

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Board of Trustees

Regular

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Monday, August 22, 20 16

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 22, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, and Mrs. Kristina O'Brien. 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) and to review collective bargaining strategy, per Ohio Revised Code Section 121.22(G)(4).

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

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

Chief Jon Bokovitz was invited into the executive session at 6:01 P.M. and left at 6:32 P.M.

Fiscal Officer Mrs. Kathleen Staudenbaur and Mrs. Karoline Eutsey were invited into the executive session at 6:40 P.M. Mrs. Staudenbaur left at 6:48 P.M. and Mrs. Eutsey left at 7:00 P.M.

Service Director Mr. Jim Stanek and Mr. Paul Masek were invited into the executive session at 7:00 P.M. Mr. Masek left at 7:07 P.M. and Mr. Stanek left at 7:10 P.M.

The trustees returned from executive session, after discussing the employment of public employees and reviewing collective bargaining strategy, reconvening their regular meeting at 7:16 P.M.

## CHANGES TO THE AGENDA

1. Fire Department New Business: One additional training request.
2. Fiscal Office: Renumbering of Resolutions
  - a. Lighting Resolution 08222016-A
  - b. Supplemental Funds Appropriations 08222016-B
  - c. Funds Transfer Resolution 08222016-C
3. Fiscal Office: Budget Amendment: Resolution 08222016-D

## DEPARTMENTAL REPORTS

### FIRE DEPARTMENT

Chief Lou Ann Metz presented the Fire Department report for the month of July, 2016. She reported that there were 173 total calls for July. Year to date, the Fire Department has 924 calls, which is down from 1154 in 2015. Resident Mr. Gil Myers asked if our paramedics handled Narcan. Chief Metz answered that they have been administering Narcan for a number of years now.

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## POLICE DEPARTMENT

Chief Jon Bokovitz was attending a business meeting and was not available to give a verbal report. The Police Department report for the month of July, 2016 is attached to and becomes a permanent part of these minutes.

## ZONING DEPARTMENT

Ms. Karen Endres, Zoning Inspector, presented the Zoning Department report for the month of July, 2016. She reported receipts of \$3,700.00 and three new housing starts. Mrs. Endres briefed the trustees on a request from Federated Life Center on Route 306. Chagrin Falls Exempted Village School District is rebuilding their school on Philomethian and has requested to use Federated Life Center for some of their classes for a period of two years. Grades 4-6 would be relocated. Federated Life Center already has a conditional use permit. Mrs. Endres would be considering this to be an expansion and a renewal of that permit. She has informed them that they need to go before the Board of Zoning Appeals on September 15th. They have looked at many other options and this is the only one that makes sense to them. Mrs. Benza asked if there can be a time limit imposed on the conditional use permit. Mrs. Endres responded YES. This is the first step of many to make this happen. A school zone would need to be established and coordinated with ODOT. Mrs. Enrdes will keep the board updated as this project progresses.

Mrs. Endres is continuing to work with the zoning commission on the amendment that is in progress. She has heard from the prosecutor's office and they will be addressing all of those comments and concerns at the next zoning commission meeting.

The zoning department heard from Cedar Fair that Wildwater Kingdom will be closing after this season. There could be a buyer for the park, but they are not certain at this time.

## PRESENTATION BY GUESTS

Mr. Don Rice, the Metzenbaum Center Superintendent, thanked the board and the residents of Bainbridge Township for their support of last year's levy. At this time, the center is working to get their students out into the community. Before 2014, there were 200+ adults at the center. Now, there are only around 50. Because of this, the actual building is being used less. They are now opening the center to the community to outside activities. This is free to the taxpayers in the county. Mr. Markley asked how they are advertising this, and Mrs. Staudenbaur asked about a calendar. Mr. Rice directed them to the website and to their Facebook page for more information. Mrs. Benza thanked Mr. Rice and praised him for how he presented the levy in the November 2015 election.

Mr. James Kassay of ADA Architects met with the board to discuss the proposed architectural changes for the former Circuit City building. Stein Mart is planning to move into the building. They are making some changes to the signage and to the entrance. The overall design was presented to the trustees who where in general agreement to support the design concept recognizing that color samples will be delivered for review.

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Ms. Jaina Gandolfi, Geauga County Education Service Center's Vocational Director, met with the board to review the vocational consortium program. The goal is to prepare the students for adulthood. They work with the students until around age 22. Mrs. Gandolfi finds employers that are interested in helping train these individuals. The Kenston students that work in Bainbridge Township have been scanning zoning documents and blueprints and then organizing them for storage. They are looking at other clerical jobs within the township as they feel this has been a successful program.

