

Monday, November 14,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on November 14, 2016. Those present were trustees Mrs. Lorrie Benza, Mr. Jeffrey S. Markley, and Mrs. Kristina O'Brien. Mrs. Benza presided and called the meeting to order at 5:38 P.M. noting that the media was duly notified of the early start time.

CUB SCOUT PACK

The trustees met with Cub Scout pack leader Angela Marino and the WEBLO II pack to discuss civic questions.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to review collective bargaining strategy per Ohio Revised Code Section 121.22(G)(4) and for economic development discussion of terms for a proposed JEDD per Ohio Revised Code Section 121.22(G)(8).

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

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

Chief Bokovitz was invited into the executive session at 6:01 P.M. and left at 6:50 P.M.

The trustees returned from executive session, after considering collective bargaining and economic - development – discussion of terms for a proposed JEDD and reconvened their regular meeting at 7:08 P.M. Mrs. Staudenbaur then jointed the meeting.

CHANGES TO THE AGENDA

1. Police Department – Removing request for new cruiser
2. Service Department – Removing Burns-Lindow waiver request (Tanglewood Gardens Condo HOA)
3. Town Hall – Moving to correspondence - Geauga County Community Improvement Corporation – 2016 Annual Bring a Colleague to lunch

MINUTES APPROVAL

Mr. Markley moved to approve the minutes of the trustees' June 27, 2016 and October 24, 2016 regular meetings, as written.

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

Mr. Markley made a motion to approve the minutes of the trustees' October 10, 2016 regular meeting, as written.

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

DEPARTMENTAL REPORTS

FISCAL DEPARTMENT

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Mrs. Staudenbaur presented the Fiscal Department report for the month of October, 2016.

NOTE: Fiscal Department Report is attached to, and becomes a permanent part of these minutes.

KENSTON COMMUNITY EDUCATION

Ms. Sarah Delly presented the KCE report for the month of October, 2016. She reported KCE is completely moved into The Gardiner Center. The enrollment for fall sports has increased since last year. Mr. Markley asked about the by-laws. Mrs. Delly replied the by-laws are still a work in progress.

NOTE: The KCE minutes and financials are attached to, and become a permanent part of these minutes.

SERVICE DEPARTMENT

Mr. Jim Stanek presented the Service Department report for the month of October, 2016.

Mr. Henri Preuss presented a check for Bainbridge Township on behalf of the Bainbridge Civic Club in the amount of \$1,017.88 for holiday decorations at Town Hall. The trustees were very appreciative of the Civic Club's assistance and efforts on the holiday lighting activities. The township will turn on the holiday light display the Saturday after Thanksgiving.

Mr. Stanek also reported all vehicles are winterized.

NOTE: Service Department Report is attached to, and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None

FIRE DEPARTMENT – NEW BUSINESS

Chief Metz reported since the station renovations a few years ago, there has been constant trouble with the roof leaking.

Mr. Markley made a motion to approve and accept the proposal for roof repair to the Bainbridge Township Fire Station submitted by Metis Construction Services in the amount of \$17,145.00, per the recommendation of the service director and fire chief, noting that final approval is contingent upon passage of Resolution 11142016-A.

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

SERVICE DEPARTMENT – NEW BUSINESS

Tanglewood Green Condominium HOA Board has requested to have the user fee waived for rental of the Burns-Lindow building.

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Mr. Markley made a motion to waive the user fee for the Tanglewood Green Condo Unit Owners HOA, in conformity with our policy and per the recommendation of the service director.

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

Cemetery Deeds

Mr. Markley made a motion to convey a deed in Restland Cemetery, to-wit: Section 9, Lot 7, Grave 2 and 3 to Richard Roddie and Marilyn Roddie residents of the Township for the amount of \$0.00. (No cost because this was a transfer deed.)

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

Mr. Markley made a motion to convey a deed in Restland Cemetery, to-wit: Section 10, Lot 4, Grave 4 to Susanne Bagley and Donald B. Bagley, Jr. a resident of the Township for the amount of \$300.00.

