

Monday, September 12,

16

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 12, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, Mrs. Kristina O'Brien and Fiscal Officer Mrs. Kathleen Staudenbaur. 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 consider the employment/dismissal of a public employee, 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 6:01 P.M. in order to go into executive session.

Mr. Jim Stanek, Mr. John Brett, and Mr. Tim Bloxson were invited into the executive session at 6:01 P.M. and left at 6:53 P.M.

The trustees returned from executive session, after considering the employment/dismissal of a public employee and reconvened their regular meeting at 7:04 P.M.

#### CHANGES TO THE AGENDA

1. Morgan Stanley presentation will be first.
2. Dismissal of public employee, Service Department, late addition.

#### PRESENTATION BY GUEST:

Mr. Al Weilacher of Morgan Stanley – Portfolio Review

Assets:	General Fund	\$ 4,172,902
	Debt Reduction Fund	\$ 5,483,747
	Ready Cash Account	\$ 8,256,308
	Total Assets	\$17,912,957

#### MINUTES

Mr. Markley made a motion to approve the minutes of the trustees' 6/13/2016, 8/4/2016, 8/15/2016, 8/18/2016, and 8/22/2016 meetings as written.

Mrs. O'Brien seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Markley, aye, as to 6/13/2016, 8/15/2016, and 8/22/2016, Mr. Markley abstained as to 8/4/2016 and 8/18/2016; Mrs. O'Brien, aye. Motion carried.

#### DEPARTMENTAL REPORTS

##### FISCAL DEPARTMENT

Mrs. Staudenbaur presented the Fiscal Department report for the month of August, 2016. She reported that the Cash Summary by fund was submitted for review.

Monday, September 12,

16

The Cash Summary fund balance for as of August 31, 2016 is \$2,131,171.66.

A copy of the Cash Summary by Fund report for August is attached to and becomes a permanent part of these minutes.

Mrs. Staudenbaur also reported that Mrs. Karoline Eutsey started working on September 6, 2016 as the new bookkeeper in the fiscal office.

#### KENSTON COMMUNITY EDUCATION

Katie Flynn presented the KCE report for the month of August, 2016.

She mentioned that the annual Bainbridge/KCE review meeting will be held on Saturday September 17, 2016 at 8:00 A.M. There will also be a KCE meeting in October.

Mrs. Flynn also reported that the KCE offices have completely moved into the Gardiner School building. The capital improvement expense for the office was \$31,800 resulting in a negative \$1,000.00 to their end of the fiscal year.

In addition, Mr. Jason Bednar resigned and was replaced by Mr. Andy White in July.

Although the new office is complete, it is not open while the rest of the building is under construction. The projected date for opening is October 11, 2016, however, full programming will not start until January 1, 2017. Their address has changed to 9421 Bainbridge Road.

A copy of the KCE report for August is attached to and becomes a permanent part of these minutes.

#### SERVICE DEPARTMENT

Mr. Jim Stanek, the Service Director, presented the Service Department report for the month of August, 2016. He reported that the Service Department will be reviewing current equipment inventory and replacing anything that is old or outdated.

Security cameras and signage have been installed in the Centerville Mills Dining Hall. The handicap rail was installed in the Blue Room at Centerville Mills Park.

A copy of the August 2016 Service Report is attached to and becomes a permanent part of these minutes.

#### PUBLIC COMMENTS

Mr. Henri Preuss, who lives on Kenston Lakes Road, commented on the missing pages from the funding report. Mrs. Staudenbaur responded that this report would be reprinted in its entirety for the next meeting.

#### FIRE DEPARTMENT – NEW BUSINESS

Mr. Markley made a motion to approve the purchase of three Auto Vent 2000 Ventilators for EMS in the amount of \$6,135.00 from Bound Tree Medical per the recommendation of the Fire Chief.

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

Monday, September 12,

16

Reinstatement Request

Mr. Markley made a motion to approve the immediate reinstatement of Firefighter Michael Bair to the Bainbridge Fire Department as an EMT B Grade A at a rate of \$19.06/hour per the recommendation of the Fire Chief. He had served thirteen years in the department prior to his resignation on June 1, 2016 to pursue an opportunity in Cape Coral, Florida.

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

POLICE DEPARTMENT – NEW BUSINESSCell Phone Stipend Adjustment Request

Mr. Markley made a motion to increase the monthly cell phone stipend for Detective John Bodovetz from \$40 per month to \$50 per month to match all the employees that are on a permanent 24/7 call out basis effective immediately per the recommendation of the Police Chief.

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

Request for Speed Awareness Trailer to be sold on GovDeals.com

Mr. Markley made a motion to declare the Speed Awareness Trailer obsolete and no longer needed by the township in accordance with ORC 505.10 per the recommendation of the Police Chief.

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

Mr. Markley made a motion place the speed awareness trailer on GovDeals.com website in accordance with ORC 505.10 per the request of the Police Chief.

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

SERVICE DEPARTMENT – OLD BUSINESSReview of Fee Waiver Policy

Mr. Markley made a motion to adopt the proposed new Facility Fee Waiver and Reduction Request application form to govern all requested township facility fee waivers effective immediately. This is conditioned upon approval by the County Prosecutor. We note that the forms requesting waivers shall be submitted to the township service department for review and recommendation to the township trustees. The decision on waiver questions shall be made by the BOT.

