

Monday, December 15,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on December 15, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, Mr. Jeffrey S. Markley. Mrs. Benza 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 appointment of a public official, per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their special meeting at 6:00 P.M. in order to go into executive session.

Ms. Debbie Farrow was invited into the executive session at 6:00 P.M. and left at 6:30 P.M.

Ms. Janice Sugarman was invited into the executive session at 6:30 P.M. and left at 7:00 P.M.

The trustees returned from executive session, after discussing the appointment of a public official, reconvening their special meeting at 7:05 P.M.

CHANGES TO THE AGENDA

Mrs. Benza stated that there will not be a Fiscal Department report. Under Fire Department, New Business - Life Force Waiver Timeliness. There is no action required so that will be stricken from the agenda. The Time Clock Protocol and Quotes – The board has received information but had a request to table this until after the January department head meeting so this will also be stricken from the agenda. Service Department, Old Business (Town Hall Kitchen and Aurora Co-op Preschool Lease). Additional information is still being gathered so the board will not be taking action on either one of those items. Under Late Additions – The appointment of an interim Fiscal Officer will be stricken from the agenda. An addition to Other Items: A proclamation for Andy Kelly from the Police Department and at the conclusion the board will be adjourning into Executive Session pursuant to ORC 121.22(G)(1) to discuss the employment of public employees.

MINUTES

Mr. Horn moved to approve the minutes of the trustees' December 8, 2014 regular meeting as submitted.

Mr. Markley seconded the motion that was passed unanimously.

Mr. Horn moved to approve the minutes of the trustees' December 13, 2014 special meeting as submitted.

Mr. Markley seconded the motion that passed unanimously.

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DEPARTMENTAL REPORTSPOLICE DEPARTMENT

Police Chief Jon Bokovitz presented the monthly report for the Police Department for the month of November, 2014.

He reported that the Police Department is approaching 10,000 calls for 2014.

He stated that the "Shop With A Cop" program was held on Saturday, December 6th again at Walmart. He gave a history of Officer Andy Kelly's employment on the Police Department and noted that Officer Kelly will be retiring soon.

Mrs. Ann Myers asked how the children are chosen for "Shop With A Cop". Chief Bokovitz explained that the department asks for recommendations from churches and community groups.

FIRE DEPARTMENT

Assistant Fire Chief Wayne Burge presented the monthly report for the Fire Department for the month of November, 2014.

He reported that the EMS and Fire calls are up from 2013 and they are increasing every year and there is a slight increase in calls at the Bainbridge Cleveland Clinic Urgent Care now due to the closing of their facility in South Russell.

ZONING DEPARTMENT

Ms. Karen Endres, Zoning Inspector presented the monthly report for the Zoning Department for the month of November, 2014.

She gave an update on the Kendig Keast Comprehensive Zoning Resolution re-write and stated that the Zoning Commission had a conversation with Ms. Jennifer Syx regarding her proposal to assist in creating the Mixed Use Chapter and noted that she created the Mixed Use Chapter for the City of Aurora.

Mr. Markley noted that the Board of Trustees will be meeting with the Board of Zoning Appeals on Thursday, December 18th at 6:00 P.M.

Mr. Horn asked about the zoning permit issued for the Bird Aviary. Ms. Endres explained that the family rescues animals and they are adding a Bird Sanctuary/Aviary to their property.

Mrs. Endres stated the Moving Ohio Forward Program is complete and she submitted her final report to the State of Ohio last week.

Mrs. Ann Myers asked if South Franklin Circle is built out or are they going into a second phase of development. Ms. Endres replied that she is not aware of anything else. Mrs. Myers said she was under the impression that they were not going to continue the second phase and they were completely built out and asked Ms. Endres to check on that. Ms. Endres stated that they will be coming to the Board of Zoning Appeals in the near future to renew their conditional use permit. Mr. Markley stated that there are tax questions regarding this facility that needs to be addressed in 2015.

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Mrs. Myers asked if Bainbridge plows all of the roads in that facility. Ms. Endres replied that they are all private roads except for Rocker Road. Mr. Greg Marous explained the routes in that area that are plowed by the township.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESS

Billing Policy re: Kenston School Students

Mrs. Benza explained that at the last meeting the trustees discussed modifying the billing policy for Bainbridge residents. The trustees held a discussion regarding the current Billing Policy and the general consensus of the board is to keep the existing policy and billing structure in place.

Hardship EMS Transport Fee Waiver Request

Mrs. Benza reviewed the Transport Fee Waiver Request.

Mr. Markley made a motion to deny the Fee Waiver Request for the McLean matter.

