

Monday, September 11,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 11, 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 6:02 P.M.

#### EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session for the Employment and Compensation of Public Employees and Appointment of Public Official 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.

Mrs. Marlene Walkush was invited into the executive session at 6:03 P.M. and left executive session at 6:35 P.M.

Chief Lou Ann Metz was invited into the executive session at 6:52 P.M. and left executive session at 7:05 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and appointment of public official and reconvened their meeting at 7:11 P.M.

#### CHANGES TO THE AGENDA

1. Late Addition: Zoning Commission Appointment
2. Fire Department – New Business: Remove Stepped Increase Request – Administrative Assistant

#### MINUTES

Mr. Markley moved to approve the minutes of the trustees' August 28, 2017 regular meeting as submitted.

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

#### PRESENTATION BY GUEST

##### Proclamation - Mr. Timothy Bloxson

Mr. Markley made a motion to proclaim, recognize, and honor Mr. Timothy Bloxson, who retired from the township after twenty-seven years of service.

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

Mrs. Benza read the proclamation in its entirety to Mr. Bloxson and his wife.

##### Architectural Review – McDonald's

The trustees reviewed the architectural plans for the renovation of the McDonalds on Route 43. In attendance were Mr. Steve Payne, Owner; Mr. Dave Gnatowski, Area Construction Manager for McDonald's; and Mr. Bob Baumbarger from Larson Architects. The trustees were concerned about keeping the Western Reserve feel, and the suggestion was made to keep the brick on the lower building. The trustees were in general agreement to approve the new architecture contingent upon review on the new renderings keeping the brick façade.

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DEPARTMENTAL REPORTSFISCAL OFFICE

Mrs. Janice Sugarman presented the fiscal office report for the month of August, 2017. The general fund balance is \$1,642,237.36 as of August 31, 2017. She reported that the AIF filing is in the works and will be filed by September 30, 2017. In addition, the EAP has been rolled out to all employees. Lastly, the fiscal office will be starting to work on temporary appropriations for 2018. The complete financial report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT

Mr. James Stanek presented the service department report for the month of August, 2017. He reported that he has been very happy with the work performed by Ronyak Paving this year on the road projects. Both Ronyak and the Geauga County Engineer's Office have been great to work with. The trustees were in agreement and thanked both Ronyak and the County Engineer for their cooperation. The complete service 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 August, 2017. It was determined that KCE will receive an audit through Kenston School for the years 2017 and 2018. Mrs. Delly reported that the deficit is now only \$140.00. KCE made up the \$30,000.00 that they spent on the move to Gardiner. She also indicated that the KCE Summit/Strategic Planning session scheduled for Wednesday, September 20, 2017 has been cancelled. The trustees were surprised by this announcement and discussed with Mrs. Delly their desire to have a full KCE meeting with everyone including Auburn and Kenston. Mrs. Delly will relay that information to the KCE director. The complete report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSAppointment of EMS Coordinator

Mr. Markley made a motion to approve the appointment of Firefighter Pete Anders to the position of EMS Coordinator effective immediately with a quarterly stipend of \$250.00 to begin with a third quarter payment per the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Stepped Pay Grade Increase – Full-Time Firefighters

Mr. Markley made a motion to approve the stepped pay grade increase for the six full-time firefighters listed below from FF/Medic Entry Class E at \$24.90/hour to FF Medic Probationary Class E at \$26.02/hour effective September 30, 2017 per the April 2017 agreement and the recommendation of the fire chief.

- Mr. Phillip Anders, Mr. Charles Bolt, Mr. Nathan Liptak, Mr. William German, Mr. James Riley, and Mr. Darrell Rose

Mrs. Benza seconded the motion that was passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESS

Building Attendant – Wage Adjustment

Mr. Markley made a motion to approve the wage adjustment for building attendant Mr. Paul Masek from \$13.80/hour to \$14.00 /hour effective September 16, 2017 per the recommendation of the service director.

Mrs. Benza seconded the motion that was passed unanimously.

Bid Award Recommendation – PR-BAI-17

Mr. Markley moved to award contract PR-BAI-17 in the amount of \$146,600.00 to Barbicas Construction Company for The Asphalt Improvement of Various Roads, including Northbrook Trail, Craig Drive West, Craig Drive East, Tanglewood Trail, Rambling Creek Trail, Deepview Drive North, and Deepview Drive South, per the recommendation of the Geauga County Engineer and the service director.

Mrs. Benza seconded the motion that passed unanimously.

Crack Sealing Contract

Mr. Markley made a motion to allow the service department to utilize the Geauga County Engineers Resource Rental Program, Resolution 04102017-A and PO 261-2017, to administer crack sealing on various roads in the township per the recommendation of the service director.

