

Monday, February 12,

18

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on February 12, 2018. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. O'Brien presided and called the meeting to order at 6:01 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for the Employment and Compensation of Public Employees per Ohio Revised Code Section 121.22(G)(1).

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

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

Chief Lou Ann Metz was invited into the executive session at 6:01P.M. and left executive session at 6:35 P.M. Mr. Jim Stanek was invited into the executive session at 6:36 P.M. and left executive session at 6:59 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees, and reconvened their meeting at 7:02 P.M.

CHANGES TO THE AGENDA

1. Add minutes from February 1, 2018 and February 10, 2018 special meetings for approval.
2. Late Addition: Town Hall – New Business: Legal Representation

POLICE DEPARTMENT – NEW BUSINESS

Promotion of Public Employee

Mrs. Benza made a motion to approve the promotion of Ptl. John Bodovetz from Patrolman/Detective to Sergeant at an annual pay rate of \$85,680.90 effective February 17, 2018 per the recommendation of the police chief.

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

PRESENTATION BY GUEST

Mr. Marty Sfiligoj, chairman of the parks committee, presented his proposal for a dog park at the Centerville Mills Park. This was originally presented to him by Mr. Roger Weiss, who also spoke. The trustees were interested in moving forward. Mr. Markley is contacting the county prosecutor and the fiscal office will contact the township insurance company to investigate any potential liability. They hope to have answers by the next BOT meeting on February 26, 2018. Mr. Gil Myers asked if anyone from outside the township could use the park. The trustees responded that it would be a public park open to all. He also asked how the township would police the rules. The trustees said that it is still to be determined. Mrs. Barb Hesse suggested that the dog owners would need to be responsible for their own dogs. Mrs. Sarah Delly suggested getting KCE involved in any advertising for events, etc. Mrs. Tobe Schulman gave Mr. Markley a magazine that reported on dog parks for review. The complete proposal is attached to and becomes a permanent part of these minutes.

MINUTES

Mrs. Benza moved to approve the minutes of the trustees' January 22, 2018 regular meeting and the February 1, 2018 and February 10, 2018 special meetings as submitted.

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

Monday, February 12,

18

KENSTON COMMUNITY EDUCATION

Ms. Sarah Delly presented the KCE report for the month of January 2018. She reported that their last meeting was January 28, 2018. KCE hosted the Women in Sports event at Kenston on February 7, 2018. They also hosted the Eastside Roundtable on February 7, 2018 which had 32 participants. Midwest basketball season ended. The 2018 meeting calendar has been set. They will be meeting monthly on the third Sunday of every month. They have also reviewed and renewed their insurance policy. The new website has been launched. They are still tweaking a few things, but the design is in line with the Kenston Schools' website. Lastly, they are moving forward with the community survey. Mr. Markley asked about the prioritization and fee structure for non-KCE affiliated groups. Mrs. Benza referred Mrs. Delly to a discussion from 2014 that called for the establishment of that structure. Mrs. Delly will look into the matter. The complete report is attached to and becomes a permanent part of these minutes.

FISCAL OFFICE REPORT

Mrs. Sugarman presented the fiscal report for January 2018. The general fund balance is \$1,360,374.86 as of January 31, 2018. She reported that the township received the cell tower lease of \$10,000.00 and the first installment of the first half tax collections. The fiscal office has closed 2017, the financial report has been sent to county auditor, the newspapers have been notified, and there are copies of the report available in the fiscal office for review. In addition, both fiscal office bookkeepers attended the OTA Conference for a day of training. The fiscal office is currently working on permanent appropriations, records retention, and audit preparation. Mrs. Sugarman thanked Mr. Jim Stanek and Mr. John Brett for attending all of the Western Reserve Safety Council meetings each month. By doing this, the township saves money on its Bureau of Worker's Compensation yearly bill. The complete fiscal report is attached and becomes a permanent part of these minutes.

SERVICE DEPARTMENT REPORT

Mr. Jim Stanek presented the service department report for the month of January 2018. Mr. Stanek reported that the road department has been very busy so far this year plowing and shoveling a lot of snow. They have also been working on getting the gas line to the lakeside building, along with other improvements to the building. In the parks, they have been working to keep walking oaths open for the residents. The salt supply is dwindling because of all of the snow events, but he feels confident the township will have enough for the season. Mr. Gil Myers asked about the problems with Savage Road. Mr. Stanek explained that many of the bumps will go away after the weather changes, but indicated that there would still be repairs needed. Mr. Myers also complimented the road department on keeping the township roads safe. The complete service department report is attached and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS2nd Annual Egg Hunt

The trustees were in general agreement to move forward with the 2nd Annual Egg Hunt on Saturday, March 24, 2018 from 10:00am to noon at the fields next to Town Hall as outlined in the memo dated February 6, 2018.

