

Monday, October 9,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on October 9, 2017. 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 6:01 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for the Employment, Compensation, and Discipline 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; Mrs. O'Brien, aye. Motion carried.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session.

Mr. Jim Stanek and Mr. Gregory A. Hansel (Alex) were invited into the executive session at 6:01 P.M. Mr. Hansel left executive session at 6:20 P.M.

Mr. Mike Bijelic was invited into the executive session at 6:20 P.M. and left executive session at 6:42 P.M. with Mr. Stanek.

Chief LouAnn Metz was invited into the executive session at 6:42 P.M. and left executive session at 7:10 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their meeting at 7:12 P.M.

CHANGES TO THE AGENDA

Late Addition: Hawksmoor Way – Letter to Residents

MINUTES

Mr. Markley moved to approve the minutes of the trustees' September 25, 2017 regular meeting as submitted.

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

PRESENTATION BY GUEST

Mr. Don Rice – Metzenbaum Center – Geauga County Board of Developmental Disabilities

Mr. Rice gave a lesson on Metzenbaum, and he thanked the community for their support. Some statistics:

- 863 people served in 2016
- Age of oldest served – 91
- Youngest served- prenatal
- 439 Adults, 424 youth
- 120 people working in the community
- 155 in housing in the county

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Mr. Ed Worso and Mr. Joshua Hutchinson – Geauga County Public Library

Mr. Worso discussed the 0.5 mill bond issue that is on the ballot for the entire county in November. After completing extensive facilities reviews, it was determined that all the public libraries in the county need updates or expansion. Thompson and Bainbridge will be completely replaced. Mr. Worso has a weekly blog with information on the GCPL website.

DEPARTMENTAL REPORTSFISCAL OFFICE

Mrs. Janice Sugarman presented the fiscal office report for the month of September, 2017. The general fund balance is \$1,602,992.26 as of September 30, 2017. She also reported that the Annual Information Filing (AIF) filing is submitted and complete. In addition, the police Shop-with-a-Cop check from Walmart has been received and processed. Mrs. Sugarman attended the Ohio Association of Public Treasurers (OAPT) conference last week, and will share some presentation with the trustees. The complete financial report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT

Mr. James Stanek presented the service department report for the month of September, 2017. He reported that the new operations manager is currently addressing a list of projects and is making great progress. He also reported that the parks committee is looking at a portion of Centerville Mills to be used as a dog park. The complete service report is attached to and becomes a permanent part of these minutes.

KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly presented the KCE report for the month of September, 2017. New members Mr. Greg Sharp and Mrs. Lynn Gotthardt were also in attendance. Mrs. Delly reported that KCE has been busy relocating classes due to the Kenston 7th grade moving into the Gardiner building. At their last meeting, they approved background checks for all coaches that will need to be renewed every three years. In addition, they elected officers and decided to meet monthly. Their next meeting is October 22, 2017. The complete report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSCar Wash for Breast Cancer Awareness

The trustees were in general agreement to allow the fire department to hold a car wash at the fire station to raise money for breast cancer research. The car wash will be held on October 21, 2017 from noon to 2:00 P.M. and all proceeds will go to the Josette Bidwell memorial foundation.

POLICE DEPARTMENT – NEW BUSINESSAdditional Hire – Full-Time Officer

Mrs. Benza made a motion to allow the police chief to begin the hiring process for a new full-time patrolman based on the memo dated October 2, 2017.

Mr. Markley seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – OLD BUSINESS

Request for Rental Fee Waiver – Tanglewood Two HOA

Mr. Markley made a motion to approve the fee waiver request from the Tanglewood Two HOA for the Burns-Lindow building on October 17, 2017 in the amount of \$60.00. If a building attendant is required, a fee will be charged.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Tanglewood Garden Condominium Association

Mr. Markley made a motion to approve the fee waiver request from the Tanglewood Garden Condominium Association for the Burns-Lindow building on November 7, 2017 in the amount of \$60.00. If a building attendant is required, a fee will be charged.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Retirement of Public Employee

Mr. Markley made a motion to accept the retirement of Mr. Benjamin Lane Wilson, Sr. from his position of mechanic effective December 31, 2017 with great appreciation for his 35 years of service to Bainbridge Township based on the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Employment of Public Employee – Service Workers

