

RECORD OF PROCEEDINGS

Minutes of

Board of Trustees

Regular Meeting Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Monday, June 13, 2016

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on June 13, 2016. Those in attendance were Mrs. Lorrie Benza, Mrs. Kristina O'Brien, Mr. Jeffrey Markley and Fiscal Officer, Mrs. Kathleen Staudenbaur.

The meeting was called to order by Mrs. Lorrie Benza at 6:01 PM.

EXECUTIVE SESSION

Mrs. Benza moved to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22 (G) (1), and imminent court action, per Ohio Revised Code Section 121.22 (G) (3).

Mr. Markley seconded

Vote followed: Mrs. Benza, aye; Mrs. O'Brien, aye; Mr. Markley, aye.

The trustees recessed their regular meeting at 6:02 P.M. in order to go into executive session.

The Service Director, Mr. James Stanek, was invited into the executive session at 6:02 P.M. and left at 6:35 P.M.

Assistant Prosecuting Attorney, Mrs. Bridey Matheney, was invited into executive session at 6:36 P.M. and left at 7:00 P.M.

The trustees returned from executive session at 7:04 P.M. after discussing the employment of public employee and imminent court action.

DEPARTMENT HEAD REPORTS

FISCAL DEPARTMENT

Mrs. Staudenbaur, presented the Fiscal Department Report for the month of May, 2016. The General Fund began the month with a balance of \$2,119,372.33. The total revenue for the month of May was \$37,190.43. The total expenditures for the month of May were \$93,303.69, leaving the township with an ending balance as of May 31, 2016 of \$2,063,259.07.

The township year to date beginning fund balance in January 2016 was \$2,009,419.66. The year to date revenue is \$758,455.72, and the year to date expenditures are \$785,307.02 leaving, the township with a balance of \$1,978,411.61.

Mrs. Staudenbaur announced that the 2014 -2015 audit has been completed, and she also announced that the proposed 2017 budget is ready for viewing by the public.

SERVICE DEPARTMENT

Mr. Stanek reported that the Clean-up Days event went very well. Our residents were very thankful for the opportunity to be able to have this service.

Mr. Stanek reported the town hall ceiling has been temporarily repaired but it will need to be replaced at a future date. Mr. Stanek also reported the Kenston Community Education concession stand has opened for the season at River Road Park.

Mr. Stanek updated the trustees on the renovation work at Centerville Mills dining hall. He stated that it is moving along quickly, and he believes the projected deadline for August 6, 2016 can be met.

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Mr. Stanek also mentioned that the various road projects paperwork has been sent out this week and he believes those projects will be beginning soon. In addition, the preparations for the 4th of July celebration have been completed.

KENSTON COMMUNITY EDUCATION

Ms. Sarah Delly gave the Kenston Community Education report. She shared that the department was in the process of relocating the office to the Gardiner Center, and they are projected to be settled into the new offices by August 1, 2016. The by-laws are continuing to be pulled together. The department has hired a part-time Administrative Assistant to help Executive Director, Ms. Jennifer Ingram.

Mr. Jason Bednar will be stepping down from the board at the end of June. There are two applicants for his replacement. The decision will be announced at the next meeting.

In May, Kenston Community Education awarded \$750.00 each in scholarships to three Kenston Senior students.

Mrs. Benza set a tentative date for the KCE/Bainbridge Trustees annual meeting for September 17, 2016 at 8am.

MINUTES

Mrs. Benza made a motion to approve the meeting minutes of the trustees' April 11, 2016 minutes as amended.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to approve the minutes of the trustees' June 1, 2016 meeting minutes as amended.

Mr. Markley seconded the motion that passed unanimously.

PUBLIC COMMENTS

Mrs. Linda White of Snyder Road wanted to know when the minutes will be placed on the website. Mr. Markley said that those that have been approved will be posted tomorrow morning.

Mrs. Linda White also asked the status of the lock box forms. Mrs. Benza stated that she is still working on those and will have them ready to be pass out at the Bainbridge Township 4th of July celebration.

FIRE DEPARTMENT – NEW BUSIINESS

Resignations

Mrs. Benza made a motion to accept the resignation of Fire Fighter Michael Bair, based on the information received from the Fire Chief. Mrs. Benza expressed appreciation for his service to the township.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to accept the resignation of Fire Fighter John Montville, based on the information received from the Fire Chief. Mrs. Benza expressed appreciation for his service to the township.

