savings.

#### ROAD DEPARTMENT

##### Hawksmoor Way Project and Mitigation Project

The Road Superintendent received a cost estimate from the Geauga County Engineers office of \$230,000 for the repairs and \$45,000 for mitigation for the Hawksmoor Way road project. This would require 144 feet of 8 foot pipe and cover with soil to stabilize the roadway. This is the solution that the Engineer's Office says should work. Mr. Markley stated that the mitigation requires 600 feet, but the easement requirements may be greater. The Homeowner's Association is definitely willing to cooperate with the streams on their property. The Road Department has asked to allow \$350,000 for this project to cover any costs that may run over.

##### Kenston Lake Dam Road and Culvert Project

The County Engineer's Office is recommending that a double 42" pipe be installed as a culvert under the road. The cost of installing 3/4" thick pipe would be \$124,365 and cost of installing 1/2" thick pipe would be \$101,580. We have received a grant of \$185,000 and the matching portion would be split with the homeowners with Bainbridge paying two thirds and the homeowners paying one third. The Road Department is asking the Board of Trustees to allow up to \$130,000 for this project.

##### Salt Barn

Last fall, the Road Department received a quote for a pad and an 82 foot dome to hold 4,178 tons of salt at a cost of \$260,000. Our current building only holds 1,000 tons. We currently use an average of 4,000 tons. If we have the ability to store salt, we can purchase salt with the state at a lower price. The Road Department has asked the Board of Trustees to allow up to \$300,000 to build a Salt Barn during the summer of 2009. Mr. Rudyk is also asking the trustees to consider "piggybacking" on the State's salt bid.

### Chagrin Falls Park

Mr. Lynch has received an email from the director from Chagrin Falls Park regarding certain improvements to be made in the area. Mr. Lynch has asked the Road Department to look into these, but not necessary to answer today.

### POLICE DEPARTMENT

The current levied funds should provide sufficient funds into 2015. However, the economy may have a negative impact on this estimate. If some of the purchases were to come from the investment funds instead of the police budget, the department should be able to extend the life of the levy by a few years.

### Digital Radio Replacement

Chief Jimison stated that the department has budgeted to replace the analog radios with the new digital radios over the next few years. However, the county is requiring the digital radio switchover be complete by the end of 2010. Motorola is offering a savings of \$300 per radio through the end of March. If the radios were removed from the department's budget, we could buy the radios in bulk and also take advantage of the savings of \$50,931.60 for a total cost of \$134,804.60. The trustees will add this to the agenda for Monday, March 16, 2009.

### Water Well Improvement

To extend the water line from the Kenston Lake subdivision to the Police Station, should it not be covered with the pending litigation, could cost approximately \$100,000.

### Police Cruisers

The repair costs on the older units tend to increase exponentially once the cruisers surpass 100,000 miles. We currently have four cruisers and a covert car to trade in towards the purchase of four new cruisers. There was no cost benefit to change vehicle models. Chief Jimison has asked the trustees to provide \$77,542 from the investment funds to cover the cost of the new cruisers to help extend the life of their levy. The trustees were in agreement to discuss this at the meeting on Monday, March 16, 2009.

### Computers

The Police Department is in need of six new computers. Any new computers will go through the new county purchasing program. The only concern of the Police Chief is the integrity of the secure data when we change over to the County System.

### Radar Units

Again, the money is in the budget for the purchase of six new replacement radar units. But using the investment funds would extend the levied funds. The preferred time line would be during 2009.

### Video Imaging Equipment Criminal Investigations

Photographs would be taken every time someone is brought in. Then when looking for suspects for a possible lineup, it can be sorted by specific features such as hair color, age, eye color. It would take time and someone would need to scan in the existing photographs to add to the images available. It is beneficial during a court hearing because the lineups are computer generated, not hand selected by our department.

This equipment would be very beneficial, however it has not been included in the budget. The estimated cost would be \$24,000 and would be preferred to be in place between 2010 and 2011.

