

Monday, November 27,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on November 27, 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 6:04 P.M.

At the suggestion of the fiscal officer, the trustees discussed the idea of reworking our township logo and branding. Mrs. Sugarman will look into costs and options.

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).

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 6:35 P.M. in order to go into executive session.

Chief Jon Bokovitz was invited into the executive session at 6:35 P.M. and left at 7:01 P.M.

The trustees returned from executive session, after considering the Employment and Compensation of Public Employees and reconvened their meeting at 7:04 P.M.

CHANGES TO THE AGENDA

1. Remove #13 under Service Department – New Business
2. Late Addition: Town Hall – New Business – Ohio EMA Damage Assessment Form Discussion

MINUTES

Mr. Markley moved to approve the minutes of the trustees' October 9, 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: Janie Geis, Wichert Insurance

Ms. Janie Geis of Wichert Insurance presented information to the trustees on a proposal for a crime insurance policy. She explained that the policy provides another layer of coverage to the township in the event of employee theft. Also, these types of policies used to exclude coverage for bonded employees, however, such coverage is now available. She also fielded questions from the trustees. The trustees will consider the proposal later in the meeting.

DEPARTMENTAL REPORTS

POLICE DEPARTMENT

Chief Jon Bokovitz presented the police department report for the month of October 2017. Chief Bokovitz explained his interpretation of "serve and protect". In addition to making certain that employees follow the law, he believes that it is his job to protect the integrity and reputation of the township. Resident Gil Myers asked about the police blotter in the Chagrin Valley Times. Chief explained that the CVT receives information from him every Monday morning on what has transpired over the previous week. The complete police report is attached to and becomes a permanent part of these minutes.

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FIRE DEPARTMENT

Chief Lou Ann Metz presented the fire department report for the month of October 2017. Chief Metz started by thanking Giant Eagle and all the residents who dropped off food for the firefighters on Thanksgiving. The fire department responded to 171 calls in October – 98 EMS and 73 fire calls. Calls during the day totaled 111, while there were 60 calls after 6pm. There were 34 overlapping calls, which is becoming a normal occurrence. They are continuing to improve on their “out-the-door” times, even though they are under the national average. The ballistic vests have arrived along with the traffic vests. Chief Burge has been busy doing CPR and AED training in the community. In addition, Phil Anders, James Riley, and Eric Dobies completed the Maxwell Leadership Training at the OFCA, and Charles Bolt and Phil Anders went through the Fire Department Incident Safety Course. Also, the Fire department is hosting the Fire Officer III class, and they have three people that are attending. They are also updating their lobby for additional security. Additionally, Chief is placing the orders for a new firetruck and a new ambulance before the end of the year. Finally, she complimented the police and the service department for all of their efforts during the storm. 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 2017. Mrs. Endres issued two new home permits and collected \$3,925.00 in receipts in October. She approved a new conditional use permit, which is a service garage in the Bainbridge plaza, and she denied two commercial applications. The BZA meeting was very busy with eight hearings this month. The zoning office is reviewing all conditional use permits to see if they are still valid or need renewing. She is having issues with the USPS with the assigning of addresses for new sub-lots/subdivisions in the township, but she is continuing to work on it. Mr. Markley asked whether the zoning department is notified when utility or other work is being done in the township. Mrs. Endres replied that we are not always notified. The complete zoning report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

SERVICE DEPARTMENT – OLD BUSINESSFee Waiver Policy Review

Mrs. Benza wanted an explanation of a “neighborhood association” as listed in the document created by Mr. Markley. He explained it as an organization in a neighborhood that is not an HOA. A crime watch organization would be an example. Mr. Markley will have additional suggestions for the policy review at the next meeting.

SERVICE DEPARTMENT – NEW BUSINESSPromotion of Public Employee

Mr. Markley made a motion to approve the permanent appointment of Mr. Tab Gordon to the position of Parks and Properties Superintendent with an annual salary of \$55,000.00 effective December 9, 2017 per the recommendation of the service director.

Mrs. Benza seconded the motion that was passed unanimously.

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Change Order and Final Pay Application – RS-BAI-17

Mr. Markley made a motion to approve the change order #1 for project RS-BAI-17, The Asphalt Resurfacing of Various Roads, which reflects a decrease in the total contract cost with Ronyak Paving, Inc. by \$18,214.90 per the recommendation of the service director and the Geauga County Engineer.

Mrs. Benza seconded the motion that was passed unanimously.

Mr. Markley made a motion to approve the final pay application for project RS-BAI-17, The Asphalt Resurfacing of Various Roads, in the amount of \$6,563.50 paid to Ronyak Paving, Inc. per the recommendation of the service director and the Geauga County Engineer.

Mrs. Benza seconded the motion that was passed unanimously.