## PUBLIC COMMENTS

Mrs. Benza explained that the board will hear public comments at this point in the meeting and then question and answer at the end of the meeting. The board is trying to keep the business of the township moving without a lot of interruptions.

There were no public comments at this time.

## FIRE DEPARTMENT – NEW BUSINESS

### Training Request – Charles Bolt

Mr. Markley made a motion to authorize a training request for firefighter Charles Bolt to attend the Single Engine Residential Fires seminar on October 8 – 10, 2016 in Bowling Green, Ohio at the cost of approximately \$1,115.00, per the recommendation of the fire chief.

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

### Training Request – James Riley

Mr. Markley made a motion to authorize a training request for firefighter James Riley to attend the Vehicle and Machinery Rescue Technician training October 31 through November 4, 2016 at the Ohio Fire Academy in Reynoldsburg, Ohio at the cost of approximately \$1,171.00 to include a room shared by firefighter Eric Dobies per the recommendation of the fire chief.

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

### Training Request – Eric Dobies

Mr. Markley made a motion to authorize a training request for firefighter Eric Dobies to attend the Vehicle and Machinery Rescue Technician training October 31 through November 4, 2016 at the Ohio Fire Academy in Reynoldsburg, Ohio at the cost of approximately \$675.00, per the recommendation of the fire chief.

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

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## FIRE DEPARTMENT – NEW BUSINESS

### Training Request – Captain Bill Measures

Mr. Markley made a motion to authorize a training request for Captain Bill Measures to attend the OAEVT Maintenance Symposium September 26 - 30, 2016 at the Ohio Fire Academy in Reynoldsburg, Ohio at the cost of approximately \$456.00, per the recommendation of the fire chief.

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

### Training Request – Chief Lou Ann Metz

Mr. Markley made a motion to authorize a training request for Chief Lou Ann Metz to attend the Ohio Fire Chief's Resource Symposium at Deer Creek State Park September 10 and 11, 2016 at no cost to the township, but authorizing the use of the department vehicle per the request of the fire chief.

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

Chief Metz discussed her expectation that anyone who goes to training will come back and conduct training for the department, and if necessary, make changes or enhancements to existing department policy. She feels that this is an opportunity for them to become leaders.

## POLICE DEPARTMENT – OLD BUSINESS

### Discipline of Public Employee

The trustees had previously imposed a 10-day suspension for a disciplinary issue concerning a police department employee. That action was challenged. Following discussions, the trustees have considered a reduction in the number of days with a period of monitoring.

Mr. Markley made a motion to amend the disciplinary action taken on January 25, 2016 and reduce the 10-day suspension without pay to a period of five days without pay. Three days will be served now, and two days will be held in abeyance for a 12-month period beginning today, August 22, 2016.

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

## SERVICE DEPARTMENT – OLD BUSINESS

### Facility Rentals

At the last meeting the trustees adopted a proposal for new rental fees for our facilities effective immediately. There was discussion about gathering additional information on the various costs that the township incurs to get a better idea of what we need to gauge our return on investment. The trustees want a better idea of our utility costs and usage information. They are asking that the service department, along with the fiscal office, track these costs for the next year and report back to the trustees on a quarterly basis. After a year's evaluation, there can be a better determination of the rental fees.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Monday, August 22, \_\_\_\_\_ 20 16

Mr. Stanek shared that the total cost for the permeable paver project at Centerville Mills was \$248,051.52. The township will receive \$96,000 in a grant that will go toward the

total cost. He also reported that the Centerville Mills Dining Hall project cost \$351,105.65 for supplies and vendor costs. The labor costs are still unknown at this time.

The trustees are in general agreement to proceed with gathering additional information for at least a year with quarterly reports to be evaluated as the need arises.

Mrs. Benza would like to keep the facility rental agreement on the agenda as a pending item.

## Review of Fee Waiver Policy

The township does not have a fee waiver policy, but the trustees are frequently asked to waive fees for certain organizations. They make decisions on a case by case basis. Mrs. Benza shared some policies that she found from other townships and municipalities. The goal is to have a comprehensive policy that will make it easier for

applicants to know if they qualify up front. The trustees will still have final determination on all fee waivers. Mr. Markley questioned the role of the Park Board in this process.