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

Obsolete Equipment

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Mrs. Benza made a motion to declare fitness equipment listed in the memo dated June, 6 2016 obsolete, in accordance with ORC.505.10. The items declared obsolete are as follows: Fitness Gear Bench, Tuff Stuff Bench, Power Block Dumbbell Set, Metal Dumbbell Set, Landice L-8 Treadmill, and Tuff Stuff Power Rack, per the recommendation of the fire chief.

Mr. Markley seconded the motion that passed unanimously.

Mr. Markley made a motion to place the metal dumbbell set, the Landice L8 treadmill, and the Tuff Stuff Power Rack on Govdeals.com for sale in accordance with ORC.505.10. These items are safe and able to be used again.

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

Mr. Markley made a motion to dispose of the Fit Gear Bench, the Tuff Stuff Power Rack, and the Power Block Dumbbell set as they are unsafe and no longer fit for use.

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

POLICE DEPARTMENT – NEW BUSINESS

Wage Structure

Mr. Markley moved to change the wage structure of the Part-Time Patrol Officer as follows: Grade (A) - \$25.00 per hour; Grade (B) - \$19.00 per hour; and Grade (C) - \$16.00 per hour; effective the next pay period, per the recommendation of the Police Chief.

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

Part-time Hire

Mr. Markley made a motion to hire Mr. William DeBlaey as a part-time patrolman with the Bainbridge Township Police Department at an hourly rate of \$25.00 per hour effective after July 3, 2016 pursuant to the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Cruiser Purchases

The trustees were in general agreement to support the replacement of two old police cruisers: the 2010 Crown Victoria and the 2013 Police Interceptor Sedan, based on the recommendation of the Police Chief who will be forwarding a purchase order with the details of the purchase.

SERVICE DEPARTMENT – OLD BUSINESS

Waiver Request

Mr. Markley made a motion to grant the waiver of the usage fee for the first annual Nick Nemeth Memorial Whiffle Ball Tournament, to be held on Saturday, July 23, 2016 from 12:00 P.M. - 7:00 P.M. The usage will be until 8:00 P.M. to allow for clean-up at the request of the event coordinator, Zoe Nemeth.

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

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Message Board

The trustees had a discussion with the Service Director, Mr. Stanek, regarding the benefits of having a portable message board for the community. No action took place at this time.

SERVICE DEPARTMENT – NEW BUSINESS

Waiver Request

Mrs. Benza moved to waive the usage fee of \$50.00 for the use of River Road Park on July, 30th 2016 from 10:00 A.M. to 12:00 P.M. by the Kenston Schools Timmons Elementary PTO. This is for the New to the District Play date, pursuant to the information shared by the Service Director.

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

Construction Projects

Snyder Road Project – Asphalt Resurfacing

Mr. Markley made a motion to award the contract for the asphalt resurfacing of Snyder Road to Ronyak Paving Incorporated in the amount of \$462,121.50 pursuant to the recommendation of the County Engineer and the Service Director.

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

Sharon Road Project – Culvert Replacement

Mr. Markley made a motion to award the contract for the Sharon Road culvert replacement project to CIR Incorporated in the amount of \$61,718.51 pursuant to the recommendation of the County Engineer and the Service Director.

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

Chip Seal of Various Roads

Mr. Markley made a motion to award the contract for the Chip and Seal of various roads to Specialized Construction in the amount of \$ 248,750.00 pursuant to the recommendation of the County Engineer and the Service Director.

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

Asphalt Improvement of Various Roads

Mr. Markley made a motion to award the contract for the Asphalt Improvement of various roads in Bainbridge Township to Ronyak Paving Incorporated in the amount of \$ 559,000.00 pursuant to the recommendation of County Engineer and the Service Director.

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

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TOWN HALL – NEW BUSINESS

Agenda Preparation Discussion

The trustees were in general agreement to shift the Agenda preparation from the Fiscal Office to the Zoning Department's Administrative Assistant, Mrs. Linda Zimmerman, to better organize the flow of business. She will compose the agenda and assemble the packets, both hard copy and electronic versions. The action items and meeting updates will be handled by the trustees moving forward.

Park Committee Appointee

Mr. Markley made a motion to appoint Mrs. Tobe Schulman to the balance of the two-year term on the Bainbridge Township Park Committee that ends on December 31, 2017.

Mrs. Benza seconded the motion that passed unanimously.

