

Monday, January 23,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 23, 2017. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, and Mr. Jeffrey S. Markley. Fiscal Officer Mrs. Janice S. Sugarman arrived at 9:00 P.M. Mrs. O'Brien presided and called the meeting to order at 6:03 P.M.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for the Employment and Dismissal of Public Employees per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:03 P.M. in order to go into executive session.

Chief Lou Ann Metz was invited into the executive session at 6:03 P.M. and left at 6:25 P.M.

The trustees returned from executive session, after considering the employment of public employees and reconvened their meeting at 7:00 P.M.

#### CHANGES TO THE AGENDA

1. Police Department – New Business: Settlement Agreement
2. Purchase Order Requests :
  - a. K-9 Tactical Gear – Vest for the Dogs - \$2,860.00 (Police)
3. There will be executive session again after the meeting for Requested Economic Assistance re: Proposed JEDD per Ohio Revised Code Section 121.22(G)(8).

#### MINUTES

Mrs. Benza moved to approve the minutes of the trustees' December 26, 2016 regular meeting and the January 9, 2017 special meeting as submitted.

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

#### RECOGNITION OF SERVICE

Mrs. Benza made a motion to proclaim, with pride and appreciation, that Michael Lamanna be hereby recognized for the many contributions in his twenty-five years of service to the Bainbridge Township Board of Zoning Appeals, and that a copy of this Proclamation attesting to the appreciation and gratitude of the Bainbridge Township Board of Trustees be transmitted to Mr. Lamanna as an expression of our respect and esteem.

Mr. Markley seconded the motion that passed unanimously.

#### PRESENTATION BY GUESTS

AnneMarie Rizzo, Jack Rini, and Zach Penton – Kenston High School

The students presented their problem-based learning project on the recycling center in Bainbridge Township. They would like to team with the KHS Envirothon club and Bainbridge Township to help the township keep the facility clean and neat. The trustees were open to this collaboration, but would like to check with legal counsel. The service director, Mr. Jim Stanek, will continue conversations with the students and their advisor to move this project forward. The students' report is attached to and becomes a permanent part of these minutes.

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DEPARTMENTAL REPORTSPOLICE DEPARTMENT

Chief Jon Bokovitz presented the Police Department reports for the month of December, 2016 and for the year of 2016. He reported that they caught a bank robber and helped with the capture of a Lakewood couple that had been burglarizing homes in the Auburn and Bainbridge area after a theft in Auburn. The department received an anonymous donation for the purchase of bullet proof vests for the dogs. The complete report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT

Chief Lou Ann Metz presented the Fire Department report for the month of December, 2016 and for the year of 2016. She will be providing a survey for the residents of Bainbridge Township to try to gauge how the public views the Fire Department to see if there is anything that needs improvement. The department is administering tests for any internal candidates that would like to move to a full time position. She is planning to hire six full time employees within the next few months. She is also promoting four people to the rank of Lieutenant, and she has already promoted two people to Captain. The complete report is attached to and becomes a permanent part of these minutes.

ZONING DEPARTMENT

Mrs. Karen Endres, the zoning inspector, presented the Zoning Department report for the month of December, 2016 and for the year of 2016. She reported two new residences and total receipts of \$1,450.00 for December 2016. The total 2016 numbers show a drop in new housing from 33 to 26. There were 237 zoning applications and 42 BZA cases. Mrs. Endres mentioned that she is going to start holding evening hours for the residents on a trial basis. Some other issues they are working on include creating zoning definitions, prohibiting medical marijuana businesses, and processing a residential chicken request. The complete report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT – NEW BUSINESSEmployee Termination

Mr. Markley made a motion to approve the separation of service of Firefighter Hank Martin based on the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSEmployee Grade Change

Mr. Markley made a motion to approve the promotion and pay grade change for Patrolman Theresa Tymoszczuk from Probationary Grade E Patrolman to Probationary Grade D Patrolman at an annual salary of \$54,111.64 beginning February 4, 2017 and based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

2017 PO Requests

Mr. Markley made a motion to approve the Police Department 2017 Purchase Order list as written based on the recommendation of the fiscal officer and the police chief.

