

Monday, December 12,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on December 12, 2016. Those present were trustees Mrs. Lorrie Benza and Mrs. Kristina O'Brien. Fiscal Officer Mrs. Kathleen Staudenbaur was in attendance for the regular meeting. (Mr. Jeffrey Markley arrived at 8:30 P.M.) Mrs. Benza presided and called the meeting to order at 5:30 P.M.

#### EXECUTIVE SESSION

Mrs. O'Brien made a motion to go into executive session for discussion of collective bargaining matters per Ohio Revised Code Section 121.22(G)(4).

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

The trustees recessed their regular meeting at 5:31 P.M. in order to go into executive session.

Chief Bokovitz was invited into the executive session at 5:31 and left at 6:00 P.M.

Mrs. O'Brien made a motion to go into executive session for the investigation of charges or complaints against a public employee/official per Ohio Revised Code Section 121.22(G)(1), employment of public employees, and discipline of a public employee.

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

Mr. Jim Stanek and Mr. John Brett were invited into the executive session at 6:10 P.M. and left at 7:10 P.M.

The trustees returned from executive session, after considering the investigation of charges or complaints against a public employee/official; review of collective bargaining strategy; employment of public employees and discipline of public employees and reconvened their regular meeting at 7:14 P.M.

#### CHANGES TO THE AGENDA

1. Fire Department - #1 Otis Elevator – It's is not a contract - stricken
2. Service Department - #8 Employee hiring - tabled

#### MINUTES APPROVAL

Mrs. O'Brien made a motion to approve the minutes of the trustees' 7/11/2016 and 11/14/2016 meetings as written.

Mrs. Benza seconded the motion that was passed unanimously.

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Staudenbaur presented the Fiscal Department report for the month of November, 2016.

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Mrs. Staudenbaur reported positive pay has been set up with JP Morgan Chase bank for fraud protection.

NOTE: A copy of the Cash Summary by Fund report for November is attached to and becomes a permanent part of these minutes.

#### KENSTON COMMUNITY EDUCATION

Mr. Andy White presented the KCE report for the month of November, 2016.

NOTE: Kenston Community Education Report is attached to, and becomes a permanent part of these minutes.

#### SERVICE DEPARTMENT

Mr. Jim Stanek presented the Service Department report for the month of November, 2016.

NOTE: Service Department Report is attached to, and becomes a permanent part of these minutes.

#### PRESENTATION BY GUESTS

Mr. Vince Fond Sr. and Mr. Vince Fond Jr. were present to discuss modifications to the former Flower Factory building located at Marketplace. The Fonds' proposed adding windows east and west of the entry doors on the existing building, updating color scheme, and replacing current awnings. They will also update the awnings along the Target shopping strip to match. A new furniture store called Textile and Timber will go into the old Flower Factory building and will aim to open in the spring.

#### PUBLIC COMMENTS

Mr. Charles Ramer and Mrs. Nicole Sweet, representing NOPEC, discussed the alternative suppliers for NOPEC as well as discussing different programs they offer businesses.

#### FIRE DEPARTMENT – NEW BUSINESS

##### Adoption and Approval of Service Agreement with emsCharts

Mrs. O'Brien made a motion to approve the proposed service agreement between Bainbridge Township and ems Charts, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

##### Training Request

Mrs. O'Brien made a motion to approve the training request for Prudy MacKenzie to attend the 2017 Administrative Assistants Conference in Columbus from April 27 – 28, 2017, at a cost of \$345.00, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

#### POLICE DEPARTMENT – NEW BUSINESS

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Equipment for Chief's new cruiser

Mrs. O'Brien made a motion to approve the purchase and installation of new equipment for the chief of police's new cruiser from Hall Public Safety in the amount of \$5,073.92, per the recommendation of the police chief.

Mrs. Benza seconded the motion that was passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSCemetery Deeds

Mrs. O'Brien made a motion to convey a deed for two cemetery plots to Carles R. and Marilyn A. Henderson, to wit; Restland Cemetery, Section 13, Lot 49, Grave 4, 5 for the sum of \$600.00.

Mrs. Benza seconded the motion that was passed unanimously.

Mrs. O'Brien made a motion to convey a deed for two cemetery plots to Robert D. and Marie B. Etling, to wit; Restland Cemetery, Section 7, Lot 59, Grave 2,3 for the sum of \$600.00.

