

Monday, January 26,

15

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 26, 2015. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn and Mr. Jeffrey S. Markley. Fiscal Officer Mrs. Janice S. Sugarman was absent. Mr. Markley presided and called the meeting to order at 6:00 P.M.

#### EXECUTIVE SESSION

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

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

Mr. Jim Stanek was invited into the executive session from 6:45 P.M. to 7:00 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:05 P.M.

#### MOMENT OF SILENCE

Chairman Markley asked for a moment of silence for Mrs. Ann Myers, township resident and Mr. Steve Paterek, former Parks Department employee on their recent passing. The trustees honored Mrs. Myers' presence at all of the township meetings by designating a chair in the front row for her with a red rose from each trustee. Mr. Gill Myers presented the board with Mrs. Myers' questions from the last meeting.

#### MINUTES

Mrs. Benza moved to approve the minutes of the trustees' January 12, 2015 regular meeting as amended.

Mr. Horn seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### POLICE DEPARTMENT

Police Chief Jon Bokovitz presented the Police Department report for the month of December 2014.

He reminded everyone, due to recent fraud, to not give out personal information via telephone and internet. He also noted that since there is now a prohibition on transient vendors the residents should notify the Police Department and the solicitors will be treated as trespassers. He explained that the township does not realize very much money from the traffic tickets that are issued because it is spread out to various other departments in the county.

Monday, January 26,

15

FIRE DEPARTMENT

Assistant Chief Wayne Burge presented the Fire Department report for the month of December 2014 and the annual report for 2014.

He reported that they have received the new 2014 Horton squad. The funds for the squad came out of the transport billing fund. He explained how the billing rates are charged and the difference between resident and non-resident billing.

ZONING DEPARTMENT

Ms. Karen Endres, Zoning Inspector presented the report for the month of December 2014 and the annual report for 2014. She reported on the progress of the Proposed Mixed Use Chapter and the recent meeting she attended on hydrocarbon extraction in Gates Mills.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSTime Clock and Time Card Implementation

The trustees held a discussion regarding time clock options for the Fire Department that was previously presented by the Fire Chief. It was noted that the Fire Chief had no objection to the manual timecard system that is currently being used by all of other the township departments.

The board was in general agreement to direct the Fire Chief to utilize the manual timecard system, to be consistent with all of the other township departments, effective for the next pay period.

FIRE DEPARTMENT – NEW BUSINESSProposal to Integrate Full-Time Firefighter/Paramedics into the Bainbridge Township Fire Department

The trustees discussed the proposal by the Fire Chief to integrate full-time firefighter/paramedics into the Bainbridge Township Fire Department and the need for a department staffing consultant. The trustees were in agreement to draft and review an RFP with replies requested within thirty days.

Leave of Absence Request

Mrs. Benza made a motion to approve a six month leave of absence for Firefighter Donald Adzima effective immediately.

Mr. Horn seconded the motion that passed unanimously.

Monday, January 26,

15

HAZMAT COG Proxy

Mrs. Benza moved to grant proxy authority to Bainbridge Township Fire Department Chief Brian Phan on behalf of the Bainbridge Township Board of Trustees for the annual Haz Mat Council of Government meeting on Tuesday, January 27, 2015.

Mr. Horn seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSPromotion – Grade Change Request

Mrs. Benza moved to approve the promotion of Patrolman Steve Tuma from Grade D Patrolman to a Grade C Patrolman pursuant to the recommendation of Police Chief Jon Bokovitz effective January 24, 2015.

Mr. Horn seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSWaiver Request for Centerville Mills Park Dining Hall (Geauga Soil and Water Conservation District)

Mrs. Benza made a motion to waive the fee for the use of the Dining Hall by the Geauga County Soil and Water Conservation District on Thursday, March 19, 2015 for the purpose of holding a Public Pond Clinic.

Mr. Horn seconded the motion that passed unanimously.

Waiver Request for Centerville Mills Park Dining Hall (City of Aurora Employees)

The trustees held a discussion regarding the request to waive the fee for the use of the Dining Hall for the City of Aurora employees on March 7, 2015 for the purpose of holding a fund raiser for Alan Zielinski and his family.

After some discussion the trustees were inclined to deny the request. Mr. Markley will contact Mr. Greg Kovar.

Requesting Authorization to Auction Four Town Hall Kitchen Tables on GovDeals.com (Obsolete and No Longer Needed by the Township)

Mrs. Benza made a motion to authorize the Auction of Four Town Hall Kitchen Tables on GovDeals.com that are obsolete and no longer needed by the township or otherwise disposed of per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Monday, January 26,

15

Repair/Replace Equipment and Vehicle Proposal

Mr. John Brett, Road Superintendent submitted a tentative schedule for the repair and/or replacement of equipment and vehicles and explained that needs and personnel have changed since the inception of the Service Department and there is a need to transfer equipment back and forth between the Road and Parks Departments and upgrade them to suit the departments' needs. Rather than replace some of the vehicles they can be transferred to the Parks Department and the Road Department vehicles can be upgraded as needed.

