

Monday, January 11,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 11, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Benza presided and called the meeting to order at 5:30 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).

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

The trustees recessed their regular meeting at 5:31 P.M. in order to go into executive session.

Chief Bokovitz was invited into the executive session at 5:31 P.M. and left at 6:00 P.M.

Chief Al Woo of the OFCA and Assistant Prosecutor Bridey Matheney were invited into the executive session at 6:03 P.M. and left at 7:23 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:25 P.M.

#### CHANGES TO THE AGENDA

1. OFCA – FD Strategic Analysis Study - \$15,250.00 (General) PO Request and Invoice Approval

#### MINUTES

Mr. Markley moved to approve the minutes of the trustees' December 21, 2015 special meeting and the January 4, 2016 organizational meeting as written.

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

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Sugarman, Fiscal Officer, presented the Fiscal Department Report for the month of December 2015. The general fund balance is \$2,025,774.15 as of December 31, 2015. Mrs. Sugarman also reported that the income for paper recycling for 2015 was \$10,745.84. In addition, the Fiscal Office has closed the books for 2015, and the township has received the payment from Chagrin Falls Parks for the nine land bank parcels.

The Fiscal report is attached and becomes a permanent part of these minutes.

##### SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director presented the Service Department report for the month of December 2015. Mr. Stanek reported that the move to the renovated service garage is complete. They have had a small problem with their sanitary system, but it is being resolved. The goal for completion for the CVM Dining Hall project is August 2016 before the Ox Roast. They will have a ribbon cutting ceremony to mark its completion. He

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also mentioned that most of the parks are closed for the winter, and that the snow plow equipment is ready for snow and the routes have been set. In addition, Mr. Dave Dillon of CEI was in attendance for the meeting. Mr. Stanek noted that the township is very appreciative of his service and that they have a good working relationship.

The Service report is attached and becomes a permanent part of these minutes.

#### KENSTON COMMUNITY EDUCATION

Mr. Jason Bednar presented the KCE report for the month of December 2015. He noted that KCE does not hold a December meeting, so their last meeting was in November. In the spring, KCE will be moving into the renovated Gardiner facility. Mr. Bednar also reported that the monitors will be up in all the Kenston buildings with real time information on all KCE sports and programs. He updated the trustees on the bylaws, explaining that they are too generic and need to be revised. They would welcome trustee input into that process. He concluded by saying that all the winter sports programs are in full swing and running well.

#### PUBLIC COMMENTS

None.

#### FIRE DEPARTMENT – NEW BUSINESS

##### Fire Study Results

The trustees were in general agreement to acknowledge the final report on the staffing and operations of the Bainbridge Township Fire Department as prepared by the Ohio Fire Chief's Association. The trustees, along with Chief Woo, will be holding a special meeting for all of the Fire Department members to go over and discuss the results of the study. Date and time to be determined.

#### POLICE DEPARTMENT – OLD BUSINESS

##### Training Request

Mr. Markley moved to approve the training request for Ptl. Gregg Boyles to attend the Field Officer Training Seminar in Dublin, OH at a cost of \$916.00 on February 15 -19, 2016 per the recommendation of the Police Chief.

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

#### SERVICE DEPARTMENT – NEW BUSINESS

Mr. Markley moved to reappoint Mitch Fakadej to a two year term to the Bainbridge Township Park Board effective January 1, 2016 to December 31, 2017.

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

##### Request to Bid

Mr. Markley made a motion to allow the Fiscal Officer to advertise for bids for a cab and chassis for a 5 ton plow truck based on the recommendation of the Road Superintendent.

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

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CVM Items to be Declared Obsolete and put on Govdeals.com

Mr. Markley moved to declare obsolete an assortment of fasteners, nails, wood screws, hinges, and other miscellaneous items from Centerville Mills which are no longer in use and not needed any longer as detailed in the December 22, 2015 service department memo and per Ohio Revised Code 505.10.

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

Request to Sell on GovDeals.com

Mr. Markley moved to approve the disposition of the above mentioned items which have been declared obsolete on GovDeals.com noting that the ad may not be posted until the required time limit has passed which would be after January 20, 2016.

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

HVAC/Electrical Update for CVM Dining Hall

Mr. Markley moved to award the interior carpentry and painting project to Corridon Builders and Remodelers at a cost of \$36,094.00 per the recommendation of the service director.

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

Mr. Markley made a motion to authorize the service department to purchase the needed heating and cooling units, from Trane and Big Ass Solutions respectively, for the dining hall per the recommendation of the service director.

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

Mr. Markley made a motion to authorize the Fiscal Officer to advertise for the installation of the referenced heating and cooling items for two weeks starting January 21 2016.

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

Entranceway for CVM Dining Hall

The trustees were in general agreement to make decisions on the dining hall entrance area with a start of around May 1, 2016. Mr. Sean Barbina, Architect, discussed two options with different entrances. The trustees' preference is to keep the entrance in the front where it currently is, but enhance the design like the side entrance option.

TOWN HALL – NEW BUSINESSLand Bank Committee

Mrs. Benza reported that the trustees would like to form a committee to decide on how to divest the township of the remaining land bank properties. Mr. Ted Seliga, a resident from Spring Valley, has agreed to participate on the committee. After some discussion, it was decided that the Fiscal Officer, the Service Director, and the Zoning Inspector should be involved. A trustee is not needed on the committee, but one trustee will serve as a liaison. Mrs. Benza will draft a memo and distribute to all pertinent parties.

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Provision for Trustees to Attend Other Functions

Mr. Markley moved to adopt the attached list as meeting allowances for the Bainbridge Township Board of Trustees to attend as needed, and to include this list with the annual organizational template and minutes of January 4, 2016.

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

FISCAL OFFICER – NEW BUSINESSPurchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 – 5) as submitted by the Fiscal Officer.

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

The list as presented is as follows:

Purchase Order Approval Requests

1. InSite Advisory Group, LLC – Agreement - \$13,500.00 (General)
2. Corridon Builders & Remodelers – Dining Hall Interior - \$36,094.00 (Parks)
3. Auburn Fence – Fence install and reconfigure - \$3,780.00 (Roads)
4. Trane – HVAC Equipment for CVM Dining Hall - \$12,839.00 (Parks)
5. Big Ass Fans – Ceiling fan for Dining Hall - \$3,458.71 (Parks)

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.

Invoice Approval

1. Littler – Negotiations with Bainbridge Fire Company - \$3,069.00 (General)

Blanket Certificate Approvals

Mr. Markley made a motion to approve the Blanket Certificate list for 2016 (Items 1-44) as submitted by the Fiscal Officer

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

LATE ADDITIONS

OFCA – FD Strategic Analysis Study - \$15,250.00 (General) PO and Invoice

Mr. Markley made a motion to approve the Late Addition PO and Invoice as submitted by the Fiscal Officer.

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

CHECKS DATED December 21, 2015 THROUGH January 11, 2016

The trustees examined and signed checks and invoices dated December 21, 2015 through January 11, 2016 consisting of warrants #24462 through #24548 in the amount of \$180,879.90.

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

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ELECTRONIC TRANSACTIONS

Electronic transactions, including payroll, for the month of December #468-2015 through #529-2015 in the amount of \$640,982.62 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 Cty Bd. Of Elections - Draft Ballot Language
2. Letter from SFC – Thank you for street light
3. Geauga County Recorder – Zoning Resolutions and Amendment Fees
4. WRLC – Annual stewardship visit to Edwards conservation easement property

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 8:52 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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\_\_\_\_\_ Date

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\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_