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

Request to Advertise for Bids for Cleaning of Various Buildings

Mr. Markley made a motion to authorize the fiscal officer working in conjunction with the township service director to compile an advertisement for the bids of cleaning various township buildings.

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

TOWN HALL – NEW BUSINESS

Mr. Gino Oppedisano, owner of Cucina Rustica Restaurant located at 8575 Washington Street, requested Geauga County Water Resources Department to extend their water service to his restaurant due to well water contamination issues in his water supply system.

The trustees were in general agreement to support the request for extension of a water service line to 8575 Washington Street, PP# 02-392900 for public safety reasons with understanding that there is no current interest for eastward expansion.

Positive Pay

Mrs. Staudenbaur recommended the trustees consider the positive pay service J.P. Morgan Chase offers to catch any fraudulent activity in our checking account.

General agreement to obtain more information was needed to determine if this service will be of value to the township, the verification process, and fees.

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December Meeting Schedule

December meeting schedule will remain on the second and fourth Monday of the month.

Bissell-Tucek House & Museum Lease with Bainbridge Township Historical Society

Mr. Markley made a motion to approve the proposed lease agreement with the Bainbridge Township Historical Society through June, 2018.

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

Community Improvement Corporation ("CIC")

Mr. Markley gave an overview of recent discussions he had with Mr. Tracy Jemison and a few others concerning a Community Improvement Corporation. This financial tool allows economic growth and opportunities to generate revenue in ways that can be connected to development that serves the township. But the board needs more information on both the structure and the management steps for CIC.

The Board was therefore in general agreement to refer the issue of establishing a CIC and/or other related economic tools to legal counsel for further exploration of this issue so that we can consider the merits of it.

TOWN HALL – PENDING BUSINESSProcedural Process Regarding Invoices

Mrs. Staudenbaur responded to the procedural process regarding invoice approval. All legal services, consulting, architectural, professional services, and financial invoices are to be approved by the BOT. Purchase orders need to be issued for purchases over \$2500 and approved by BOT. Blanket certificates are initiated by the department heads and brought to the BOT for approval at the beginning of the year and department heads can apply invoices against the BC's through the year. All invoices must have a BC or a PO.

The BOT understood that the process shared by the Fiscal Officer in her memo of 11/14/16 was the same practice as has been in place for the BOT. They asked her to clarify whether there are differences that she wishes to have in place that will have an impact of the trustees' agenda or meeting. Mrs. Staudenbaur will review and let the trustees know for sure, and if needed, revise her memo again.

ZONING - NEW BUSINESSSet Public Hearing Date for Zoning Amendment Z-2016-1 (Definitions)

Mr. Markley made a motion to set the BOT public hearing for Z-2016-1 for 8:00 P.M. on November 28, 2016.

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

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FISCAL – NEW BUSINESSFiscal Operations

The trustees sought additional information or clarification on a number of items that had been asked of the Fiscal Officer but for which no answers had been given. The trustees explained that they needed to know how many of these items are working now in order to carry on the business of the township and serve the residents.

Discussion ensued and these were general acknowledgement on the following items:

1. Concerning the revised Fiscal Office operations that abolished a "Request for Payment" form and implemented in its place a stamp that calls for identification of the funding source, did the Fiscal Officer confirm that the stamp is permitted? She previously advised all departments that the Request for Payment form was a necessary form, but it has now been abolished. She will verify.
2. The Fiscal Officer is required to attend only one meeting per quarter under the ORC, but often there are items on the agenda that require input from the Fiscal Officer. The BOT therefore asked her to share her plans on meeting attendance and let them know no later than the time the draft agenda is prepared. Mrs. Staudenbaur agreed to do this.
3. The BOT was concerned that the Fiscal Officer stamped and signed as approved a recent invoice. The invoice had been placed on the draft agenda, but then pulled off. The BOT understood that it was the fiscal office that removed the invoice, but Mrs. Staudenbaur did not recall removing it. She clarified that she does not always review the final BOT meeting agenda, and she did not recall reading an email that confirmed the invoice had been removed by her office. The BOT emphasized the importance of reviewing all agenda materials and communications for meetings as well as the business that must be transacted.
4. The BOT sought clarification on who is responsible in her office for preparing the outstanding backlog of meeting minutes from earlier in 2016. The BOT approved Mrs. Staudenbaur's request that it hire Mrs. Janice Sugarman for this task for a period not to exceed 6 months. Recently however there was an indication that the allowable time was 90 days. The BOT and Mrs. Staudenbaur verified that 6 months has been approved. The BOT again emphasized how important it is for the Fiscal Officer to listen to the tapes of the trustee meetings and understand all action taken. They encouraged her to call them if she ever has questions about items.

