

Monday, January 28,

19

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 28, 2019. Those present were Trustees Mrs. Lorrie Benza and Mrs. Kristina O'Brien and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Jeffrey Markley was absent. Mrs. Benza presided and called the meeting to order at 6:02 P.M.

EXECUTIVE SESSION

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

The trustees recessed their regular meeting at 6:38 P.M. in order to go into executive session.

Mr. Jim Stanek, Mr. Tab Gordon, and Mr. Morgan Pandey were invited into the executive session at 6:02 P.M. and left at 6:18 P.M.

Mrs. Karen Endres was invited into the executive session at 6:30 P.M. and left at 7:00 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their regular meeting at 7:02 P.M.

CHANGES TO THE AGENDA

1. Tax Bill from Geauga County
2. Resignation of Service Department Employee
3. Table ADP Contract

MINUTES

Mrs. O'Brien moved to approve the minutes of the trustees' January 14, 2019 regular meeting as written.

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

DEPARTMENTAL REPORTS

POLICE DEPARTMENT

Chief Jon Bokovitz gave the police department report for the month of December 2018 and year end 2018. The DARE graduation in December went well. The Police and Fire departments held a joint holiday party that was very well attended and enjoyable. Mrs. Benza asked about the Citizen's Academy. The department had 31 attendees last session, and they plan to run it again in the fall. The complete police report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT

Assistant Chief Bill Lovell presented the fire department report for the month of December 2018 and year end 2018. He reported that both fire and EMS calls were down on the year. He then gave some good advice on how to survive the sub-zero temperatures. The complete fire report is attached to and becomes a permanent part of these minutes.

Monday, January 28,

19

ZONING DEPARTMENT

Mrs. Karen Endres presented the zoning department report for the month of December 2018 and year end 2018. In December, the zoning department issued six new home permits and collected \$2,225.00 in receipts. For the year, 37 new residence permits were issued, which is up two from 2017. Zoning receipts for 2018 were \$53,762.73. The complete zoning report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT UPDATE

Mr. Jim Stanek reported on a new process that they are using to clear the roads when the temperature gets below zero. There have been numerous questions from our residents. He explained that they stop salting the roads and let them hard pack. They have determined that this is safer for our residents. During these types of weather events, they may only salt the intersections and hills until the weather event is over when they will resume normal salting. This is a safety approach. Our fire, police, and service departments keep in constant communication on the plan as they are implementing it.

PUBLIC COMMENTS

None.

POLICE DEPARTMENT – NEW BUSINESSMilitary Leave

Mrs. O'Brien made a motion to approve the military training leave for Ptl. Theresa Tymoszczyk to attend the Squadron Officer School with the Ohio National Guard from January 13, 2019 to March 1, 2019 based upon the recommendation of the police chief and in accordance with applicable federal and state law.

Mrs. Benza seconded the motion that passed unanimously.

Training Request - Weiner

Mrs. O'Brien made a motion to approve the training request for K-9 Officer Jon Weiner to attend the Blueline K9 Training Conference in Pittsburgh, PA from April 23-25, 2019 at an estimated cost of \$897.00 per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request - Patete

Mrs. O'Brien made a motion to approve the training request for K-9 Officer Ryan Patete to attend the Blueline K9 Training Conference in Pittsburgh, PA from April 23-25, 2019 at an estimated cost of \$405.00 per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request - Bodovetz

Mrs. O'Brien made a motion to approve the training request for Sgt. John Bodovetz to attend the Police Executive Administrative Leadership Seminar at the Olmsted Township Police Department on March 4-8, 2019, April 1-5, 2019, and May 6-10, 2019 at an estimated cost of \$1,800.00 per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Monday, January 28,

19

Training Request - Ponikvar

Mrs. O'Brien made a motion to approve the training request for Ptl. Alex Ponikvar to attend the OPOTA Semi-Pistol Instructor training in London, OH from May 20-24, 2019 at an estimated cost of \$1,278.71 per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Request to Accept Gifts

Chief Bokovitz submitted a request for the Board of Trustees to approve the donation of individual \$100.00 gift cards to every police department employee from a Bainbridge Township resident. The resident remains anonymous, according to Chief Bokovitz.

The trustees discussed the guidelines for allowing gifts and gratuities to township employees as specified in the township Personnel Policy Manual (PPM.) The section at issue is §8.19, and the trustees identified that the applicable subsection as either (A) or (E.) Both Mrs. Benza and Mrs. O'Brien felt as though the window on seasonal gifts had closed, leaving subsection (A) as the controlling provision.

Chief Bokovitz opined that since the donor remains anonymous, these requested personal gifts would not obligate the Township or its employees in any way.

Mrs. O'Brien made a motion to allow every employee of the Bainbridge Township Police Department to receive a \$100.00 gift card from a resident who wishes to show his appreciation for the work they do per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSDepartment on Aging – Fee Reduction Request

Mrs. O'Brien made a motion to approve the rental fee waiver reduction request from the Geauga County Department on Aging for the Burns-Lindow and for the Town Hall Building on the days identified in their application for January through March 2019 at a 50% reduced rate for a total of \$1,630.00.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza wished to have the minutes reflect that she totally supports the terrific programs for our senior citizens and appreciate the activities that the Department on Aging offers. She also thinks that the Kenston School's Gardiner Center would be a great, centrally situated location. But recognizing that the Department on Aging pays fees to its other host locations, and that it left its previous location at the CFPCC before having a new location lined up, she is inclined at this point to consider this reduction only for this 3-month period.

