

Monday, June 12,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on June 12, 2017. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. O'Brien presided and called the meeting to order at 6:01 P.M.

EXECUTIVE SESSION

Mrs. O'Brien made a motion to 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. O'Brien, aye; Mrs. Benza, aye; Mr. Markley, aye. Motion carried.

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

Chief Jon Bokovitz, Chief Lou Ann Metz, Mr. Jim Stanek, and Mrs. Karen Endres were invited into the executive session at 6:02 P.M. All guests left at 6:53 P.M. with the exception of Chief Bokovitz who left at 7:04 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their meeting at 7:08 P.M.

CHANGES TO THE AGENDA

Late Addition: General Fund Budget Discussion

MINUTES

Mr. Markley moved to approve the minutes of the trustees' May 22, 2017 regular meeting and May 22, 2017 special meeting as submitted.

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

DEPARTMENTAL REPORTS

FISCAL OFFICE

Mrs. Janice Sugarman presented the fiscal office report for the month of May, 2017. The general fund balance is \$1,482,430.52 as of May 31, 2017. Mrs. Sugarman reported that the June 26, 2017 public hearing for the tax budget 2018 was advertised per the ORC. In addition, the Budget Hearing with the County Budget Commission has been set for August 22, 2017 at 8:30 A.M. The complete report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT

Mr. James Stanek presented the service department report for the month of May, 2017. He discussed with the trustees the potential need for more signage in the waterfall area. Mr. Gil Myers wanted to know if there is any warranty or other claims to be made to recover funds based on the ongoing issues with the fire department roof. The trustees responded that they have tried in the past and will continue to try. Mr. Stanek updated the trustees on the following issues: the chip sealing on Country Lane, the Fiscal Office door reconfiguration, and the Hawksmoor mitigation project. He would like to discuss these further with the trustees. The complete report is attached to and becomes a permanent part of these minutes.

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KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly presented the KCE report for the month of May, 2017. She reported that the summer programming numbers are down this year. Also, they are rescheduling the strategic planning meeting to the fall to accommodate everyone's schedules. The complete report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSItems to be Declared Obsolete

Mr. Markley made a motion to declare the FlexClock Z33 biometric timeclock obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

Approval to sell on Govdeals.com

Mr. Markley made a motion to allow the listing of the obsolete FlexClock Z33 biometric timeclock on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

FIRE DEPARTMENT – NEW BUSINESSTraining Request – Chief Metz

Mr. Markley made a motion to approve the training request for Chief Lou Ann Metz to attend the Ohio Fire and Rescue Officer Development Conference in Reynoldsburg, OH from July 13, 2017 to July 17, 2017 at a cost of \$1,320.00 at the request of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request – James Riley

Mr. Markley made a motion to approve the training request for James Riley to attend the Leadership in Supervision training at the Ohio Fire Academy in Reynoldsburg, OH from August 7, 2017 to August 12, 2017 at a cost of \$954.05 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request – James Riley

Mr. Markley made a motion to approve the training request for James Riley to attend the Decision Making for Initial Company Ops training at the Ohio Fire Academy in Reynoldsburg, OH from September 7, 2017 to September 8, 2017 at a cost of \$325.81 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

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Training Request – Michael James

Mr. Markley made a motion to approve the training request for Michael James to attend the Rescue Task Force Instructor Train the Trainer training at the Northeast Illinois Public Safety Training Academy in Homer Glen, IL from June 19, 2017 to June 20, 2017 at a cost of \$520.00 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Request to Promote Firefighters

Mr. Markley made a motion to approve the promotions of Ben Dingedine and Paul McClintock from Firefighter EMT-P Grade C at \$20.97 per hour to Firefighter EMT-P Grade B at \$22.40 per hour effective June 24, 2017 based on their successful completion of their probationary status and per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

POLICE - NEW BUSINESS

Employee Grade Change

Mr. Markley made a motion to approve the promotion of Ptl. Theresa Tymoszczuk from Probationary Grade D Patrolman to Grade D Patrolman at an annual salary of \$56,886.78 effective July 22, 2017 and based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Parks Questionnaire

The trustees reviewed the proposed questionnaire and made a few changes. Mrs. O'Brien will contact the committee with the board's suggestions. Mr. Henri Preuss of Kenston Lakes suggested that the parks need to be funded differently in order to maintain their beauty.

SERVICE DEPARTMENT – NEW BUSINESS

Retirement of Public Employee

Mrs. Benza made a motion to accept the retirement of Tim Bloxson from his position of Operations Manager effective September 15, 2017 with the township's deepest gratitude for his many years of service.

