

Monday, December 26,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on December 26, 2017. Those present were Trustees Mrs. Lorrie Benza and Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Jeffrey Markley was absent. Mrs. O'Brien presided and called the meeting to order at 7:00 P.M.

CHANGES TO THE AGENDA

Invoice Approval: Glenn Wozniak – Time Capsule Display - \$693.70 (General)

MINUTES

Mrs. Benza moved to approve the minutes of the trustees' December 11, 2017 regular meeting as submitted.

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

DEPARTMENTAL REPORTS

POLICE DEPARTMENT

Chief Jon Bokovitz prepared and left copies in the meeting room of the report for the month of November 2017. There was no verbal report. 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 November 2017. She reported that 31% of their calls for November were overlapping calls, continuing the trend for this year. There were 103 EMS calls and 62 Fire calls. The Urgent Care is responsible for about 10% of their calls. Chief Metz mentioned that they are requesting PO approval for the new engine on the agenda tonight. The trustees expressed concerns that there was no paperwork or PO Request to act upon. There is only a PO place holder on the agenda tonight. Mrs. Sugarman said that she had been in contact with Captain Bill Measures and that he was aware that paperwork was needed for the meeting tonight She had given Captain Measures the option to put two vendors on the PO Request. That way, they could decide on a vendor by the end of the week, but the money would be appropriated for 2017. Chief Metz said that there were issues that came to light today regarding the size of the truck. Mrs. Benza suggested that communication could have been better so that the trustees were aware that the paperwork would be coming late. Mrs., O'Brien said that the trustees expected to see paperwork with the agenda packet. At that time, Chief Metz went to her office to get the paperwork that the trustees needed. 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 November 2017. She reported five new home permits and \$2,600.00 in receipts for November. There were 35 new home permits so far in 2017. There was no BZA meeting this month since there were no appeals. She also reported that a portion of Northview Drive will be renamed Clayton Drive. The portion with residences will remain Northview. The complete zoning report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

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FIRE DEPARTMENT – NEW BUSINESSMaintenance Agreement Renewal

Mrs. Benza made a motion to approve the Maintenance Agreement renewal with Breathing Air Systems for the SCBA's and air compressor for 2018 in the amount of \$977.00 per the recommendation of the fire chief.

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

PO Requests for 2018

Mrs. Benza made a motion to approve the Vendor PO requests for the fire department as outlined in the memo dated December 20, 2017 per the recommendation of the fire chief.

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

Training Request – Brian Harting

Mrs. Benza made a motion to approve the training request for Firefighter Brian Harting to attend the Heavy Rescue Primary training at the Del Valle Regional Training Center in Los Angeles, CA from January 8 – 12, 2018 at an estimated cost of \$1,260.79 per the recommendation of the fire chief.

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

Request to Purchase New Fire Engine

Chief Metz explained the process for choosing the new fire engine. They are currently deciding between two vendors. There are issues with the length of the engine and the pedals. In addition, the EPA has changed the emissions requirements.

POLICE DEPARTMENT – NEW BUSINESSPO Requests for 2018

Mrs. Benza made a motion to approve the Vendor PO requests for the police department as outlined in the memo dated December 19, 2017 per the recommendation of the police chief.

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

SERVICE DEPARTMENT – OLD BUSINESSAurora Co-op Lease Extension

Mrs. Sugarman reported that she spoke with Mr. Rob Slade, the treasurer for the Aurora Co-op Preschool. The Co-op will be making monthly payments for the tax bill, and he is determining how much can be paid each month. The trustees discussed having further discussions with the Geauga County Auditor to try to get a final determination on the appeal. Mrs. Sugarman will contact Mr. Frank Gliha to set up a meeting.

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SERVICE DEPARTMENT – NEW BUSINESSChange Order and Final Pay Application – RS-186C-17

Mrs. Benza made a motion to approve the change order #1 for project RS-186C-17, The Asphalt Resurfacing of Taylor May Road Section C, which reflects a decrease in the total contract cost with Ronyak Paving, Inc. by \$23,955.87 per the recommendation of the service director and the Geauga County Engineer.

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

Mrs. Benza made a motion to approve the final pay application for project RS-186C-17, The Asphalt Resurfacing of Taylor May Road Section C, in the amount of \$25,392.33 paid to Ronyak Paving, Inc. per the recommendation of the service director and the Geauga County Engineer.

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

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

Mrs. Benza made a motion to approve the change order #1 for project PR-BAI-17, The Asphalt Resurfacing of Various Roads, which reflects a decrease in the total contract cost with Barbicas Construction Co. by \$3,894.60 per the recommendation of the service director and the Geauga County Engineer.

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

Mrs. Benza made a motion to approve the final pay application for project PR-BAI-17, The Asphalt Resurfacing of Various Roads, in the amount of \$142,705.40 paid to Barbicas Construction Co. per the recommendation of the service director and the Geauga County Engineer.

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

Change Order and Final Pay Application – RS-178-17

Mrs. Benza made a motion to approve the change order #1 for project RS-178-17, The Asphalt Resurfacing of Country Lane, which reflects a decrease in the total contract cost with Chagrin Valley Paving, Inc. by \$47,317.20 per the recommendation of the service director and the Geauga County Engineer.