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

SERVICE DEPARTMENT – NEW BUSINESS

Mr. Markley made a motion to allow the Fiscal Officer to place an ad seeking bids for the crack sealing of various roads in Bainbridge Township in a newspaper of general circulation with the Township on September 15, 2016. The bids are to be submitted to the Fiscal Office no later than 10:00 AM on September 29, 2016 and opened at 10:05 A.M. on

Monday, September 12,

16

September 29, 2016 per the recommendation of the road superintendent and the service director.

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

2017 Township Project Request from Geauga County Engineer's Office.

The trustees were in general agreement to allow Mr. Stanek to submit the 2017 road project requests to the County Engineer.

Easement for Highway Purposes – Taylor May Road

Mr. Markley made a motion to accept a highway easement from Frank and Mary Jo Simcic for the purpose of performing the needed work on the straightening of the S curve on Taylor May Road at a cost to the Township of \$194.00.

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

TOWN HALL – OLD BUSINESS

The Aurora Co-Op staff made a request to the Board of Trustees to have their personnel paint/stain, power wash, and re-grade the base around the building. Mr. Stanek needs some verification with the current condition of the building to determine if it is worth fixing up. A Hold Harmless Agreement, indemnification, and waiver needs to be submitted to the Township prior to any work being performed. The lease agreement with the Aurora Co-Op will expire June 30, 2018. Additional information will be obtained, and the matter tabled to the next BOT meeting.

ZONING

NEW BUSINESS

Mr. Markley made a motion to accept the resignation of Mr. Steve Hunder from the Bainbridge Township Zoning Commission on August 30, 2016 with their immeasurable gratitude for his service. His resignation was due to the recent decision by Cedar Fair to close the Wild Water Kingdom Park, and the extreme amount of time it is taking to move the remaining legislation through.

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

Mr. Markley made a motion to place an ad for a new Bainbridge Township Zoning Commission member.

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

FISCAL OFFICE – OLD BUSINESS

Lighting Resolution Update

Mr. Markley made a motion to adopt the subject resolution 09122016-A which originated in 1952 per the recommendation of the fiscal officer of the Fiscal Office.

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

Monday, September 12,

16

Job Description – Minutes Administrator

At the August 8, 2016 BOT meeting, the trustees had requested a job description from Mrs. Staudenbaur for the position of Minutes Administrator. The description that was submitted at this meeting was inaccurate and not acceptable to the trustees. There was a discussion around creating an exemption to the township policy since there is not a job description for this position, but the position had been filled without a job description.

Mr. Markley made a motion to create an exemption from the standard approved practice of having applicable job descriptions for Bainbridge Township personnel temporary or otherwise as pertains to the specific creation of the administrative assistant to the fiscal officer in charge of minutes preparation due to an emergency condition.

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

Mrs. Janice Sugarman was a late arrival at 8:45 P.M. Mrs. Sugarman has been taking the meeting minutes and catching up on the backlog.

Purchase Order Approval Requests

1. Bound Tree Medical – Three Auto Vent 2000 Ventilators for EMS - \$6,135.00 (Fire)
2. Motorola Solutions, Inc. – 10 new radios includes portables/chargers. - \$23,790.00 (Fire)

Invoice Approvals

None.

Fiscal Resolution Approvals

1. Resolution 09122016-A Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor.

Resolution number 09122016-A has been changed to 09122016-B, due to the approval of the old business of the lighting resolution that needed approval.

Mr. Markley made a motion to approve and adopt resolution 09122016-B, accepting the amounts and rates as determined by the Geauga County Budget Commission in its certification and authorizing the necessary tax levies for certification to the Geauga County Auditor.

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

CHECKS DATED August 23, 2016 THROUGH September 12, 2016

The trustees examined and signed checks and invoices dated August 23, 2016 through September 12, 2016 consisting of warrants # 25746 through #25864 in the amount of \$134,737.20.

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

Monday, September 12,

16

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of August #268-2016 through #309-2016 in the amount of \$491,402.75 are attached to, and become a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

Gil Myers questioning why there were multi accounts for the certificates of deposit. Mrs. O'Brien responded by law to be FDIC insured, separate accounts at separate institutions are needed for amounts up to \$250,000.00.

CORRESPONDENCE

1. Bainbridge Civic Club appreciated our help and thanked us for another successful OxRoast.
2. National Alliance on Mental Illness (Geauga County – Miles for Mental Health)
3. Alert Lockdown Inform County Evacuate (A.L.I.C.E.) Training
4. Geauga Soil and Water is running a contest on locating the biggest sugar maple tree in Geauga County submissions due before September 23, 2016.

The trustees discovered that they were inadvertently receiving original correspondence, which should be retained by the Fiscal Office as the keeper of records. The trustees returned original documents to Mrs. Staudenbaur and urged closer attention to all mail items.

LATE ADDITIONS

Mr. Markley made a motion to dismiss the identified public probationary employee pursuant to the Bainbridge Township PPM 5.2(A) based on the terms discussed in executive session.

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

FIRE DEPARTMENTNEW BUSINESSRadio Purchase

Mr. Markley made a motion to ratify the verbal emergency authorization given to the Fire Chief on September 8, 2016 and approve the purchase of 10 new radios including portables and chargers from Motorola Solutions, Inc. in the amount of \$23,790.00 per the recommendation of the Fire Chief.

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

The next regular meeting will be held on September 26, 2016.

A special meeting will be held on September 17, 2016 discussing the Bainbridge/KCE annual review as well as General Fund planning and coding processes.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 10:15 P.M.

Monday, September 12,

16

Respectfully Submitted,

Kathleen C. Staudenbaur,  
Fiscal Officer, Bainbridge Township

---

---

Date

---

---

Date

---

---

Date

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

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