

Monday, January 8,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 8, 2018. 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 5:32 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), Purchase of Public Property per Ohio Revised Code Section 121.22(G)(2), and Collective Bargaining Review per Ohio Revised Code Section 121.22(G)(4).

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

The trustees recessed their regular meeting at 5:32 P.M. in order to go into executive session.

Ms. Kristen Rine and Prosecutor James Flaiz were invited into the executive session at 5:32 P.M. and left executive session at 6:42 P.M.

Chief Lou Ann Metz was invited into the executive session at 6:45 P.M. and left executive session at 7:08 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees, the purchase of public property, and collective bargaining review and reconvened their meeting at 7:11 P.M.

CHANGES TO THE AGENDA

None.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' December 26, 2017 regular meeting as submitted.

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

KENSTON COMMUNITY EDUCATION

Mr. Greg Sharp presented the KCE report for the month of December 2017. KCE did not hold a December meeting. They are still continuing to work out the details for the community survey. They are hoping to have a plan developed at their next meeting. In addition, they have launched their new website. The complete report is attached to and becomes a permanent part of these minutes.

FISCAL OFFICE REPORT

Mrs. Sugarman presented the fiscal report for December 2017 and for the year 2017. The general fund balance is \$1,433,780.24 as of December 31, 2017. She reported that for the year 2016, the township will be receiving a 2% performance bonus check from the Bureau of Worker's Compensation. The fiscal office has been working on closing out fiscal year 2017. They are also preparing for the permanent appropriations and the upcoming audit. The complete fiscal report is attached and becomes a permanent part of these minutes.

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SERVICE DEPARTMENT REPORT

Mr. Jim Stanek presented the service department report for the month of December 2017. In addition to the work scheduled in the monthly report, the service department is looking at painting the interior of the Lakeside building. Mr. Stanek also prepared the trustees for upcoming purchases to replace a plow truck and the Grade-all. The complete service department report is attached and becomes a permanent part of these minutes.

ORGANIZATIONAL MEETING REQUIREMENTS

Mrs. O'Brien passed the gavel to Mrs. Sugarman to entertain nominations for the position of Chairman.

ELECTION OF OFFICERS

Mrs. Benza made a motion to nominate Mr. Markley for 2018 Chairman of the Bainbridge Township Board of Trustees.

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

Mrs. O'Brien made a motion to nominate Mrs. Benza as 2018 Vice-Chairman of the Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Sugarman passed the gavel to Chairman Markley.

ROBERT'S RULES OF ORDER

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

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

Mr. Markley stated that the Public Comments available at the beginning of the meeting should pertain to agenda items and the Public Interaction at the end of the meeting should be any additional comments or concerns regarding Township business.

PAST ACTIONS

The trustees would like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect."

DISPOSITION OF PROPERTY RESOLUTION

Mr. Markley made a motion to adopt the Disposition of Township Property Resolution 01082018-C, and to have it be advertised yearly after the organizational meeting.

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

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

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OPEN MEETINGS RESOLUTION

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the "Open Meetings" Resolution 01082018-D, pursuant to ORC 121.22.

Mrs. Benza seconded the motion that passed unanimously.

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

PUBLIC RECORDS RESOLUTION

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the "Public Records" Resolution 01082018-E, pursuant to ORC 149.43.

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

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

TRANSIENT VENDOR RESOLUTION

Mr. Markley moved that the Bainbridge Township Board of Trustees rescind Resolution 11102014-A, Prohibition of Transient Vendors, passed on November 10, 2014, pursuant to ORC 505.94.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the Registration and Regulation of Transient Vendors, Resolution 01082018-F, pursuant to ORC 505.94, and utilize the Transient Vendor Registration form, dated 1/18/2018.

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

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes. **Trustees are in the process of modifying this permitting process, consistent with the ORC and there will be changes in 2018.

TRUSTEE MEETING SCHEDULE FOR 2018

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt for 2018 the trustees' meeting schedule as the second and fourth Mondays at 7:00 P.M. Executive sessions will be held at 6:00 P.M. and work sessions will be added as needed.

Mrs. O'Brien seconded the motion.

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

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 8, 2018.

Mrs. Benza seconded the motion that passed unanimously.

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

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COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

Mr. Markley made a motion, that the trustees, as well as the fiscal officer, be compensated for their services in equal monthly payments with any adjustments to be made in December.

Mrs. Benza seconded the motion that passed unanimously.

BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual. All part-time employees working 25 to 39 hours per week are eligible to enroll, and assume 90% of the cost for the same.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time employees since 1987, and revised and distributed to all employees beginning in 2013.

