

Monday, August 27,

18

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 27, 2018. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, and Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley 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) and Purchase of Property per Ohio Revised Code Section 121.22(G)(2).

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 Jon Bokovitz was invited into the executive session at 6:55 P.M. and left at 7:10P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and purchase of property and reconvened their regular meeting at 7:13 P.M.

#### CHANGES TO THE AGENDA

1. Remove Engagement Letter from Town Hall – New Business
2. Remove Clemans-Nelson invoice until receive more documentation
3. Move the 208 plan presentation up towards the beginning of the meeting.

#### MINUTES

Mrs. Benza moved to approve the minutes of the trustees' August 13, 2018 regular meeting as submitted.

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

#### DEPARTMENTAL REPORTS

##### POLICE DEPARTMENT

Chief Jon Bokovitz presented the police department report for the month of July 2018. He reported that since school has started, there has been a police presence daily on the Kenston campus. They are receiving positive feedback from the school and the parents. The Citizens' Academy starts September 4<sup>th</sup> and goes for seven weeks. Chief explained how they handle juvenile runaways. He detailed the process and emphasized that they are a high priority. Gil Myers of Chagrin Road asked about the Chief's scheduled breakfast with the public. Chief responded that "Coffee with the Cops" will be held on September 5, 2018 at Café Michael. The complete police report is attached to and becomes a permanent part of these minutes.

##### FIRE DEPARTMENT

Assistant Chief Wayne Burge and Assistant Chief Bill Lovell presented the fire department report for the month of July 2018. Assistant Chief Burge reported that they had a very busy month with 42 fire calls and 122 EMS calls. Year to date they are at 1043 calls total. EMS calls are up, but fire calls are down because of the changes in the automatic mutual aid. Assistant Chief Lovell shared a letter from Firefighter Charles Bolt that thanked the trustees for his opportunity to go to the "Command and Control of Incident Operations" training at the National Fire Academy. He appreciated the opportunity and felt that he learned a lot. The complete fire report is attached to and becomes a permanent part of these minutes.

Monday, August 27,

18

ZONING DEPARTMENT

Mrs. Karen Endres presented the zoning department report for the month of July 2018. She reported receipts of \$4,150.00 and two new home starts. She talked about the expansion that Drug Mart is doing in the old Sears building. In addition, Sherwin Williams, and Discount Tire are breaking ground on Aurora Road. McFarland's Phase II is moving forward and should be approved in September. Lastly, she mentioned that the media has shown a great interest in whether Meijer is coming to Bainbridge Township or not. The complete zoning report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

208 Plan Request

Mr. Chuck and Mrs. Thea Mazingo are purchasing 17 acres on 8005 E. Washington Street. They are requesting a tie-in to the sewer system and a modification to the existing 208 plan. They have been told that there is a line already on their property. The trustees have committed to talking with Geauga County Water Resources and the Geauga County Planning Commission before making a decision. They hope to be able to make a decision at the next meeting on September 10, 2018.

FIRE DEPARTMENT – NEW BUSINESSResignation of Public Employee

Mrs. Benza made a motion to accept the resignation of Firefighter Eric Lewis as of September 25, 2018 based on the recommendation of the fire chief and with the trustees' gratitude for his five years of service to the township.

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

Training Request - Riley

Mrs. Benza made a motion to approve the training request for Firefighter James Riley to attend the Command and Control of Incident Operations class at the National Fire Academy in Emmitsburg, MD from November 25-30, 2018 at an estimated cost of \$360.00 and with the use of a township vehicle per the recommendation of the fire chief.

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

Leave of Absence Request

Mrs. Benza made a motion to accept the leave of absence request from Captain Bill Measures starting August 20, 2018 for an undetermined amount of time for personal reasons based on the recommendation of the fire chief.

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

Adoption of Job Descriptions

After much discussion, the trustees were in general agreement to accept the revised job descriptions for the two Assistant Chief positions.

Monday, August 27,

18

SERVICE DEPARTMENT – OLD BUSINESSContract Extension

Mrs. Benza made a motion to approve the contract extension for JFD Landscaping for three years starting in 2019 through 2021 keeping the current pricing which will not exceed \$110,000.00 per the recommendation of the service director.

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

Fee Waiver Policy Review

Mr. Markley reported that he met with Assistant Superintendent Jeremy McDevitt from the Kenston School District. The district had heard that the trustees were working on updating the township's fee waiver policy, and they wanted to possibly adopt a similar format. The trustees are taking a look at the current policy and will suggest changes to be reviewed at the next meeting.

SERVICE DEPARTMENT – NEW BUSINESSCemetery Deed

Mrs. Benza made a motion to grant a cemetery deed for one grave to Mr. Sean Latona of 17098 Sunset Drive in the amount of \$450.00.

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

The trustees signed a cemetery deed record for Section 13E, Lot No. 22, Grave 1. Mrs. Joan Demerjian and Mr. Gil Myers attested to their signatures.

Cemetery Deed

Mrs. Benza made a motion to grant a cemetery deed for one grave to Ms. Arlene J. Sekerek of 7656 Trenton Trail, Middleburg Heights, OH 44130 in the amount of \$1,000.00.

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

The trustees signed a cemetery deed record for Section 12, Lot No. 28, Grave 2. Mrs. Joan Demerjian and Mr. Gil Myers attested to their signatures.

