

Monday, November 23,

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The Bainbridge Township Board of Trustees met in regular session with an early start time of 5:30 P.M. at the Bainbridge Town Hall on November 23, 2020. Those present were Trustees Mr. Jeffrey Markley, Mrs. Lorrie Benza, and Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice Sugarman. The meeting was also broadcast remotely through Zoom. Mrs. O'Brien presided remotely over Zoom and called the meeting to order at 5:36 P.M.

#### EXECUTIVE SESSION

Mrs. O'Brien made a motion to go into executive session for the Appointment of Public Official and Employment and Compensation of Public Employees per Ohio Revised Code Section 121.22(G)(1) and for Collective Bargaining per Ohio Revised Code Section 121.22(G)(4).

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

The trustees recessed their meeting at 5:36 P.M. in order to go into executive session.

Ms. Stacy Westervelt was invited into the executive session at 5:36P.M. and left at 5:52 P.M.

Ms. Morena Carter and Chief Lou Ann Metz was invited into the executive session at 5:52 P.M. and left at 7:07 P.M.

The trustees returned from executive session, after considering the appointment of public official, employment and compensation of public employees, and collective bargaining, and reconvened their regular meeting at 7:12 P.M. and everyone stood and recited the Pledge of Allegiance.

#### CHANGES TO THE AGENDA

1. PO #6 to DS Architecture is for \$4,000.00

#### MINUTES APPROVAL

Mr. Markley moved to approve the minutes of the trustees' November 9, 2020 regular meeting and November 10, 2020 special meeting as written.

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

#### PRESENTATIONS

##### Playground Donation Agreement

Mr. Markley made a motion to enter into the agreement for naming rights of the of River Road Park playground area to be called "Kari's PlayWorld" for the sum of \$35,000.00 being donated to Bainbridge Township towards the purchase of the playground equipment described in Snider Recreation, Inc. proposal number 127-125918-5. This agreement was reviewed by the Geauga County Prosecutor's Office.

Mrs. Benza seconded the motion that passed unanimously.

##### Dean Hayne, First Energy Regional External Affairs Consultant

Mr. Hayne introduced himself to the trustees and the residents as the township's new contact and explained how he works with the township. He reminded the residents to call when there is a power outage and not assume that someone else has called. He provided contact information and encouraged residents to visit the First Energy website.

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DEPARTMENTAL REPORTSPOLICE DEPARTMENT

Chief Jon Bokovitz presented the police department report for the month of October 2020. The chief reported that thefts and shoplifting are still on the rise. Much of it is with self-scanning checkout stations. Shop-with-Cop is December 5, 2020. It will be with limited contact and no gatherings before or after. The police department will be looking to hire two new officers after the first of the year. They are also looking at a grant for traffic cameras. The complete police report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT

Chief Lou Ann Metz presented the fire department report for the month of October 2020. The chief advised residents to pay attention to road closures during severe weather incidents. She also reminded residents to have their furnaces and chimneys serviced by professionals for the winter. The complete fire report is attached to and becomes a permanent part of these minutes.

ZONING DEPARTMENT

Mrs. Karen Endres presented the zoning department report for the month of October 2020. There were three new home starts, and they collected receipts in the amount of \$4,565.80. The amendment Z-2020-3 will be filed this week. In addition, architectural review will be on the agenda for the Zoning Commission. The complete zoning report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

Mr. David Sinkovic of 9189 Kingsley Rd. asked the trustees about how the residents can be involved in what is being planned for the old Geauga Lake property. He wants to stay informed about the development plans. The trustees explained that they will be working with the land owner/developer on all development on that property.

Mr. Henri Preuss thanked the Service Department, specifically Morgan Pandey, for the work being done on the township lighting display this year in Heritage Park.

FIRE DEPARTMENT – NEW BUSINESSRequest to Accept Donation

The trustees were in general agreement to accept the donation from Mr. George C. Hanna in the amount of \$100.00 in accordance with ORC 505.10, and with extreme gratitude for the donation which will be used towards the purchase of a new safety trailer.

POLICE DEPARTMENT – NEW BUSINESSEmployee Resignation

Mr. Markley made a motion to accept the resignation of Ptl. Adam Lukas effective November 6, 2020 per the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESSRequest for Rental Fee Waivers – American Red Cross

Mr. Markley made a motion to approve the rental fee waiver request from the American Red Cross for the Bainbridge Town Hall for sixteen blood drives in 2021 in the amount of \$2,240.00 per the recommendation of the service director. A building attendant fee of \$960.00 will be paid.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the rental fee waiver request from the American Red Cross for the Bainbridge Town Hall for two blood drives January 23, 2021 and August 28, 2021 in the amount of \$630.00 per the recommendation of the service director. A building attendant fee of \$210.00 will be paid.

Mrs. Benza seconded the motion that passed unanimously.

Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed #604 for two graves in the amount of \$1,500.00 to John and Rosemarie Althans of 16995 Cats Den Road, Chagrin Falls, OH 44023.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a Deed for Restland Cemetery, Section 13E, Lot No. 6, Graves 1 and 2. Mr. Henri Preuss and Mrs. Karen Endres attested to their signatures.

TOWN HALL – NEW BUSINESS2021 Spirit Article Schedule

The trustees were in general agreement to accept the Spirit of Bainbridge article schedule as written. The schedule will be attached to and becomes a part of these minutes.

Committee Member Gifts

Mr. Markley made a motion to approve providing gift cards in the amount of \$50.00 each to all the township volunteer board members as outlined in the Bainbridge Township Board/Committee Master list with many thanks for their service to the township.

Mrs. Benza seconded the motion that was passed unanimously.

