

Monday, December 21,

15

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on December 21, 2015. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley presided and called the meeting to order at 6:02 P.M. Trustee-elect Kristina O'Brien was also in attendance.

EXECUTIVE SESSION

Mr. Markley made a motion to go into executive session to discuss the compensation of, the discipline of, and the employment of public employees, per Ohio Revised Code Section 121.22(G)(1), and collective bargaining, per Ohio Revised Code Section 121.22(G)(4).

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

The trustees recessed their regular meeting at 6:03 P.M. in order to go into executive session.

Ms. Bridey Matheney was invited into the executive session at 6:03 P.M. and left at 6:40 P.M.

The trustees returned from executive session reconvening their regular meeting at 7:15 P.M.

CHANGES TO THE AGENDA

1. Lakeland Management – Pay #5 Service Garage Renovation - \$35,370.00 (Roads)
2. Table Fire Study Results
3. Table Discipline of Public Employee (Police and Roads)
4. Add minutes from December 8 and 16, 2015

MINUTES

Mrs. Benza moved to approve the minutes of the trustees' December 7, 2015 and December 8, 2015 special meetings and the December 16, 2015 emergency meeting as written.

Mr. Horn seconded the motion that was passed unanimously.

DEPARTMENTAL REPORTS

FIRE DEPARTMENT

Chief Phan presented the Fire Department Report for the month of November 2015. He started by thanking Trustee Chris Horn for his service to the township. Chief Phan reported that 2015 will be the busiest year on record for the Fire Department. He also reported that on January 1st, 2016 the Fire Department will be launching a new reporting system. Emergency Reporting encompasses all records management at the Fire Department. The Paramedics will be using tablets on the squads instead of paper. This will allow for better transmission and easier access for our billing company. Mr. Horn asked if they had all the shifts filled for the holidays. Chief Phan responded that all holiday shifts are filled through the end of January.

Monday, December 21,

15

POLICE DEPARTMENT

Chief Bokovitz presented the Police Department report for the month of November 2015. Chief Bokovitz also thanked Mr. Horn for his service. He reported that the Police Department has handled over 10,000 calls this year, which is the busiest year on record. They have arrested two individuals who have been responsible for a number of burglaries in the township. He discussed neighborhood watches, and mentioned some internet sites that offer local information. Mrs. Benza thanked the department for the Shop with a Cop Program and talked about what a fabulous program it is. Mr. Ted Seliga of Spring Valley asked if the local burglaries were in homes with alarms. Chief said that some were. Mr. Marty Sfiligoj of Spring Valley thanked the police for the help with his home break in. Mr. Gil Myers asked about the Police department FaceBook page.

ZONING DEPARTMENT

Ms. Karen Endres presented the Zoning Department report for the month of November 2015. She also thanked Mr. Horn for his service. Mrs. Endres mentioned that the drop box is now in the lobby for residents' convenience. The Zoning Department took in receipts in November of \$2,795.00 and issued one new home permit. She discussed a home on Longmeadow Trail that has been vacant for over three years and is in very bad shape. She is investigating the bank and title transfer, and she needs to determine if the property is unsafe. Also, she is now requiring more site specific plans from Pulte for their new homes. She thanked Pettiti for the donation of poinsettias to Bainbridge Township. She also reported on the meeting with Meijer that was held on December 8, 2015. Meijer is evaluating the information and will determine a design with their team. Mr. Horn asked about the Rug Art signs. Are they really going out of business? Ms. Endres responded that the latest information she received is that they should be gone by the first of the year.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSFire Study Results

Since all of the results have not been received, this discussion will be tabled until January 2016.

FIRE DEPARTMENT – NEW BUSINESSCompensation of Non-bargaining Employee

Mrs. Benza made a motion to approve the following benefits for Assistant Chief Lovell, as he is not included in the recently approved CBA:

- Time and a half pay for hours worked on Thanksgiving Day each year.
- Time and a half pay for hours worked in the event that he is called in on a holiday.
- Regular rate (currently \$27.22) for any training, public education, or call backs.
- Clothing allowance in the amount of \$500.00 each year.

Mr. Markley seconded the motion that was passed unanimously.

