

Monday, October 12,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on October 12, 2020. Those present were Trustees Mrs. Lorrie Benza, Mrs. Kristina O'Brien, and Mr. Jeffrey Markley and Fiscal Officer Mrs. Janice Sugarman. Mrs. O'Brien presided and called the meeting to order at 6:01 P.M.

EXECUTIVE SESSION

Mr. Markley made a motion to recess the regular meeting and go into executive session for the Employment and Compensation of Public Employees per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their meeting at 6:02 P.M. in order to go into executive session.

Mrs. Karen Endres and Mr. Steve Averill were invited into executive session at 6:02 P.M. Mr. Averill left at 6:57 P.M. and Mrs. Endres left at 7:08.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their regular meeting at 7:11 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

1. Table: Consent Judgement Entry under Zoning

MINUTES APPROVAL

Mr. Markley moved to approve the minutes of the trustees' September 28, 2020 regular meeting, and October 2, 2020 and October 5, 2020 special meetings as submitted.

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

DEPARTMENTAL REPORTS

KENSTON COMMUNITY EDUCATION

Mr. Greg Sharp from Kenston Community Education gave the report for the month of September 2020. He emphasized that flexibility has been key to operations currently. Scheduling and procedures are fluid, therefore necessitating good communications. The financial situation is good, as they are once again operating in the black. The complete report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT REPORT

Mr. Jim Stanek presented the service department report for the month of September 2020. They have completed the Burns-Lindow restroom remodel. The dog park has moved into the smaller park for the winter. They did quite a bit of maintenance prior to the move. Now, they will work on the main dog park. The cemetery drive paving is complete, along with tree removal. Finally, the road department held a meeting with the residents of Cedar Street to discuss the flooding. The complete service department report is attached to and becomes a permanent part of these minutes.

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FISCAL OFFICE REPORT

Mrs. Sugarman presented the fiscal report for the month of September 2020. The general fund balance is \$2,529,062.62 as of September 30, 2020. The township received the third installment of the CARES grant funding in the amount of \$412,140.80. The new payroll/timekeeping system is going well so far. There are a few minor issues that we are working out. The fiscal office has begun work on the temporary appropriations and end-of-year tasks. Lastly, the GCTA dinner is being held in Bainbridge on November 11, 2020, and the township is starting to receive RSVP's. The complete fiscal report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

A number of residents of Cedar Street delivered a petition to the trustees requesting ditch elimination. Mr. Jeremy Clark of 7049 Cedar Street and Ms. Amanda Meitz of 7040 Cedar Street spoke on behalf of the residents. Mr. Stanek will be meeting with the Geauga County Engineer's office to discuss ditch elimination in the area.

FIRE DEPARTMENT – NEW BUSINESSRequest to Accept Donation

The trustees were in general agreement to accept the donation of 100 masks from FMI Medical Systems, Inc. worth approximately \$450.00 in accordance with ORC 505.10, and with extreme gratitude for the donation.

Stepped Grade Increase - McClintock

Mr. Markley made a motion to approve the stepped pay increase for Firefighter Paul McClintock to Firefighter C with an annual salary of \$60,813.66 effective October 24, 2020 and per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Stepped Grade Increase - Bixler

Mr. Markley made a motion to approve the stepped pay increase for Firefighter Jon Bixler to Firefighter B with an annual salary of \$68,724.14 effective November 7, 2020 and per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSGrade Change Request

Mr. Markley made a motion to promote Ptl. Matt Lawrence to Grade B Patrolman at an annual salary of \$68,892.17 beginning with the November 21, 2020 pay period per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Request to Accept Donation

The trustees were in general agreement to accept the donation of \$100.00 from the Shirley O. Morgan Trust in accordance with ORC 505.10, with extreme gratitude for the donation which will be used for the K-9 program.

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TOWN HALL – OLD BUSINESS

Telework Policy

Mr. Markley made a motion to adopt and add to the Personnel Policy Manual the Telework Policy that has been available to review by all employees of Bainbridge Township since September 29, 2020 effective today, October 12, 2020.

Mrs. Benza seconded the motion that passed unanimously.

Oswald Business Agreement

Mr. Markley made a motion to approve the Business Associate Agreement between Bainbridge Township and The James B. Oswald Company and allow the Chair to sign the agreement and initial near the clause that was removed. The agreement has been reviewed by the Geauga County Prosecutor’s Office.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESS

Cell Tower Proposal

The trustees have received two offers for the cell tower site lease. They will be looking into hiring counsel to review the offers.

Resolution for Outside Counsel

Mr. Markley made a motion to approve Resolution 10122020-B retaining the services of Attorney Tom FitzSimmons of Singermen, Mills, Desberg, & Kauntz regarding matters pertaining to the proposed zoning and proposed development of Signature Square of Bainbridge currently known as permanent parcel numbers 02-262000 and 02-261900, at \$265.00 per hour not to exceed \$15,000.00. Additional details will be provided in a letter of engagement which is forthcoming.