### F.A.T.S. Training System

This private system is a very valuable training tool were officers are given scenarios with multiple options. This trains the officers for various situations from routing traffic stops to bank robberies. This is currently provided through private sessions of the units through various organizations. This would be nice to have but not a need. The estimated cost would be \$75,000.

### Conference Area Remodeling

The hope when the station was built was the public use of the conference area. However, it is not separated from the other private areas of the department. It would be able to be secured by adding a few gates and modifying some door locks. This would cost approximately \$10,000.

The dispatchers would manage the sign in of the individuals using the room and the usage would be managed through the police department.

The room is more technically supplied than other meeting spaces within the township.

### Additional Parking and New Road

When the new Police Department was originally built, there were several possibilities of connecting the Police Department to the Town Hall. The Chief does not see a need for this private road just to connect the two buildings. The trustees were in general agreement to remove this road from the needs list, but will keep the quote from Ronyak in the file for future reference.

However, there is a need for additional parking spaces that would cost approximately \$13,015 to add parking spaces on the East side of the drive opposite the current parking area.

### Holding Cell at Marketplace

The developer has a small space of 1400 square feet with two restrooms and an area for a holding cell it would cost us \$8 per square foot as opposed to the running cost of \$20 to cover heat and insurance. McGill Property Group would ask that a sign be provided as a Bainbridge Township Police Department Substation to help deter crime in the area. This is something to look into.

## FIRE DEPARTMENT

### Expansion or Replacement of Fire Station

Since 2002, Chief Phan has been looking at satellite stations. In 2005, a study was done that indicated the department needs more room, both for personnel as well as equipment. Chief Phan cannot even store all of the departmental equipment in the station. He is currently looking at architects that specialize in fire departments. He is looking at adding two apparatus bays and another personnel/administration building at the south end of the addition. Mr. Lynch asked if there was any way the Fire Department could use the Old Bainbridge School and Chief Phan answered that the architects that he had walked through all agreed that it was not advisable. The one estimate to expand the current station was \$2,932,600. The Chief has \$1,000,000 budgeted for this expansion project.

Mr. Markley expressed his concerns with not having a complete understanding of what is needed for the future. It undoubtedly needs to change, the current station is definitely inadequate. Mr. Markley presented five options. 1. Expand the current station. 2. Expand on the current Police Station. 3. The Old Bainbridge School. 4. Satellite stations. 5. A brand new station.

Mr. Lynch asked Chief Phan if he sees the department going full-time at any time in the future. Chief Phan stated in order to maintain the same level of service, we would need at least 7 per shift, with three shifts, for a total of 21 full time firefighters at a cost of at least \$100,000 per person per year. However, we would still need some part time employees to supplement manpower.

Chief Phan reminded the trustees that they have currently hired the original firm to re-evaluate the manpower needs of the department. The opening of Judson will drastically change the needs of the manpower.

Any changes made would be to benefit the residents of the township.

Mr. Markley would like the Board of Trustees to look into covering the cost of \$15,000 per light to modify the 5 traffic lights along the 306 corridor for a total cost of \$75,000.

#### Heavy Rescue/Pumper Vehicle

One way to conserve space in the apparatus bays is to combine two vehicles with one vehicle. The 1995 Heavy Rescue truck is in need of being replaced as is the 1981 backup pumper. This would enhance their functionality and cost effectiveness. The Heavy Rescue goes on all car accidents, special rescue calls, basically it is a giant rolling tool box. By combining the two vehicles, we would then have a backup pumper capable as functioning as a front line pumper if needed. This type of vehicle has been added to the state bid and would be approximately \$600,000, which is a very rough estimate until specs are written and a cost can be narrowed. This would be a smaller vehicle that could get into a driveway with 750 gallons of water. The Chief would like this purchase to be started as soon as possible. Chief Phan has budgeted for this vehicle, however using the investment funds would extend the life of levied funds. Ms. White would like to add this to the agenda.

#### TOWN HALL

##### Basement Remodeling and Roof Replacement

The basement remodeling has been estimated at \$300,000 to be completed in 2009.