Revised Cemetery Rates

Mrs. O'Brien made a motion to adopt the January 17th proposed revision to the Bainbridge Township 2019 Cemetery rate schedule, requiring burial fees to be paid two business days prior to burial, per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

Monday, January 28,

19

SERVICE DEPARTMENT – NEW BUSINESSEmployment of Public Employee – Service Worker

Mrs. O'Brien made a motion to hire Mr. Morgan Pandey to the position of full-time service worker in the Parks and Properties division, contingent upon the passage of all pre-employment tests, at a starting rate of \$17.00 per hour with an additional \$1.00 per hour after the one-year probationary period and an additional \$1.00 per hour upon attainment of his commercial driver's license effective immediately per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Annual Township Highway Mileage Certification

Mrs. O'Brien made a motion to certify in writing to the Director of the Ohio Department of Transportation that Bainbridge Township responsible for maintaining 84.128 miles of public roads as of December 31, 2018.

Mrs. Benza seconded the motion that passed unanimously.

Teamsters' MOU

Mrs. O'Brien made a motion to approve the Memorandum of Understanding dated January 22, 2019 between Bainbridge Township and the Teamsters Local 436 which modifies the provisions set forth in Articles 19 and 20 of the pertinent Collective Bargaining Agreement, giving the Board of Trustees' chair the authority to sign, per the recommendation of the service director and legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Historical Society

Mrs. O'Brien made a motion to approve the rental fee waiver request from the Bainbridge Township Historical Society for the Burns-Lindow building the second Wednesday and fourth Thursday of each month from 6:00 to 9:00 P.M. in the amount of \$2,160.00.00 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Fire Department

Mrs. O'Brien made a motion to approve the rental fee waiver request from the Bainbridge Township Fire Department for the Centerville Mills Dining Hall for the first responder holiday party on December 13, 2019 in the amount of \$385.00.00 per the recommendation of the service director. A building attendant fee of \$105.00 will be paid.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Holy Crap Craft Company

Mrs. O'Brien made a motion to approve the waiver of flat fees for set-up as well as needed extra hours associated with the set-up, for the Holy Crap Craft Company to host their craft show at the Centerville Mills Dining Hall on November 22-24, 2019 in the amount of \$795.00, noting that the requisite user fee and building attendant fee will be paid.

Mrs. Benza seconded the motion that passed unanimously.

Monday, January 28,

19

Request to Advertise for Bid – Road Material

Mrs. O'Brien made a motion to allow the fiscal officer to advertise for bids for Road Maintenance Materials as specified in the service department's submitted list with a bid opening on February 8, 2019 at 10:05 A.M. per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSADP Contract Approval

This item will be tabled until a future meeting while more information is gathered. The township has requested a clean copy of the proposed contract along with all supporting attachments and has not yet received this.

FISCAL OFFICE - NEW BUSINESSCredit Card Policy

Mrs. O'Brien made a motion to approve the Credit Card Policy dated January 23, 2019 for Bainbridge Township based on the recommendation of the fiscal officer and legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said policy is attached to, and becomes a permanent part of, these minutes.

Clemans-Nelson Fee Schedule

Mrs. O'Brien made a motion to approve the revised fee schedule from Clemans - Nelson, Inc. as outlined in the letter dated April 5, 2018.

Mrs. Benza seconded the motion that passed unanimously.

Investment Firm Decision

Mrs. O'Brien made a motion to hire Red Tree Investment Group to manage and advise the investments for Bainbridge Township effective immediately.

Mrs. Benza seconded the motion that passed unanimously.

PURCHASE ORDER APPROVALS

Mrs. O'Brien made a motion to approve the purchase order request list (Items 1-9) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request List

1. Ohio BWC – 2018 Worker's Comp True-Up - \$7,047.50 (All)
2. Medical Mutual – HRA 2019 - \$200,250.00 (All)
3. VanCuren Services – Tree Removal - \$13,900.00 (Roads)
4. Tire and Wheel Service Center – Repairs - \$5,000.00 (Roads)
5. Lawson Products – Parts - \$5,000.00 (Roads)
6. Schaeffer Manufacturing Company – Lubricants - \$5,000.00 (Roads)
7. K-Tech – Beet Heat Concentrate - \$20,000.00 (Roads)
8. CCT Financial – Monthly Copier Leases - \$3,432.00 (Police)
9. Treadmaxx – Tires - \$9,000.00 (Police)

Monday, January 28,

19

EMERGENCY PO RATIFICATION

Mrs. O'Brien made a motion to ratify the emergency PO listed below that was verbally approved by Trustees Benza and O'Brien as submitted and per the recommendation of the police chief.

Geauga Mechanical – Hot Water Pump Repair - \$3,905.80 (Police)

Mrs. Benza seconded the motion that passed unanimously.

INVOICE APPROVALS

Mrs. O'Brien made a motion to approve the invoice list (Items 1-6) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Invoices

1. Clemans-Nelson – Professional Services - \$1,094.53 (General, Roads)
2. Morton Salt – Fill-up - \$4,717.39 (Roads)
3. Morton Salt – Fill-up - \$4,304.57 (Roads)
4. Morton Salt – Fill-up - \$13,745.15 (Roads)
5. Morton Salt – Fill-up - \$4,328.22 (Roads)
6. Chagrin River Watershed Partners – 2019 Member Dues - \$4,639.00 (General)

Checks Dated January 15, 2019 through January 28, 2019

The trustees examined and signed checks and invoices January 15, 2019 through January 28, 2019 consisting of warrants #31463 through #31551 in the amount of \$419,091.10.

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

CORRESPONDENCE

1. Cleveland MetroParks – Deer Management Program
2. Cleveland Clinic – State of the Clinic – February 27, 2019 at 7am

PUBLIC INTERACTION

None.

