

Monday, August 28,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 28, 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 6:03 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).

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

The trustees recessed their regular meeting at 6:03 P.M. in order to go into executive session.

Mr. John Boksansky and Mr. Jim Stanek were invited into the executive session at 6:38 P.M. and Mr. Boksansky left executive session at 6:49 P.M.

Mr. John Cunningham was invited into the executive session at 6:49 P.M. and left executive session with Mr. Stanek at 7:02 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their meeting at 7:09 P.M.

CHANGES TO THE AGENDA

- 1. Add August 26, 2017 minutes to the minutes' approval.
- 2. Late Addition: Resignation of KCE ABRB representative.

MINUTES

Mr. Markley moved to approve the minutes of the trustees' August 14, 2017 regular meeting and August 26, 2017 special meeting as submitted.

Mrs. Benza 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, 2017. He reported that the Citizen's Academy has been moved to begin in February. They are currently accepting applications. The department now has an increased presence at Kenston since school started. Chief Bokovitz is asking the trustees for permission to hire two additional patrolmen since one resigned and one is retiring in January. The complete report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT

Chief Lou Ann Metz presented the fire department report for the month of July, 2017. She reported 169 calls for the month of July with a year-to-date total of 1100 calls. They have been able to respond to all of the calls with the current staffing level without calling upon mutual aid. The department has begun blue card training for all employees. In addition, they will be staffing the Geauga County Fair on Friday and Sunday. The complete report is attached to and becomes a permanent part of these minutes.

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ZONING DEPARTMENT

Mrs. Karen Endres presented the zoning department report for the month of July, 2017. She reported July receipts of \$5,100.00 with one new home permit. She also reported a resignation from the Zoning Commission and the election of a new chairperson. They will need to add two people to the commission before the end of the year. The BZA has been well attended as of late. They are splitting the September agenda into two meetings: September 21 and September 28, 2017. Also, McDonald's of Marketplace is requesting an architectural review at the trustees' next meeting on September 11, 2017. The complete report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS

Adoption of Job Description – EMS Coordinator

Mr. Markley made a motion to adopt the EMS Coordinator job description as presented in the memo dated August 21, 2017 based on the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Stipend of EMS Coordinator

Mr. Markley made a motion to compensate the EMS Coordinator with a quarterly stipend of \$250.00 based on the requirements of the position and the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Request to Appoint Detective

Mr. Markley made a motion to allow the police chief to change the status of one patrolman to detective with a raise of \$1000.00 in salary per year based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Request to Hire Patrolmen

Mr. Markley made a motion to allow the police chief to begin the hiring process for two new patrolmen based on the memo dated August 16, 2017.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Correction to Separation Agreement

Mr. Markley made a motion to correct the amount of pay for Mr. David Mitchell in his separation agreement to reflect what he is currently being paid based on discussions in executive session.

Mrs. Benza seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESS

Proposed KCE/ABRB Representative

Mrs. Benza made a motion to appoint Mr. Gregory Sharp as the Bainbridge Township representative to the KCE ABRB for the term beginning July 1, 2017 to June 30, 2020 effective immediately.

Mr. Markley seconded the motion that passed unanimously.

Ohio EPA Audit Form

Mr. Markley made a motion to allow the Fiscal Officer to sign and return the Ohio EPA Audit Form stating that Bainbridge Township did not have more than \$750,000.00 in grant expenditures for the year 2016.

Mrs. Benza seconded the motion that passed unanimously.

Request to Advertise – Service Worker

Mr. Markley made a motion to allow the Fiscal Officer to advertise for the position of service worker effective immediately per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Cell Phone Stipends

Mr. Markley made a motion to approve cell phone stipends in the amount of \$40.00 per month for both Mr. Tab Gordon and Mr. Kenneth Holland beginning in September 2017 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Training Request – Gordon

Mrs. Benza made a motion to approve the training request for Mr. Tab Gordon to attend the Ohio Parks and Recreation Association 2017 Certified Playground Safety Inspector Course and Exam from September 20-22, 2017 in Dublin, OH at an estimated cost of \$1,218.59 based on the recommendation of the service director.

Mr. Markley seconded the motion that passed unanimously.

Temporary Permit Tenancy Notification Form

Mr. Markley made a motion to authorize the Chairman to sign the Temporary Permit Tenancy Notification Form to allow the sale of alcohol at the Night at the Races fundraiser benefitting the Howard Hanna Children's Free Care Fund.

Mrs. Benza seconded the motion that passed unanimously.

Request for Rental Fee Waiver – Bainbridge Civic Club

Mr. Markley made a motion to approve the fee waiver request from the Bainbridge Civic Club for the Centerville Mills Dining Hall on September 6, 2017 in the amount of \$350.00. A \$75.00 attendant fee would be paid by the club.

Mrs. Benza seconded the motion that passed unanimously.