The roof replacement would cost \$26,842.00 and should be done at the same time as the basement in order to protect everything underneath it per the recommendation of the Property Superintendent Mr. Mitchell.

### Underground Abatement/BUSTR

The amount remaining on this situation is \$15,000 which should be complete this year.

### Town Hall Parking Lot

Parking has been an issue during ball season for quite some time, there is not enough space for an event at the Town Hall when the ball fields behind the Bainbridge School are in use. The structure of the parking lot needs many repairs as well as an expansion. The \$200,000 - \$300,000 is an historical estimate. There is a runoff problem that is causing water damage to the mechanical room in the lower level of the town hall. Ms. White asked for Mr. Joyce's comments on the types of materials that could be used. Mr. Joyce expressed his interest in using pervious materials that would less snow plowing, less salting, no icing, however this material is not sealed. It would require regularly scheduled vacuuming, every year or every two years. There are several different options and the reduction in maintenance costs could make up for any initial increase in costs.

This project will have to be done eventually, it is just a matter of when.

### CENTERVILLE MILLS

#### Swimming Pool

Property Superintendent Mr. Mitchell does not see the township repairing the swimming pool and would recommend demolishing the pool and filling it in and possibly using it as additional parking to service the waterfall across the street and the sports field to the west of the dining hall. This would cost approximately \$40,000 and Mr. Mitchell would like it to be done as soon as possible. Mr. Lynch asked Mr. Mitchell to gather costs to prepare the field for regulation use.

#### Demolition of Buildings and Cabins

Mr. Mitchell recommended using existing staff and the Sheriff's Department work force to demolish five cabins at a cost of \$750 each for a total cost to the Township of \$3,750. This should be done as soon as possible.



### Walking Paths

The walking paths have become extremely popular with the residents, according to Mr. Mitchell. In order to improve the existing trails with an improved base and making the majority of the trails six feet wide in most places. If we are going to maintain the trails that we have, then we need to spend the money to keep them safe according to Mr. Lynch. This should be done this year, with a total estimated cost of \$80,000.

### Outhouse Removal

The outhouse is not used and should therefore be removed at a cost of \$2,100 per the recommendation of Mr. Mitchell. This should be done this year.

### Dining Hall Walkway Improvements

Mr. Mitchell would like to reserve \$9,500 to improve the sidewalks as a safety issue for use of the dining hall to be completed in 2009.

### Resurfacing of Parking Lot and Drive

Mr. Mitchell would like to reserve \$50,000 to resurface the parking area and drive as a safety issue for use of the dining hall to be completed in 2009.

### Renovation of Lodge

Ms. White does not feel the township should spend \$295,000 to renovate the entire lodge. Ms. White would like to see the bathrooms remodeled but that should be the extent of the refurbishing. Mr. Mitchell would like to see the bathroom work expanded to include some drywall repairs. Questions were raised as to whether the rental usage justifies or warrants this extent of changes to either upgrade the lodge or leave it as a rustic environment. The Board of Trustees would like Mr. Mitchell to provide a breakdown on the costs based on each project within the lodge.

### Picnic Shelter

Ms. White does not feel we should spend \$55,000 to renovate a picnic shelter that is only rented once a year. Mr. Mitchell stated that it is used regularly, not as much as he would like to see it used, but his recommendation is to either put the money into it or remove it all together. Mr. Lynch reiterated that it does not come down to how much money it brings in, rather what level of services does the Township want to provide. If this repair is made, Mr. Mitchell would like to see it done in 2010.

Mr. Markley and Ms. White were in agreement that an overall park plan should be developed in order to determine which projects need to be considered and which projects can be eliminated and at which park.

#### RIVER ROAD

##### Waterlines and Bathrooms

Mr. Mitchell feels that running water is beneficial at a park. Port-a-Potties are nice and convenient, but sometimes you need running water to be able to wash hands.

Mr. Lynch asked about the benefits of the stand alone, self contained restrooms. The trustees asked Mr. Mitchell to bring back the costs of self contained, self composting restrooms.