LATE ADDITIONSTax Bill for CVM Aurora Co-op

Mrs. O'Brien made a motion to approve payment of the invoice for real estate taxes to the Geauga County Treasurer in the amount of \$1,358.41 per the recommendation of the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Resignation of Public Employee

Mrs. O'Brien made a motion to accept the resignation of service department employee Frank Bularz, with our deepest gratitude for the work and service he has provided to the township during his years of employment here.

Mrs. Benza seconded the motion that passed unanimously.

Monday, January 28,

19

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:26 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____

Payment Listing

UAN v2019.1

1/15/2019 to 1/28/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
31463	01/17/2019	01/17/2019	SW	Skipped Warrants 31463 to 31463 Series 2	\$0.00	V
31464	01/17/2019	01/17/2019	AW	WITMER PUBLIC SAFETY GROUP	\$54.39	O
31465	01/17/2019	01/17/2019	AW	AMERICAN FIREWORKS COMPANY	\$6,375.00	O
31466	01/17/2019	01/17/2019	AW	KINETICO QUALITY WATER SYSTEM	\$6,120.00	O
31467	01/17/2019	01/17/2019	AW	Chagrin Valley Paving	\$319,500.10	O
31468	01/17/2019	01/17/2019	AW	CHAGRIN VALLEY AUTO PARTS-NAPA	\$1,521.83	O
31469	01/17/2019	01/17/2019	AW	Iron Man Supply LLC	\$85.22	O
31470	01/17/2019	01/17/2019	AW	CHARDON WELDING, INC.	\$345.60	O
31471	01/17/2019	01/17/2019	AW	SHERWIN-WILLIAMS	\$37.15	O
31472	01/17/2019	01/17/2019	AW	UNIQUE PAVING MATERIALS CORP.	\$166.10	O
31473	01/17/2019	01/17/2019	AW	VALLEY FORD TRUCK SALES	\$549.22	O
31474	01/17/2019	01/17/2019	AW	LOWES GREENHOUSE	\$880.00	O
31475	01/17/2019	01/17/2019	AW	MORTON SALT, INC.	\$9,521.35	O
31476	01/17/2019	01/17/2019	AW	SUNRISE SPRINGS WATER CO.	\$171.75	O
31477	01/17/2019	01/17/2019	AW	GEAUGA COUNTY MAPLE LEAF	\$96.25	O
31478	01/17/2019	01/17/2019	AW	MERITECH	\$95.33	O
31479	01/17/2019	01/17/2019	AW	CCT FINANCIAL	\$178.00	O
31480	01/17/2019	01/17/2019	AW	Home Headache Helper, LLC	\$5,936.50	O
31481	01/17/2019	01/17/2019	AW	CINTAS CENTRALIZED AR	\$70.80	O
31482	01/17/2019	01/17/2019	AW	HIGHWAY GARAGE, INC.	\$141.89	O
31483	01/17/2019	01/17/2019	AW	Joan M. Bendokaitis	\$450.00	O
31484	01/17/2019	01/17/2019	AW	CERNI MOTOR SALES, INC.	\$344.99	O
31485	01/17/2019	01/17/2019	AW	Liberty Ford Aurora	\$221.64	O
31486	01/17/2019	01/17/2019	AW	CHAGRIN PET & GARDEN SUPPLY, INC.	\$636.65	O
31487	01/17/2019	01/17/2019	AW	Aurora All Sports Boosters	\$350.00	O
31488	01/17/2019	01/17/2019	AW	NEWS HERALD	\$118.35	O
31489	01/17/2019	01/17/2019	AW	Auburn Welding & Fabricating LLC	\$200.00	O
31490	01/17/2019	01/17/2019	AW	MCMaster CARR SUPPLY COMPANY	\$103.06	O
31491	01/17/2019	01/17/2019	AW	TAPCO	\$657.69	O
31492	01/17/2019	01/17/2019	AW	DESERT DIAMOND INDUSTRIES, LLC	\$662.00	O
31493	01/17/2019	01/17/2019	AW	Taft Stettinius & Hollister LLP	\$292.50	O
31494	01/17/2019	01/17/2019	AW	JAMES RILEY	\$1,630.70	O
31495	01/17/2019	01/17/2019	AW	GEAUGA COUNTY ADP BOARD	\$35,722.74	O
31496	01/17/2019	01/17/2019	AW	CHAGRIN VALLEY/SOLON TIMES	\$40.57	O
31497	01/17/2019	01/17/2019	AW	CHAGRIN VALLEY AUTO PARTS-NAPA	\$157.96	O
31498	01/17/2019	01/17/2019	AW	Interworld Highway, LLC	\$288.26	O
31499	01/17/2019	01/17/2019	AW	AMERICAN PUBLIC WORKS ASSOCIATION	\$217.00	O
31500	01/17/2019	01/17/2019	AW	WESTERN RESERVE OFFICE SUPPLY	\$88.54	O
31501	01/17/2019	01/17/2019	AW	TNT Exterminating	\$300.00	O
31502	01/17/2019	01/17/2019	AW	NORTH EASTERN OHIO FIRE PREVENTION	\$180.00	O
31503	01/17/2019	01/17/2019	AW	OHPERLRA	\$349.00	O
31504	01/17/2019	01/17/2019	AW	NBD International Inc.	\$1,054.95	O
31505	01/17/2019	01/17/2019	AW	PRUDY MACKENZIE	\$33.26	O
31506	01/17/2019	01/17/2019	AW	Across the Street Productions	\$385.00	O
31507	01/17/2019	01/17/2019	AW	CLEMANSON & ASSOCIATES, INC.	\$1,690.78	O
31508	01/17/2019	01/17/2019	AW	TIME WARNER CABLE	\$79.99	O