Cemetery Deed Transfer

Mrs. Benza made a motion to grant a cemetery deed transfer from Deed #285 for two graves to Mr. Christopher I. Lombardo of 9190 Lark Street, Elk Grove, CA 95624.

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

The trustees signed a cemetery deed record for Section 11, Lot No. 5, Graves 3 & 4. Mrs. Joan Demerjian and Mr. Gil Myers attested to their signatures.

SERVICE DEPARTMENT – PENDING BUSINESSNuisance Abatement Discussion

Mrs. Benza reported that the Geauga County Prosecutor's Office will conduct a Nuisance Abatement seminar on October 6, 2018 from 8 – 10 A.M. for all interested townships in the county.

Monday, August 27,

18

TOWN HALL – OLD BUSINESSRescind KCE Appointment

Mrs. Benza made a motion to rescind the motion from August 13, 2018 reappointing Mrs. Sarah Delly as a Bainbridge Township appointee to the KCE ABRB board for the term July 1, 2018 to June 30, 2020.

Mr. Markley seconded the motion that passed unanimously.

KCE Appointment Term Clarification

Mrs. Benza made a motion to reappoint Mrs. Sarah Delly as a Bainbridge Township appointee to the KCE ABRB board for the term July 1, 2018 to June 30, 2021.

Mr. Markley seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESSRescind Benefits Motion from Organizational Meeting

Mrs. Benza made a motion to rescind the Benefits motion made at the organizational meeting on January 8, 2018 based on a status change with Medical Mutual of Ohio.

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

Updated Benefits Status

Mrs. Benza made a motion to update the benefits status for full-time township employees as outlined below based on a status change with Medical Mutual of Ohio.

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time employees since 1987, and revised and distributed to all employees beginning in 2013.

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

ZONING DEPARTMENT – NEW BUSINESSFee Waiver Request – Geauga County Public Library System

Mrs. Benza made a motion to approve the zoning fee waiver request from Geauga County Public Library System in the amount of \$350.00 per the recommendation of the zoning inspector. All but \$200.00 will be waived from the application fee and \$150.00 will be waived from the commercial appeal fee.

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

FISCAL OFFICE - NEW BUSINESSGeneral Fund Discussion

The trustees are looking at dates to hold a workshop to discuss the general fund expenses.

Monday, August 27,

18

Budget Hearing Review

Mrs. Sugarman reported that the 2019 budget passed unanimously at the Budget Hearing on August 14, 2018.

Resolution to Certify Tax Levies

Mr. Markley made a motion to adopt the resolution 08272018-A presented to the township by the County Auditor to allow collection of the necessary tax levies and certifying them to the County Auditor.

Mrs. Benza seconded the motion that passed unanimously.

PURCHASE ORDER APPROVALS

Mrs. Benza made a motion to approve the purchase order list (Items 1-3) below as submitted by the Fiscal Officer.

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

Purchase Order Request List

1. Kokosing Materials, Inc. – River Road Parking Lot - \$10,386.62 (Parks)
2. Kokosing Materials, Inc. – River Road Parking Lot - \$14,451.31 (Parks)
3. OFESF – Training Fees - \$3,000.00 (Fire)

INVOICE APPROVALS

Mrs. Benza made a motion to approve the invoice list (Items 2-4) below as submitted by the Fiscal Officer. Item #1 will be tabled until the next meeting.

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

Invoices

1. ~~Clemans – Nelson – Professional Services – \$955.00 (General)~~
2. Morton Salt – Salt Fill-up - \$18,804.81 (Roads)
3. Morton Salt – Salt Fill-up - \$14,062.34 (Roads)
4. Morton Salt – Salt Fill-up - \$28,282.40 (Roads)

BLANKET CERTIFICATE RENEWALS

Mrs. Benza made a motion to approve the blanket certificate listed below as submitted by the Fiscal Officer.

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

Blanket Certificates

1. General – Other Expenses (Security Deposits) - \$6,000.00

Checks Dated August 14, 2018 through August 27, 2018

The trustees examined and signed checks and invoices dated August 14, 2018 through August 27, 2018 consisting of warrants #30384 through #30491 in the amount of \$38,416.15.

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

Monday, August 27,

18

CORRESPONDENCE

1. Geauga County Engineer – 2019 Township Road Project Request
2. Geauga County Planning Commission – Final Plat McFarland Woods subdivision. Vote September 11, 2018.
3. GTSWMD - Hazardous Waste Collection September 29, 2018 at the Fairgrounds
4. Solon Manufacturing Development Breakfast – September 12, 2018 7:30 A.M.
5. Geauga County CIC – Business Leaders Breakfast – September 27, 2018 8:00 A.M.
6. Chagrin Valley Times – surcharge for ads
7. Kenston School District – Thank you notes to the Fire and Police Chiefs
8. Geauga County Engineer – September 12, 2018 – Force Accounts Seminar 8 A.M.

PUBLIC INTERACTION

Mr. Gil Myers questioned the Assistant Fire Chief discussion. Mr. Markley explained that the discussion was not about the actual descriptions, but more about how to handle them administratively. Mr. John Armstrong of Hearthstone Lane asked about the Taylor May Road/Route 306 traffic light. Mr. Markley responded that it could start anytime, but the completion date is not until next spring.

LATE ADDITIONS

None.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:35 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_