

Monday, October 26,

15

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on October 26, 2015. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Christopher Horn was not present. Mr. Markley presided and called the meeting to order at 6:00 P.M.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session. They were joined by Chief Brian Phan, who remained throughout the interviews and left executive session at 6:48 P.M.

Benjamin Dingedine was invited into the executive session at 6:03 P.M. and left at 6:16 P.M.

Paul McClintock was invited into the executive session at 6:18 P.M. and left at 6:32 P.M.

Ryan Wasserman was invited into the executive session at 6:34 P.M. and left at 6:45 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:10 P.M.

#### CHANGES TO THE AGENDA

Late Addition: Hiring of new Fire Department Employees

#### MINUTES

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

Mr. Markley seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### FIRE DEPARTMENT

Chief Phan presented the Fire Department Report for the month of September 2015. He reported that September was another busy month with 138 calls. He reminded everyone to change the batteries in their smoke detectors with the time change, and he recommended using photoelectric smoke detectors. The Fire Department is requesting a new ambulance to replace an aging Squad 1352 which is a 2006 with 112,000 miles on it. The funds have been budgeted and are available. Finally, Chief Phan mentioned that the Fire Department hosted the funeral lunch last Friday for Dennis Whaley, who had once been a firefighter with Bainbridge Township. Resident Mr. Gil Myers asked about the new facility being built on Route 306. Chief Phan responded that it is being built in South Russell.

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POLICE DEPARTMENT

Chief Bokovitz presented the Police Department report for the month of September 2015. He started by saying that “Nothing in Police work is a good thing.” However, they had a busy month with a number of shoplifting arrests. They also responded to quite a few injury crashes, and handled a large number of fraud cases. The pedophile case was sentenced with the pedophile given 10 years and 10 months in the federal pen. Then, he will have 10 years of probation. Chief reported that there are currently 23 people in the Citizen’s Academy which ends on October 27, 2015. It has been very well received. Finally, he mentioned that he is promoting Allan Dent this evening after a 12 month probationary period.

ZONING DEPARTMENT

Ms. Karen Endres presented the Zoning Department report for the month of September 2015. The Zoning Department took in receipts of \$3,905.00 and issued three new housing permits for the month. Mrs. Endres was a guest at the Lake Lucerne Homeowner’s Association where she discussed a number of zoning issues. She may also meet with other homeowner’s associations in the future. Zoning approved two new subdivisions in Canyon Lakes. They are also working with the Zoning Commission on the enCode contract. Mrs. Endres has ordered a lockbox/mailbox for the unlocked foyer in Town Hall to better service the residents. Other zoning issues include clean up on the burned house on Chagrin Road and the Rug Art “going out of business” signs. Bainbridge Resident Kathleen Staudenbauer asked about house number signs for residents. It was suggested that she work with the Fire Department as they have those signs available for sale.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSHoliday Stipend Request

Mrs. Benza made a motion to approve the holiday stipend request of \$100 for any firefighter who works a 12 hour shift on Thanksgiving, Christmas, New Year’s Eve, or New Year’s Day 2016 as recommended by Chief Phan with input from legal counsel. This would only be in effect if no collective bargaining agreement is reached by then.

Mr. Markley seconded the motion which passed unanimously.

Job Classification Change

Mrs. Benza moved to approve the request to change the job classification of James Riley from EMT-B/Grade A at \$18.78 to EMT-P/Grade C at \$20.35 based on his successful completion of Paramedic Certification and effective October 31, 2015 based on the recommendation of the Fire Chief with congratulations from the board.

Mr. Markley seconded the motion which passed unanimously.

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POLICE DEPARTMENT – NEW BUSINESSGrade Change Request

Mrs. Benza moved to approve the request to promote Ptl. Allan Dent from Probationary Grade D Patrolman at a pay rate of \$51,255.07 to Grade D Patrolman at the pay rate of \$53,883.75 based on the recommendation of the Police Chief. This will be effective with the November 14, 2015 pay period.

Mr. Markley seconded the motion which passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSCVM Dining Hall Bid Tab

Mrs. Benza made a motion to reject all bids concerning the Centerville Mills Park dining hall HVAC and electrical based on the recommendation of the Service Director, Mr. James Stanek, and the architect, Mr. Sean Barbina.

Mr. Markley seconded the motion which passed unanimously.

Copier Lease – Service Garage

Mrs. Benza moved to authorize the Fiscal Officer to execute the contract with Meritech for the lease of a copier at the new service garage as recommended by the service director.

Mr. Markley seconded the motion that was passed unanimously.

Request to Declare Obsolete

Mrs. Benza moved to declare obsolete the following Parks Division items which are no longer in use and not needed any longer.

Mr. Markley seconded the motion which passed unanimously.

- Craftsman 12" radial arm saw
- Craftsman 10" table saw 1-HP
- Craftsman band-saw 1/3-HP
- Craftsman standing jig saw
- Sears planer
- Sears ½ HP bench grinder
- Sears 4" belt & 6" disc sander
- Shop craft 1/6 HP drill press
- Craftsman 230AMP ARC welder

Request to Sell on GovDeals.com

Mrs. Benza moved to approve the sale of the above mentioned items which have been declared obsolete on GovDeals.com

Mr. Markley seconded the motion which passed unanimously.

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Request to Declare Obsolete

Mrs. Benza moved to declare obsolete the following Road Department items which are no longer in use and not needed any longer.

Mr. Markley seconded the motion which passed unanimously.