Mr. Markley made a motion to hire Mr. Gregory A. Hansel (Alex) as a full-time service worker at a rate of \$20.97 per hour effective immediately conditional upon passing all of the pre-employment testing and based on the recommendation of the service director. In addition, Mr. Hansel will have six months to complete his Class A CDL certification, at which time he will receive an additional \$1.00 per hour.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to hire Mr. Mike Bijelic as a full-time service worker at a rate of 21.97 per hour effective immediately conditional upon passing all of the pre-employment testing and based on the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Timber Trail HOA

Mr. Markley made a motion to approve the fee waiver request from the Timber Trail HOA for the Burns-Lindow building on October 3, 2017 in the amount of \$60.00. If a building attendant is required, a fee will be charged.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Canyon Woods HOA

Mr. Markley made a motion to approve the fee waiver request from the Canyon Woods HOA for the Bainbridge Town Hall on October 24, 2017 in the amount of \$70.00. A \$30.00 attendant fee would be paid by the HOA.

Mrs. Benza seconded the motion that passed unanimously.

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Request for Rental Fee Waiver – Lake Lucerne Club Company

Mr. Markley made a motion to approve the fee waiver request from the Lake Lucerne Club Company for the Town Hall meeting room on September 24, 2017 in the amount of \$70.00. A \$30.00 attendant fee would be paid by the HOA.

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

SERVICE DEPARTMENT – PENDING BUSINESS

Fee Waiver Policy Review

The trustees want to clearly define a civic organization. Mr. Markley will draft language for clarification and share with the other trustees for input. This will remain as a pending item on the agenda.

TOWN HALL – OLD BUSINESS

Land Bank – Geauga Metropolitan Housing Authority Parcels

The GMHA board voted at their last meeting to acquire two parcels in the land bank. Bainbridge Township will sell these parcels, along with all the remaining parcels, to Family and Community Services, who will in turn donate the parcels to GMHA.

In addition, the trustees were in general agreement to send letters to all six taxing districts to notify them of the eleven land bank parcels to be kept by Bainbridge Township.

TOWN HALL – PENDING BUSINESS

Cell Phone Stipend Review

Each trustee will discuss any changes to be made to the policy with their department heads. This will remain as a pending agenda item.

ZONING DEPARTMENT – OLD BUSINESS

enCode

Mr. Markley made a motion to discontinue the licensing agreement with Kendig Keast Collaborative for enCode Plus software per the recommendation of the Zoning Commission and the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza further noted that there may be some residual issues to address after the termination notice is sent to KKC. Several questions were submitted to the Geauga County Prosecutor's Office, but no answers had been received by this evening's meeting.

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order requests (items 1-2) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

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Purchase Order Requests

1. Hall Public Safety – Camera Installation in Cruisers - \$5,144.93 (Police)
2. Clover Electric – Lighting Control - \$17,576.28 (Police)

Invoice Approvals

Mr. Markley made a motion to approve Item #2 listed below as submitted by the Fiscal Officer. Item #1 is not approved in light of the action to terminate the enCodePlus licensing agreement.

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

1. enCodePlus, LLC – Yearly Charges - \$6,250.00 (Zoning)
2. Clemans – Nelson – Professional Services - \$2,064.94 (Police, General)

Blanket Certificate Renewals/Approvals

Mr. Markley made a motion to approve the blanket certificates (Items 1-2) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

1. Roads – Repairs and Maintenance - \$15,000.00
2. Parks – Repairs and Maintenance – 1,500.00

Fiscal Resolution Approvals

Mr. Markley made a motion to approve Resolution 10092017-A as submitted by the Fiscal Officer.

- Resolution to Increase Appropriations and Revenues for the Current Year

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated September 26, 2017 through October 9, 2017

The trustees examined and signed checks and invoices dated September 26, 2017, through October 9, 2017, consisting of warrants #28210 through #28349 in the amount of \$356,598.71.

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 September 2017 #364-2017 through #403-2017 in the amount of \$517,388.48 are attached to and become a permanent part of these minutes.

PUBLIC INTERACTION

Mr. Henri Preuss of Kenston Lakes stated that he likes how well the board of trustees, the fiscal officer, and the department heads work together.

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CORRESPONDENCE

- 1. Hometown Chagrin Falls Flyer
- 2. Dominion Energy – 2017 Community Impact Awards
- 3. Nancy Santilli – Kenston Schools – Thank you letter to township

LATE ADDITIONS

The trustees were in general agreement to send a letter to the Hawksmoor Way residents regarding a scheduled meeting to update them on the road repairs project.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:42 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____