

Monday, August 8,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on August 8, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, Mr. Jeffrey S. Markley, and Fiscal Officer Mrs. Kathleen Staudenbaur. Mrs. Benza presided and called the work session to order at 4:33 P.M.

#### Geauga Lake Property Master Plan Discussion

Attendees for the work session included Ms. Jennifer Syx, Mr. Jordan Warfield, Ms. Heather Russell, and Ms. Janie Rauscher from InSITE Advisory Group; Mr. Jeff Kerr from EDG; and Mrs. Karen Endres, the Bainbridge Township zoning inspector.

Cedar Fair, which owns the Geauga Lake property, has tasked EDG with comprising a conceptual master plan for the property. The trustees and members of the public shared their thoughts and priorities about issues they want to see addressed. EDG appreciated the input from Bainbridge Township and will begin work on a master plan.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for the Employment of Public Employees per Ohio Revised Code Section 121.22(G)(1) and for Imminent Court Action per Ohio Revised Code Section 121.22(G)(3).

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

The trustees recessed their regular meeting at 5:58 P.M. in order to go into executive session.

Mr. Chuck Riehl and Mrs. Bridey Matheney were invited into the executive session at 5:58 P.M. and left at 6:28 P.M.

Mr. Jim Stanek and Mr. Louis Mallis were invited into the executive session at 6:30 P.M. and left at 6:58 P.M.

The trustees returned from executive session, after considering the employment of public employees and imminent court action and reconvened their meeting at 7:12 P.M.

#### MOMENT OF SILENCE

The trustees recognized a moment of silence for recently deceased Congressman Steven LaTourette.

#### CHANGES TO THE AGENDA

1. Minutes approval moved to end of meeting.
2. Three late additions
  - Requested Fee Waiver/Reimbursement
  - Retirement of Public Employee
  - PO Request for Fire Department – Hose Purchase

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DEPARTMENTAL REPORTSSERVICE DEPARTMENT

Mr. James Stanek, the service director, gave the report for the Service Department for the month of July, 2016. He reported on all the maintenance and service projects that are being completed in the township. Mr. Gil Myers asked about a specific driveway off Route 306 that had a crushed culvert. Mr. Stanek promised to look into it.

A complete copy of this report is attached to and becomes a permanent part of these minutes.

FISCAL DEPARTMENT

Mrs. Staudenbaur, the fiscal officer, presented the Fiscal Department Report for the month of July 2016. The general fund balance as of January 31, 2016 is \$ 1,976,532.91.

Mrs. Staudenbaur reported that the exit meeting with the Auditor, Mr. Matthew Goldman, the trustees and the Audit Committee took place on July 25, 2016. The signed documents have been submitted to the to the State Auditor's office in Columbus for review, and she anticipates the release to take place by the middle of August 2016. Mrs. Staudenbaur reminded the trustees that the Budget Hearing is scheduled for August 23, 2016 at 8:30 am.

Mrs. Staudenbaur also reported that she attended, along with Chief Bokovitz, Mr. Jim Stanek, and Ms. Leighanna Cawrse, the Western Reserve Safety Council continuing education lecture on Wednesday, August 3, 2016. The presentation was on Workers' Compensation Law.

The Fiscal Department Report is attached to and becomes a permanent part of these minutes.

KENSTON COMMUNITY EDUCATION

Mr. Andrew White presented the Kenston Community Education Report for July, 2016. He reported on the current sports programs that are currently in session, and he updated the board on the move of the KCE office to the Gardiner Center building. A complete copy of this report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

1. Mr. Jim Reed of Kingsley Road is thankful for the great job on the Centerville Mills Dining Hall renovation.
2. Mr. Henri Preuss of the Bainbridge Civic Club publically thanked all the service department workers for all the work they did on the Ox Roast.
3. The trustees thanked the Civic Club for making the Ox Roast such a great event.

FIRE DEPARTMENT – NEW BUSINESSFire Chief Retirement

Mr. Markley made a motion to accept the retirement notice of Chief Brian A. Phan from Bainbridge Township Fire Department effective August 15, 2016 with our thanks for his service.