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Employment of Public Employees – Building Attendants

Mr. Markley made a motion to hire Mr. John Boksansky to the position of building attendant at a starting rate of \$14.00 per hour effective September 2, 2017 with the stipulation that he passes all township pre-employment requirements and with a 90 day probationary period based on the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to hire Mr. John Cunningham to the position of building attendant at a starting rate of \$14.00 per hour effective September 2, 2017 with the stipulation that he passes all township pre-employment requirements and with a 90 day probationary period based on the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Cemetery Deed

Mr. Markley made a motion to grant a cemetery deed for one grave to Martha and David Zagorski of 7550 Fields Road in the amount of \$450.00.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a cemetery deed record for Section 13E, Lot No. 23, Grave 5. Mr. Dave Pfouts and Mrs. Joan Demerjian attested to their signatures.

TOWN HALL – OLD BUSINESSLand Bank Update

Mr. Markley made a motion to give Mrs. O'Brien the authority to move forward with the transfer of the following eleven parcels from the land bank designation to the Bainbridge Township inventory for public purpose in accordance with ORC 5722.07.

Huron Street:	02-312500, 02-312400, 02-167400, 02-167300
Kent Street:	02-312600, 02-312700
Geneva Street:	02-048200, 02-048300, 02-048400
Lorain Street:	02-121600
Findlay Street:	02-159300

Mrs. Benza seconded the motion that was passed unanimously.

The trustees were in general agreement to proceed with the transfer of two parcels, 02-275200 and 02-275300, to Ms. Harriet Bolden based on her letter of intent dated March 1, 2017.

Post Office Update

Mrs. O'Brien read aloud the letter from the USPS to the Honorable David P. Joyce dated July 27, 2017 stating that there would not be another annex to the Chagrin Falls post office at this time. The letter will be posted on the Bainbridge Township website. Residents are encouraged to call the 800 number in the letter with any further service issues.

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TOWN HALL – NEW BUSINESS

Flu Clinic

The trustees were in general agreement to schedule a flu clinic for township employees to be held at Town Hall October 9, 2017 from 11:30am to 12:30 pm.

Census Form

The trustees were in general agreement to respond to the Address Census that the township will not be completing the form due to the amount of time required for the project.

ZONING DEPARTMENT – NEW BUSINESS

Mr. Markley made a motion to accept the resignation of Ms. Shannon Byrne from the Zoning Commission effective immediately with the trustees’ utmost gratitude for her years of service.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESS

Budget Hearing Review

Mrs. Sugarman reported that the 2018 budget passed unanimously at the Budget Hearing on August 22, 2017.

Resolution to Certify Tax Levies

Mr. Markley made a motion to adopt the resolution 18282017-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

Mr. Markley made a motion to approve the purchase order list (Items 1-8) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Request List

1. Dominion East Ohio – Gas – Four Months - \$9,600.00 (Roads, Police)
2. Windstream – Long Distance and Radios - \$8,500.00 (All)
3. Cintas – Uniforms and Safety Cabinets - \$5,000.00 (Roads)
4. Cargill Incorporated – Salt Fill up 2017-2018 - \$180,000.00 (Roads)
5. Egrek Electric – Electrical - \$10,000.00 (General, Roads)
6. Fallsway – Outfit Two Vehicles - \$14,000.00 (Fire)
7. UL – Ladder Testing - \$3,512.15 (Fire)
8. Highway Garage – General Repairs - \$3,000.00 (Police)

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Invoice Approvals

Mr. Markley made a motion to approve the invoice listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Invoice Approvals

1. Docmann Printing – Bicentennial Shirts/Hats - \$1,702.00 (General)

Blanket Certificate Renewals/Approvals

Mr. Markley made a motion to approve the blanket certificates below (Items 1-3) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

1. Fire – Repairs and Maintenance - \$5,000.00
2. Fire – Operating Supplies - \$5,000.00
3. Fire – Training - \$5,000.00

Checks Dated August 15, 2017 through August 28, 2017

The trustees examined and signed checks and invoices dated August 15, 2017 through August 28, 2017 consisting of warrants # 27988 through # 28081 in the amount of \$229,011.86.

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

PUBLIC INTERACTION

Mr. Henri Preuss of Kenston Lakes commented that although the USPS thinks that the current level of service is sufficient, the residents know that there are still many issues.

CORRESPONDENCE

1. First Energy Bonus Incentive Rebate Program
2. ODOT Update – Speed limit revisions on Rt. 306: Traffic signal to be installed at Rt. 306 and Taylor May in summer of 2018: improvements to signal at Pettibone Rd. and Rt. 306
3. Geauga County Engineer – 2018 Road Project Request
4. OHG&E – Acknowledgment of Cancellation
5. NAMI Geauga – Wellness Walk and Symposium September 9, 2017 9am to 3pm Berkshire High School
6. WRLC – Eastern Landowner's Thank You Event – September 21, 2017 6-8pm
7. Lake Health – Be Fit for Life Wellness Challenge
8. CVCC - Summon the Heroes – September 10, 2017 4pm CV Little Theater

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LATE ADDITIONS

Resignation of KCE ABRB Representative

Mr. Markley made a motion to accept the resignation of Mr. Andrew White from the KCE ABRB effective immediately. The township thanks him for his service.

Mrs. Benza seconded the motion that passed unanimously.

The BOT will consider all recent applicants for the vacant position.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting adjourned at 8:55 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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Date

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Date

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Date

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

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