

Monday, June 27,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on June 27, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, Mrs. Kristina O'Brien and Fiscal Officer Mrs. Kathleen Staudenbaur. Mrs. Benza presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mrs. Benza 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; Mr. Markley, aye; Mrs. O'Brien, aye. Motion carried.

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

Mr. Jim Stanek was invited into executive session at 6:01 P.M. and left at 6:40 P.M.

Chief Jon Bokovitz was invited into executive session at 6:41 P.M. and left at 6:58 P.M.

The trustees returned from executive session, after discussing the compensation and employment of public employees, reconvening their regular meeting at 7:00 P.M.

CHANGES TO THE AGENDA

1. Minutes approval will be moved to the end of the meeting
2. Striking #2 under Service Department – Request for Tree Service
3. Striking #2 under Purchase Orders – VanCuran Services

DEPARTMENTAL REPORTS

FIRE DEPARTMENT

No report given. The written report was distributed and is attached to and becomes a permanent part of these minutes.

POLICE DEPARTMENT

Chief Jon Bokovitz gave the Police Department report for the month of May, 2016. He reported that the amount of calls has remained about the same for the past three years. He explained that the department has seen more car lockouts recently. They utilize a tool that does minimal damage to the car. They have also received a number of calls for dogs left in cars on hot days. It is the 41st year for Safety Town, which starts soon. It is now

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being held at Timmons with new equipment. The Chagrin Valley Jaycees gave a donation to help purchase a mat. The BTPD Citizens Academy starts September 7th for 8 weeks. The township recently saw its first bank robbery in 12 years.

The Police Department 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 May 2016, which is attached to and becomes a permanent part of these minutes. She reported that the Zoning Department took in \$2,900.00 in receipts with only one new housing start.

Zoning Department will be meeting with Ms. Jaina Gandolfi regarding the vocational program contract. Her goal is to renew for two years at this point, but the work is really never ending. There are always new plans to be scanned. Ms. Gandolfi will be attending a meeting at a later date.

Mrs. Bridey Matheney, the township's prosecuting attorney, attended the last Zoning Commission meeting to review the preliminary comments from Mr. Dave Dietrich, the Geauga County Planning Director. The commission is also in the process of reviewing all the definitions.

The Zoning Department report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS

Request to Declare Obsolete

Mr. Markley made a motion to declare the Planar 211OW computer monitor obsolete and no longer needed by the Fire Department in accordance with ORC 505.10 pursuant to a June 7, 2016 memo from the fire chief.

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

Request to Transfer to Fiscal Office

Mr. Markley made a motion to allow the referenced computer monitor to be transferred to the Bainbridge Township Fiscal Office per the recommendation of the fire chief.

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

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Request to Purchase SCBA Holders

Mr. Markley made a motion to approve the purchase of eleven Smart Dock SCBA holders for the fire vehicles from All American Fire Equipment in the amount of \$5,739.00 per the recommendation of the fire chief.

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

POLICE DEPARTMENT – OLD BUSINESSApproval of Two New Police Cruisers

Mr. Markley made a motion to approve the purchase two new 2016 Ford AWD Police Utility Vehicles from Bob Gillingham Ford in the amount of \$39,062.00 per the recommendation of the police chief.

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

POLICE DEPARTMENT – NEW BUSINESSNew Hire

The trustees were in general agreement to table this hire until the July 11, 2016 meeting where there will be a ceremony for the new police officer, as discussed in executive session.

Request for Equipment for New Cruisers

Mr. Markley made a motion to approve the work for the removal of the equipment from the old cruisers and the installation of needed equipment into the new cruisers with work to be performed by Hall Public Safety Co. in the amount of \$19,196.45, per the recommendation of the police chief.

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

Request for Radar Units

Mr. Markley made a motion to approve the purchase of three radar units for the police cruisers from Stalker Radar in the amount of \$7,995.00 per the recommendation of the police chief.

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

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SERVICE DEPARTMENT – NEW BUSINESS

Request to Hire Building Attendant

Mr. Markley made a motion to allow the Fiscal Office to place an ad for the hire of a township building attendant recognizing that the job description and requirements will be coordinated through the service department.

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

TOWN HALL – OLD BUSINESS

Eagle Scout Project – Tyler Thieding

Mr. Markley made a motion to approve the Eagle Scout project of Tyler Thieding for a bocce court to be installed in the vicinity of the Lakeside Building at Centerville Mills Park.

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

TOWN HALL – NEW BUSINESS

Salute to First Responders

The trustees were in general agreement to participate with the Chagrin Valley Chamber of Commerce and support the first responders in the township at some point near September 11, 2016.

Acknowledge Receipt of Revised Zoning Map

The trustees were in general agreement to publicly acknowledge the revisions to the Zoning Map with updated lot lines and roads.