Payment Listing

UAN v2019.1

1/15/2019 to 1/28/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
31509	01/17/2019	01/17/2019	AW	SUNRISE SPRINGS WATER CO.	\$45.50	O
31510	01/17/2019	01/17/2019	AW	Chagrin Auto Spa	\$380.00	O
31511	01/17/2019	01/17/2019	AW	GEAUGA COUNTY POLICE CHIEFS ASSOC	\$100.00	O
31512	01/17/2019	01/17/2019	AW	Treadmaxx Tire Distributors	\$1,596.24	O
31513	01/18/2019	01/18/2019	AW	CINTAS CENTRALIZED AR	\$1,079.45	O
31514	01/18/2019	01/18/2019	AW	CHAGRIN VALLEY AUTO PARTS-NAPA	\$15.73	O
31515	01/18/2019	01/18/2019	AW	NEIGHBORHOOD OFFICE	\$13.98	O
31516	01/18/2019	01/18/2019	AW	HIGHWAY GARAGE, INC.	\$16.72	O
31517	01/18/2019	01/18/2019	AW	BIOSOLUTIONS, LLC	\$50.00	O
31518	01/18/2019	01/18/2019	AW	Across the Street Productions	\$385.00	O
31519	01/18/2019	01/18/2019	AW	WESTERN RESERVE OFFICE SUPPLY	\$97.41	O
31520	01/18/2019	01/18/2019	AW	DS ARCHITECTURE	\$500.00	O
31521	01/18/2019	01/18/2019	AW	AIRGAS	\$1,269.10	O
31522	01/18/2019	01/18/2019	AW	TNT Exterminating	\$427.00	O
31523	01/22/2019	01/22/2019	AW	FP MAILING SOLUTIONS	\$86.85	O
31524	01/22/2019	01/22/2019	AW	CINTAS CENTRALIZED AR	\$70.80	O
31525	01/22/2019	01/22/2019	AW	CARTER LUMBER	\$172.30	O
31526	01/22/2019	01/22/2019	AW	CERNI MOTOR SALES, INC.	\$326.42	O
31527	01/22/2019	01/22/2019	AW	CORRIDON BUILDERS & REMODELERS, IN	\$770.00	O
31528	01/22/2019	01/22/2019	AW	James Stanek	\$45.00	O
31529	01/22/2019	01/22/2019	AW	KWIK KLEEN	\$50.75	O
31530	01/22/2019	01/22/2019	AW	CHAGRIN VALLEY AUTO PARTS-NAPA	\$9.36	O
31531	01/22/2019	01/22/2019	AW	O'REILLY EQUIPMENT	\$167.16	O
31532	01/22/2019	01/22/2019	AW	INTERSTATE BILLING SERVICE, INC.	\$475.35	O
31533	01/22/2019	01/22/2019	AW	Solon Ace Hardware	\$105.34	O
31534	01/22/2019	01/22/2019	AW	STAPLES BUSINESS ADVANTAGE	\$255.04	O
31535	01/22/2019	01/22/2019	AW	Tire and Wheel Service Center	\$642.99	O
31536	01/22/2019	01/22/2019	AW	ULLMAN OIL, INC.	\$7,603.08	O
31537	01/22/2019	01/22/2019	AW	EMSAR-MEDICAL REPAIR, INC.	\$186.90	O
31538	01/23/2019	01/23/2019	AW	CHAGRIN VALLEY AUTO PARTS-NAPA	\$30.38	O
31539	01/23/2019	01/23/2019	AW	CHARDON WELDING, INC.	\$38.22	O
31540	01/23/2019	01/23/2019	AW	ROBECK FLUID POWER COMPANY	\$40.31	O
31541	01/23/2019	01/23/2019	AW	STAMM CONTRACTING COMPANY INC.	\$913.79	O
31542	01/23/2019	01/23/2019	AW	JOSEPH TOMAYKO	\$225.00	O
31543	01/23/2019	01/23/2019	AW	ULLMAN OIL, INC.	\$46.95	O
31544	01/23/2019	01/23/2019	AW	ODYSSEY PRINTWEAR, INC.	\$1,337.40	O
31545	01/23/2019	01/23/2019	AW	NEIGHBORHOOD OFFICE	\$56.35	O
31546	01/23/2019	01/23/2019	AW	PETE & PETE CONTAINER SERVICE, INC.	\$495.00	O
31547	01/25/2019	01/25/2019	AW	CHAGRIN VALLEY ENGINEERING, LTD.	\$360.00	O
31548	01/25/2019	01/25/2019	AW	UNIQUE PAVING MATERIALS CORP.	\$146.30	O
31549	01/25/2019	01/25/2019	AW	CINTAS CENTRALIZED AR	\$310.39	O
31550	01/25/2019	01/25/2019	AW	Ecolab Food Safety Specialties	\$20.43	O
31551	01/25/2019	01/25/2019	AW	JEFFREY MARKLEY	\$25.00	O
Total Payments:					\$419,091.10	
Total Conversion Vouchers:					\$0.00	

A. Purpose

The purpose of this policy is to establish the procedure and protocol for the use of Bainbridge Township's business credit cards and other vendor supplied lines of credit, in accordance with Ohio House Bill 312. In accordance with House Bill 312, the name "Bainbridge Township" shall appear on all credit cards to be used by any employee or officer of Bainbridge Township.

B. Definitions

1. "Credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant moneys.
2. The term "credit card account" expressly **excludes** any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for the account's use. In other words, an account that can be used only to pay for certain types of goods or services.