Mr. Stanek will draft a policy to present to the trustees at an upcoming meeting for their review.

## SERVICE DEPARTMENT – NEW BUSINESS

### New Hire – Building Attendant

Mr. Markley made a motion to hire Mr. Paul Masek to the position of Bainbridge Township Building Attendant at a starting wage of \$13.50 per hour effective immediately per the recommendation of the service director.

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

### Request for Accordion Folding Doors for Dining Hall

Mr. Markley made a motion to approve the purchase and installation of two commercial grade accordion folding doors for the kitchen service area at the Centerville Mills dining hall from JC Sharp Corporation in the amount of \$2,894.00 per the recommendation of the service director.

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

### Request for New Air Conditioning Unit for Town Hall

Mr. Markley made a motion approve the purchase and installation of a Carrier 5-ton air conditioning unit at the Town Hall in the amount of \$3,475.00 per the recommendation of the service director and property manager.

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

### Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed for two graves to Gary and Jeanne Stover in the amount of \$600.00.

# RECORD OF PROCEEDINGS

Minutes of

Board of Trustees

Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Monday, August 22, 20 16

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

The trustees signed a cemetery deed record for Section 13, Lot 49, Graves 2 and 3.

Mr. Gil Myers and Mr. Dave Pfouts attested to their signatures

## TOWN HALL – NEW BUSINESS

### Communication Coordination

The trustees addressed the communication issues that have been ongoing in the Fiscal Office. There have been two major problems in the past that came to the attention of the board through other channels, not the Fiscal Office. The trustees know that there are procedures in the Fiscal Office that if followed would eliminate these problems. Mrs. Benza is looking for assurance from Mrs. Staudenbaur these types of problems will not happen again, that deadlines will not be missed. Mrs. Benza asked if there is anything the board can do to help.

Mrs. Staudenbaur answered that this is still her learning curve. She thinks that she is getting better. She explained how the mail is handled, and that some things were put in the wrong pile. She cited human error and that she is a work in progress. She doesn't think this will be a problem moving forward.

Mr. Markley asked about Police and Fire bonds. The board would like Mrs. Staudenbaur to look into these and report back.

## FISCAL OFFICER – OLD BUSINESS

### Lighting Resolution Update

Mrs. Staudenbaur reported that this lighting resolution is a special assessment in Chagrin Falls Park. We can request reimbursement from the County Auditor's office for the electrical bills that we receive. We need to initiate it in order to receive reimbursement. Mr. Markley explained it further and tried to clarify what we need to do. Mrs. Benza asked about a letter that we supposedly received. Mrs. Staudenbaur clarified that we did not receive any letters. She was initiating this based on the Fiscal Office timeline. Mrs. Benza talked with former Fiscal Officer Mrs. Sue Angelino. In the past, there was a notification from the Auditor's office that initiated the resolution. Our prosecuting attorney suggested to Mrs. Benza that we have old contracts in the Fiscal Office that we should find and see if we actually have something expiring this year. Mr. Markley questioned how much the auditor withholds from the township? How is it tracked and how do we get it? Mrs. Benza wants to know if there is a time frame on the contract. Who made the determination that this was the year to renew this?

Because there are still so many questions and concerns, the trustees are tabling this resolution until we get all of the information. The contracts need to be found and reviewed to get all the answers.

## FISCAL OFFICER – NEW BUSINESS

### Supplemental Funds Appropriations

Mr. Markley made a motion to approve resolution 08222016-B for the purpose of supplementing the 2016 appropriations per the recommendation of the fiscal officer.

# RECORD OF PROCEEDINGS

Minutes of

Board of Trustees

Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Monday, August 22, \_\_\_\_\_ 20 16

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

## Revised Job Descriptions

Mr. Markley made a motion to accept and adopt the job description for the position of Bookkeeper/Clerical Assistant which is a Bainbridge Township Grade Level 5, per the recommendation of the fiscal officer.

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

Since there was still no job description submitted for the Minutes Taker position, this item will be tabled until next meeting.

## New Hire – Bookkeeper/Clerical

Mr. Markley made a motion to hire Mrs. Karoline Eutsey to the position of Bookkeeper/Clerical Assistant at a starting salary of \$38,000 effective September 6, 2016 per the recommendation of the fiscal officer.