The board was in general agreement to acknowledge the tentative schedule for repair and replacement of vehicle and equipment inventory as presented by the Service Department.

Service Department Addition

Mr. Markley explained that this is an addition to the existing building that will combine the Road and Parks Departments into one building.

Mr. Stanek, Service Director explained that there is a need for the trustees to review the final design of the Service Department Addition so that it can be awarded. He summarized the details of the project.

Mr. Brett explained that this will accommodate the Service Department into the future.

TOWN HALL – OLD BUSINESSPolicy Guidelines for Exclusive Use Agreements re: Township Buildings

Mr. Markley stated that the trustees are working on a policy statement for the exclusive use of township buildings. The trustees held a discussion about lease agreements and policy concerns.

The trustees were in agreement for Mr. Markley to draft a policy and forward it to the Park Board members for their review at the next Park Board meeting on February 18, 2015 and to ask the Park Board members to attend the Board of Trustees meeting on February 23, 2015 for a presentation on their review of the policy.

Land Bank

Mrs. Benza gave an overview of the Land Bank that was established in 2001. The trustees were in agreement that a decision has to be made this year on whether or not to continue the Land Bank and the management of it.

Mr. Horn will contact Ms. Pat Kraninger and report back at the next meeting as to what the interest is in Chagrin Falls Park in retaining the Land Bank.

Budget Commission Resolution

The trustees discussed the Budget Commission Resolution. Mr. Markley will prepare a spreadsheet detailing items in the resolution.

Monday, January 26,

15

TOWN HALL – NEW BUSINESSOrganizational Item – Provision for Trustees to Attend Other Functions

Mrs. Benza moved to adopt the following list as meeting allowances for the Bainbridge Township Board of Trustees to attend as needed.

Mr. Horn seconded the motion that passed unanimously.

Mrs. Benza moved to include this list as an add-on to the annual organizational template and to further add this list to stand with the minutes from January 5, 2015.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said schedule is attached to, and becomes a permanent part of, the January 5, 2015 minutes.

Organizational Item – Per Diem Authorization for Township Employees While Away On Township Business

Mrs. Benza moved to set the Bainbridge Township Meal Reimbursement at \$55.00 per day for expenses incurred for meals on official employer business for a normal meal period for reasonably priced meals not including alcoholic beverages or gratuities.

Mr. Horn seconded the motion that passed unanimously.

Mrs. Benza moved to approve this authorization as an add-on to the annual organizational template and to further add this authorization to stand with the minutes from January 5, 2015.

Annual Township Highway System Mileage Report

Mrs. Benza moved to adopt the 2014 Highway System Mileage Certification as presented by the Geauga County Engineer.

Mr. Markley seconded the motion that passed unanimously.

ZONING – NEW BUSINESSKendig Keast Update

Mr. Horn reported that he has spoken to Mr. Brett Keast of Kendig Keast Collaborative in terms of where the project is. The trustees discussed the progress of the zoning resolution re-write and expressed their concerns with the project.

Mr. Horn will contact Mr. Keast regarding a future visit from him and the new planner for a presentation on the status of the zoning resolution re-write.

The trustees were in agreement to contact another entity that terminated their ties with Kendig Keast.

Monday, January 26,

15

FISCAL OFFICER – NEW BUSINESSPurchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 - 10) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Valley Enforcement Group – Annual Dues for 2015 - \$7,000.00 (Police)
2. Southern Computer Warehouse – Computer Workstations - \$3661.36 (Police)
3. Restaurant Equippers Warehouse Stores – Components for Town Hall Kitchen Remodeling - \$5,126.97 (General)
4. ABCO Fire Protection, Inc. – Town Hall Kitchen Project (Hood Upgrade) - \$2,215.00 (General)
5. Chardon Welding, Inc. – Snow Plow for Case 440ct Skid Loader - \$3,200.00 (General)
6. Ronyak Paving – Change Order 1 (Decrease A & B Stafford Road) – (- \$71,874.34)
7. Ohio Caterpillar – Trailer - \$17,350.00 (Roads)
8. K.E.I. Carbody & Mechanical - Body Work and Paint for 2005 Dodge Dakota Truck - \$2,073.30 (Roads)
9. Annual Purchase Order List for 2015 – See List (General & Roads)
10. Lynette Slezak – Prorated Reimbursement of Rent - \$508.00 (General)