Resolution for Additional Appropriations

Mr. Markley moved to approve Resolution 06132016-A, appropriating additional funds for the current year from the General Fund to Park - Improvement of Sites in the amount of \$150,000.00.

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

Eagle Scout – Tyler Thieding

The trustees discussed the proposed project of a Bocce Ball Court by Mr. Tyler Thieding who is seeking his Eagle Scout award. At this point, the trustees have not received a recommendation from the Park Committee, and Mr. Thieding was not present to answer any of the trustees' questions. The trustees suggested that Mr. Thieding contact the Service Director to discuss the project and set up a time to meet with the trustees. The trustees were in general agreement to table any decision until more information is presented.

FISCAL OFFICE – NEW BUSINESS

Blanket Certificates

There was discussion regarding the handling of Blanket Certificates and Super BC's. Mrs. Staudenbaur was suggesting that the trustees do not need to approve the refunding of blanket certificates as long as the amount has already been approved at the organizational meetings for routine expenditures.

Proposed Budget Hearing

Mrs. O'Brien made a motion to establish the Bainbridge Township 2017 Tax Budget public hearing at 8:00 P.M. on Monday, June 27, 2016 pursuant to the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

Mr. Markley made a motion to approve purchase order requests (Items 1 -5) as delineated on the agenda pursuant to the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

1. Calvetta Bros. Painting & Remodeling, \$2,981.00 (Parks)
2. Pro-Tech maintenance, \$10,505.00 (General Fund-Town Hall)

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3. Gutoskey & Associates, Inc., \$4,000.00 (Parks)
4. A&A Safety, Resubmitting previous request from 4-25-2016, \$13,800.00 (Roads)
5. B.E. Builders Inc., \$5,000.00 (Parks)

Invoice Approvals

Mr. Markley made a motion to approve invoices (Items 1-7) as delineated on the agenda pursuant to the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

1. Gutoskey & Associates, Inc., \$3,550.00 (Parks)
2. Shelly Materials, \$9,269.27 (Roads & Parks)
3. Shelly Materials, \$4,566.76 (Roads)
4. The Arms Trucking Co., \$4,983.36 (Roads & Parks)
5. Shelly Materials, \$6,719.81 (Parks)
6. Shelly Materials, \$4,010.78 (Parks)
7. UAN Fees – 3rd Qtr. 2016. & Audit Charges, \$7,203.50 (Fiscal Office)

Blanket Certificate – Renewal

Super BC – account number: 2031-330-420-0000 for \$150,000.00 (Road - Materials) was tabled.

LATE ADDITION

Ohio Fire Chiefs' Association – Assessment Process.

Mr. Markley made a motion to approve Mr. Geoffrey Cleveland to advance from the alternate candidate list to the active assessment list of the Ohio Fire Chiefs' Association assessment process for the open position of Full-time Fire Chief for the Bainbridge Township Fire Department.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Gil Myers asked if the trustees could identify the cost of the dispatch center to the tax payers. Mrs. O'Brien will look into the question and Mr. Markley noted that there are going to be some changes to the Ohio Revised Code that will affect the department. Mr. Markley stated that the Chief is looking into operating expenses. He recommended that Mr. Myers have a chat with the Chief.

Mrs. Benza thanked the dispatchers and the Bainbridge Township Fire Department for their quick response to her 911 call due to a car fire at her home.

Mr. Matt Wagner of Laurel Springs commended the trustees for having a recycle center in the township. He wanted to recommend to the trustees to place a ban on styrofoam. Mrs. Benza talked about Title 5 of the Ohio Revised Code which explains how townships work. She did not know if the township has the legal authority to enact a provision like banning styrofoam. She recommended that Mr. Wagner contact the Geauga Trumbull Solid Waste Management District and speak with the director, Mr. Robert Villers, about his idea and perhaps he could give some suggestions.

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CORRESPONDENCE

1. Elise Markley – recommendation of a dog park for a Girl Scout Gold Award Project.
2. Thank you notes to the police and fire departments from Superintendent Nancy Santilli for the support of Kenston Schools.
3. Blueprints Newsletter – Four Design Ideas of 2014 Vol. No. 5.
4. Thank you note to the fire department from Superintendent Nancy Santilli for the support of Kenston Schools.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:48 P.M.

Respectfully Submitted,



Kathleen C. Staudenbaur,
Fiscal Officer, Bainbridge Township



9.15.16

Date



9/17/16

Date



9.17.16

Date

Minutes Read: _____

Minutes Approved: 9-12-16