Pay Application #1 – RS-178-17

Mr. Markley made a motion to approve pay application #1 Chagrin Valley Paving, Inc. for \$338,702.40 for project RS-178-17, The Asphalt Resurfacing of Country Lane TR 178, based on the recommendation of the service director and the county engineer.

Mrs. Benza seconded the motion that was passed unanimously.

Resolution of Convenience and Necessity – Improvement of Geauga Lake Road

Mr. Markley moved to authorize Resolution 11272017-C, Resolution of Convenience and Necessity for the Improvement of Geauga Lake Road (TR 183), allowing the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code based on the recommendation of the service director and the Geauga County Engineer. The resolution is attached and becomes a permanent part of these minutes.

Mrs. Benza seconded the motion that passed unanimously.

Resolution of Convenience and Necessity – Improvement of Various Roads

Mr. Markley moved to authorize Resolution 11272017-D, Resolution of Convenience and Necessity for the Improvement of Various Roads – Haskins Road (TR 191) and Willson Drive (TR 510), allowing the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code based on the recommendation of the service director and the Geauga County Engineer. The resolution is attached and becomes a permanent part of these minutes.

Mrs. Benza seconded the motion that passed unanimously.

Resolution of Convenience and Necessity – Improvement of Various Roads

Mr. Markley moved to authorize Resolution 11272017-E, Resolution of Convenience and Necessity for the Improvement of Various Roads – South Street (TR 169), Carrington Place (TR 924), Darby's Run (TR 932), and Moss Point (TR 933), allowing the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code based on the recommendation of the service director and the Geauga County Engineer. The resolution is attached and becomes a permanent part of these minutes.

Mrs. Benza seconded the motion that passed unanimously.

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Resolution of Convenience and Necessity – Pavement Repairs of Various Roads

Mr. Markley moved to authorize Resolution 11272017-F, Resolution of Convenience and Necessity for the Pavement Repairs of Various Roads, allowing the Geauga County Engineer to prepare engineering plans in accordance with Section 5573.01 of the Ohio Revised Code based on the recommendation of the service director and the Geauga County Engineer. The resolution is attached and becomes a permanent part of these minutes.

Mrs. Benza seconded the motion that passed unanimously.

Reappointment of Parks Committee Members

Mr. Markley made a motion to reappoint Mr. Marty Sfiligoj to a three year term on the Bainbridge Township Parks Committee ending on December 31, 2020.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to reappoint Ms. Tobe Schulman to a three year term on the Bainbridge Township Parks Committee ending on December 31, 2020.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to reappoint Ms. Tora Consolo to a three year term on the Bainbridge Township Parks Committee ending on December 31, 2020.

Mrs. Benza seconded the motion that passed unanimously.

Items to be Declared Obsolete

Mr. Markley made a motion to declare the following items obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the road superintendent.

- 2002 Ford F350 Snow Plow Truck
- 2006 Ford F250 Snow Plow Truck

Mrs. Benza seconded the motion that was passed unanimously.

Approval to sell on Govdeals.com

Mr. Markley made a motion to allow the listing of the obsolete items listed above on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

SERVICE DEPARTMENT – PENDING BUSINESSAurora Co-op Lease Extension

Mrs. Benza reviewed our lease agreement with the Aurora Co-op Preschool with our township attorney. She feels that the township should respond to the Co-op within 60 days, based on the lease information. The letter was dated November 8, 2017. This item will remain on the agenda until resolved.

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TOWN HALL – OLD BUSINESSLand Bank – Deed Transfers

Mr. Markley made a motion to sell 47 parcels in the existing land bank that are referenced in the email from Mrs. Kristina O'Brien to the trustees dated November 21, 2017 at 10:48am to Family and Community Services, Inc. DBA Chagrin Falls Park Community Center at the cost of \$4,700.00, with recording fees and transfer taxes in the approximate amount of \$186.30 for a total of \$4,885.30. The parcels are listed below:

1. 02-139300
2. 02-366200
3. 02-366300
4. 02-016800
5. 02-016900
6. 02-364300
7. 02-364400
8. 02-342400
9. 02-342300
10. 02-139400
11. 02-404600
12. 02-404700
13. 02-407100
14. 02-182000
15. 02-181900
16. 02-136800
17. 02-136900
18. 02-302100
19. 02-302000
20. 02-299600
21. 02-299700
22. 02-111300
23. 02-175300
24. 02-175400
25. 02-175500
26. 02-175600
27. 02-236900
28. 02-237000
29. 02-237100
30. 02-264900
31. 02-265000
32. 02-265400
33. 02-032000
34. 02-057600
35. 02-111200
36. 02-100150
37. 02-365800
38. 02-365900
39. 02-366000
40. 02-366100
41. 02-407000
42. 02-194000
43. 02-237855
44. 02-237850
45. 02-392000
46. 02-391900
47. 02-186200

Mrs. Benza seconded the motion that was passed unanimously.