##### Outfit Silo for Food Service

It would not be expensive to finish the interior of the "silo" to be used for food service, per Mr. Mitchell. However, this is not an expense for the township to assume. The organizations that use it could donate their time and talents and supplies, then they may do that without the financial support of the township.

#### ZONING

##### Legal Defense Fund

We are currently involved in an extensive legal case and Zoning is asking for \$250,000 to maintain the fund for Zoning Legal Defense.

##### Vehicle

The current vehicle is in good condition, however the Zoning Inspector is looking to replace the vehicle in 2014 at an estimated cost of \$50,000.

##### Geothermal

It would cost \$105,000 to install Geothermal in the Town Hall, \$115,000 to install Geothermal in the current Fire Station, and \$300,000 to install Geothermal in the Police Station.

The expected life of an underground system is 20 years and 50 years for a loop.

It is estimated that it would take 11 years to recover our costs and recognized the savings of energy costs. This is something that should be done as soon as possible, if the trustees intend to proceed with this project.

The trustees would like the Zoning Inspector to gather more accurate and applicable quotes for the installation and implementation of Geothermal systems township wide.

#### OTHER

##### Old Road Garage

The Old Road Garage located on Bainbridge Road holds historical value to the Township and is a sound structure internally. There are roof repairs that are needed and the outside needs to be painted. It could cost around \$15,000 to make the necessary improvements. The Parks Department and the Fire Department both use it for storage.

##### Conservation Easement

It would cost approximately \$2,000 per acre for a total cost of \$58,000 to put 29 acres located behind the Town Hall into a conservation easement to limit the use of this land. Questions were raised if the Township owns the land and controls the use of the land, then why pay this expense to put tighter limitations on the use of this land. To be determined in the future, nothing that needs to be addressed immediately.

##### Tucek House

Any decision regarding the Tucek House will be postponed pending a final determination as to the needs of the Fire Department.

The trustees were in general agreement to move the discussions regarding the Fire Department needs along quickly and at a steady pace since this decision is driving many others.

##### Citizens Tax Relief

Mr. Lynch would like to determine how much of the investment funds should be set aside for tax relief. According to Ms. White and Mr. Markley, tax relief is already being done with the other measures by paying for necessary items for the departments out of the investment funds.

The Road Levy that will be on the ballot in November is a renewal, this is acceptable because the road levies are not continuous and needs to be renewed every 5 years. We have three road levies expiring in 2009, 2010 and 2011 respectively.

The need for the levy will be discussed with the Road Superintendent.

#### Land Purchases

Instead of purchasing large quantities of land, the township could purchase easements to preserve the image of semi-rural character. Mr. Markley would like to earmark \$250,000 for green space protection.

#### Standards for Use of Funds

Mr. Markley suggested that the board of trustees should set up strict guidelines for the spending of future investment funds. Perhaps set percentages for each department or purpose.

#### Emergency Contingency Fund

Mr. Lynch would like to establish an emergency contingency fund for the Township from the investment funds, possibly as much as 10% of our operating budget, which could be \$1,300,000 to \$1,800,000. This is permitted per the Geauga County Auditor per section 5705.29 of the Ohio Revised Code states that any emergency contingency fund be reasonable. The board of trustees need to work with the County Prosecutor's office to determine the appropriate wording of such a plan.

#### Non-Bargaining Employee Bonuses

Mr. Lynch suggested the possibility of paying for bonuses out of the investment funds. A 1% bonus of non-bargaining would cost the township approximately \$23,000. This topic will be discussed in greater detail at a later date.

#### Recycling Center

Mr. Lynch asked the Township Administrator to look into the need of expanding our recycling center.

#### PUBLIC COMMENT

Frank Lanza recommended forming a citizens committee of volunteers with special talents to ask questions and gather information for the trustees to assist with informed decision making.

John Goodman asked what the procedures are or the criteria for making decisions on how to spend the investment funds. Mr. Lynch offered to provide a copy of the policy put in place in 1999.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 1:05 P.M.