ZONING DEPARTMENT – NEW BUSINESS

InSITE Advisory Group, LLC Contract Renewal

Mr. Markley made a motion to accept the June 17, 2016 proposal from InSITE Advisory Group for their continued program management services related to the township's comprehensive zoning rewrite and related issues in the amount of \$3,500.00 per month not to exceed 12 months per the recommendation of the zoning inspector.

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

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Geauga Lake Park Property Master Plan

The trustees were in general agreement to acknowledge the scope of work and support the master plan proposal for the Geauga Lake property from Environmental Design Group with the help of InSITE Advisory Group.

FISCAL OFFICER – NEW BUSINESSPurchase 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. All American Fire Equipment – Eleven New Smart Dock SCBA Holders - \$5,739.00 (Fire)
2. Bob Gillingham Ford – Two 2016 Ford AWD Police Utility Vehicles - \$39,062.00 (Police)
3. Hall Public Safety Co. – Removal of Equipment & Installation for Two New Cruisers - \$19,196.45 (Police)
4. Stalker Radar – Three Radar Units - \$7,995.00 (Police)

Invoice Approvals

Mr. Markley made a motion to approve the Invoice list as submitted by the Fiscal Officer (Items 1-5)

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

Invoice Approvals

1. General Fund to Roads & Bridges for work performed by Service Department in Parks and Properties –\$2,043.52 (General)
2. Corridor Heating & Air Conditioning for HVAC/Electrical Improvement Project at Centerville Mills Dining Hall (Pay Application #2. - \$69,930.00 (Parks-General)
3. Kimble Recycling & Disposal, Inc. for 40 Yard Containers for 2016 Clean-up Days - \$3,444.40 (Roads)
4. J.F.D. Landscapes, Inc. – Landscape maintenance and fertilization - \$21,116.04 (Various)
5. Shelly Materials, Inc. for Material/Stone - \$3,274.07 (Parks – General)

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CHECKS DATED June 14, 2016 THROUGH June 27, 2016

The trustees examined and signed checks and invoices dated June 14, 2016 through June 27, 2016 consisting of warrants #24896 through #25424 in the amount of \$89,018.82.

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 #194-2016 through #245-2016 in the amount of \$634,568.98 are attached to, and become a permanent part of these minutes.

LATE ADDITIONSFire – New Business

Purchase Order Request – W.W. Williams – Electronic Pump Pressure Governor for Engine 3124 - \$2,900.00 (Fire)

PUBLIC INTERACTION: QUESTION AND ANSWER

Mr. Chuck Hesse asked if the Bissell-Tucek lease would continue under the same terms as have previously been established. The trustees believe that it would continue as such. Mr. Hesse will update the lease and send it to the trustees for approval.

CORRESPONDENCE

1. Geauga Growth Partnership – Thank you for renewing membership
2. Sycamore Township Newsletter
3. Jackson Township Newsletter

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2017 TAX BUDGET PUBLIC HEARING

Mrs. Benza recessed the regular meeting of the Bainbridge Township Trustees at 8:01 P.M. and called to order the Public Hearing for the purpose of discussion and review of the 2017 Tax Budget. Mrs. Staudenbaur reported that the meeting was properly advertised in the Geauga Maple Leaf and the News Herald. In addition, two copies of the budget have been available in the Fiscal Office for the past two weeks. She also discussed how the budget was assembled with the help of all the department heads and her bookkeepers.

Mrs. Benza then called for comments in support of the proposed 2017 Tax Budget. There were none. She then called for comments in opposition of the proposed 2017 Tax Budget. There were none. Mr. Markley explained that since the board has had numerous conversations regarding the proposal, they were ready to move forward. The Budget Commission Hearing is scheduled for August 23, 2016 at 8 A.M.

Mrs. Benza closed the Public Hearing and reconvened the regular meeting at 8:18 P.M.

Mr. Markley moved to support the 2017 Tax Budget and recommend that the proposal be submitted to the Geauga County Budget Commission.

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

A copy of the Bainbridge Township 2017 Proposed Tax Budget is attached to and becomes a permanent part of these minutes.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' May 9, 2016 special meeting as written and minutes of the trustees' May 21, 2016 special meeting as amended.

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

The trustees either did not approve or tabled the other six sets of minutes that were on the agenda. The trustees and the Fiscal Officer spent ample time reviewing those sets of minutes, noting that there were errors of grammar, word usage, and content. The trustees shared their expectation that the minutes would be accurate, but also stressed the importance of proper words and grammar. The Fiscal Officer advised the board that she did not understand the nuances of accurate grammar, but that she would make every effort to learn. The trustees were supportive of that effort, but noted it is important to have compliance under Ohio law that the minutes be promptly prepared.

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Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:58 P.M.

Respectfully Submitted,

Kathleen C. Staudenbaur,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____