Mrs. Benza waives all coverage through the township.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health Advisory Council. The trustees were in general agreement that Mrs. O'Brien should be the alternate representative for Bainbridge Township on the Geauga County Health Advisory Council.

CHAGRIN RIVER WATERSHED PARTNERS

The trustees were in general agreement that Mrs. O'Brien should represent Bainbridge Township, and Mr. Markley should serve as the alternate, on the Chagrin River Watershed Partners.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the JEDD Board.

TOWNSHIP BUILDING & PARKS RATES

Mr. Markley made a motion to retain the 2017 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park, and the Fire Department meeting room rates for 2018.

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

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

CEMETERY RATES

Mr. Markley made a motion to adopt the revised 2017 Cemetery rates as recommended by the Cemetery Board for 2018.

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

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

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FEE SCHEDULE FOR COPIES OF TOWNSHIP DOCUMENTS

The trustees were in general agreement to retain the present rate schedule for copies which is as follows:

The fee for all black and white copies of documents is 5 cents per copy, and color copies are \$2.00 per copy per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per diskette and CD Rom. All email requests are free.

ZONING FEE SCHEDULE

Mr. Markley made a motion to retain the 2017 Zoning Application Fee Schedule for 2018.

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

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

ADVANCE ON TAXES COLLECTED

Mr. Markley moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, first half collection, in the maximum amounts available in the general, road and bridge, fire, and police levied funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

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

BLANKET CERTIFICATE AMOUNTS

Mr. Markley moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates to be issued by the fiscal officer for routine expenses for each department, per the recommendation of the fiscal officer.

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

MILEAGE REIMBURSEMENT AND PER DIEM FOR 2017

Mr. Markley made a motion to set the Bainbridge Township mileage reimbursement of 54.5 cents (pursuant to IRS Code) per mile, for miles driven by authorized township personnel using their own vehicle for documented township business, however the use of a township vehicle is preferred when available.

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

Mr. Markley made a motion to set the meal per diem for township employees who travel for township business at \$60.00 per day.

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

OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Markley moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer or assistant to the fiscal officer who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from January 31, 2018 to February 3, 2018 for mileage, parking, lodging, meals and any other necessary expenditures.

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

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TRUSTEE DEPARTMENT LIAISONS

Police Department –	Mrs. Benza
Fire Department –	Mrs. O’Brien
Service Department –	Mr. Markley
Zoning –	Mrs. Benza

BOARD/COMMITTEE APPOINTMENTS

Cemetery Board

The trustees were in general agreement to renew the Cemetery Board members for another year, including Mr. Rob Arnold, Mr. Greg Marous, and Mr. Bill Takacs.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS

Training Request - Gless

Mrs. O’Brien made a motion to approve the training request for Firefighter Mark Gless to attend the Northern Ohio Arson Seminar in Ashland, OH on February 24 and 25, 2018 at an estimated cost of \$249.00 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Requests – Riley

Mrs. O’Brien made a motion to approve the training request for Firefighter James Riley to attend Preparation for Initial Company Ops at the Ohio Fire Academy in Reynoldsburg, OH on February 1 and 2, 2018 at an estimated cost of \$325.00 with the use of a township vehicle per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. O’Brien made a motion to approve the training request for Firefighter James Riley to attend Strategy and Tactics for Initial Ops at the Ohio Fire Academy in Reynoldsburg, OH on April 5 and 6, 2018 at an estimated cost of \$325.00 with the use of a township vehicle per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Requests – Dobies

Mrs. O’Brien made a motion to approve the training request for Firefighter Eric Dobies to attend Preparation for Initial Company Ops at the Ohio Fire Academy in Reynoldsburg, OH on February 1 and 2, 2018 at an estimated cost of \$195.00 with the use of a township vehicle per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. O’Brien made a motion to approve the training request for Firefighter Eric Dobies to attend Strategy and Tactics for Initial Ops at the Ohio Fire Academy in Reynoldsburg, OH on April 5 and 6, 2018 at an estimated cost of \$195.00 with the use of a township vehicle per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

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Pay Grade Increase – Full-Time Firefighters

Mrs. O'Brien made a motion to approve the stepped pay grade increase for the six full-time firefighters listed below from Probationary Firefighter E at \$26.02/hour to Probationary Firefighter D at \$26.60/hour effective January 1, 2018 per the April 2017 agreement and the recommendation of the fire chief.

