

Monday, February 8,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on February 8, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Benza presided and called the meeting to order at 6:00 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. O'Brien seconded the motion. Vote followed: Mrs. Benza, aye; Mrs. O'Brien, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session.

Mr. Jim Stanek was invited into the executive session at 6:01 P.M. and left at 6:30 P.M.

Mr. Peter Farrow was invited into the executive session at 6:01 P.M. and left at 6:12 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:12 P.M.

#### CHANGES TO THE AGENDA

There will be no approval of minutes.

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Sugarman, Fiscal Officer, presented the Fiscal Department Report for the month of January 2016. The general fund balance as of January 31, 2016 is \$1,960,229.52. She reported that the township received the \$10,000.00 payment from Crown Castle for the cell tower lease. She also explained that the Annual Financial filing for 2015 is complete. It was more comprehensive this year as the state added 16 pages of notes that were normally done by the auditor.

##### SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director presented the Service Department report for the month of January 2016. He reported on all the projects currently in progress for the road, parks, and properties departments. He mentioned that the Open House for the Service garage renovation is scheduled for Saturday, May 7th from 12:30pm to 2:30pm. In addition, Clean up Days are May 6th and 7th from 7:30am to noon. Report is attached and becomes a permanent part of these minutes.

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KENSTON COMMUNITY EDUCATION

Ms. Katie Flynn presented the KCE report for the month of January 2016. At their January meeting, KCE discussed to move from KMS to Gardiner. Offices have been designated at Gardiner for use by KCE. They are also working on the field usage issues at the high school for when the construction will be taking place. When the move to Gardiner is complete, they will hold an Open House, along with a celebration of 40 years of KCE. With Jason Bednar's term coming to an end, they will be appointing new officers. Mr. Bob Ford will be the President and Mr. Tony Blatnick will be Vice President. Ms. Sarah Delly will be the Secretary with Ms. Katie Flynn as the Treasurer. Mrs. Benza asked that the BOT receive monthly minutes from KCE as well as their Treasurer's report. Mr. Markley mentioned that Auburn Township and Bainbridge Township will be splitting up the playground equipment that currently resides at Gardiner.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – OLD BUSINESSTraining Request

The trustees discussed whether to approve the training request by Chief Brian Phan to attend the OFCA Winter Symposium in Columbus, OH from February 16-17, 2016 at a cost of \$440.00. Mr. Markley spoke with the OFCA, and Chief Phan can get the legislative updates directly from them. Trustees did not make a motion to approve.

Fire Department Reorganization

The trustees discussed what initial steps needed to be taken to comply with the recommendations of the OFCA study. Ms. Prudy MacKenzie has already set up all the members with township emails through the County IT department for better internal communication. The trustees were in general agreement to ask the OFCA for a proposal to help with an executive job search and job descriptions, as well as training programs.

FIRE DEPARTMENT – NEW BUSINESSEmployee Resignation

Mr. Markley made a motion to accept the resignation of Firefighter/Paramedic Richard Quinn from the BTFD effective immediately with the thanks of the board for his service.

Mrs. Benza seconded the motion which passed unanimously.

Training Request

Mr. Markley made a motion to approve the training request of Firefighter/Paramedic James Riley for Leadership 1: Company Success training at the Ohio Fire Academy from March 7, 2016 through March 8, 2016 in the amount of \$310.00 per the recommendation of the Fire Chief.

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

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SERVICE DEPARTMENT – NEW BUSINESSEmployment of Public Employee

Based on discussions in executive session, Mr. Markley made a motion to approve the hiring of Mr. Peter Farrow as a service department seasonal worker at a rate of \$18 per hour for a period no longer than 90 days contingent on the pre-employment testing per the recommendation of the Service Director.

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

Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed for one grave to Diana Wiebusch of Geauga Lake Rd. in the amount of \$300.00.

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

The trustees signed a cemetery deed record for Section 10, Lot 4, Grave 3. Ms. Joan Demerjian and Ms. Joan Rusek attested to their signatures.

Bid Acceptance – CVM Dining Hall Mechanical and Electrical

Mr. Markley made a motion to reject all bids for the CVM Dining Hall mechanical and electrical as non-qualifying.

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

Mr. Markley made a motion to allow the Fiscal Officer to re-advertise for the mechanical and electrical for CVM dining hall to be published February 11 and February 18, 2016 with a bid opening on February 26, 2016 at 9am at the Town Hall.