Monday, February 12,

18

POLICE DEPARTMENT – NEW BUSINESSEmployee Grade Change

Mrs. Benza made a motion to approve the grade change of Ptl. Dominic DiSanto from Patrolman Grade C to Patrolman Grade B at an annual pay rate of \$65,732.88 effective March 17, 2018 per the recommendation of the police chief.

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

SERVICE DEPARTMENT – OLD BUSINESSParks Survey

The Parks Committee is working on a survey to residents regarding parks usage. It will be a very general survey with a facts sheet on the back. Mr. Markley suggested that the committee work with the service department.

SERVICE DEPARTMENT – NEW BUSINESSAnnual Township Highway Mileage Certification

The trustees certified the Annual Township Highway Mileage System Report from the Director of Transportation that the total eligible number of miles that Bainbridge Township in Geauga County is responsible to maintain is 84.072 as of December 31, 2017.

NOPEC Grant

The trustees tabled this until the next meeting on February 26, 2018.

Fee Waiver Request – Cub Scouts Pack 102 Den 2

Mrs. Benza made a motion to approve the rental fee waiver request from the Cub Scouts Pack 102 Den 2 for the Burns – Lindow building on February 6, March 6, April 3, and May 1, 2018 in the amount of \$180.00 per the recommendation of the service director.

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

Fee Waiver Request – Bainbridge Brown Baggers

Mrs. Benza made a motion to approve the rental fee waiver request from the Bainbridge Brown Baggers for the Burns – Lindow building every Thursday in 2018 for seven hours per Thursday in the amount of \$10,710.00 per the recommendation of the service director.

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

Fee Waiver Request – Kenston Community Education - Yoga

Mrs. Benza made a motion to approve the rental fee waiver request from Kenston Community Education for the Burns – Lindow building for Chair Yoga and Gentle Yoga from January through August in the amount of \$6,540.00 per the recommendation of the service director.

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

Fee Waiver Request – Kenston Community Education – Morning Workout

Mrs. Benza made a motion to approve the rental fee waiver request from Kenston Community Education for the Town Hall building for Morning Workout from January through July in the amount of \$3,640.00 per the recommendation of the service director.

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

Monday, February 12,

18

Fee Waiver Request – Chagrin Bainbridge AARP

Mrs. Benza made a motion to approve the rental fee waiver request from the Chagrin Bainbridge AARP for the Burns – Lindow and Town Hall buildings for monthly meetings in the amount of \$2,550.00 per the recommendation of the service director.

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

Fee Waiver Request – Bainbridge Recovery Club

Mrs. Benza made a motion to approve the rental fee waiver request from Bainbridge Recovery Club for the Town Hall building on April 15, 2018 in the amount of \$367.50 per the recommendation of the service director. A building attendant fee of \$157.50 will be paid.

Mrs. O'Brien seconded the motion. Vote: Mrs. Benza, aye; Mr. Markley, no; Mrs. O'Brien, aye. Motion carried.

Fee Waiver Request – Troop 444 BSA

Mrs. Benza made a motion to approve the rental fee waiver request from Troop 444 BSA for the Lakeside building on Monday evenings in the amount of \$1,935.00 per the recommendation of the service director.

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

Fee Waiver Request – Holy Crap Craft Company

Mrs. Benza made a motion to approve the setup fee waiver request from the Holy Crap Craft Company for the Centerville Mills Dining Hall on June 28th for setup in the amount of \$500.00 per the recommendation of the service director. They are paying full amount for June 29 -30, 2018. A building attendant fee of \$120.00 will be paid.

Mrs. O'Brien seconded the motion. Vote: Mrs. Benza, aye; Mr. Markley, no; Mrs. O'Brien, aye. Motion carried.

Fee Waiver Request – Holy Crap Craft Company

Mrs. Benza made a motion to approve the setup fee waiver request from the Holy Crap Craft Company for the Centerville Mills Dining Hall on November 15th for setup in the amount of \$300.00 per the recommendation of the service director. They are paying full amount for November 16 – 17, 2018. A building attendant fee of \$120.00 will be paid.

Mrs. O'Brien seconded the motion. Vote: Mrs. Benza, aye; Mr. Markley, no; Mrs. O'Brien, aye. Motion carried.

Fee Waiver Request – Geauga Livestock

Mrs. Benza made a motion to approve the rental fee waiver request from Geauga Livestock 4-H for the Fire Department Meeting Room on February 18, 2018 in the amount of \$50.00 per the recommendation of the service director. If the meeting is not moved to the Lakeside building, a \$30.00 building attendant fee will be collected.

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

Request to Advertise for Bid – Road Material

Mrs. Benza made a motion to allow the fiscal officer to advertise for bids for the Road Maintenance Materials as delineated in the memo of February 6, 2018 per the recommendation of the service director.