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

Mrs. Benza made a motion to approve the final pay application for project RS-178-17, The Asphalt Resurfacing of Country Lane, in the amount of \$6,444.45 paid to Chagrin Valley Paving, Inc. per the recommendation of the service director and the Geauga County Engineer.

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

PO Requests for 2018 - Cemetery

Mrs. Benza made a motion to approve the Vendor PO requests for the cemetery department as outlined in the memo dated December 19, 2017 per the recommendation of the service director.

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

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PO Requests for 2018 - Parks

Mrs. Benza made a motion to approve the Vendor PO requests for the parks department as outlined in the memo dated December 20, 2017 per the recommendation of the service director.

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

PO Requests for 2018 - Roads

Mrs. Benza made a motion to approve the Vendor PO requests for the roads department as outlined in the memo dated December 20, 2017 per the recommendation of the service director.

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

Training Request – Ken Holland

Mrs. Benza made a motion to approve the training request for Ken Holland to attend the Leadership Effectiveness – Accelerated Development training through Geauga Growth Partnership at 12373 Kinsman Road in Newbury, OH from 9am to noon on Fridays from February 2, 2018 through March 23, 2018 at an estimated cost of \$720.00 with the use of a township vehicle per the recommendation of the service director.

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

Training Request – Tab Gordon

Mrs. Benza made a motion to approve the training request for Tab Gordon to attend the Leadership Effectiveness – Accelerated Development training through Geauga Growth Partnership at 12373 Kinsman Road in Newbury, OH from 9am to noon on Fridays from February 2, 2018 through March 23, 2018 at an estimated cost of \$720.00 with the use of a township vehicle per the recommendation of the service director.

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

TOWN HALL – OLD BUSINESS

Crime Policy Discussion

The trustees were in general agreement to split the invoice for the crime policy four ways between the general fund, roads, police, and fire.

TOWN HALL – NEW BUSINESS

PO Requests for 2018

Mrs. Benza made a motion to approve the Vendor PO requests for the town hall as outlined in the memo dated December 20, 2017 per the recommendation of the service director and the fiscal officer.

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

ZONING DEPARTMENT - NEW BUSINESS

PO Requests for 2018

Mrs. Benza made a motion to approve the Vendor PO requests for the zoning department as outlined in the memo dated December 20, 2017 per the recommendation of the zoning inspector.

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

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FISCAL OFFICE - NEW BUSINESS

PO Requests for 2018

Mrs. Benza made a motion to approve the Vendor PO requests for the fiscal office as outlined in the memo dated December 21, 2017 per the recommendation of fiscal officer.

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

Purchase Order Approvals

Mrs. Benza made a motion to approve the purchase order list (Items 1-6A,B) as submitted by the Fiscal Officer.

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

Purchase Order Request List

- 1. EMSAR Medical Repair, Inc. - \$2,545.39 (Fire)
- 2. K-Tech Specialty Coatings, Inc. – Beet Heat Concentrate - \$6,486.00 (Roads)
- 3. Barbicas Construction – PR-BAI-17 - \$146,600.00 (Roads)
- 4. Liberty Ford – Three 2018 Ford Interceptors - \$63,041.88 (Police)
- 5. Fallsway Equipment – Lighting for Chief’s Car - \$5,141.42 (Fire)
- 6. A. Finley Fire – Fire Engine - \$700,000.00 (Fire) **OR**
- B. Spartan Motors – Fire Engine - \$700,000.00 (Fire)

Invoice Approvals

Mrs. Benza made a motion to approve the invoice list (Items 1-2) below as submitted by the Fiscal Officer.

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

Invoice Approvals

- 1. Clemans-Nelson - \$310.00 (General)
- 2. Cargill Inc. – Salt Fill Up - \$38,399.42 (Roads)

BC Requests for 2018

Mrs. Benza made a motion to approve the BC requests for all departments as outlined in the memo dated December 21, 2017 per the recommendation of the fiscal officer.

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

Blanket Certificate Renewals/Approvals

Mrs. Benza made a motion to approve the blanket certificate below as submitted by the Fiscal Officer.

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

Blanket Certificates

- 1. Fire – Training - \$772.00

Fiscal Resolutions

Mrs. Benza made a motion to approve Resolution 12262017-A below as submitted by the Fiscal Officer.

Resolution 12262017-A: Resolution to Reallocate Permanent Appropriations within Fire Fund for the Year 2017 - \$102,000.00

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

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Checks Dated December 12, 2017 to December 26, 2017

The trustees examined and signed checks and invoices dated December 12, 2017 to December 26, 2017 consisting of warrants #28768 through # 28833 in the amount of \$74,334.58.

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

PUBLIC INTERACTION

Mr. Dave Pfouts of Snyder Rd. asked about the amount of the new fire engine.

CORRESPONDENCE

- 1. Cleveland Clinic – Day of Celebration – January 12, 2018
- 2. Charter Communications – Video Service authorization fee information
- 3. NOPEC – Grant opportunity in January
- 4. County Board of Commissioners – Northview Road name change
- 5. Geauga County Prosecutor – Residents’ zoning violations
- 6. ICMA – survey of land regulatory process
- 7. Dominion – price increases

LATE ADDITIONS

Mrs. Benza made a motion to approve the invoice listed below as submitted by the Fiscal Officer with many thanks for all of his hard work on the Bicentennial committee.

Glenn Wozniak – Time Capsule Display - \$693.70 (General)

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

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting adjourned at 8:01 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____