C. Types of Expenses for Which A Credit Card Account May Be Used

A credit card opened by Bainbridge Township may be used for the following purposes:

- Meals
- Professional Development - shall include training, seminars, conferences and lodging
- Travel Expenses
- Tools, equipment, and supplies

D. Procedure for Opening a New Credit Card Account

In order to open a new credit card account, a written request must be made to the Fiscal Officer. The request shall be reviewed by the Fiscal Officer and must be approved by the Fiscal Officer and the Board. Once approved, the Fiscal Officer shall open the account under his or her name as the custodian of the account or under the name Bainbridge Township.

E. Eligibility to Use Card

The Board shall identify those employees whose day-to-day responsibilities require access to Bainbridge Township's credit card. Before receiving authorization to carry or use Bainbridge Township's credit card, authorized employees must complete an employee acknowledgement of this policy.

F. Procedure for Issuance of Card to Employee for Use

Bainbridge Township will use record logs to track the use of Bainbridge Township's credit card, where an employee authorized to use a credit card for approved purposes shall sign a form checking out and checking in the credit card. The form shall at a minimum document the following:

- The name of the employee;
- The name of the card signed out;
- The purpose for which the card is to be used;
- The date and time the card was signed out;
- The date and time the card was signed back in; and
- The signature of the employee.

The applicable credit card shall be returned no later than the end of the business day on which it was issued for use.

In order for any department to sign out a credit card, a Credit Card Approval Request form must be filled out and signed by the department head and submitted to the fiscal office including the BC number. The credit card sign-out sheet will also need to be filled out at the time the card is withdrawn from the fiscal office.

G. Procedure for Managing Credit Card Account

The Fiscal Officer shall retain day-to-day control over all credit cards. The credit card(s) shall be kept in the possession of the Fiscal Office.

Any authorized employee using a Bainbridge Township credit card shall sign the card out and return the card at a reasonable time – no later than the close of business on the day in which the card was signed out. Under no circumstances will a credit card be kept overnight. The credit card is for same day use only and needs to be returned to the fiscal office before closing each day.

All credit cards shall be paid in full by the due date – to avoid interest charges.

Each month the Fiscal Officer shall present a Credit Card Account transaction detail from the previous month to the Board. The Board shall review the Credit Card Account transaction detail and sign an attestation stating the Board reviewed the Credit Card Account transaction detail.

H. Maximum Amount of Credit

The maximum amount of credit on any one card shall be no more than \$2,500.00 per purchase. In addition, Bainbridge Township shall have no more than \$10,000.00 in available credit between all credit card accounts open at any one time.

I. Procedure for Re-issuing, Cancelling or Reporting Lost Cards

Employees must surrender all Bainbridge Township credit cards upon their separation of employment from Bainbridge Township or when requested by the Board or Fiscal Officer.

In the event a card is to be re-issued, the procedure set forth in Paragraph F shall be utilized.

In the event the card is lost or stolen, the employee who has signed out the credit card must notify the Fiscal Officer as soon as reasonably possible. The employee is to assist the Fiscal Officer in identifying and resolving any charges made to the account.

An open credit card account may be cancelled by the Board and the Fiscal Officer.

J. Compliance Officer

Because the credit cards are being maintained in the possession of the Fiscal Officer and issued using a sign-in and sign-out procedure Bainbridge Township is not utilizing a Compliance Officer designated by the Board. Should there be a time where Bainbridge Township issues credit cards to individual employees that are not signed-in and out each day, Bainbridge Township Board shall name a Compliance Officer.

The Compliance officer may not use a Bainbridge Township credit card account and may not authorize an officer or an employee to use a credit card account.

K. General Policy and Penalty for Misuse

Bainbridge Township credit card is issued solely for the purpose of conducting Bainbridge Township business and is not to be used for any unauthorized or personal expenses (including the use of credit card points). Personal and/or unauthorized usage of Bainbridge Township credit card shall be immediate grounds for revocation of the credit card. The use of a credit card account for expenses beyond those authorized by the legislative authority and/or this policy constitutes misuse of a credit card account and may result in discipline up to and including termination of employment. An officer or employee of Bainbridge Township or a public servant, as defined under section 2921.01 of the Revised Code, who knowingly misuses a credit card account held by Bainbridge Township violates section 2913.21 of the Revised Code. The use of a Bainbridge Township credit card to purchase goods or services does not waive Bainbridge Township purchasing procedures.

L. Expense Itemization / Documentation

Bainbridge Township recognizes that the credit card provides convenience to employees in acquiring goods and services for Bainbridge Township. Bainbridge Township also recognizes the additional risk inherent with credit card usage. Therefore, whenever a vendor will accept a Bainbridge Township purchase order, a purchase order should be used in lieu of Bainbridge Township credit card.

For individual expenditures, the expense must fall within pre-approved budgets. Itemized receipts must be turned in to the Fiscal Officer within two (2) business days. If an employee is

out of town during the expenditure, signed receipts should be turned in within two (2) business days of returning to work.

The same procedure is required when using the credit card for an online purchase. Please ensure that the credit card number does not save in the system, and then email the receipt to the Fiscal Office as soon as it is received.

In the rare event an employee misplaces or loses a receipt, a *Missing Receipt Form* must be fully completed and submitted within two (2) business days. This form must be signed by the employee's Department Head and/or supervisor.

The employee may be liable in person and upon any official bond the officer or employee has given to the political subdivision to reimburse the treasury the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy.

M. Disclosure of Credit Card Rewards

The Fiscal Officer shall provide an annual report to the legislative authority detailing all rewards received based on the use of the municipal corporation's credit card account.