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

Request to Post Position

The trustees were in general agreement to permit the service director to post internally the position of Operations Manager for the service department effective immediately.

Burns-Lindow Usage Report

The trustees discussed the usage of the Burns-Lindow building and how to maintain it in the future. The board felt that it needs to be evaluated, along with the township's other buildings, as to usage and maintenance needs. Mr. Stanek will provide the trustees with an inventory report of all the township buildings as a start to determine usage.

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Crack Sealing Contract

Mr. Markley made a motion to enter into a crack sealing contract with the Geauga County Engineer's Resource Rental Program per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Chagrin Knolls Condominium Association, Inc.

Mr. Markley made a motion to approve the rental fee waiver request from the Chagrin Knolls Condominium Association, Inc. in the amount of \$70.00 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Nick Nemeth Memorial Wiffle Ball Tournament

Mr. Markley made a motion to approve the rental fee waiver request from the Nick Nemeth Memorial Wiffle Ball Tournament in the amount of \$605.00, with any attendant fees and portable restrooms being paid for by the tournament.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSLand Bank

Mrs. O'Brien reported that all of the land bank parcels had been revalued to \$100 per parcel by the County Auditor's office. The trustees will now pursue selling the remainder of the parcels. Twenty four parcels need be sold before the end of the year in order to avoid approximately \$90,000.00 in tax penalties. Mr. Ted Seliga of Spring Valley asked if that would be possible. Mrs. O'Brien stated that this is the goal, but nothing is in writing yet.. The township would like to keep seven parcels to facilitate turnarounds for the snow plows and other township vehicles.

ZONING DEPARTMENT – NEW BUSINESSCedar Fair/Geauga - Lake Logging Activity

Mrs. Benza reported logging activity on the Geauga Lake property owned by Cedar Fair. She explained that the property in question has an agreed judgement entry that restricts changing the original landscape of the property. The logging company was made aware that there were restrictions on the property when they inquired about a zoning permit. The township is currently investigating all legal options, but apparently the cutting has stopped for now.

FISCAL OFFICE – NEW BUSINESSRetirement of Public Employee

Mrs. Benza made a motion to accept the retirement of Mrs. Carolyn Diczhazy from her position as a clerical assistant in the Fiscal Office effective June 8, 2017 with the township's deepest gratitude for her many years of service.

Mr. Markley seconded the motion that passed unanimously.

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Purchase Order Approvals

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

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Windstream – Long Distance/Radios - \$8,500.00 (Police, Fire, Roads, General)
2. Motorola Solutions, Inc. – Radio Equipment - \$8,109.93 (Fire)
3. Cleveland Plumbing Supply – Misc. Supplies - \$2,500.00 (Roads)

Invoice Approvals

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

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

1. Geauga Growth Partnership – Annual renewal - \$1,000.00 (General)

Blanket Certificate Renewals/Approvals

Mr. Markley made a motion to approve the blanket certificates (Items 1-2) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

1. Town Hall – Improvement of Sites - \$10,000.00
2. Roads – Operating Supplies - \$15,000.00

Fiscal Resolution Approvals

Mr. Markley made a motion to approve the fiscal resolution 06122017-A as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously

Fiscal Resolution

1. Resolution 06122017-A Inter Fund Transfer from General Fund to Roads - \$1,854.34

Checks Dated May 23, 2017 through June 12, 2017

The trustees examined and signed checks and invoices dated May 23, 2017 through June 12, 2017 of warrants # 27028 through # 27573 in the amount of \$144,332.07.

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 May 2017 #179-2017 through #227-2017 in the amount of \$417,631.73 are attached to and become a permanent part of these minutes.

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PUBLIC INTERACTION

Mr. Henri Preuss saw that there was a For Sale sign on the Geauga Lake property that indicated to him that they are actively trying to sell the property. Mrs. Benza mentioned that they have a new realtor.

CORRESPONDENCE

1. Student letter from Nick Cordiak stating that Haskins Road in Lake in the Woods is deteriorating and needs repair.
2. Manning Properties LTD – Post Office complaints and concerns.
3. Geauga Public Library – Event advertising
4. National and Community Service – Thank you letter
5. Geauga Trumbull Solid Waste Management District – Survey to be completed by Mr. Stanek with a letter from the board of trustees.

LATE ADDITION

General Fund Budget Discussion

The trustees discussed the general fund budget line items in preparation for the 2018 township budget deadline.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:29 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____