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1, 3-6) as submitted by the Fiscal Officer.

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

Mr. Markley made a motion to ratify approval for purchase order item 2, noting that this was an emergency PO request for vehicle repair and the trustees individually gave verbal approval on November 3, 2016.

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

The list as presented is as follows:

Purchase Order Approval Requests

1. Van Curen Services Inc. – Taylor May Road clearing project - \$3,175.00 (Roads-Contracted Services)

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2. Emergency – Cerni Intl./ North Coast – Repair to turbo charger for 5 ton plow truck - \$4,475.81 (Roads-Repair Maintenance)
3. Ohio Bureau of Workers' Compensation – 2017 Premium - \$58,802.42 (General)
4. Clemans-Nelson- Consultation/Negotiations Services - \$2,020.36 (Police/General)
5. Geauga County ADP Board – Microsoft Exchange E-mail User Service - \$3,959.59 (Various)
6. Metis Construction Services – Roof Repairs - \$17,145.00 (Fire)

Invoice Approvals

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

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

1. Huntington Bank – Fire station Improvement bond payment - \$153,850.00 (Fire)
2. Huntington Bank – Police station construction refunding bond - \$311,250.00 (Police)
3. Clemans-Nelson & Associates, Inc. – Consultation/Negotiations Services - \$2,020.36 (Police/General) *NOTE: Discussion was held about the source of payment for this invoice. It was stamped with a 2015 BC indicated. The fiscal bookkeeper, however, indicated that this should be solely through a PO. The Fiscal Officer will correct the indication on the invoice.

Fiscal Resolution Approvals

Resolution 11142016-A – Resolution to Reallocate Permanent Appropriations within Fire Fund for the Current Year

Resolution 11142016-B – Resolution to Reallocate Permanent Appropriations within Police Fund for the Current Year

Resolution 11142016-C – Resolution to transfer from General Fund to CVM Permeable Paver Fund

Resolution 11142016-D – Resolution to Reallocate Permanent Appropriations within Road and Bridge Fund for the Current Year

Mr. Markley made a motion to approve and adopt resolution 11142016-A.

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

Mr. Markley made a motion to approve and adopt resolution 11142016-B

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

Mr. Markley made a motion to approve and adopt resolution 11142016-C

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

Mr. Markley made a motion to approve and adopt resolution 11142016-D.

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

CHECKS DATED October 25, 2016 THROUGH November 14, 2016

The trustees examined and signed checks and invoices dated 10/25/2016 through 11/14/2016 consisting of warrants 26142 through 26241 in the amount of \$107,561.13.

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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 October # 341-2016 through #392-2016 in the amount of \$523,576.85 are attached to, and become a permanent part of these minutes.

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

PUBLIC INTERACTION: QUESTION AND ANSWER

None

CORRESPONDENCE

1. Geauga County Community Improvement Corporation 2016 Annual Bring a Colleague to lunch on Friday, December 2, 2016 at Noon
2. Ohio Plan 2015 Annual Report
3. Geauga County Children’s Services Newsletter
4. Geauga County Planning Commission Meeting on Tuesday, November 8, 2016 at 7:00 P.M.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 9:57 P.M.

Respectfully Submitted,

Kathleen C. Staudenbaur,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____