Mrs. Benza seconded the motion that was passed unanimously.

Contingency Planning Rule Acknowledgement

The trustees were in general agreement to allow the chairman to sign the Contingency Planning Rule Acknowledgement document after reviewing the informational webinar.

Cemetery Deed - Huckabee

Mr. Markley made a motion to grant a cemetery deed for one grave to Ms. Lelia Huckabee of 16716 Geneva Street 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. 57, Grave 5. Mr. David Pfouts and Mrs. Joan Demerjian and attested to their signatures.

Cemetery Deed - Davis

Mr. Markley made a motion to grant a cemetery deed for one grave to Mr. Hiram Joe Davis and Mrs. Anna Jane Davis of 17953 Lost Trail 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. 59, Grave 5. Mr. David Pfouts and Mrs. Joan Demerjian and attested to their signatures.

Fee Waiver Policy Review

The trustees discussed changes to the fee waiver policy. They have agreed to mark up the document for discussion at the next meeting.

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KCE/ABRB Representative Appointment

No action at this time. The trustees are following up with those who applied for the first open position.

TOWN HALL – OLD BUSINESSFlu Shot Clinic

Mr. Markley made a motion to approve the coverage of \$25.00 per employee for those employees who do not have prescription insurance coverage at the flu shot clinic to be held on October 9, 2017 from 11:30 A.M. to 12:30 P.M. at the town hall. The clinic is free for those who are covered by the township or who have outside prescription coverage.

Mrs. Benza seconded the motion that was passed unanimously.

TOWN HALL – NEW BUSINESSWebsite Discussion – Active Maintenance

Mrs. Benza wanted to make sure that the township website is being updated on a regular basis. The trustees will work in their liaison roles with the individual departments to set the expectations for keeping the website current.

Cell Phone Stipend Review

It came to the attention of the trustees that the cell phone stipends are not consistent between departments. The trustees will review the stipend amount and make adjustments at the next meeting if warranted.

FISCAL OFFICE – NEW BUSINESSTransfer of Vehicles

Mr. Markley made a motion to approve the transfer of the 2013 Ford Interceptor VIN#1FM5K8AR9DGB71156 from the Fire Department to the Zoning Department at a fair market value of \$15,180.00 according to the NADA Blue Book Guide.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the transfer of the 2013 Ford Interceptor VIN#1FM5K8AR9DGB71155 from the Fire Department to the Roads Department at a fair market value of \$17,180.00 according to the NADA Blue Book Guide and contingent upon the physical transfer of the vehicle.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order request below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Biosolutions, LLC – Monthly Monitoring - \$2,500.00 (Parks)
2. Cable Communications, Inc. – Lobby Door Access Control System - \$2,714.86 (Fire)

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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. Ronyak Paving, Inc. – RS-BAI-17: 1st Pay Application - \$152,261.60 (Roads)

Blanket Certificate Renewals/Approvals

Mr. Markley made a motion to approve the blanket certificates (Items 1-2) below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Blanket Certificates

- 1. Roads – Operating Supplies - \$15,000.00
- 2. Cemetery – Supplies and Materials - \$500.00

Fiscal Resolution Approvals

Mr. Markley made a motion to approve Resolution 09112017-A as submitted by the Fiscal Officer.

- Inter-fund transfer from General Fund to Road Fund - \$1,749.20

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated August 29, 2017 through September 11, 2017

The trustees examined and signed checks and invoices dated August 29, 2017 through September 11, 2017, consisting of warrants #28066 through #28171 in the amount of \$127,700.08.

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

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of August 2017 #327-2017 through #363-2017 in the amount of \$433,579.47 are attached to and become a permanent part of these minutes.

PUBLIC INTERACTION

Mr. Henri Preuss suggested sending letters to the KCE applicants that did not get selected. The trustees always do this, and will continue to do so. He also wanted to make sure that the part time employees are covered by the flu shot clinic. They are.

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CORRESPONDENCE

1. APA OH Planning & Zoning Workshop: October 27, 2017. All trustees may attend.
2. NOPEC: Conflict Resolution Workshop: October 3<sup>rd</sup> and 12<sup>th</sup>, 2017.
3. ICMA Survey. Mr. Markley will complete and return.
4. Bainbridge Historical Society: Upcoming Events
5. Landmark Dividend: Wants to purchase our cell leases.
6. Geauga County Auditor: Real estate appraisals.

LATE ADDITION

ZONING DEPARTMENT – NEW BUSINESS

Appointment of Zoning Commission Representative

Mr. Markley made a motion to appoint Mrs. Marlene Walkush to the Zoning Commission term ending on December 31, 2021 effective immediately.

Mrs. Benza seconded the motion that was passed unanimously.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:08 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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\_\_\_\_\_ Date

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\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date

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

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