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Mr. Markley made a motion to sell four additional parcels not in the land bank that are referenced in the email from Mrs. Kristina O'Brien to the trustees dated November 21, 2017 at 10:48am to Family and Community Services, Inc. DBA Chagrin Falls Park Community Center at the cost of \$400.00, with recording fees and transfer taxes in the approximate amount of \$39.60 for a total of \$439.60. The parcels are listed below:

1. 02-021714
2. 02-021715
3. 02-021716
4. 02-021717

Mrs. Benza seconded the motion that was passed unanimously.

The trustees were in general agreement to allow Mrs. Kristina O'Brien to create an affidavit of facts related to title for the transfer of eleven parcels from land bank designation to Bainbridge Township inventory to utilize for public purpose.

Mr. Markley made a motion to adopt Resolution 11272017-G transferring eleven land bank parcels from land bank designation to Bainbridge Township inventory to utilize for public purpose. The resolution is attached to and becomes a permanent part of these minutes. The parcels are listed below:

1. 02-312500
2. 02-312400
3. 02-167400
4. 02-167300
5. 02-312600
6. 02-312700
7. 02-048200
8. 02-048300
9. 02-048400
- 10.02-121600
- 11.02-159300

Mrs. Benza seconded the motion that was passed unanimously.

Transient Vendor Registration

The trustees discussed registering vendors in the township. This will be continued at the next meeting on December 11, 2017. Mr. Gil Myers asked for clarification on the existing policy.

TOWN HALL – NEW BUSINESS

Gift Baskets for Volunteer Boards

Mr. Markley made a motion to approve providing gift baskets to all the township volunteer board members as outlined in the attached 2017 recipient list with many thanks for their service to the township.

Mrs. Benza seconded the motion that was passed unanimously.

ZONING DEPARTMENT - NEW BUSINESS

Zoning Alternate Appointee

Mr. Markley made a motion to appoint Mr. Chuck Giallanza as an alternate to the Bainbridge Township Zoning Commission effective immediately.

Mrs. Benza seconded the motion that passed unanimously.

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FISCAL OFFICE - NEW BUSINESS

Temporary Appropriations 2018 – Resolution 11272017-A

Mr. Markley made a motion to adopt Resolution 11272017-A, Temporary Appropriations 2018, as submitted by the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Crime Insurance Policy

Mr. Markley made a motion to approve the Crime Insurance Policy with Wichert Insurance at the \$1,000,000.00 level for \$1,452.00, as submitted by the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order list (Items 1-7) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request List

1. Illuminating Company – Two Months Electric - \$13,000.00 (Police, Fire, General)
2. DH Wireless Solutions – Nine Amplifiers - \$8,169.71 (Fire)
3. Technimount System, Inc. – Bracket Mounting System - LifePacks - \$2,794.50 (Fire)
4. Motorola Solutions, Inc. – Three Portable Radios - \$10,359.27 (Police)
5. Kokosing Materials – Road Material - \$5,105.29 (Roads)
6. MAT Cleaning – Office Cleaning - \$3,388.34 (General, Police, Roads)
7. Office Furniture Warehouse – Desks and Chairs - \$4,104.00 (Police)

Invoice Approvals

Mr. Markley made a motion to approve the invoice list (Items 1-3) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

1. Walter – Haverfield – Professional Services - \$187.50 (General)
2. Clemans – Nelson – Proposals for Negotiations - \$303.75 (Police)
3. CLOUT – 2018 Membership - \$200.00 (General)

Blanket Certificate Renewals/Approvals

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

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

1. Roads – Other Supplies and Materials - \$5,000.00

Fiscal Resolutions

Mr. Markley made a motion to approve Resolution 11272017-B below as submitted by the Fiscal Officer.

Resolution 11272017-B: Inter-fund Transfer from General to Roads - \$73.76

Mrs. Benza seconded the motion that passed unanimously.

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Checks Dated November 14, 2017 through November 27, 2017

The trustees examined and signed checks and invoices dated November 14, 2017 through November 27, 2017 consisting of warrants #28577 through # 28659 in the amount of \$209,666.86.

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

PUBLIC INTERACTION

Mr. Gil Myers asked the trustees if the township was still working with the county I/T department in light of the recent allegations against the director. The trustees responded that we are still working with the county, and that more security measures have been put in place and all passwords have been changed.

CORRESPONDENCE

- 1. Pavement Presentation Lunch and Learn – December 14, 2017 8am
- 2. Cleveland Magazine – Ad Rates
- 3. Census of Governments – Department of Commerce – Survey of Local Government Finances

LATE ADDITIONS

Town Hall – New Business – Ohio EMA Damage Assessment Form Discussion

The trustees were in general agreement to complete the Ohio EMA Damage Assessment Form if and when the government portal opens up for storm damage reimbursement. Mr. Brett and Mrs. Sugarman will compile a list of all outside vendor expenses and overtime to be prepared.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting adjourned at 9:24 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____