Blanket Certificates

Mr. Markley made a motion to approve the Blanket Certificates as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificates

1. 1000-110-410-0000 – Admin – Supplies - \$2,000.00 (General)
2. 1000-110-599-0000 – Admin – Other Expenses - \$10,000.00 (General)
3. 1000-120-323-0000 – Town Hall – Repairs - \$8,000.00 (General)
4. 1000-120-359-0000 – Town Hall – Utilities - \$10,000.00 (General)
5. 1000-410-599-0000 – Cemetery – Other Expenses - \$1,000.00 (General)
6. 1000-610-323-0000 – Parks – Repairs/Maintenance Buildings - \$15,000.00 (General)
7. 1000-610-323-1234 – Parks – Repairs/Maintenance Fields - \$5,000.00 (General)
8. 1000-610-323-3888 – Parks – Repairs/Maintenance Vehicles - \$10,000.00 (General)
9. 1000-610-359-0000 – Parks – Utilities - \$5,000.00 (General)
10. 1000-610-420-0000 – Parks – Operating Supplies - \$15,000.00 (General)
11. 1000-610-420-1234 – Parks – Operating Supplies Fields - \$10,000.00 (General)
12. 1000-610-599-0000 – Parks – Other Expenses - \$10,000.00 (General)
13. 1000-610-730-0000 – Parks – Improvement of Sites - \$10,000.00 (General)
14. 1000-760-730-0000 – Town Hall – Improvement of Sites - \$10,000.00 (General)

Monday, January 26,

15

15. 2031-330-323-0000 – Misc. Repairs - \$15,000.00 (Roads)
16. 2031-330-359-0000 – Utilities - \$10,000.00 (Roads)
17. 2031-330-430-0000 – Tools & Equipment - \$10,000.00 (Roads)
18. 2031-330-599-0000 – Other Expenses - \$10,000.00 (Roads)
19. 2031-760-720-0000 – Building & Additions - \$10,000.00 (Roads)
20. 2031-330-420-0000 – Maintenance Materials - \$10,000.00 (Roads)
21. 2081-210-323-0000 – Repairs - \$15,000.00 (Police)
22. 2081-210-359-0000 – Utilities - \$10,000.00 (Police)
23. 2081-210-490-0000 – Supplies - \$10,000.00 (Police)
24. 2081-210-599-0000 – Other Expenses - \$10,000.00 (Police)
25. 2902-210-599-0000 – DARE Other - \$2,000.00 (Police)
26. 2191-220-323-0000 – Repairs - \$15,000.00 (Fire)
27. 2191-220-359-0000 – Utilities - \$5,000.00 (Fire)
28. 2191-220-420-0000 – Supplies - \$10,000.00 (Fire)
29. 2191-220-599-0000 – Other Expenses (Fire)
30. 2191-760-720-0000 – New Bldg. & Equip. - \$10,000.00 (Fire)
31. 2281-230-360-0000 – EMS – Contracts - \$10,000.00 (Fire)

#### Super BC Approval

1. 2031-330-323-0000 – Repairs & Maintenance - \$60,000.00 (Roads)

#### CHECKS DATED January 13, 2015 THROUGH January 26, 2015

The trustees examined and signed checks and invoices dated January 13, 2015 through January 26, 2015 consisting of warrants 22635 through 22689 in the amount of \$291,919.16, including payroll from December 27, 2014 through January 9, 2015 in the amount of \$149,038.84.

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

#### PUBLIC INTERACTION: QUESTION AND ANSWER

None.

#### LATE ADDITIONS

#### Purchase Order Approval

Mrs. Benza made a motion to approve the purchase order for Geauga Mechanical – Maintenance on Garage Heater - \$7,213.10 (Police)

Mr. Markley seconded the motion that passed unanimously.

Monday, January 26,

15

Letter from Charles T. Riehl – Limited Waiver of Conflict (South Russell Development and Annexation of Roadway)

The trustees were in general agreement to accept the Limited Waiver of Conflict for the Development and Annexation of a Roadway in South Russell pursuant to a letter from Charles T. Riehl of Walter & Haverfield LLP, dated January 22, 2015.

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order for Buckeye Pumps, Inc. – Town Hall Lift Station Repairs - \$2,700.00 (General)

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order for The Home Depot – Commercial Double Door for Cold Storage Building - \$1,556.64 (Roads)

Mrs. Benza seconded the motion that passed unanimously.

Reinstatement of Employee

The trustees were in general agreement to table the request to reinstate Scott Tinlin to the Fire Department effective February 1, 2015 pending further information from the Fire Chief.

Agenda Deadline

The trustees discussed the procedures for submitting items for the agenda and were in agreement to continue with the same timelines.



Monday, January 26,

15

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:45 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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Date

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

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