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

Monday, February 12,

18

Sale of 2004 5-ton Dump Truck

The trustees tabled this until the next meeting on February 26, 2018.

319 Project Reviews

The trustees were in general agreement to move forward with the paperwork for the Ohio EPA 319 stream bank restoration and stabilization project at Centerville Mills Park with the Chagrin River Watershed Partners.

SERVICE DEPARTMENT - PENDING BUSINESS"The Knot" Contract

No action taken. This item will be removed from Pending Business.

TOWN HALL - OLD BUSINESSTransient Vendor Policy

The trustees were in general agreement to proceed with the short version of the Transient Vendor resolution and Do Not Knock registration policy. Mr. Markley will revise the resolution and Mrs. O'Brien will work on the Do Not Knock registration for the website.

TOWN HALL - NEW BUSINESSPicnic Tables Donation

No action taken. This item will be removed from the agenda. Mr. Markley inquired and had discussions about donating the extra picnic tables that the township had received from Wild Water Kingdom in 2016 to Santa's Hide-a-Way Hollow in Middlefield. Upon further investigation, however, there is a very specific process that must be followed when donating obsolete items to a nonprofit organization. The township has not adopted that process at this time.

Waterline Extension

The trustees discussed the purpose of the water line extension, which is to serve the Town Hall/Fire Department/Police Department campus. Additional information and potential ramifications should be examined. Mrs. Benza will contact the Planning Commission to review, and Mr. Markley will contact Geauga County Water Resources.

FISCAL OFFICE - NEW BUSINESSPPM Changes to Vacation Policy

Mrs. Benza made a motion to approve the changes to the Personnel Policy Manual regarding the vacation policy effective March 1, 2018 per the recommendation of the fiscal officer. A copy of the policy is attached to and becomes a permanent part of these minutes.

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

Audit Committee

Mrs. Benza made a motion to appoint the following people to the 2018 Audit Committee for a two-year period until the next audit based on the recommendation of the fiscal officer.

Mr. Ted Seliga, Mrs. Terry Rose, Mrs. Kristina O'Brien, Mrs. Janice Sugarman

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

Monday, February 12,

18

Purchase Order Approvals

Mrs. Benza 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.

Purchase Order Requests

1. OBWC – 2017 Payroll True-up - \$6,516.58 (General, Road, Police, Fire)
2. Howell Rescue Systems – Extrication Tools - \$30,003.00 (Fire)
3. K –Tech Specialty Coating – Beet Heat Concentrate - \$27,000.00 (Roads)
4. VanCuren Services, Inc. – Hawksmoor Tree Removal - \$5,800.00 (Roads)

Invoice Approvals

Mrs. Benza made a motion to approve the invoices #1 and 2 as submitted by the Fiscal Officer.

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

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

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

Invoice #4 has been removed from the list.

Invoice Approvals

1. Cargill Incorporated – Salt Fill-up - \$10,615.19
2. Viking Plumbing – Lakeside Gas Line – Partial - \$4,100.00
3. Chagrin Valley Engineering, Ltd. – Hawksmoor Culvert Extension/Slip Repair - \$8,945.00
4. ~~Docmann Printing – Bicentennial T-shirts – \$576.00 (General)~~

Fiscal Resolution Approvals

Mrs. Benza made a motion to approve Resolution 02122018-A as submitted by the Fiscal Officer.

- Resolution to transfer from General Fund to the Road Fund for work performed by the Road Department in the month of January 2018 - \$358.71

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

Checks Dated January 23, 2018 through February 12, 2018

The trustees examined and signed checks and invoices dated January 23, 2018 through February 12, 2018 consisting of warrants #28994 through #29155 in the amount of \$126,348.64.

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 January 2018 #1-2018 through #45-2018 in the amount of \$664,844.84 are attached to and become a permanent part of these minutes.

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

Monday, February 12,

18

PUBLIC INTERACTION

None.

CORRESPONDENCE

1. Department on Aging – Senior Trash Pick-up Program
2. NOPEC – Grant Information
3. Geauga County Engineer – 33% Load Limit Reduction Notification
4. Bainbridge Recovery Club – Thank you note
5. Planning Commission – Replat of Sublots 314-317
6. South Franklin Circle – Dialogue Event
7. Board of Commissioners – Road Name Change
8. CIC – Breakfast Discussion on Tax Cuts

LATE ADDITIONS

TOWN HALL – NEW BUSINESS

Legal Representation

Mrs. Benza made a motion to retain Brosius, Johnson, and Griggs LLC for the calendar year 2018 to represent the board as legal counsel relative to economic incentive tools and opportunities available to the township. Initial consideration at this time concerns the former Geauga Lake property.

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

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:57 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____