

Monday, September 14,

20

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 14, 2020. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, and Mrs. Kristina O'Brien and Fiscal Officer Mrs. Janice Sugarman. The meeting was also broadcast remotely through Zoom. Mrs. O'Brien presided and called the meeting to order at 6:09 P.M.

#### EXECUTIVE SESSION

Mr. Markley made a motion to recess the regular meeting and go into executive session for the Employment and Compensation of Public Employees per Ohio Revised Code Section 121.22(G)(1).

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

The trustees recessed their meeting at 6:09 P.M. in order to go into executive session.

Mrs. Karen Endres, zoning inspector, was invited into executive session at 6:09 P.M. and left at 6:37 P.M.

Mrs. Prudy MacKenzie was invited into executive session at 6:38 P.M. and left at 7:21 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their regular meeting at 7:27 P.M. and everyone stood and recited the Pledge of Allegiance.

#### CHANGES TO THE AGENDA

1. Remove: Police New Business – Accept Donation
2. Remove: Police – PO Request for Cable Communications

#### MINUTES

Mr. Markley moved to approve the minutes of the trustees' August 24, 2020 regular meeting and August 27, 2020 and September 10, 2020 special meetings as submitted.

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

#### DEPARTMENT REPORTS

##### KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly presented the Kenston Community Education report for the month of August 2020. She reported that all staff is back in the office. Fall sports are moving forward. The director is addressing some mask issues at the fall football games. She also mentioned that the turf payment was finished in December 2019. The complete written report is attached to and becomes a permanent part of these minutes.

##### SERVICE DEPARTMENT REPORT

Mr. Jim Stanek presented the service department report for the month of August 2020. The department has been working on A/V upgrades for the Town Hall and Centerville Mills Dining Hall. They are readying the River Road Park for the playground installation. The trustees have sent letters to interested residents requesting donations as they would like to order the equipment before the end of the year. There is a meeting scheduled with the residents of Cedar Street regarding the flooding issues. Mr. Henri Preuss reported that the Bainbridge Civic Club purchased some large used holiday decorations and the service department is refurbishing them for use this year on township grounds. The complete service department report is attached and becomes a permanent part of these minutes.

Monday, September 14,

20

FISCAL OFFICE REPORT

Mrs. Sugarman delivered the fiscal report for August 2020. The general fund balance is \$2,514,894.78 as of August 31, 2020. Mrs. Sugarman reported that the township received the final settlement for real estate taxes. They have met the budgeted revenues for the year. The audit report is in front of the trustees for signatures tonight. The Audit Committee met to review the findings on September 1, 2020. The township received the second round of the CARES Act grant in the amount of \$56,667.43. The complete fiscal report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS

Resignation of Public Employee

Mr. Markley made a motion to accept the resignation of Firefighter Nicholas Zagorski effective September 10, 2020 per the recommendation of the fire chief with many thanks for his 24 years of service to the township.

Mrs. Benza seconded the motion that was passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Meritech Agreement Approval

Mr. Markley made a motion to approve the agreement with Meritech for a copier lease for the service department for a period of 5.25 years in the amount of \$168.00/month and one-time charges of \$295.00 for installation/training and \$195.00 for connectivity and additionally authorize the fiscal office to sign the agreement per the recommendation of the service director. The agreement has been reviewed by the prosecutor’s office.

Mrs. Benza seconded the motion that passed unanimously.

Go Green Community Grant

Mr. Markley made a motion to accept the terms of the Go Green Community Grant awarded by the Geauga-Trumbull Solid Waste Management District in the amount of \$2,500.00 and authorize the chair to sign the agreement.

Mrs. Benza seconded the motion that passed unanimously.

Cemetery Deed – Sapp

Mr. Markley made a motion to grant cemetery deed #603 for one grave in the amount of \$750.00 to Johnnie J. Sapp, Jr. of 20859 Ellacott Pky., Apt. 824, Warrensville Hts., OH 44128.

Mrs. Benza seconded the motion that was passed unanimously.

The trustees signed a Deed for Restland Cemetery: Section 13, Lot Number 36, Grave 3. Mr. Henri Preuss and Mr. Frank Lanza attested to their signatures.

Monday, September 14,

20

Request to Advertise for Bid – Restland Cemetery Drive Resurfacing

Mr. Markley made a motion to allow the fiscal officer to advertise for bids for Restland Cemetery Drive Resurfacing as specified in the service department's submitted Notice to Bidders. The bids will be received by the fiscal office until 10:00 A.M. local time on October 2, 2020 and will be opened, read and tabulated immediately thereafter at 10:05 A.M. at the Bainbridge Town Hall per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Cintas – Facilities Solutions Agreement

Mr. Markley made a motion to approve and allow the fiscal officer to sign the agreement between Bainbridge Township and Cintas for facilities solutions per the recommendation of the service director. The agreement has been reviewed and approved by the prosecutor's office.

Mrs. Benza seconded the motion that passed unanimously.

Donation Acceptance – Chairs from Library

Mr. Markley made a motion to accept the 56 chairs and two carts from the Geauga County Public Library – Bainbridge Branch in accordance with ORC 505.10 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESSTelework Policy

The trustees will be asking our legal counsel for additional information on forms for use with this policy. They will act on the policy at the next meeting.