**RESTLAND CEMETERY
BAINBRIDGE TOWNSHIP, OHIO
CEMETERY FEES – 2019**

Grave Openings (burials)

Burial fees shall be paid two business days prior to burial.

\$750.00 - weekdays and Saturdays

Disinterment of full burial \$1,000.00

Cremains (urn burials) – In Ground and Niche

Burial fees shall be paid two business days prior to burial.

\$400.00 - weekdays and Saturdays

Disinterment of cremains burial is 1.5 times the current rate

Cost for Graves

4'x 12' full size grave:

Current Residents \$ 750.00

Former-Resident Rate \$ 1,500.00

Concrete Footer for Grave Markers:

2'D x 12"W x 36" L \$200.00

3'D x 12"W x 36" L \$250.00

4'D x 12"W x 36" L \$300.00 - written approval from Bainbridge Township

5'D x 12"W x 36" L \$350.00 - written approval from Bainbridge Township

6'D x 12"W x 36" L \$400.00 - written approval from Bainbridge Township

**Footer fee will be waived for Veterans upon submitting military discharge documents and/or related service information*

Repurchase of Unused Graves 75% of current price

Tent Rental Fee (12 x 12) \$ 50.00 (weekdays)

\$ 75.00 (Saturdays and all nonstandard burial hours)

Cost for Niche (Columbarium)

	Resident	Non Resident
Upper Two Rows	\$1,500.00	\$2,500.00
Lower Two Rows	\$1,400.00	\$2,400.00

Cost of Inscriptions (Columbarium Niche)

Single inscription consisting of one name and years of birth and death - \$200.00

In case of pre-need inscription, final year of death included.

Double inscription consisting of one name and years of birth and death - \$375.00

In case of pre-need inscription, final year of death included.

The fees for inscriptions are subject to change.

Bainbridge Township Police Department
Law Enforcement Incidents
Total Year 2018

FBI NIBRS Group A Offenses

Arson	0
Assault Offenses	11
Bribery	0
Burglary / Breaking & Entering	7
Child Abuse	0
Criminal Damage /Vandalism	8
Domestic Violence	8
Drug Offenses	2
Embezzlement	0
Extortion / Blackmail	0
Fraud Offenses	77
Gambling Offenses	0
Homicide Offenses	0
Kidnapping / Abduction	0
Larceny / Theft - Petty	161
Larceny / Theft - Grand	20
Motor Vehicle Theft /Unauth Use	2
Pornography / Obscene Material	1
Prostitution Offenses	0
Receiving Stolen Property	1
Robbery	1
Sex Offenses - Forcible	1
Sex Offenses - Non forcible	1
Weapons Law Violations	1
Total Group A Offenses	302

FBI NIBRS Group B Offenses

Bad Checks	1
Curfew/ Loitering / Vagrancy	4
Disorderly Conduct	25
Driving Under the Influence	30
Drunkenness	12
Family Offenses - Non Violent	96
Harassment / Menacing	80
Liquor Law Violations	0
Runaway / Unruly Juveniles	2
Trespass	25
Voyeurism	0
All other arrestable offenses	6
Total Group B Offenses	281

Other Incidents

911 problem	59
Animal Complaints	201
Assist Fire Department	1055
Assist other Agency	197
Citizen Assist	238
Citizen Dispute	71
Dead Body Found	10
Disturbances	65
False Alarm - Business	331
False Alarm - Residence	321
Info Report	110
Juvenile Complaint	50
Lost / Found Property	87
Miscellaneous	5834
Missing Persons	10
Property Damage (accidental)	66
Suicidal Person	20
Suspicious Person / Vehicle	744
Traffic Accidents	526
Traffic Complaints	1044
Traffic Stops	2957
Vehicle Lockouts	416
Warrant Service	128
Total Other Incidents	14540

Three Year Comparison

Year 2018	15123
Year 2017	15520
Year 2016	11017

Total Incidents 2018 15123

**BAINBRIDGE TOWNSHIP POLICE DEPARTMENT
YEAR END 2018**

OFFICERS	LAW INCIDENTS	ARRESTS - FELONY	ARRESTS - MIS.	TRAFFIC CITATIONS	WARNING CITATIONS	M/M CITATIONS
CHIEF BOKOVITZ	12	0	0	0	0	0
LT. WEIR	13	0	0	0	0	0
DET. SGT. DREGER	20	6	0	0	0	0
SGT. BODOVETZ	69	0	1	0	0	0
SGT. CHICKOS	99	0	3	0	0	0
SGT. WEINER	142	3	2	3	0	0
DET. SMITH	37	11	6	0	0	0
PTL. BLASKO	1146	0	27	92	0	2
PTL. BOYLES	800	3	31	57	1	6
PTL. DAVIS	471	0	10	10	0	0
PTL. DEBLAEY	38	0	2	0	0	0
PTL. DENT	285	2	8	19	0	1
PTL. DISANTO	2218	7	38	211	0	4
PTL. FREW	966	0	12	6	1	2
PTL. GREGORIN	988	2	31	29	0	1
PTL. LACIVITA	337	0	14	23	0	1
PTL. LAWRENCE	1398	1	38	23	0	2
PTL. LUKAS	275	1	18	37	0	4
PTL. NEWCOMB	539	2	10	30	3	1
PTL. PATETE	716	4	12	32	0	4
PTL. PONIKVAR	1202	4	28	29	0	2
PTL. POWESKI	567	4	28	34	0	1
PTL. REARDON	875	1	4	9	2	0
PTL. SOEDER	568	1	14	36	0	7
PTL. TUMA	473	3	14	27	0	7
PTL. TYMOSZCZUK	787	7	26	48	0	10
MONTHLY TOTAL	15041	62	377	755	7	55
TOTAL YEAR TO DATE	15041	62	377	755	7	55