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

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Consulting Agreement and Release

Mr. Markley made a motion to approve the proposed consulting agreement and release for Chief Phan to assist with the transition of Bainbridge Township's new full-time fire chief, with the consulting services covering the time period of August 15, 2016 through August 31, 2016 at the cost of \$2,500.00 per the agreement made with Chief Phan and the trustees.

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

Mr. Markley made a motion to approve the monthly consulting fee to retired Fire Chief Phan of \$3,500.00 per month for September, October, November and December of 2016 payable bi-weekly in accordance with the Township's standard payroll practices per the agreement made with Chief Phan and the trustees.

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

\*The trustees noted that the swearing in ceremony for the new fire chief, LouAnn Metz, would be held on August 15, 2016.

Reinstate Part-time Firefighter/Paramedic

Mr. Markley made a motion to reinstate Firefighter/Paramedic Joshua Jarzab as a part-time Firefighter/Paramedic for the Bainbridge Township Fire Department effective immediately at pay Grade C with the starting salary of \$ 20.66 per hour based on the recommendation of Assistant Chief Burge and Assistant Chief Bill Lovell.

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

POLICE DEPARTMENT – NEW BUSINESSGrade Change Request

Mr. Markley made a motion to promote Patrolman Allan Dent from Grade D Patrolman to Grade C Patrolman at an annual salary of \$59,094.97 to go into effect on August 20, 2016 based on the recommendation of the police chief.

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

K9 TV - T Group Productions, Inc.

The trustees were in general agreement to allow Police Chief Bokovitz to begin the process of entering into a letter of intent with T Group Productions, Inc. in regards to TBP's project currently entitled "Police K9 Project".

SERVICE DEPARTMENT – OLD BUSINESSNew Hire – Building Attendant

Mr. Markley made a motion to hire Mr. Louis P. Mallis as a building attendant for Bainbridge Township at a starting salary of \$15.00 per hour based on the recommendation of the service director and contingent upon Mr. Mallis passing all township employee requirements.

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

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SERVICE DEPARTMENT – NEW BUSINESS

2017 Parks Facility Rates – Proposed Price Changes

Mr. Markley made a motion to adopt the current proposed rate changes to the 2017 parks facility rate sheet for the Bainbridge Township rental buildings dated August 8, 2016 pursuant the recommendation of the parks director, Mr. David Mitchell.

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

TOWN HALL – OLD BUSINESS

Natural Gas Provider Renewal

Mr. Markley made a motion to allow the Fiscal Officer Kathleen Staudenbaur, to move forward with the necessary steps to secure a renewal with USG&E for a period of one year at a price of \$3.10 or lower based on the recommendation of the fiscal officer.

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

Salute to First Responders

The trustees were in general agreement to support the Salute to First Responders program to be held at a scheduled Kenston High School football game.

TOWN HALL – NEW BUSINESS

Unity Project

Mrs. Benza would like to explore the idea of a celebrating World Peace Day on September 19, 2016 with string art and poles that represent diversity.

Fee Waiver Request

Mr. Markley made a motion to reduce the fee at Centerville Mills Dining Hall for the First Annual Ohio Kit Faragher Foundation Fundraiser to be held on November 5, 2016 from a non-resident to a resident fee.

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

Employee Wage Adjustment

Mr. Markley made a motion to approve the payment of a 2.5% bonus to Mr. Benny Wilson in the amount of \$1,609.41 based on the recommendation of the service director.

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

FISCAL OFFICE - NEW BUSINESS

Street Lighting Resolution

This item will be tabled so that Mrs. Staudenbaur can do more research on the issue.

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FISCAL OFFICE – OLD BUSINESSMeeting Minutes Assistant

Mr. Markley made a motion to approve the hiring of Mrs. Janice Sugarman as a consultant to the Fiscal Officer to prepare the Board of Trustees' meeting minutes for a period of 90 days at the starting wage of \$22.00 per hour with a start date of July 25, 2016 based on the recommendation of the fiscal officer.

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

Mr. Markley made a motion to rescind the above motion.

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

After much discussion, Mr. Markley made a motion to approve the hiring of Mrs. Janice Sugarman as a township employee to assist the Fiscal Officer with the preparation of the Board of Trustees' meeting minutes for a period of six months, at the starting wage of \$22.00 per hour with a starting date of July 25, 2016 based on the recommendation of the Fiscal Officer.