HRA Deductible

Mr. Markley made a motion to adjust the Health Reimbursement Arrangement from Bainbridge Township pays the first \$2,250.00 for an individual plan and the first \$4,500.00 for family plan portion of the deductible to the employee pays the first \$250.00 for an individual plan of the deductible and the first \$500.00 for a family plan effective January 1, 2021.

Mrs. Benza seconded the motion that was passed unanimously.

Meeting Schedule

Mr. Markley made a motion to adjust the December 2020 Bainbridge Township Board of Trustees regular meetings dates from the second and fourth Monday of the month to the first and third Monday of the month being, December 7, 2020 and December 21, 2020 at 7:00 P.M. Executive sessions will be held at 6:00 P.M.

Mrs. Benza seconded the motion that was passed unanimously.

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Mr. Markley made a motion to set the date for the 2021 Organizational meeting on January 4, 2021 at 6:00 P.M.

Mrs. Benza seconded the motion that was passed unanimously.

#### ZONING DEPARTMENT – NEW BUSINESS

##### Approval of Job Description – Planning and Zoning Coordinator

Mr. Markley made a motion to approve the job description for Bainbridge Township Zoning and Planning Coordinator as written per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

##### Approval of Job Description – Assistant Zoning Inspector

Mr. Markley made a motion to approve the job description for Bainbridge Township Assistant Zoning Inspector as written per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

##### Approval of Position Change

Mr. Markley made a motion to approve the position change for Mr. Dave Dietrich to Planning and Zoning Coordinator per the recommendation of the Zoning Inspector. His rate of pay will remain unchanged at \$25.62 per hour.

Mrs. Benza seconded the motion that passed unanimously.

##### Employment of Public Employee

Mr. Markley made a motion to hire Mr. Steven Averill as the Assistant Zoning Inspector on a full-time basis at a starting salary of \$50,000.00 per year with a potential salary increase of \$2,000.00 after one year effective upon acceptance of the offer and effective date/first date given by Mr. Averill per the recommendation of the zoning inspector.

Mrs. Benza seconded the motion that was passed unanimously.

##### Appointment of Public Official

Mr. Markley made a motion to appoint Stacy Westervelt to the Zoning Commission in an alternate position for the balance of the unexpired term effective immediately and expiring on December 31, 2021.

Mrs. Benza seconded the motion that passed unanimously.

##### Zoning Commission Reappointments

Mr. Markley made a motion to reappoint Mrs. Marion Perry to the Bainbridge Township Zoning Commission for the 5-year term beginning January 1, 2021 through December 31, 2025.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to reappoint Mrs. Laura Weber as an alternate to the Bainbridge Township Zoning Commission for the two-year term beginning January 1, 2021 through December 31, 2022.

Mrs. Benza seconded the motion that passed unanimously.

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BZA Reappointments

Mr. Markley made a motion to reappoint Mr. Michael Corcoran to the Bainbridge Township Board of Zoning Appeals for the 5-year term beginning January 1, 2021 through December 31, 2025.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to reappoint Mr. Brent Barr as an alternate to the Bainbridge Township Board of Zoning Appeals for the two-year term beginning January 1, 2021 through December 31, 2022.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESS

PURCHASE ORDER APPROVALS

Mr. Markley made a motion to approve the purchase orders listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request List

- 1. BE Builders, Inc. – Misc. Cemetery Work - \$4,500.00 (General)
- 2. Chagrin Valley Paving – Change Order #1 - \$4,060.36 (General)
- 3. Love Insurance – 2021 Renewal - \$79,867.00 (All)
- 4. Bound Tree Medical – Training Equipment - \$3,415.92 (EMS)
- 5. Bound Tree Medical – Medical Supplies - \$2,671.10 (EMS)
- 6. DS Architecture – Town Hall Projects - \$4,000.00 (General)
- 7. Chagrin Valley paving, Inc. – Additional Stone Lakeside - \$2,750.00 (General)

INVOICE APPROVALS

Mr. Markley made a motion to approve the invoices listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Invoices

- 1. CLOUT Renewal – OTA 2021 - \$200.00 (General)
- 2. Singerman, Mills – Professional Services - \$9,773.50 (General)

BLANKET CERTIFICATE RENEWALS/APPROVALS

Mr. Markley made a motion to approve the blanket certificates listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

- 1. Roads – Repairs and Maintenance - \$10,000.00
- 2. Roads – Operating Supplies - \$8,000.00
- 3. Roads – Other Expenses - \$5,000.00
- 4. General – Town Hall – Repair and Maintenance - \$4,000.00
- 5. EMS – Training - \$3,000.00

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FISCAL RESOLUTION APPROVAL

Mr. Markley made a motion to approve Resolution 11232020-A as submitted by the Fiscal Officer.

- Resolution to Increase Permanent Appropriations for 2020 – \$1,783,672.93

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated November 10, 2020 through November 23, 2020

The trustees examined and signed checks and invoices November 10, 2020 through November 23, 2020 consisting of warrants #35716 through #35839 in the amount of \$300,329.73.

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

CORRESPONDENCE

1. Joe Clemenza: Selling property near Geauga Lake
2. Lifeline: Has CARES money available for residents in need. Brochure is posted on township website.
3. Jett Law: Cease and Desist Letter – Bomber Preflight and KCE
4. Century Village – Looking for CARES money
5. Lois Redd – Distributing Jehovah’s Witness materials to all officials
6. Geauga Growth Partnership – Thank you for renewal for 2021
7. NOPEC – Breakdown of 2020 general assembly meeting

PUBLIC INTERACTION

Mr. Henri Preuss was very happy to see paved parking lots at Stettler’s Park and the Lakeside Building.

LATE ADDITIONS

None.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:48 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: \_\_\_\_\_