Monday, December 21,

15

POLICE DEPARTMENT – NEW BUSINESS

Tentative approval of CBA for FOP and OPBA Sergeants and Dispatch

Mr. Horn moved to approve the FOP contract from January 1, 2016 to December 31, 2016 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that was passed unanimously.

Mr. Horn moved to ratify the OPBA Sergeants contract from January 1, 2016 to December 31, 2016 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that was passed unanimously.

Mr. Horn moved to ratify the Dispatch contract from January 1, 2016 to December 31, 2016 per the recommendation of the Police Chief.

Mr. Markley seconded the motion that was passed unanimously.

Training Request

Mr. Horn made a motion to approve the training request for Sergeant Kurt Dreger to complete his Masters in Public Administration at Kent State University in Spring 2016 with the understanding that he will remain in the employment of Bainbridge Township for three years after completion as outlined in the Tuition Assistance Agreement and per the recommendation of the Police Chief.

Mr. Markley seconded the motion that was passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Hawksmoor Mitigation

The trustees received confirmation from the Army Corp. of Engineers that the Township has been accepted as a preferred site location, which will be used for Hawksmoor. Mr. Stanek engaged Gutoskey and Associates, Inc. to do the surveying work.

The trustees were in general agreement to use our preferred site confirmation to pursue mitigation with Hawksmoor.

SERVICE DEPARTMENT – NEW BUSINESS

Park Board Reappointments

Mrs. Benza moved to reappoint the following members to the Park Board effective January 1, 2016 to December 31, 2018: Tora Consolo and Marty Sfiligoj.

Mr. Markley seconded the motion that was passed unanimously.

Mr. Sfiligoj requested someone to take the Park Board minutes. They will need to determine how to handle the minutes moving forward.

Monday, December 21,

15

Compensation of Public Employee

Mr. Markley made a motion to approve a 50 cent per hour rate increase retroactive 10 weeks in the amount of \$214.44 for Russell Simms as outlined in the memo from Mr. Stanek, to be paid out as a bonus.

Mr. Horn seconded the motion that was passed unanimously.

Mr. Markley made a motion to approve a 3 percent rate increase retroactive to July 11, 2015 in the amount of \$496.67 for Leighanna Cawrse as outlined in the memo from Mr. Stanek, to be paid out as a bonus.

Mr. Horn seconded the motion that was passed unanimously.

Mr. Markley made a motion to approve a 3 percent rate increase retroactive to July 11, 2015 in the amount of \$788.85 for David Mitchell as outlined in the memo from Mr. Stanek, to be paid out as a bonus.

Mr. Horn seconded the motion that was passed unanimously.

Mrs. Benza strongly reiterated the fact that ALL Department Heads need to be sure that necessary documentation is timely submitted to the Fiscal Office for inclusion in meeting packets. She indicated that failure to do so slows down the ability of the board to conduct business.

Collective Bargaining

Mrs. Benza made a motion to execute the MOA between the Teamsters Local 436 and Bainbridge Township, a three year collective bargaining agreement starting on January 1, 2016 through December 31, 2018.

Mr. Markley seconded the motion that was passed unanimously.

Employment of Public Employee

Mrs. Benza made a motion to authorize the Fiscal Office to advertise for a new service department employee as soon as possible.

Mr. Markley seconded the motion that was passed unanimously.

Items to be Declared Obsolete and put on Govdeals.com

Mr. Horn moved to declare obsolete the following items which are no longer in use and not needed any longer per Ohio Revised Code 505.10.

Mr. Markley seconded the motion which passed unanimously.

1. Silver hard shell tonneau cover
2. Nine folding chairs

Monday, December 21,

15

Request to Sell on GovDeals.com

Mrs. Benza moved to approve the disposition of the above mentioned items which have been declared obsolete on GovDeals.com

Mr. Markley seconded the motion which passed unanimously.

TOWN HALL – OLD BUSINESS

Application for Tax Exemption

Mr. Horn reported that the tax exemption application has been filed with the state by our attorney.