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

Items to be Declared Obsolete

Mr. Markley moved to declare obsolete the following items from Centerville Mills which are no longer in use and not needed any longer as detailed in the December 22, 2015 service department memo and per Ohio Revised Code 505.10.

- Troy Built 475SS Weed Eater
- Poulon Pro 195 Weed Eater
- Poulon Pro 305 Chain Saw
- Five sets of tree pruning loppers

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

Request to Sell on GovDeals.com

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

Mrs. Benza seconded the motion which passed unanimously.

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MAT Cleaning Contract

Mr. Markley made a motion to approve the MAT Cleaning Contract for township facilities cleaning through 2016 for \$33,883.40 with an option for the Township to extend through 2017 as recommended by the service director.

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

TOWN HALL – NEW BUSINESSJEDD Discussion

Solon JEDD: Solon has contracted with an independent auditor through the state to conduct an audit for the period 2014 through 2017. Mr. Markley will sign the MOA with Solon regarding engaging the Auditor.

Aurora JEDD: There is a movement in Ohio to dispose of all JEDD's. The trustees will check with the OTA for more details. Mr. Markley wants to ramp up efforts with Aurora to form this JEDD for the Geauga Lake property.

Township Facility Usage

The trustees discussed the utilization of the space in the Town Hall. Since the Service Department moved out, there is a large amount of empty or unused space. A number of civic groups have requested to use this space as storage. There were numerous questions and issues that were discussed. Mr. Markley will contact our assistant prosecutor to ask about liability issues, tax issues, and legal issues in regards to the management of space in the Town Hall. The trustees will then prepare a policy in order to be consistent with all requests.

Girl Scout Certificates

Mr. Markley's wife will prepare the certificates for the trustees. The Fiscal Office will order the paper to be used and deliver to Mr. Markley's mailbox by the end of the week.

TOWN HALL - PENDING BUSINESSHawksmoor Mitigation

Mr. Markley reported that Geauga Soil and Water meets on February 11, 2016. The Army Corp. of Engineers will be issuing a preliminary jurisdictional determination. Then, the County Engineer can begin to actively engineer the project.

FISCAL OFFICER – NEW BUSINESSFiscal Office Staffing

Mrs. Sugarman gave an update on the search for a new bookkeeper for the Fiscal Office. There will be second interviews for three applicants with Mrs. Staudenbaur in attendance. Hopefully, a decision can be made at that point. She will keep the trustees updated, as she will be requesting a special meeting for the trustees to interview their candidate.

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Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 – 4 ) as submitted by the Fiscal Officer.

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

The list as presented is as follows:

Purchase Order Approval Requests

1. Ohio BWC – 2016 Premium - \$27,585.39 (General)
2. M.A.T Cleaning Services – Office Cleaning - \$33,883.40 (\$13,000.00 Police; \$13,083.40 General; \$7,800.00 Roads)
3. AMS Construction Parts – 4 Reconditioned Rims - \$3,700.00 (Roads)
4. Bob Sumeral Tire Company – 4 Tires and Rims for John Deere Loader - \$6,145.00 (Roads)

Invoice Approvals

Mr. Markley made a motion to approve the Invoice list (Items 1-3) as submitted by the Fiscal Officer.

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

Invoice Approval

1. Littler – General Labor - \$528.00 (General)
2. Littler – Negotiations with Teamsters Local 436 – \$792.00 (General)
3. Littler – Negotiations with Bainbridge Fire Company - \$181.50 (General)

CHECKS DATED January 25, 2016 THROUGH February 8, 2016

The trustees examined and signed checks and invoices dated January 25, 2016 through February 8, 2016 consisting of warrants #24606 through #24696 in the amount of \$102,769.84.

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 who would handle HR now that Mrs. Most is no longer with the township. Mr. Markley responded that the trustees are looking into a number of possibilities utilizing services we already engage. He also mentioned that the township still has the ERC available for questions and concerns for now.

Mr. Myers also noted that there are restrictions in the ORC for removing a Fire Chief. He wondered how this move from a part time Chief to a full time Chief will affect Chief Phan. The trustees replied that they are not looking to remove Chief Phan. They are looking at the process of moving to a full time chief as recommended in the study. Chief Phan will have an opportunity to apply for that position if he so chooses.

CORRESPONDENCE

1. US Department of Commerce – Census Bureau survey forthcoming
  2. Geauga County Board of Elections – Primary Election Results Information
- John Finley – Intergovernmental Council – Survey that needs to be completed by Fiscal Office.*

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Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:44 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: \_\_\_\_\_