- Two pickup truck bed mounted tool boxes
- Pickup truck bed mounted fuel tank and pump

Request to Sell on GovDeals.com

Mrs. Benza moved to approve the sale of the above mentioned items which have been declared obsolete on GovDeals.com

Mr. Markley seconded the motion which passed unanimously.

Resignation of employee

Mrs. Benza moved to accept the resignation of William (Butch) Phillips from building attendant effective October 15, 2015 with many thanks for his years of service to the township.

Mr. Markley seconded the motion that was passed unanimously.

Request to hire seasonal employee

The trustees were in general agreement to approve the position of seasonal employee to the Road department during the winter months to help with the additional winter workload.

GES Proposal - BUSTR

This item will be moved to the November 9, 2015 agenda for action by the trustees.

TOWN HALL – OLD BUSINESSPPM Updates

Mrs. Benza made a motion to adopt the revisions to the Personnel Policy Manual based on the recommendation of the HR administrator and all appropriate consultants effective immediately.

Mr. Markley seconded the motion that was passed unanimously.

TOWN HALL – NEW BUSINESSPerformance Evaluation Scheduling

Mr. Markley will send a memo to all department heads directing them to begin performance evaluations.

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Job Descriptions

Mrs. Most, the HR Administrator, suggests updating all job descriptions on a regular basis. Currently, there are two employees without job descriptions. Both of these will be written and approved within the next few weeks. Mrs. Most will also send a memo to the trustees with her recommendations on regular updates which will in turn be sent to all department heads by the Chairman.

208 Service Plan Request

Bainbridge resident Mr. Andris George Kalejs made a request to the BOT to tie into the sewers in the 208 plan. He is currently having trouble with his septic and leech fields. The trustees informed him that his house is not in the "may be sewered" area of the 208 plan, so they cannot approve his request. They suggested that he look into other options like replacing his septic system.

NOPEC Proxy

Since no one from the BOT can attend the NOPEC yearly meeting, Mrs. Benza made a motion to authorize the chairman to sign the NOPEC Proxy at the request of the Geauga County NOPEC representative, Jim Flaiz.

Mr. Markley seconded the motion that was passed unanimously.

Mitigation Opportunity

The trustees were in general agreement to proceed in exploring options with Carmella Shale from Geauga Soil and Water regarding the Hawksmoor mitigation opportunity.

ZONING – NEW BUSINESSenCode License Agreement

This item is tabled until the next BOT meeting.

FISCAL OFFICEPurchase Order Approval

Mrs. Benza made a motion to approve the purchase order list (Items 1 – 4) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Squire Patton Boggs – AIF 2014 - \$3,050.00 (General)
2. K-Tech Specialty Coatings – Beet Heat anti-icing formula - \$19,458.00 (Roads)
3. Meritech – 5 year lease for Service Dept. copier - \$10,000.00 – (50/50 Roads & General)
4. Horton Emergency Vehicles –Ambulance to replace 3152- \$240,361.00 (Fire)

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Invoice Approvals

Mrs. Benza made a motion to approve the invoice list (Items 1 – 4) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Walter – Haverfield – Cedar Fair – Mixed Use Development - \$2001.50 (General)
2. Walter – Haverfield – Bainbridge – Aurora JEDD - \$2,951.87 (General)
3. Squire Patton Boggs – AIF 2014 - \$3,050.00 (General)
4. Ronyak Paving – BAI-RS-15 Change Order and Final - \$391,315.18 (Roads)

Blanket Certificate Approval

Mrs. Benza made a motion to approve the invoice list (Items 1 – 6) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Requests

1. Office Supplies –1000-110-410-0000- \$2,500.00 (General)
2. Utilities –2081-210-359-0000 - \$3,000.00 (Police)
3. Other Expenses – 1000-610-599-0000 - \$2,000.00 (General)
4. Supplies and Materials – 2031-330-490-0000 - \$15,000.00 (Roads)
5. Operating Supplies – 2031-330-420-0000 - \$15,000.00 (Roads)
6. EMS Supplies – 2281-230-420-0000 - \$3,500.00 (Fire)

CHECKS DATED October 15, 2015 THROUGH October 26, 2015

The trustees examined and signed checks and invoices dated October 15, 2015 through October 26, 2015 consisting of warrants #24039 through #24127 in the amount of \$292,197.86.

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

LATE ADDITIONSHiring of New Fire Department Employees

Mrs. Benza made a motion to approve the hiring of Mr. Benjamin Dingledine, Mr. Paul McClintock, and Mr. Ryan Wasserman as Fire Department Paramedic/Firefighter EMT-P Grade C at \$20.35 per hour at the recommendation of the Fire Chief effective immediately.

Mr. Markley seconded the motion that passed unanimously.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Henri Pruess asked if the Township checks driver's license status of those employees who drive vehicles for the Township. Mr. Markley answered that all departments do check licenses on a yearly basis.

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CORRESPONDENCE

1. Chagrin Valley Chamber of Commerce: Concert in Heritage Park
2. GCESC Vocational Consortium
3. Kenston Schools – Bus Stops
4. Letter from Resident – Rebecca Clossin
5. Letter from Resident – Jen Smith
6. Ohio Secretary of State – State Issues
7. GC Planning Commission – Canyon Lakes Final Plat
8. GC Planning Commission – Replat of The Shops of Marketplace
9. GSWC Annual Dinner and Election

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 8:55 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: \_\_\_\_\_