ZONING – OLD BUSINESS

enCode License Agreement

Mr. Jennifer Syx and Mr. Jordan Warfield of InSite explained the contract for executing the enCode license Agreement. In addition to the monthly fee, there is input and administration that needs to be done. They would like to charge in 100 hour blocks of time, and they will notify us when they are close to 100 hours. Mr. Markley asked how much of the scope of work would be acceptable for county planning. Mrs. Endres says that the concepts have already been approved by the county, so they expect that the county will be agreeable. Ms. Syx will keep the county involved in the process which will help, probably in stages. They will also be keeping the zoning commission up to date. Ms. Syx asked permission to contact Mr. Keast, which was fine with the trustees.

Mr. Markley moved to approve the inSite contract dated November 11, 2015 as recommended by the Zoning Inspector.

Mr. Horn seconded the motion that was passed unanimously.

ZONING – NEW BUSINESS

Zoning Commission and Board of Zoning Appeals Reappointment

Mr. Markley moved to reappoint Brent Classen to Zoning Commission effective January 1, 2016 for a five year term ending December 31, 2020.

Mr. Horn seconded the motion that was passed unanimously.

Mrs. Benza moved to reappoint Mark Murphy to the Board of Zoning Appeals effective January 1, 2016 for a five year term ending December 31, 2020.

Mr. Markley seconded the motion that was passed unanimously.

FISCAL OFFICE – NEW BUSINESS

2016 Permanent Appropriations

Mrs. Benza moved to approve the 2016 Permanent Appropriations, resolution 12212015-A as presented by the Fiscal Office.

Mr. Markley seconded the motion that was passed unanimously.

Monday, December 21,

15

Adjustments to 2015 Appropriations

Mrs. Benza moved to approve the Adjustments to the 2015 appropriations, resolution 12212015-B as presented by the Fiscal Office.

Mr. Markley seconded the motion that was passed unanimously.

Purchase Order Approval

Mr. Horn made a motion to approve the purchase order list (Items 1 –5) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve the purchase order item #6 as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed. Mr. Horn abstained.

The list as presented is as follows:

Purchase Order Approval Requests

1. Love Insurance – Ohio Plan Renewal - \$71,159.00 (General)
2. enCode Plus, LLC- Three Year License Agreement - \$20,750.00 (General)
3. Warren Fire – Fit Testing for SCBA Equipment - \$2,597.00 – (Fire)
4. Rhiel Supply Co. – Tomcat MicroMag walk-behind floor scrubber - \$3,900.00 – (Roads 2730.00 Parks 1170.00)
5. CCT Financial – (to replace PO for Meritech) 5 year lease for Kyocera machine - \$10,000.00 – (Roads 5000.00 Parks 5000.00)
6. Chagrin River Watershed Partners – Membership Dues 2016 - \$4,503.00 (General)

Invoice Approval

Mr. Horn made a motion to approve the invoice list (Items 1 –2) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve invoice item #3 as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed. Mr. Horn abstained

The list as presented is as follows:

Invoice Approval Requests

1. Love Insurance – Ohio Plan Renewal - \$71,159.00 (General)
2. Walter-Haverfield – Cedar Fair – Mixed Use Development - \$957.00 (General)
3. Chagrin River Watershed Partners – Membership Dues 2016 - \$4,503.00 (General)

Monday, December 21,

15

LATE ADDITIONS

- 1. Lakeland Management – Pay #5 Service Garage Renovation - \$35,370.00 (Roads)

Mrs. Benza made a motion to approve the late addition invoice as submitted by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

CHECKS DATED December 7, 2015 THROUGH December 21, 2015

The trustees examined and signed checks and invoices dated December 7, 2015 through December 21, 2015 consisting of warrants #24331 through #24461 in the amount of \$134,205.53.

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

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers asked if the Police Dispatch handled the Fire Department calls, also. The answer was YES. All Police and Fire emergency calls are handled by out Police Dispatch. He also asked who the employee was that was in the Fire Department benefits discussion. That person was AC Lovell.

CORRESPONDENCE

- 1. Littler – Collective Bargaining Agreement information
- 2. Western Reserve Land Conservancy – Annual Stewardship Report
- 3. Geauga Cty Bd of Commissioners – Truth for Life Sewer and water approved
- 4. Ohio EPA – Notice of Termination of coverage for Snyder and Stafford Roads

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 9:58 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____