Mrs. Benza seconded the motion that passed unanimously. The list of purchase orders is attached to, and becomes a permanent part of these minutes.

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Ballistic Vests for Ozzie and Roc

Mr. Markley made a motion to approve the purchase of ballistic vests for police dogs Ozzie and Roc from K-9 Tactical Gear in the amount of \$2,860.00 based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Purchase of Radios

Mr. Markley made a motion to approve the purchase of one mobile radio and five portable radios including attachments from Motorola at a total cost of \$22,017.47 based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Items to be declared Obsolete

Mr. Markley made a motion to declare obsolete and no longer needed by the township the 2004 mini excavator in accordance with ORC 505.10, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

Items for approval to sell on Govdeals.com contingent on approval

Mr. Markley made a motion to allow the listing of the obsolete 2004 mini excavator at a minimum price of \$18,000.00 on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

Annual Township Highway Mileage Certification

The trustees certified the Annual Township Highway Mileage System Report from the Director of Transportation that the total eligible number of miles that Bainbridge Township in Geauga County is responsible to maintain is 84.072 as of December 31, 2016.

Cemetery Deed - Jimison

Mr. Markley made a motion to grant a cemetery deed for two graves to James P. and Donna M. Jimison of 17410 Curry Lane in the amount of \$600.00.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 13E, Lot 89, Graves 4, 5. Ms. Joan Demerjian and Mr. Dave Pfouts attested to their signatures.

Cemetery Deed - Kucera

Mr. Markley made a motion to grant a cemetery deed for one grave to Robert A. Kucera of 7092 Cedar Street in the amount of \$300.00.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 11, Lot 7, Grave 4. Ms. Joan Demerjian and Mr. Dave Pfouts attested to their signatures.

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Rental Fee Waivers

Mr. Markley made a motion to approve the rental fee waiver from the Brown Baggers for the Burns-Lindow building in the amount of \$7,140.00 for the year.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver from Geauga Livestock 4H club for the Burns-Lindow building in the amount of \$80.00.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver from the Peppermill Chase Homeowner's Association for the Burns-Lindow building in the amount of \$80.00.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver from Tanglewood Lakes II for the Burns-Lindow building in the amount of \$80.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver from the Bainbridge Township Historical Society for the Burns-Lindow building in the amount of \$1,920.00 for the year.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver from Kenston Community Education for the Town Hall and Burns-Lindow buildings in the amounts of \$625.00 and \$260.00, respectively, for the year.

Mrs. Benza seconded the motion that passed unanimously.

Rental Fee Request to Keep Same – KCE Swing Dance

Mr. Markley made a motion to approve the rental fee request to keep same the \$175.00 per use fee for the KCE Swing Dance in the Town Hall building.

Mrs. Benza seconded the motion that passed unanimously.

Request to Purchase Roadside Mower

Mr. Markley made a motion to approve the purchase of a 5100M Utility Tractor from Deere and Company in the amount of \$47,386.37 based on the recommendation of the road superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the purchase the mower assembly for the above mentioned tractor from Southeastern Equipment Company in the amount of \$27,148.00 based on the recommendation of the road superintendent.

Mrs. Benza seconded the motion that passed unanimously.

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Pay Equalization

Mrs. O'Brien made a motion to approve the payment of \$2,153.93 to Mr. Peter Farrow to equal the schedule of wages approved in the latest union contract and to approve the new starting salary of Mr. Andrew Csepi of \$21.97/hour as outlined in the latest union contract.

Mrs. Benza seconded the motion that passed unanimously.

Parks and Properties Rental Fees

This item will be tabled until the next meeting.

Mailbox Snow Plow Damage

Mr. Markley made a motion to approve the updated Snowplow/Mailbox damage policy as presented by the service director.

Mrs. Benza seconded the motion. Vote followed: Mrs. O'Brien, aye; Mrs. Benza, no; Mr. Markley, aye. Motion carried.

TOWN HALL – OLD BUSINESS

Land Bank

Mrs. O'Brien gave an update on the Land Bank properties that need to be sold by the end of 2017. There are some residents interested in purchasing parcels, and the service department is also interested in purchasing a few parcels to help with snowplow turnarounds in that area. Mrs. O'Brien will continue to work with Chagrin Falls Park Community Center leaders and the county auditor to dispose of the remainder of the parcels.