Mrs. Benza seconded the motion that was passed unanimously.

Items to be declared Obsolete

Mrs. O'Brien made a motion to declare obsolete and no longer needed by the township the following items: Ryobi compound miter saw, Ryobi table saw, Husky portable air compressor, and Concord chipper box, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

Items for approval to sell on Govdeals.com contingent on approval

Mrs. O'Brien made a motion to allow the listing of the foregoing items declared obsolete 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.

Fee waiver request – Centerville Mills Dining Hall

Mrs. O'Brien made a motion to waive the user fee and permit the use of the Centerville Mills Dining Hall by the Geauga County Soil and Water Conservation District for a Pond Management Workshop on March 16, 2017, per the recommendation of the service director.

Mrs. Benza seconded the motion that was passed unanimously.

Fee waiver request - Burns-Lindow

Mrs. O'Brien made a motion to waive the user fee and permit the use of the Burns-Lindow building by the Canyon Woods HOA on December 19, 2016, per the recommendation of the service director.

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Mrs. Benza seconded the motion that was passed unanimously.

#### Facilities reservation form

The trustees were in general agreement to adopt and use the reservation form for Bainbridge Township facilities revised on November 29, 2016.

Mr. Markley arrived at 8:30 P.M.

#### Resolution of Convenience & Necessity for Improvement of Various Roads

Mr. Markley made a motion to approve Resolution # 12122016-F, a resolution of Convenience and Necessity for the improvement of various roads in Bainbridge Township, to wit: Lookout Drive, Morning View Court, and Faraway Trail and authorize the Geauga County Engineer to prepare engineering plans in accordance with ORC 5573.01, per the recommendation of the service director.

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

#### TOWN HALL – OLD BUSINESS

##### CLOUT Membership

Mrs. O'Brien made a motion to approve Resolution 12122016-A authorizing Bainbridge Township to renew membership in CLOUT to better serve the interest of the township.

Mrs. Benza seconded the motion that was passed unanimously.

#### ZONING - NEW BUSINESS

Mrs. O'Brien made a motion to approve Resolution 12122016-B, adopting Z-2016-1 an amendment to the Bainbridge Township Zoning Resolution which will become effective in 30 days.

Mrs. Benza seconded the motion that was passed unanimously.

#### FISCAL – OLD BUSINESS

##### Invoice Procedures

Mrs. Staudenbaur reviewed with the trustees the items that need reviewed by the trustees for approval. After much discussion, the trustees determined they require additional clarification that Mrs. Staudenbaur was unable to provide. A work session with the fiscal staff was suggested.

#### FISCAL – NEW BUSINESS

##### 2017 Temporary Appropriations

Mrs. Staudenbaur submitted the 2017 Temporary Appropriations which were discussed by the board of trustees. The trustees questioned the “other – other” accounts and what costs are included in those line items. Mrs. Staudenbaur did not have answers for those questions. The trustees expressed significant concern over the apparent lack of

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understanding about the questions previously asked of Mrs. Staudenbaur. She advised she would try again.

Mrs. O'Brien made a motion to approve Resolution 12122016-C, a modified temporary appropriations measure, pursuant to discussion at BOT meeting. Trustees requested additional information.

Mr. Markley seconded the motion that was passed unanimously.

#### CLOUT Breakfast reception

Trustees were in general agreement that a purchase order will be needed for the CLOUT Breakfast reception held on January 25, 2017 at a cost of \$20 per person in attendance.

#### Credit card procedures/Credit card agreement

Discussion was held on the credit card procedures and agreement. Further information was requested by the Trustees as to how the new process would be carried out.

#### NOPEC

Trustees were in agreement to allow NOPEC to automatically enroll Bainbridge Township with NextEra Energy Services Ohio, LLC to supply electricity to township facilities.

#### End of Year BC/PO request

Mr. Markley made a motion to approve the conversion of outstanding BC's to PO for the carryover of 2016 – 2017 in order to pay invoices contingent upon the submission this week of the listing of all outstanding BC's and identify vendors to whom PO's will be issued.

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

#### Purchase Order Approval

Mr. Markley made a motion to approve the purchase order (Items 1-8) as submitted by the Fiscal Officer.

