

Monday, February 9,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on February 9, 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 6:00 P.M.

EXECUTIVE SESSION

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

The trustees recessed their regular meeting at 6:05 P.M. in order to go into executive session. Fire Chief Brian Phan was invited into the executive session.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:08 P.M.

CHANGES TO THE AGENDA

Mr. Markley noted the following changes to the agenda.

Delete: Service Department/Old Business - Aurora Co-op Lease

Add Late Additions: Two training requests for the Police Department

MINUTES

Mrs. Benza moved to approve the minutes of the trustees' January 26, 2015 regular meeting as amended.

Mr. Horn seconded the motion that was passed unanimously.

DEPARTMENTAL REPORTS

FISCAL OFFICE

Fiscal Officer Janice Sugarman presented the Fiscal report for the month of January 2015. She presented the Cash Summary for the General Fund. The fund started on January 1, 2015 with \$3,931,430.17. Revenue was \$24,986.63 and Expenditures were \$46,021.75 for a balance on January 31, 2015 of \$3,910,395.05.

SERVICE DEPARTMENT

Service Director Jim Stanek presented the Service Department report for the month of January 2015.

He reported on the maintenance activities; parks and properties projects; the progress on the addition of the road maintenance facility; snow plowing; Christmas tree disposal; and that he had met with the county to discuss 2015 projects. He also noted that Settlers Park remains closed and explained the recent damage to the salt storage building due to a truck delivering salt to the township.

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KCE

Ms. Jane Edwards presented the KCE Report for the month of January 2015.

She reported on the recent meeting held January 25, 2015 and noted they did not have a meeting in December. She explained the current sports activities and noted that KCE's by-laws have not been updated since 1986 so that is something they will be addressing and working on with all governing bodies. She stated that KCE would rather have Settlers Park closed in the wintertime to prevent vandalism.

PRESENTATION BY GUEST

Ms. Keely Davidson Bennet, Program Associate with the Chagrin River Watershed Partners was present to explain the 319 (h) Grant for Permeable Pavers at Centerville Mills Park which is an Ohio EPA grant. She explained that the funding has been recommended for the Centerville Mills Park project and should expect a contract by July 1, 2015. This is a matching fund grant with an award of \$96,010.00 with matching funds of \$67,500.00 and there is money in the grant for engineering plans etc.

Mrs. Benza made a motion to authorize the Chairman to sign a letter, from the Chagrin River Watershed Partners, accepting the grant of \$96,010.00 with matching funds of \$67,500.00.

Mr. Horn seconded the motion that passed unanimously.

The board thanked Ms. Bennet for her help.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSEmployee Reinstatement

Mrs. Benza made a motion to reinstate Scott Tinlin as Firefighter/EMT-P Grade A at his current rate of \$23.09 per hour, effective immediately per the recommendation of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

FIRE DEPARTMENT – NEW BUSINESSResignation

Mrs. Benza made a motion to accept the resignation of Adam Lovell effective immediately per the recommendation of the Fire Chief.

Mr. Markley seconded the motion that passed unanimously.

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Employee Grade Change

Mrs. Benza made a motion to change the rank of Greg Miller from Captain to Firefighter, at his request, from the current rate of \$25.84 per hour to \$23.09 per hour, effective immediately, per the recommendation of the Fire Chief.

Mr. Horn seconded the motion that passed unanimously.

Leave of Absence

Mrs. Benza made a motion to approve the one year leave of absence for Richard Quinn per the recommendation of the Fire Chief, effective January 25, 2015.

Mr. Markley seconded the motion that passed unanimously.

PENDING BUSINESS

Proposal to Integrate Full-Time Firefighter/Paramedics into the Bainbridge Township Fire Department

The Request for Proposal (RFP) draft will be discussed at the next regularly scheduled meeting to be held February 23, 2015.

SERVICE DEPARTMENT – OLD BUSINESS

Aurora Co-Op Lease

This item has been tabled.

SERVICE DEPARTMENT – NEW BUSINESS

Requesting Authorization to Auction Damaged or Obsolete Equipment No Longer Needed by the Township

Mr. Horn made a motion to authorize the Auction/Scrap of the following items that are damaged or obsolete and no longer needed by the township: Stihl Power Equipment; Gas Burning Stove from Town Hall Kitchen and 1998 GMC Sierra 1500 Extended 4 x 4 with Snow Plow on GovDeals.com per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Cemetery Deed

Mrs. Benza moved to grant a cemetery deed to former residents David and Madelaine Dietz in the amount of \$1,000.00.

Mr. Markley seconded the motion that passed unanimously.

The trustees signed a cemetery deed record for Section 13, Lot 21, Grave 5. Joan Demirjian and David Pfouts attested to their signatures.

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Organizational Structure

Mr. Stanek stated that all of the employees of the road and parks departments will be under one roof with the new expansion of the Service Department building on Haskins Road. He is working on a reorganization of the departments, personnel will be re-assigned and he should have more information in a few weeks.

