

Monday, December 7,

15

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on December 7, 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 6:04 P.M.

EXECUTIVE SESSION

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

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

Trustee-Elect Mrs. Kristina O'Brien was in attendance for executive session. Mrs. Sugarman was not in attendance in executive session.

The trustees recessed their regular meeting at 6:05 P.M. in order to go into executive session.

Mr. James Stanek and Mr. John Brett were invited into the executive session at 6:15 P.M. and left at 7:13 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:17 P.M.

CHANGES TO THE AGENDA

Mr. Markley is striking from the agenda Discipline of Employee under Police: New Business.

MINUTES

Mr. Horn moved to approve the minutes of the trustees' November 9, 2015 and November 23, 2015 regular meetings as written.

Mrs. Benza seconded the motion that was passed unanimously.

DEPARTMENTAL REPORTS

FISCAL DEPARTMENT

Mrs. Sugarman, Fiscal Officer presented the Fiscal Department Report for the month of November 2015. The general fund balance is \$2,153,085.72 as of November 30, 2015. She reported that the Fiscal Office had a recent meeting with Love Insurance. Fiscal is working with the department heads to update the property and vehicle schedule which had not been updated in many years. Fiscal also met with representatives from Oswald, the township's insurance broker. Oswald advised the township of the new ACA reporting procedures to prove that individuals have insurance. Fiscal is working on a way to notify all employees of the procedures.

SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director presented the Service Department report for the month of November 2015. The report is attached and becomes a permanent part of these minutes.

Monday, December 7,

15

Mr. Stanek responded to a question from Mr. Markley. He reported that in Hawksmoor the Geauga County Water Resources replaced the force main for sanitary. He feels that the restoration was done well and the site is clean. The County agreed that there is an issue with the guardrail, so they will be installing 120 feet of concrete barriers on a temporary basis. This should be complete in the next few days. He also mentioned that the wetlands delineation study for the mitigation process has been completed. Mrs. Benza asked if the road department had heard anything more from Kenston Schools regarding the group bus stops. He answered that he has not heard anything.

KENSTON COMMUNITY EDUCATION

No report was given.

PUBLIC COMMENTS

Mr. Ted Seliga of Spring Valley wants to comment when the BOT discusses the new properties reservation form.

POLICE DEPARTMENT – OLD BUSINESS

Police Levy – Declaration Resolution

Mr. Horn made a motion to approve the Resolution 12072015-A declaring it necessary to levy a new, additional, continuing tax for the benefit of the Bainbridge Township Police Department of 2.00 mils on the March 15, 2016 ballot per the recommendation of the Police Chief.

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

SERVICE DEPARTMENT – OLD BUSINESS

Revised Property Reservation Form

The trustees were in general agreement to accept the newly designed properties reservation form as presented by the service director.

Mr. Ted Seliga asked if the rates were changed to reflect the additions or work that was done to certain properties. The trustees responded that the prices have remained the same at this point, but they will look into it.

TOWN HALL – OLD BUSINESS

Land Bank Parcels Sale – Quit Claim Deeds

Mr. Horn made a motion to transfer nine land bank parcels 1 – 9, as outlined in the Quit Claim Deed, to Family and Community Services, Inc. dba Chagrin Falls Park Community Center. The parcels numbers are : 02-420784, 02-420785, 02-420791, 02-420792, 02-420793, 02-420794, 02-420795, 02-420796, and 02-420797.

Mrs. Benza seconded the motion that was passed unanimously.

Monday, December 7,

15

TOWN HALL – NEW BUSINESSFruit Baskets

Mrs. Benza made a motion to approve providing gift baskets to all township board members as outlined in the attached recipient sheet with many thanks for their service to the township.

Mr. Horn seconded the motion that was passed unanimously.

Holidays

The trustees were in general agreement to not provide any additional holidays this calendar year, but they will discuss 2016 holidays at the organizational meeting on January 4, 2016.

ZONING – OLD BUSINESSenCode License Agreement

Mrs. Benza made a motion to authorize the Fiscal Officer to sign the contract to enter into a software license agreement with enCode LLC effective immediately, December 7, 2015, through October 31, 2018 at an annual amount of \$6,250.00 after an initial payment of \$8,250.00.

Mr. Markley seconded the motion that was passed unanimously.

inSite Agreement

This item has been moved to the next meeting agenda.

FISCAL OFFICER – NEW BUSINESSPurchase Order Approval

Mrs. Benza made a motion to approve the purchase order list (Items 1 – 2) as submitted by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Accurate Data – 3 Time Clocks - \$1,800.00 (Fire, Police, Roads)
2. Otis Elevator Co. – Service Contract - \$4,318.28 (Fire)

Invoice Approvals

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

Mr. Horn seconded the motion that passed unanimously.

Invoice Approval

1. Littler – Negotiations with Fire Company - \$445.50 (General)
2. Geauga County ADP Board – 2015IT Invoice - \$3,959.59 (General)

Monday, December 7,

15

CHECKS DATED November 23, 2015 THROUGH December 7, 2015

The trustees examined and signed checks and invoices dated November 23, 2015 through December 7, 2015 consisting of warrants #24279 through #24338 in the amount of \$190,117.48.

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 2015 #435-2015 through #477-2015 in the amount of \$466,045.44 are attached to, and become a permanent part of these minutes.

LATE ADDITION

Although not on the agenda, Mrs. Benza brought up that the township has received the first draft of the fire study from the OFCA. She said that the trustees will be reviewing the initial draft and providing feedback. At that point, the township will receive the final report with recommendations.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers requested to see the revenue that the township generates from the Recycling Center. Mrs. Sugarman promised to present a report in January for 2015.

Mr. Ted Seliga was questioning the Fiscal Report. He wants to know if will be overspending in the General Fund. It appears that the township will overspend by a small amount.

Mrs. Kathleen Staudenbaur asked if there would be additional paperwork for her regarding the Police Levy when she takes office April 1, 2016. Since the primary election is March 15, 2016, there should be no further paperwork for her.

CORRESPONDENCE

1. CTL Engineering of Ohio – Tower in Bainbridge – Zoning will respond
2. Summit Petroleum – Gas Hazards
3. Geauga-Trumbull Solid Waste Management District – Solid Waste Facilities – Meeting on January 11, 2016, 10am. Mr. Markley checking with county to see if they are sending a representative.
4. Geauga-Trumbull Solid Waste Management District – Tree Recycling
5. NOPEC – Celebrating 50th Anniversary

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 8:40 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Board of Trustees

Regular

Monday, December 7,

15

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____