

Monday, August 14,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 14, 2017. 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 5:00 P.M.

EXECUTIVE SESSION

Mr. Markley 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) and for Collective Bargaining Review per Ohio Revised Code Section 121.22 (G)(4).

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

The trustees recessed their regular meeting at 5:01 P.M. in order to go into executive session.

Chief Jon Bokovitz and Mr. Drew Esposito were invited into the executive session at 5:01 P.M. and left executive session at 6:25 P.M.

Ms. Karen Endres was invited into the executive session at 6:25 P.M. and left executive session at 6:45 P.M.

Mr. Ken Holland was invited into the executive session at 6:45 P.M. and left executive session at 7:06 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and collective bargaining review and reconvened their meeting at 7:10 P.M.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' July 24, 2017 regular meeting as submitted.

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

PRESENTATION

Proclamation - Mr. David W. Mitchell, Sr.

Mrs. Benza made a motion to proclaim, recognize, and honor Mr. David W. Mitchell, Sr. who retired from the township after fifteen years of service.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien read the proclamation in its entirety to Mr. Mitchell and his family.

DEPARTMENTAL REPORTS

FISCAL OFFICE

Mrs. Janice Sugarman presented the fiscal office report for the month of July, 2017. The general fund balance is \$1,656,030.52 as of July 31, 2017. She reported that the township received the check from Auburn Township for the 2017 fireworks. Mrs. Sugarman mentioned that the fiscal staff is preparing for the August 22, 2017 budget meeting. She also reported on her meeting with Mr. Phil Butto, Treasurer for Kenston Schools. The complete financial report is attached to and becomes a permanent part of these minutes.

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SERVICE DEPARTMENT

Mr. James Stanek presented the service department report for the month of July, 2017. He reported that Mr. Tab Gordon provided the trustees with a post-event report on the 2017 fireworks, and he will be doing the same for the Ox Roast. The complete report is attached to and becomes a permanent part of these minutes.

KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly presented the KCE report for the month of July, 2017. She reported that all fall sports registrations have begun. The new KCE fall catalog should be mailed out this week. She also reported that the KCE office has a new employee; Mrs. Kelly Yates. Mrs. Delly discussed the year end financials, and she is checking with Kenston on whether they can provide an opportunity for an audit. The trustees and Mrs. Delly discussed the vacant ABRB seat, and the trustees were in general agreement to allow Mrs. Jennifer Ingram to send an email to her database looking for applicants for the open ABRB position. The complete report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSTraining Request – Eric Dobies

Mr. Markley made a motion to approve the training request for Eric Dobies to attend the Decision Making for Initial Company Ops training at the Ohio Fire Academy in Reynoldsburg, OH from September 7-8, 2017 at an estimated cost of \$195.00 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request – Charles Bolt

Mr. Markley made a motion to approve the training request for Charles Bolt to attend the FD Incident Safety Officer training at the Ohio Fire Academy in Reynoldsburg, OH from November 12-17, 2017 at an estimated cost of \$1,338.99 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Training Request – Phillip Anders

Mr. Markley made a motion to approve the training request for Phillip Anders to attend the FD Incident Safety Officer training at the Ohio Fire Academy in Reynoldsburg, OH from November 12-17, 2017 at an estimated cost of \$680.61 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Items to be Declared Obsolete - Hoses

Mr. Markley made a motion to declare the two sections of white 1 3/4" diameter hoses in 50' lengths obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

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Approval to sell on Govdeals.com

Mr. Markley made a motion to allow the listing of the obsolete hose sections on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

Stepped Pay Grade Increase

Mr. Markley made a motion to approve the stepped pay grade increase for Joshua Jarzab from EMT-P Grade C at \$20.97/hour to EMT-P Grade B at \$22.40/hour effective September 2, 2017 per the recommendation of the fire chief.

Mrs. Benza seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSLiquor Permits

The trustees acknowledged receipt of a letter from the Department of Commerce regarding all liquor permits in the township that will expire on October 1, 2017. Based on the recommendation of the police chief, the trustees were in general agreement and had no objection to the current list of permit holders in the township.

Liquor License Hearing – Zeppe's

Mr. Markley made a motion to authorize the fiscal officer to complete the appropriate paperwork involved with not requesting a hearing for a liquor license for Zeppe's of Bainbridge based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSSnow and Ice Control Agreement

Mr. Markley made a motion to approve the Snow and Ice Control Agreement between the Geauga County Commissioners, the Geauga County Engineer, and the Bainbridge Township Board of Trustees providing Bainbridge Township with the amount of \$43,848.10 for snow and ice control on certain county roads per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Resolution to Order the Asphalt Improvement of Various Roads

Mr. Markley moved to authorize Resolution 08142017-B ordering PR-BAI-17 the Asphalt Improvement of Various Roads per Ohio Revised Code Section 5573.01 as detailed below, and authorize the fiscal officer to advertise for bids, as recommended by the Geauga County Engineer and the service director.