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

It shall be noted that Mrs. Staudenbaur left the meeting during this discussion and did not return.

Purchase Order Approvals

Mrs. O'Brien 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 Requests

1. InSITE Advisory Group – Annual Contract Renewal - \$42,000.00 (General)
2. Corridon Heating & Air Conditioning, Inc. – Electrical Hold Back 10% Due - \$7,012.00 (Parks-Improvement of Site)
3. Cintas Corporation – Uniforms for Employees - \$1,200.00 (Parks – Operating Supplies)
4. FleetPride – R-134 A/C Recycler Machine for Vehicles & Equipment - \$3,600.00 (Split between Roads/Parks/Fire – Repair/Maintenance)
5. Russell Cabling Technologies – Surveillance System - \$5,043.00 (Parks – Operating Supplies)
6. Chardon Welding, Inc. – 8-1/2" MVP Steel Ultra Mount2 Snow Plow - \$4,875.00 (Roads-Operating Supplies)
7. Warren Fire - Fire Hose for Structural Firefighting - \$3,960.00 (Fire)
8. Ohio Fire Chiefs' Association – Fire Chief Selection Process & Assessment Center for Fire Chief - \$10,750.00 (Fire)

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Invoice Approvals

Mrs. O'Brien made a motion to approve the Invoice List (Items 1-7) as submitted by the Fiscal Officer.

Mrs. Lorrie Benza seconded the motion that passed unanimously.

Invoice List

1. Walter-Haverfield LLP – Bainbridge-Aurora JEDD - \$1,499.92 (General)
2. Walter-Haverfield LLP - Cedar Fair – Mixed Use Development - \$462.00 (General)
3. The McClean Company – Hyundai Loader Bucket - \$4,440.65 (Roads – Operating Supplies)
4. SME – Hawksmoor Way Slope Services from May 23<sup>rd</sup> to June 19<sup>th</sup> - \$3,437.50 (Roads – Contracted Services)
5. Corridon Heating & Air Conditioning, Inc. – Electrical Hold Back 10% Due - \$7,012.00 (Parks Improvement of Site)
6. W. L. Tucker Supply Company – Pavers for Permeable Paver Project - \$3,498.40 (Parks – Improvement of Site)
7. Ohio Fire Chiefs' Association – Fire Chief Selection Process & Assessment Center for Fire Chief - \$10,750.00 (Fire)

Resolution Approval

Mrs. O'Brien made a motion to approve Resolution 08082016-A as submitted by the Fiscal Officer in compliance with the state auditor's procedures.

Mrs. Lorrie Benza seconded the motion that passed unanimously.

1. General Fund to Roads and Bridges for work performed by Service Department in Parks and Properties - \$3,979.92 (General)

Checks Dated July 26, 2016 through August 8, 2016

The trustees examined and signed checks and invoices dated July 26, 2016 through August 8, 2016 consisting of warrants #25554 through #25668 in the amount of \$142,229.87.

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

PUBLIC INTERACTION

1. Mr. Gil Myers objects to the hiring of additional help to the fiscal officer.
2. Mr. Ted Seliga was in favor of focusing on the task at hand, taking the minutes, and to agree to what the fiscal officer wants to do.

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LATE ADDITIONS

Refund of User Fee

Mr. Markley made a motion to approve the refund of \$50.00 to the Kenston Volleyball Club.

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

Retirement of Public Employee

Mr. Markley made a motion to accept the retirement notification of Mrs. Bobbie Nichols effective August 26, 2016 with the thanks of the board for her many years of service.

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

Fire Hose Purchase

Mr. Markley made a motion to approve the purchase order below per the recommendation of Assistant Fire Chief Bill Lovell.

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

1. Yurick Emergency Equipment – Fire Hoses - \$6,374.00 (Fire)

MINUTES APPROVAL

Mr. Markley made a motion to approve the regular meeting minutes from April 25, 2016 and the special meeting minutes from June 7, 2016 and July 26, 2016 as amended.

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

The minutes from June 13, 2016, June 18, 2016 and July 19, 2016 were not approved at this time.

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Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:55 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: \_\_\_\_\_