TOWN HALL – NEW BUSINESS

Flu Shots

The trustees were in general agreement to proceed with a flu shot clinic for township employees which will be free to township insured employees and \$25.00 for those who are not insured. Mrs. O'Brien will follow up and schedule the clinic.

ZONING DEPARTMENT – OLD BUSINESS

Telecommunications Tower

The trustees discussed the advantages and disadvantages of allowing a telecommunications tower in various locations within the township. There are three locations that are being considered. They will continue to work with the telecommunications company to determine a preferred location.

FISCAL OFFICE

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order list (Items 1 – 6) as submitted by the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

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Purchase Order Requests

1. Deere & Co. – 5100M Utility Tractor - \$47,386.37 (Roads)
2. Southeastern Equipment Co., Inc. – Mower Assembly - \$28,148.00 (Roads)
3. Gutoskey & Associates – Misc. Engineering - \$5,000.00 (Parks)
4. Motorola Solutions, Inc. – Radios and Attachments - \$22,017.47 (Police)
5. J.P. Morgan Chase Bank – Yearly Service Charge - \$4,559.87 (General)
6. Clemans-Nelson – Professional Services - \$5,000.00 (General)

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.

Invoice List

1. Clemans-Nelson – Professional Services - \$1,722.50 (Police and General)

Blanket Certificate Renewals/Approvals

Mr. Markley made a motion to approve the blanket certificate list (Items 1-13) as submitted by the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificate List

1. Police K-9 Expenses - \$2,000.00 – 2081-210-599-9000
2. Cemetery Other Expenses - \$5,000.00 – 1000-410-599-0000
3. Cemetery Supplies/Materials - \$2,000.00 – 1000-410-490-0000
4. Special Events Vendors - \$15,000.00 – 1000-610-599-6666
5. Parks Vehicle Repairs/Maintenance - \$1,000.00 – 1000-610-323-3888
6. Road Materials Supplies - \$15,000.00 – 2021-330-420-0000
7. Roads – Training Expenses - \$1,000.00 – 2031-330-318-0000
8. DARE – Supplies - \$5,000.00 – 2902-210-4250-0000
9. DARE –Other Supplies - \$1,500.00 – 2902-210-599-0000
10. Roads Accounting & Legal fees - \$5,000.00 – 2031-330-311-0000
11. Police Accounting & Legal fees - \$5,000.00 – 2081-210-311-0000
12. Fire Accounting & Legal fees - \$5,000.00 – 2191-220-311-0000
13. General Fund Accounting & Legal fees - \$5,000.00 – 1000-110-311-0000

Checks Dated January 10, 2017 through January 23, 2017

The trustees examined and signed checks and invoices dated January 10, 2017 through January 23, 2017 consisting of warrants #26584 through #26666 in the amount of \$83,692.98.

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

LATE ADDITIONSPOLICE DEPARTMENT – NEW BUSINESSSettlement Agreement

Mr. Markley made a motion to approve the settlement agreement discussed in executive session dated January 23, 2017 as written and based upon the recommendation of the prosecuting attorney.

Mrs. Benza seconded the motion that passed unanimously.

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Purchase Order Request

Mr. Markley made a motion to approve purchase order listed below based on the recommendation of the fiscal officer.

- 1. K-9 Tactical Gear – Vest for the Dogs - \$2,860.00 (Police)

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC INTERACTION

None.

CORRESPONDENCE

- 1. Resident Request for Local Post Office – The trustees agreed and will do whatever they can to help.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for Requested Economic Assistance re: Proposed JEDD per Ohio Revised Code Section 121.22(G)(8).

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

The trustees recessed their regular meeting at 9:25 P.M. in order to go into executive session.

The trustees returned from executive session, after considering requested economic assistance re: the proposed JEDD, and reconvened their meeting at 9:49 P.M.

WORK SESSION SCHEDULED

The trustees were in general agreement to set a work session for Wednesday, February 1, 2017 at 7:00 P.M. to discuss the overall development of the Geauga Lake/Cedar Fair property.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:49 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

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

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