RECORDS CLERK	LAW INCIDENTS
DOWNS, L.	6
FLETCHER, L.	20
GRECEK, G.	33
ROZNIK, E.	23
RECORDS YEAR END 2018	82

RECORDS ACTIVITY	YEAR END 2018
INCOMING PHONE CALLS	16716
REPORT FEES	\$67.81
HOUSE CHECKS	5249

Bainbridge Township Police Department
Law Enforcement Incidents
December 2018

FBI NIBRS Group A Offenses

Arson	0
Assault Offenses	0
Bribery	0
Burglary / Breaking & Entering	1
Child Abuse	0
Criminal Damage /Vandalism	1
Domestic Violence	2
Drug Offenses	1
Embezzlement	0
Extortion / Blackmail	0
Fraud Offenses	2
Gambling Offenses	0
Homicide Offenses	0
Kidnapping / Abduction	0
Larceny / Theft - Petty	17
Larceny / Theft - Grand	2
Motor Vehicle Theft /Unauth Use	0
Pornography / Obscene Material	0
Prostitution Offenses	0
Receiving Stolen Property	0
Robbery	1
Sex Offenses - Forcible	0
Sex Offenses - Non forcible	0
Weapons Law Violations	0
Total Group A Offenses	27

FBI NIBRS Group B Offenses

Bad Checks	0
Curfew/ Loitering / Vagrancy	0
Disorderly Conduct	0
Driving Under the Influence	4
Drunkenness	0
Family Offenses - Non Violent	4
Harassment / Menacing	5
Liquor Law Violations	0
Runaway / Unruly Juveniles	1
Trespass	2
Voyeurism	0
All other arrestable offenses	0
Total Group B Offenses	16

Other Incidents

911 problem	2
Animal Complaints	9
Assist Fire Department	83
Assist other Agency	11
Citizen Assist	12
Citizen Dispute	4
Dead Body Found	0
Disturbances	3
False Alarm - Business	30
False Alarm - Residence	15
Info Report	6
Juvenile Complaint	3
Lost / Found Property	7
Miscellaneous	524
Missing Persons	1
Property Damage (accidental)	2
Suicidal Person	1
Suspicious Person / Vehicle	71
Traffic Accidents	61
Traffic Complaints	85
Traffic Stops	188
Vehicle Lockouts	39
Warrant Service	11
Total Other Incidents	1168

Three Year Comparison

December 2018	1211
December 2017	1359
December 2016	883

Total Incidents December 2018 1211

Total Incidents TYD 2018 15123

**BAINBRIDGE TOWNSHIP POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT - DECEMBER 2018**

OFFICERS	LAW INCIDENTS	ARRESTS - FELONY	ARRESTS - MIS.	TRAFFIC CITATIONS	WARNING CITATIONS	M/M CITATIONS
CHIEF BOKOVITZ	1					
LT. WEIR	1					
DET. SGT. DREGER						
SGT. BODOVETZ	9					
SGT. CHICKOS	4					
SGT. WEINER	8					
DET. SMITH			2			
PTL. BLASKO	48		2	7		
PTL. BOYLES	37					
PTL. DAVIS						
PTL. DEBLAEY	4					
PTL. DENT						
PTL. DISANTO	193		4	18		
PTL. FREW	106			1		
PTL. GREGORIN	109		1	1		
PTL. LACIVITA	129		6	11		1
PTL. LAWRENCE	61		4	1		
PTL. LUKAS	78		5	15		1
PTL. NEWCOMB						
PTL. PATETE	48			3		
PTL. PONIKVAR	96	2	2	2		
PTL. POWESKI	48	2	2	7		
PTL. REARDON	52					
PTL. SOEDER	52		2	3		
PTL. TUMA	24	1				
PTL. TYMOSZCZUK	98		3	7		1
MONTHLY TOTAL	1206	5	33	76	0	3
TOTAL YEAR TO DATE	15041	62	377	755	7	55

RECORDS CLERK	LAW INCIDENTS
DOWNS, L.	1
FLETCHER, L.	1
GRECEK, G.	3
ROZNIK, E.	
MONTHLY TOTAL	5
TOTAL YEAR TO DATE	82

RECORDS ACTIVITY	DEC 2018	YTD
INCOMING PHONE CALLS	1310	16716
REPORT FEES	\$0.20	\$67.81
HOUSE CHECKS	479	5249

For the month of December, 2018

Approved by: Star Khan

ZONING INSPECTOR'S OFFICE - 2018 UPDATE

During 2018 the Zoning Inspector's Office processed 288 permits, up 28 from 2017 and 60 BZA cases as outlined below:

New residences were 37, up 2 from last year.