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

Purchase order request number 9 was tabled to allow the Fiscal Officer to get more information.

Mr. Markley made a motion to ratify purchase order request number 10, which had been verbally approved on an emergency basis, pursuant to the recommendation of the fiscal officer.

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

Mr. Markley made a motion to ratify purchase order request number 11, which had been verbally approved by trustees Mrs. Benza and Mrs. O'Brien on December 8, 2016 on an emergency basis, pursuant to the recommendation of the fiscal officer.

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

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The list as presented is as follows:

#### Purchase Order Approval Requests

1. Bob Gillingham Ford – 2016 Ford AWD Police Interceptor - \$23,183.00 (Police)
2. Hall Public Safety – Equipment for New Cruiser - \$5,073.93 (Police)
3. Liberty Ford per State Bid – Two Ford Explorers - \$60,000.00 (Fire-Motor Vehicles)
4. Liberty Ford per State Bid – One Ford Explorer - \$30,000.00 (Fire-Motor Vehicles)
5. Otis Elevator – Contract Renewal - \$4,458.59 (Fire)
6. CLOUT Membership – 2017 Dues Renewal - \$200.00 (General)
7. Love Insurance – Ohio Plan Renewal - \$79,131.00 (General)
8. Geauga County Township Association – Hungry Bee Service Charge for Quarterly Meeting - \$382.50 (General)
9. Clemens-Nelson & Associates – Consultation Fee - \$175.00 (General)
10. Emergency PO – JP Morgan Chase Mastercard (Webstaurantstore.com) – Three section solid door refrigerator - \$3,781.31 (Parks-Improvement of Site)
11. Emergency PO – Ohio CAT – Repairs needed to vehicle 3177 - \$3,500.00 (Fire Repairs & Maintenance)

#### Invoice Approvals

Mr. Markley made a motion to approve invoices 1, 2, and 4, and adding Otis Elevator (No. 5) as submitted with modifications by the Fiscal Officer.

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

1. Walter & Haverfield – Consultation Fee - \$1,917.00 (General)
2. Love Insurance payment/renewal – The Ohio Plan Renewal - \$79,131.00 (General)
3. Clemens-Nelson & Associates – Consultation Fee - \$175.00 (General)
4. Geauga County Township Association – Hungry Bee Service Charge for Quarterly Charge for Quarterly Meeting - \$382.50 (General)
5. Otis Elevator – Service Contract \$4,458.59 (Fire)

#### Blanket Certificate Renewals

The Blanket Certificate Renewals were tabled due to additional information needed for verification.

The list as presented is as follows:

- 1000-610-323-0000 – Parks-Repairs-Maintenance - \$3,000.00
- 1000-120-323-0000 – Town Hall – Repairs and Maintenance - \$2,000.00

#### Fiscal Resolution Approvals

1. CLOUT Resolution Renewal – Already addressed under Town Hall
2. Resolution 12122016 – C – Temporary Appropriations - Tabled
3. Resolution 12122016 – D – Inter-fund Transfer from General Fund to Road Fund for work performed by the Road Department for Parks and Properties
4. Resolution 12122016 – E – Resolution to Reallocate Permanent Appropriations within General Fund for the Current Year - Tabled

Mr. Markley made a motion to approve and adopt resolution 12122016-D

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

CHECKS DATED NOVEMBER 29, 2016 THROUGH DECEMBER 12, 2016

The trustees examined and signed checks and invoices dated November 29, 2016 through December 12, 2016 consisting of warrants 25443 through 26436 in the amount of \$52,197.19.

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 November #377-2016 through #424-2016 in the amount of \$937,708.43 are attached to, and become a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers addressed Mrs. Staudenbaur about her knowledge of her position within the fiscal office. He expressed concern with how lengthy this evening's meeting was and the majority of the items were tabled due to the lack of knowledge from the fiscal officer.

CORRESPONDENCE

1. DDC Clinic Center for Special Needs Children Donation Request
2. Dominion East Ohio Safe Digging Newsletter
3. Dominion AMR Cost Recovery Charge
4. Love Insurance Thank you for your business thanksgiving post card
5. Community Pulse Issue 4
6. Medical Mutual now includes Aultman facilities in our plan's network
7. The Reporter December 2016

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 11.25 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: \_\_\_\_\_