- Northbrook Trail, Craig Drive West, Craig Drive East, Tanglewood Trail, Rambling Creek Trail, Deepview Drive North, Deepview Drive South

Mrs. Benza seconded the motion that passed unanimously.

The bid opening will be held at 10:10 A.M. on Friday, September 1, 2017.

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Promotion of Public Employee

Mr. Markley made a motion to promote Mr. Ken Holland to the position of Operations Manager at a starting salary of \$62,500.00 per year with a potential increase of \$1,500.00 after six months effective September 16, 2017 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Appoint Interim Maintenance Supervisor

Mr. Markley made a motion to appoint Mr. Tab Gordon to the position of Interim Maintenance Supervisor effective immediately per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Resignation of Public Employee

Mr. Markley made a motion to approve the resignation of Mr. Louis P. Mallis from the position of Building Attendant effective immediately per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Item to be Declared Obsolete - Durango

Mr. Markley made a motion to declare the 2003 Dodge Durango used by the parks department obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

Approval to sell on Govdeals.com

Mr. Markley made a motion to allow the listing of the obsolete Durango on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the road superintendent.

Mrs. Benza seconded the motion that was passed unanimously.

ZONING DEPARTMENT – OLD BUSINESSIn-Site Proposal

Mrs. Benza made a motion to accept the proposal dated July 20, 2017 from Ms. Jennifer Syx of In-Site Advisory Group.

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

FISCAL OFFICE – NEW BUSINESSTraining Request

Mr. Markley made a motion to approve the training request for Mrs. Janice Sugarman to attend the Ohio Association of Public Treasurers Annual Conference including CPIM certification at the Maumee State Lodge in Oregon, OH from October 4 – 6, 2017 at an estimated cost of \$469.00.

Mrs. Benza seconded the motion that passed unanimously.

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Request to Add Employee Assistance Program

Mr. Markley made a motion to approve the addition of an Employee Assistance Program through Health Advocate for all full-time and part-time township employees at a cost of \$11.40 per employee per year per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order request list (Items 1-6) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Cleveland Clinic at Work – Ten Physicals - \$8,430.00 – (Fire)
2. Boundtree Medical – EMS Operating Supplies - \$10,000.00 (Fire)
3. Across the Street Productions – Blue Card Training - \$3,465.00 (Fire)
4. AKE – Pressure Wash and Jet the Wet Well - \$2,640.00 (General, Fire, Police)
5. AAA Advanced Plumbing & Drain – Clean sewer and Grout Joints - \$2,859.00 (Roads)
6. The Arms Trucking Co. – Material - \$10,000.00 (Roads)

Emergency Purchase Order Ratification

Mr. Markley made a motion to ratify the emergency purchase order listed below that was approved by the trustees on August 3, 2017.

- AKE – Lift Station Rehab/Preparation - \$6,918.00 (General)

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

Mrs. Benza made a motion to approve the invoices (Items 1 – 3) below as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Invoice Approvals

1. Walter – Haverfield – Acquisition of Property - \$137.50 (General)
2. Walter – Haverfield – Bainbridge – Aurora JEDD - \$1,950.00 (General)
3. Egrek Electric – Cold Storage LED Lighting Labor - \$3,355.00 (PO 19-2017)

Fiscal Resolution Approvals

Mr. Markley made a motion to approve Resolution 08142017-A as submitted by the Fiscal Officer.

-Resolution 08142017-A: Inter-fund transfer from General Fund to Road Fund - \$118.30

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated July 25, 2017 through August 14, 2017

The trustees examined and signed checks and invoices dated July 25, 2017 through August 14, 2017 warrants #27848 through #27987 in the amount of \$125,422.36.

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

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ELECTRONIC TRANSACTIONS

Electronic transactions for the month of July 2017 #279-2017 through #326-2017 in the amount of \$551,761.74 are attached to and become a permanent part of these minutes.

PUBLIC INTERACTION

Mr. Henri Preuss of Kenston Lakes commented on what a great job the service department is doing on the lift station project. He appreciates that the department is doing some of their own work.

CORRESPONDENCE

- 1. KCE – Copy of the 2012 audit
- 2. Census Form – Mrs. O’Brien is looking into this
- 3. Pipeline Safety Info and Survey – Dominion – Jim Stanek will handle.
- 4. Chagrin Valley Community Builders Award – CRWP
- 5. NOPEC General Assembly Meeting – November 14, 2017 at 11:30am

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

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____