New Residences - 37
Residential Additions – 19
Residential Accessory Buildings – 27
Residential Alterations - 7
Exemptions – 20
Patios – 24
CUP (All Others) – 7
CUP Similar Use - 1
Collocations – 2
Commercial Alterations - 15
Driveway – 6
Home Occupations – 4
Other – 10
Wall Signs – 22
Decks – 21
Fences – 22
Commercial Use – 14
New Construction Commercial - 2
New Commercial - 1
In-ground Swimming Pools – 2
Above Ground Swimming Pools – 2
Auxiliary Signage – 8
Ground Signs – 8
Sidewalks – 1
Sign Plans – 1
Subdivision Signs – 2
Commercial Accessory Fence – 1
Commercial Misc. – 1
Temporary Signage - 1

Variances – 48
Substitutions of a Non-conforming Use - 1
Conditional Uses - 11

Zoning Receipts for 2018 = \$53,762.73

Respectfully submitted,



Karen Endres
Zoning Inspector

Bainbridge Township Monthly Permit Report

12/01/2018 - 12/31/2018

[illegible]

Permit Date	Bainbridge Permit #	Permit Type	Description	Applicant Name	Fee	Parcel #	Parcel Address	Zoning	Subdivision
12/10/2018	16275	New One Fam. Dwelling	New house with attached garage, driveway and porch	Joyce Building Co./Bill Joyce	\$400.00	03-002300	7824 Washington Street	R-3-A	
12/4/2018	16164	New One Fam. Dwelling	New house with attached garage, driveway, sidewalk & deck	Josh Kaplovitz	\$400.00	02-145610	17835 English Drive	R-3-A	
12/4/2018	16257	New One Fam. Dwelling	New house, garage, drive & deck	Marincek Building Group	\$400.00	02-421394	8188 Canyon Ridge	R-5-A	Canyon Lake Colony
12/3/2018	16163	New One Fam. Dwelling	New house, attach garage, drive, walk & patio	Josh Kaplovitz	\$400.00	02-145620	8041 Bainbridge Road	R-3-A	
12/20/2018	16287	Residential Addition	Alterations - enclose open porch	Donald Yert	\$75.00	02-146100	7984 Chagrin Road	R-3-A	
12/13/2018	16212	Residential Addition	Attached carport	David Stoika	\$75.00	02-015100	18801 Chillicothe Road	R-3-A	

BAINBRIDGE TOWNSHIP NEW RESIDENCE
TOTALS - DECEMBER 2018
Receipts for December 2018 - \$2,225.00

December 2018 - 6
 December 2017 - 1
 December 2016 - 2

Year to Date 2018 - 37
 Year to Date 2017 - 35
 Year to Date 2016 - 26

Bainbridge Twp. Fire Dept

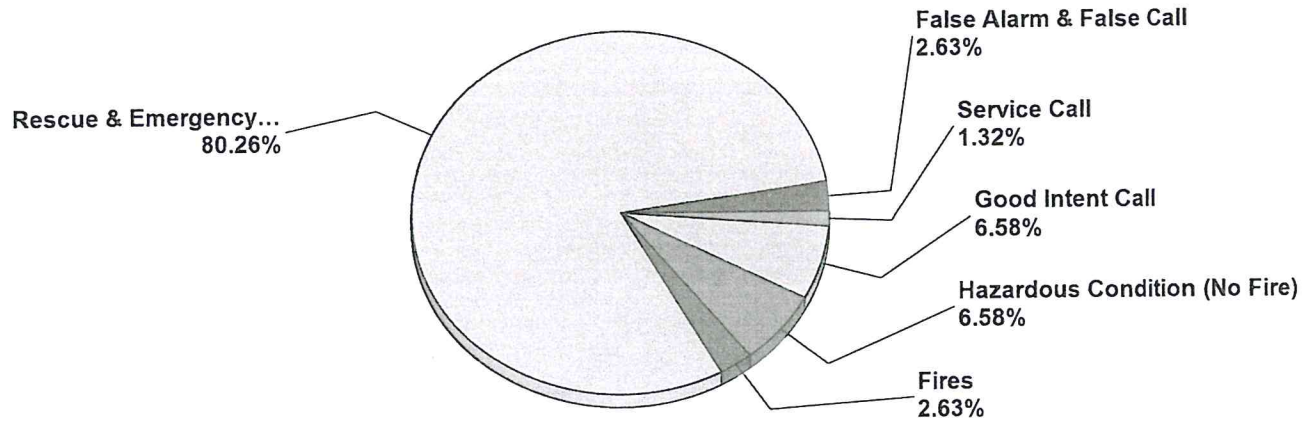
Chagrin Falls, OH

This report was generated on 1/10/2019 2:22:27 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2018 | End Date: 12/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.63%
Rescue & Emergency Medical Service	122	80.26%
Hazardous Condition (No Fire)	10	6.58%
Service Call	2	1.32%
Good Intent Call	10	6.58%
False Alarm & False Call	4	2.63%
TOTAL	152	100.00%

	Fire	Rescue	Total
Dec-18	30	122	152
Dec-18 YTD	455	1323	1778
As Of Dec 2017	562	1349	1941
Fiscal Difference	-107	-26	-163

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.66%
114 - Chimney or flue fire, confined to chimney or flue	1	0.66%
118 - Trash or rubbish fire, contained	1	0.66%
151 - Outside rubbish, trash or waste fire	1	0.66%
321 - EMS call, excluding vehicle accident with injury	109	71.71%
322 - Motor vehicle accident with injuries	8	5.26%
324 - Motor vehicle accident with no injuries.	5	3.29%
412 - Gas leak (natural gas or LPG)	2	1.32%
422 - Chemical spill or leak	1	0.66%
424 - Carbon monoxide incident	3	1.97%
440 - Electrical wiring/equipment problem, other	1	0.66%
444 - Power line down	2	1.32%
445 - Arcing, shorted electrical equipment	1	0.66%
551 - Assist police or other governmental agency	1	0.66%
554 - Assist invalid	1	0.66%
611 - Dispatched & cancelled en route	8	5.26%
641 - Vicinity alarm (incident in other location)	1	0.66%
651 - Smoke scare, odor of smoke	1	0.66%
735 - Alarm system sounded due to malfunction	1	0.66%
743 - Smoke detector activation, no fire - unintentional	1	0.66%
745 - Alarm system activation, no fire - unintentional	2	1.32%
TOTAL INCIDENTS:	152	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.