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

## 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. Carter Lumber – Additional lumber for enclosed porch on Dining Hall - \$5,000.00 (Parks-Improvement of Site)
2. B.E. Builders, Inc. – Additional carpentry work for enclosed porch on Dining Hall - \$5,000.00 (Parks-Improvement of Site)
3. J.C. Sharp Corp. – Accordion folding doors for Kitchen in Dining Hall - \$2,894.00 (Parks-Improvement of Site)
4. RTT Heating and Cooling, LLC – A/C Unit to replace old one at Town Hall- \$3,475.00 (Town Hall Repair/Maintenance)

## Invoice Approvals

Mr. Markley made a motion to approve the Invoice list (Items 1-7) as submitted by the Fiscal Officer.

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

## Invoice Approval

1. J.F.D. Landscapes, Inc. – Landscape maintenance and fertilization - \$7,877.54 (Various)
2. FleetPride – R-134 A/C Recycler Machine for Vehicles & Equipment - \$3,600.00 (Roads, Parks, Fire)
3. Calvetta Bros. Painting & Remodeling – Exterior painting of Dining Hall - \$12,556.67 (Parks-Repair/Maintenance)

# RECORD OF PROCEEDINGS

Minutes of

Board of Trustees

Regular

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held Monday, August 22, 20 16

4. Chardon Welding, Inc. – 8-1/2" VP Steel Ultra Mount Snow Plow-Truck #40  
\$4,875.00 (Roads-Small Tools & Minor Equipment)
5. Carter Lumber - \$11,989.77 – Lumber for CVM Dining Hall front entrance -  
\$11,989.77 (Parks-Improvement of Site)
6. Walter & Haverfield – Bainbridge-Solon JEDD - \$200.00 (General)
7. Walter & Haverfield – Cedar Fair – Mixed Use Development - \$297.00  
(General)

## Fiscal Resolution Approvals

1. Resolution 08222016-C – General Fund to Roads & Bridges for work  
performed by Service Department in Parks and Properties - \$3,806.88  
(General)

Mr. Markley made a motion to approve Fiscal Resolution 08222016-C as submitted by the Fiscal Officer.

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

## Checks dated August 9, 2016 through August 22, 2016

The trustees examined and signed checks and invoices dated August 9, 2016 through August 22, 2016 consisting of warrants 25669 through 25695 in the amount of \$26,209.14.

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

## LATE ADDITIONS

Mr. Markley made a motion to approve Fiscal Resolution 08222016-D that fixed a clerical error in the budget as submitted by the Fiscal Officer.

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

## PUBLIC INTERACTION: QUESTION AND ANSWER

1. Mr. Henri Pruess - Mentioned that the amount for Chardon Welding under Invoice Approval was missing.
2. Mr. Gil Myers – Still very frustrated with the Fiscal Officer. He questioned whether Mrs. Staudenbaur was actually running her office or if Mrs. Terry Rose was running it. He feels that she needs to do more to learn her job.
3. Mr. Ted Seliga – Would like to keep comments open throughout the meeting. He feels that it can actually help the trustees at times. He also helped the Fiscal Officer explain the clerical error on the appropriations. Mr. Seliga also determined that the CVM dining hall would need to bring in \$1,300 per week over a 10-year period in order to break even.
4. Mrs. Benza asked for clarification of the minutes process. Mrs. Staudenbaur and Mrs. Sugarman explained that after a reasonable training period, Mrs. Eutsey will be taking the minutes moving forward. Mrs. Sugarman will focus on the backlog.



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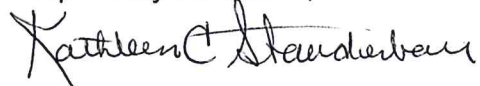
Held Monday, August 22, 20 16

## CORRESPONDENCE

1. Final Plat Review from the Edwards Landing subdivision.
2. Geauga Trumbull Solid Waste Facility – July 28<sup>th</sup> hearing findings
3. Chagrin River Watershed – meeting notice for September 13<sup>th</sup> at 4pm
4. NOPEC – General Assembly Meeting – November 15<sup>th</sup> 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 9:45 P.M.

Respectfully Submitted,



Kathleen C. Staudenbaur,  
Fiscal Officer, Bainbridge Township



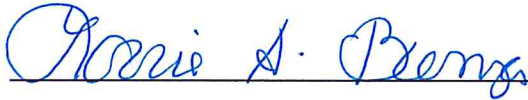
9.15.16

Date



9/17/16

Date



9.17.16

Date

Minutes Read:       -      

Minutes Approved: 9-12-16