ZONING DEPARTMENT – OLD BUSINESSPublic Hearing Continuation for Zoning Amendment Z-2020-4

Mr. Markley made a motion to recess this regular meeting at 7:34 P.M. and reconvene this public hearing to consider Z-2020-4 where the public hearing was originally convened at the August 24, 2020 regular Board of Trustees' meeting.

Mrs. Benza seconded the motion that passed unanimously.

Public Hearing: Z-2020-4 proposes to amend by rezoning or redistricting properties 02-262000, 16832 Chillicothe Road by Signature Square of Bainbridge, LLC, and 02-261900, Chillicothe Road by Signature Square of Bainbridge, LLC. The present zoning classification of property named in the proposed amendment is R-3A Rural Residential District. The proposed zoning classification of property named in the proposed amendment is CB Convenience Business District.

Mr. Markley suggested that the trustees meet with the residents of Dalebrook in a special executive session prior to the next regular meeting. The trustees agreed that this would be a good idea. Mr. Markley will schedule and get the word out.

The trustees recessed the public hearing and reconvened the regular meeting at 7:41 P.M. The public hearing will be continued to September 28, 2020 at 8:00 P.M.

Monday, September 14,

20

Architectural Review of Proposed Changes to Chipotle Building

Mr. Markley made a motion to accept the revisions to the architectural design on the Chipotle building as updated on the layout dated September 2, 2020.

Mrs. Benza seconded the motion that passed unanimously.

ZONING DEPARTMENT – NEW BUSINESSSet Public Hearing Date – Z-2020-5

Mr. Markley made a motion to set the trustees' public hearing for Z-2020-5 for Monday, October 12, 2020 at 7:30 P.M. relative to the proposed amendment to the Bainbridge Township Zoning Map.

Mrs. Benza seconded the motion that passed unanimously.

2020-2022 Student Job Training Agreement

Mr. Markley made a motion to approve and allow the zoning inspector to sign the student job training agreement between the Bainbridge Township Zoning Department and the ESC of the Western Reserve Vocational Program per the recommendation of the zoning inspector.

Mrs. Benza seconded the motion that passed unanimously.

Request for Subdivision Sign

Mr. Scott MacKenzie, Timber Trails HOA President, addressed the board regarding the request to place two Timber Trails subdivision signs at the entrance of the subdivision. The requested signs would be erected in the township right of way and therefore the board of trustees would have to sign the zoning application.

Mr. Markley made a motion to allow the chair to sign the zoning application allowing the Timber Trails HOA to erect two signs as outlined on the map dated August 27, 2020 conditioned upon proper documentation releasing the township from any and all maintenance issues for the sign and the surrounding area.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE – NEW BUSINESSCoVid Expenses Approval

Mr. Markley made a motion to approve the first group of CARES Grant expenses in the amount of \$119,004.80 from all township departments per the recommendation of the fiscal officer.

Mrs. Benza seconded the motion that passed unanimously.

Audit Findings

Mr. Markley made a motion to accept the 2018-2020 audit findings and to allow the chair to sign the letter stating that they have read and understand the findings of the State Auditor's Office and to also have all the trustees sign the agreement to decline an audit exit interview.

Mrs. Benza seconded the motion that passed unanimously.

Monday, September 14,

20

PURCHASE ORDER APPROVALS

Mr. Markley made a motion to approve purchase orders 1 and 3 listed below as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

Purchase Order Requests

1. Teleflex Funding LLC - 4 Airtrac Cameras/Accessories - \$3,897.84 (Fire)
2. ~~Cable Communications, Inc. - Monitor for Conference Room - \$4,100.45 (Police)~~
3. PenCo Industrial Supply, Inc. - 40 Chairs - \$5,192.00 (General)

EMERGENCY PO RATIFICATION

Mr. Markley made a motion to ratify the purchase order listed below as submitted by the Fiscal Officer. Verbal approvals were given by all three trustees on August 26, 2020.

- VanCuran Services, Inc. - Tree Removal in Restland Cemetery - \$3,500.00 (General)

Mrs. Benza seconded the motion that passed unanimously.

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 List

1. Ronyak Paving, Inc. - RS-BAI-V-2020 Pay App #1 - \$391,348.63 (Roads)

FISCAL RESOLUTION APPROVAL

Mr. Markley made a motion to approve Resolution 09142020-A as submitted by the Fiscal Officer.

- Resolution to transfer from General Fund to the Road Fund for work performed by the Road Department in the month of August 2020 - \$942.90

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Resolution 09142020-B as submitted by the Fiscal Officer.

- Resolution to increase Permanent Appropriations and Revenues for 2020 - 2907 Local Coronavirus Relief Fund (LCRF) - \$56,667.43

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated August 29, 2020 through September 14, 2020

The trustees examined and signed checks and invoices dated August 29, 2020 through September 14, 2020 of warrants #35207 through #35328 in the amount of \$76,276.16.

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

Monday, September 14,

20

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of August 2020, #266-2020 through #303-2020 in the amount of \$651,645.63 are attached to and become a permanent part of these minutes.

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

PUBLIC INTERACTION

Mr. Frank Lanza asked about the Z-2020-4 rezoning. Mrs. Benza summarized the situation for him.

CORRESPONDENCE

- 1. Purdue Pharma – Proof of Claim
- 2. Geauga County Auditor: Forfeited Land Sale – October 8, 2020 at 9:30am
- 3. First Energy – Electric Meter exchange 8349 Bainbridge Road

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 9:19 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Date

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

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