Mrs. Benza seconded the motion that passed unanimously.

ZONING DEPARTMENT – NEW BUSINESS

Proposal from inSITE Group – Legislation for Proposed Mixed Use District

Mrs. Benza stated that the board has heard Ms. Endres talk about the proposal of the inSite Advisory Group as far as drafting legislation for the proposed Mixed Use District for the current Commercial Recreation District that is the property currently subject to the moratorium so this is for the proposed fee of \$3,750.00 to be billed in two installments of \$1,875.00.

Mr. Markley made a motion to approve the proposal from inSite Advisory Group relative to legislation to the proposed Mixed Use District in the Commercial Recreation District at a fee not to exceed \$3,750.00.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

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1. inSite Advisory Group – Legislation Preparation for Proposed Mixed Use District - \$3,750.00 (Zoning)

Blanket Certificate Renewals

Mr. Horn made a motion to approve the blanket certificate renewal list as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Blanket Certificate Renewals

1. 1000-110-599-0000 – Admin Other Expenses – \$10,000.00 (General)

Temporary Appropriations

Mr. Markley made a motion to approve the Temporary Appropriation Resolution (12152014-A) as prepared by the Fiscal Officer.

Mrs. Benza seconded the motion.

Vote: Mrs. Benza, aye; Mr. Horn, aye; Mr. Markley, aye.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mrs. Ann Myers asked about the hiring of Mrs. Measure's replacement and the date in which it had to be done. Mrs. Benza replied that the trustees are working on filling the vacancy and it has to be filled by the trustees by January 11, 2015.

Mrs. Myers referred to the last meeting and asked what the Fire Chief was asking for and what the trustees gave him. Mrs. Benza explained that the Fire Chief submitted a request to the trustees for consideration of enlarging the amount of vacation time that he would be permitted to take from four weeks in 2014 to six weeks in 2014 and the board unanimously denied the request.

Mrs. Myers said the other question is the Fire Chief is required to give the township 40 hours over a two-week period and asked if that is correct. Mrs. Benza explained that that goes back to a memorandum of conditions of employment. Mrs. Myers asked if the 40 hours is fulfilled by Chief Phan every two weeks. The trustees responded that calculations are currently being done.

Mrs. Myers stated that he is the only part-time department head and asked if part-time employees get vacation time. The trustees responded by saying no. Mrs. Myers said then it is an exception because he is a department head. The trustees responded that that is the way it has been treated.

SPECIAL MEETING NOTICE

A special meeting of the Board of Trustees will be held on Thursday, December 18, 2014 at 6:00 P.M. for the purpose of meeting with the Board of Zoning Appeals and to conduct any other necessary business and there will be a potential special meeting on December 29, 2014 if needed.

CORRESPONDENCE

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Memo from the Geauga County Planning Director, Mr. David C. Dietrich, dated December 9, 2014. RE: Geauga County Planning Commission Meeting Dates for 2015.

LATE ADDITIONS

Fire Department – Holiday Pay

Mrs. Benza explained that there has been some difficulty in having some of the shifts covered during the holidays (December 24th, December 25th and December 31st) so there was a recommendation from the Fire Chief to offer a \$100 stipend to each hourly employee who works a 12 hour shift on December 24th, December 25th or December 31st.

Mr. Markley made a motion to approve the request for Holiday Pay (an additional \$100.00 stipend to each Fire Department hourly employee who works a 12 hour shift on December 24th, December 25th or December 31, 2014), per the recommendation of the Fire Chief and based on input from legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

PROCLAMATION FOR POLICE OFFICER ANDREW KELLY

Mrs. Benza read into the record a proclamation honoring the service and dedication of Detective Sergeant Andrew Kelly on his retirement from the Bainbridge Township Police Department.

Mr. Markley made a motion to approve the Proclamation recognizing Officer Andrew Kelly on his accomplishments during his law enforcement career at Bainbridge Township.

Mrs. Benza seconded the motion that passed unanimously.

CHECKS DATED DECEMBER 9, 2014 THROUGH DECEMBER 15, 2014

The trustees examined and signed checks and invoices dated December 12, 2014 through December 12, 2014 consisting of warrants 22032 through 22538 in the amount of \$68,641.53, including payroll from November 1, 2014 through November 14, 2014 in the amount of \$139,966.82 and November 15, 2014 through November 28, 2014 in the amount of \$147,727.40.

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

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. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their special meeting at 7:53 P.M. in order to go into executive session.

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The trustees returned from executive session, after discussing the employment of public employees, reconvening their special meeting at 8:50 P.M.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:50 P.M.

Respectfully Submitted,

Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____