Mrs. Benza seconded the motion that passed unanimously.

ZONING DEPARTMENT – NEW BUSINESS

Public Hearing for Z-2020-5

Mr. Markley made a motion to recess this regular meeting at 7:35 P.M. and call to order this public hearing to consider Z-2020-5. Legal notice of this public hearing was published in the News Herald Daily paper on October 2, 2020. Additionally, the proposed zoning amendment Z-2020-5 has been available for public examination and review at the Township Fiscal Office from 8:30 a.m. to 3:00 p.m. from October 2, 2020 through today, October 12, 2020.

Mrs. Benza seconded the motion that passed unanimously.

Public Hearing: Z-2020-5 proposes to amend the Bainbridge Township Zoning Map.

Mrs. O’Brien called for comments in favor of the amendment. Mrs. Benza and Mrs. Endres spoke on behalf of the amendment.

Mrs. O’Brien called for comments against the amendment.

Mrs. O’Brien closed the public hearing at 7:38 P.M.

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Mr. Markley made a motion to adopt Resolution 10122020-A approving Zoning Amendment Z-2020-5.

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

*This zoning amendment shall become effective in thirty days unless a valid referendum petition is submitted to the Board of Trustees pursuant to ORC 519.12.

Set Public Hearing Date: Z-2020-3

Mr. Markley made a motion to set the trustees' public hearing for Z-2020-3 for Monday, October 26, 2020 at 7:30 P.M. relative to the proposed amendment which proposes to amend Chapter 105 – Definitions, Chapter 135 – R-5A Rural Open Residential District, Chapter 139 – R – 3A Rural Residential District, Chapter 143 – CB - Convenience Business District, Chapter 161 – General Provisions, and Chapter 165 – Nonconformities and authorize that notice of the required public hearing be duly advertised as required by ORC 519.12.

Mrs. Benza seconded the motion that passed unanimously.

Zoning Fees

Mr. Markley made a motion to adopt the proposed 2020 zoning application fee schedule dated and effective October 12, 2020 per the recommendation of the zoning inspector.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESS

Credit Card Policy Updates

Mr. Markley made a motion to adopt and add to the Personnel Policy Manual the changes to the Credit Card Policy and Form X dated September 28, 2020 that have been available to review by all employees of Bainbridge Township since September 29, 2020 effective today, October 12, 2020.

Mrs. Benza seconded the motion that passed unanimously.

CARES Grant Discussion

The trustees will make a list of possible sub-grantees in the event that the township cannot spend all of the money in the grant. Mrs. Sugarman will determine a timeline for action.

PURCHASE ORDER APPROVALS

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

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Chagrin Valley Paving, Inc. – Restland Cemetery resurfacing - \$62,570.00 (General)
2. Liberty Tire Services – Tire Pick-up from Clean-up Days - \$2,971.39 (Roads)
3. Junction Auto Family – Vehicle Purchase - \$35,471.00 (Roads)(General)
4. R & R Truck Sales, Inc. – Purchase of 5-ton Plow Truck - \$118,050.00 (Roads)

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INVOICE APPROVALS

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

Mrs. Benza seconded the motion that passed unanimously.

Invoices

1. Joseph H. Weiss, Jr. – Legal services - \$3,000.00 (General)

FISCAL RESOLUTION APPROVAL

Mr. Markley made a motion to approve Resolution 10122020-C as submitted by the Fiscal Officer.

- Resolution to transfer from General Fund to the Road Fund for work performed by the Road Department in the month of September 2020 – \$9,617.58

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Resolution 10122020-D as submitted by the Fiscal Officer.

- Resolution to Increase Permanent Appropriations and Revenues for 2020 – Cemetery Fund – Improvement of Sites - \$100,000.00

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Resolution 10122020-E as submitted by the Fiscal Officer.

- Resolution to transfer from General Fund to Cemetery Fund for necessary expenditures in 2020 - \$100,000.00

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Resolution 10122020-F as submitted by the Fiscal Officer.

- Resolution to Increase Permanent Appropriations and Revenues for 2020 – Fund 2907 Local Coronavirus Relief Fund - \$412,140.80

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated September 29, 2020 through October 12, 2020

The trustees examined and signed checks and invoices dated September 29, 2020 through October 12, 2020 of warrants #35422 through #35520 in the amount of \$611,217.32 which are attached to and become a permanent part of these minutes.

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of September 2020, #304-2020 through #346-2020 in the amount of \$616,588.81 are attached to and become a permanent part of these minutes.

PUBLIC COMMENTS

None.

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CORRESPONDENCE

None.

LATE ADDITIONS

None.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:22 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____