- Mr. Phillip Anders, Mr. Charles Bolt, Mr. Nathan Liptak, Mr. William German, Mr. James Riley, and Mr. Darrell Rose

Mrs. Benza seconded the motion that was passed unanimously.

Vacation Accrual – Full-Time Firefighters

Mrs. O'Brien made a motion to approve the change in vacation accrual for the full-time firefighters in the Personnel Policy Manual as outlined in the memo dated January 8, 2018 per the recommendation of the fiscal officer.

Mrs. Benza seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSMilitary Leave

Mrs. O'Brien made a motion to approve the military training leave for Ptl. Theresa Tymoszczyk to attend the Security Forces Officer Course – Level 1 with the Ohio National Guard from January 22, 2018 to May 25, 2018 based upon the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSNoise Mitigation

The trustees were in general agreement to allow Mrs. O'Brien to contact property owners who about the 422 highway that may have a noise issue to add to the noise mitigation request that already exists.

SERVICE DEPARTMENT – NEW BUSINESSApproval of New Job Description – Lead Mechanic

Mrs. O'Brien made a motion to approve the job description for the newly created position of Lead Mechanic per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Promotion of Public Employee – Russell Simms

Mrs. O'Brien made a motion to approve the promotion of Russell Simms to the newly created position of Lead Mechanic with a pay increase from \$27.05 per hour to \$28.05 per hour effective January 20, 2018 based on the updated job description and per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

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Cemetery Deed

Mrs. O'Brien made a motion to grant a cemetery deed for one grave to Mark and Laura Hoehn of 7409 Pettibone Road in the amount of \$450.00.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 13E, Lot No. 55, Grave 5. Mr. Dave Pfouts and Mrs. Joan Demirjian attested to their signatures.

ZONING DEPARTMENT – NEW BUSINESSZoning Commission Appointment

Mrs. O'Brien made a motion to appoint Mr. Dennis Williams to the Zoning Commission term ending on December 31, 2022 effective immediately.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESSVacation Carryover Recommendation

Mrs. O'Brien made a motion to approve the change to the vacation carryover policy in the Personnel Policy Manual to allow employees the option to choose "cash out one week and carry over one week" or "carry over two weeks", based on the recommendation of the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Approvals

Mrs. O'Brien made a motion to approve the purchase order list (Items 1 – 12) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Geauga County ADP Board – 53 Email Licenses 2017 - \$4,644.76 (Fire)
2. Verizon Wireless – Four iPads for Engines - \$2,919.96 (Fire)
3. Portman Electric – Dining Hall Generator Work - \$10,830.00 (Parks)
4. K-Tech – Beet Heat Concentrate - \$14,000.00 (Roads)
5. VanCuren Services, Inc. – Tree Removal - \$9,350.00 (Roads)
6. Aladtec, Inc. – Scheduling Software Renewal - \$2,709.00 (Fire)
7. Reporting Systems, Inc. – Fire Reporting Software Renewal - \$1,420.00 (Fire)
8. Viking Plumbing, Inc. – Gas Heating at Lakeside - \$8,200.00 (Parks)
9. Geauga County ADP Board – TH, Parks, Roads I/T 2017 - \$5,193.80 (General, Roads)
10. Geauga County ADP Board – Police I/T 2017 - \$2,192.00 (Police)
11. Geauga County ADP Board – Police I/T 2017 - \$630.00 (Police)
12. Geauga County ADP Board – Police I/T 2017 - \$4,285.38 (Police)

Invoice Approvals

Mrs. O'Brien made a motion to approve the invoice listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

1. Cargill Incorporated – Salt Fill Up - \$24,417.44 (Roads)

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Fiscal Resolution Approvals

Mrs. O'Brien made a motion to approve Fiscal Resolution 01082018-A requesting first half 2018 advance of taxes collected per the recommendation of the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to approve Fiscal Resolution 01082108-B authorizing the Inter-fund Transfer of \$1877.70 from General Fund to Road Fund for work performed by the Road Department for Parks and Properties in the months of December and November 2017.

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated December 26, 2017 through January 8, 2018

The trustees examined and signed checks and invoices dated December 26, 2017 through January 8, 2018 consisting of warrants #28834 through #28898 in the amount of \$283,574.05.

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 December 2017 #190-2017 through 526-2017 in the amount of \$560,757.22 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: None.

CORRESPONDENCE

- 1. Ohio Public Works Commission – Project Closeout – Taylor May Road Resurfacing
- 2. Geauga County Recorder – Zoning Resolutions and Amendments

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:28 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____