TOWN HALL – OLD BUSINESSLand Bank

Mr. Horn reported that he has contacted the Chagrin Falls Park Community Center and should have a response by the next meeting regarding its interest in continuing the land bank. The trustees held a discussion regarding the legal aspects of the land bank and the obligations of the township and were in agreement to obtain a written opinion from the Auditor of State.

The trustees referred to correspondence received from Ms. Bridey Matheny, Geauga County Assistant Prosecuting Attorney that does indicate it is an attorney client privileged document but they want it to be shared with the Auditor of State with written guidance by April 1st. The trustees were in general agreement to waive the attorney client privilege of this document and allow it to be submitted to and reviewed by the Auditor of State.

Mr. Ted Seliga expressed his concerns regarding the township budget if taxes have to be paid on the land bank parcels.

Mr. Stanek is looking at certain lots for the purpose of road extensions and utilities.

TOWN HALL – NEW BUSINESSPay Period Classification – Request to change Personnel Policy Manual

Mrs. Sugarman explained that there is a request to amend the Personnel Policy Manual to reflect that there are 26 pay periods and all employees will be paid every other Friday for the previous two-week pay period. This will eliminate the pay period being split for employees who work 12 hour shifts during ending and beginning pay periods.

Ms. Benza made a motion to approve the requested change to the Personnel Policy Manual as recommended by the HR Administrator and the Fiscal Officer.

From:

“There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Friday for the two (2) week pay period ending on the immediately preceding Friday. The bi-weekly payroll period for full time employees is from 12:01 am Saturday through 12:00 midnight the second Friday. The bi-weekly payroll period for part time employees is from 12:01 am Saturday through 12:00 midnight the second Friday.”

To:

“There are normally twenty-six (26) pay periods per year. All employees are to be paid every other Friday for the previous two week pay period.”

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Mr. Markley seconded the motion that passed unanimously.

Healthcare Renewal

Mr. Markley acknowledged receipt of the Healthcare Renewal. The trustees were in agreement that this should be reviewed by the Healthcare Committee for a recommendation by the February 23, 2015 meeting.

PENDING BUSINESS

Policy Guidelines for Exclusive Use Agreements re: Township Buildings

The trustees discussed the draft of the Exclusive Use Policy and noted that the Park Board will be reviewing it on February 18, 2015. The Park Board members have been invited to attend the February 23, 2015 Board of Trustees meeting to share their comments on the policy.

FISCAL OFFICER – NEW BUSINESS

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 – 8, excluding Item 4) 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. Smylie One – Three Compartment Sinks for Town Hall Kitchen - \$10,461.00 (General)
2. Chagrin River Watershed Partners – 2015 Annual Membership Dues - \$4,458.00 (General)
3. Walter & Haverfield LLP – Legal Consultation - \$10,000.00 (General)
4. Northcoast Politechnic Institute - Police Executive & Administrative Leadership (PEALS) Training – Two Employees at \$1,500.00 Each (Police)
5. Colonial Auto – Vehicle Purchase - \$20,283.50 (Police)
6. Annual Purchase Order List for 2015 – See List (Police)
7. Kimble Companies – Nine Dumpsters for Clean-Up Week - \$3,645.00 (Roads)
8. M.A.T. Cleaning Service Inc. – Cleaning of Township Buildings - \$33,458.48 (Multiple)

Blanket Certificates

Mrs. Benza made a motion to approve the Blanket Certificates as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Super BC Approval

1. Annual Fourth of July Vendors for Fireworks, Entertainment, Clean Up, Safety and Parking - \$17,000.00 (General) – Special Events Super BC

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CHECKS DATED JANUARY 27, 2015 THROUGH FEBRUARY 9, 2015

The trustees examined and signed checks and invoices dated January 27, 2015 through February 9, 2015 consisting of warrants 22690 through 22747 in the amount of \$354,741.21, including payroll from January 10, 2015 through January 23, 2015 in the amount of \$144,023.93.

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 December 2014 #442 through #509 in the amount of \$621,077.92 are attached to, and become a permanent part of these minutes.

LATE ADDITIONSPOLICE DEPARTMENT – NEW BUSINESSTraining Requests

Mrs. Benza made a motion to allow Robert Weir to attend the Northcoast Politechnic Institute Training – Police Executive & Administrative Leadership (PEALS) in the amount of \$1,500.00 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to allow Jon Weiner to attend the Northcoast Politechnic Institute Training – Police Executive & Administrative Leadership (PEALS) in the amount of \$1,500.00 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order to Northcoast Politechnic Institute - Police Executive & Administrative Leadership (PEALS) for Training for Two Employees at \$1,500.00 Each (Police) as submitted by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

CORRESPONDENCE

Letter from the Ohio EPA re: Fleet Reporting Requirements.

Letter from Cleveland Magazine re: Rating the Suburbs.

Letter from Geauga County Engineer's Office re: Reduction of Weight Limit on County and Township Roads.

Thank you from Mr. Andy Kelly.

Letter from the Geauga County Commissioners re: The improvement of Chagrin Road in Bainbridge Township.

Letter from Cleveland Metro Parks System re: 2015 Deer Management Program.

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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 8:48 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____