

Monday, January 9,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 9, 2017. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. Benza presided and called the meeting to order at 6:06 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) and for Requested Economic Assistance re: Proposed JEDD per Ohio Revised Code Section 121.22(G)(8).

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

The trustees recessed their regular meeting at 6:07 P.M. in order to go into executive session.

Chief Metz was invited into the executive session at 6:35 P.M. and left at 7:09 P.M.

The trustees returned from executive session, after considering the employment and compensation of public employees and reconvened their meeting at 7:15 P.M. There was no discussion on Requested Economic Assistance re: Proposed JEDD per Ohio Revised Code Section 121.22(G)(8).

MINUTES

Mr. Markley moved to approve the minutes of the trustees' December 12, 2016 regular meeting and the December 17, 2016 and December 19, 2016 special meetings as submitted.

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

Mrs. Benza passed the gavel to Mrs. Sugarman to entertain nominations for the position of Chairman.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mr. Markley made a motion to nominate Mrs. O'Brien for 2017 Chairman of the Bainbridge Township Board of Trustees.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to nominate Mr. Markley as 2017 Vice-Chairman of the Board of Trustees.

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

Mrs. Sugarman passed the gavel to Chairman O'Brien.

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FISCAL OFFICE REPORT

Mrs. Sugarman gave the Fiscal Report for December 2016 and for the year 2016. The general fund balance is \$1,563,404.17 as of December 31, 2016. She also reported that the township has submitted and received back the temporary appropriations for the first quarter of 2017. The fiscal office is working to close 2016 and will be starting permanent appropriations at the end of January. The Fiscal Office reports are attached and become a permanent part of these minutes.

SERVICE DEPARTMENT REPORT

Mr. Jim Stanek, Service Director presented the Service Department report for the month of December 2016. The Service Department report is attached and becomes a permanent part of these minutes.

ROBERT'S RULES OF ORDER

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien stated that the Public Comments available at the beginning of the meeting should pertain to agenda items and the Public Interaction at the end of the meeting should be any additional comments or concerns regarding Township business.

PAST ACTIONS

The trustees would like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect."

RESOLUTION TO COMPLY WITH OHIO REVISED CODE 149.43

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees readopt the "Public Records" Resolution 01042016-A pursuant to ORC 149.43.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

RESOLUTION TO COMPLY WITH ORC 121.22

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees readopt the "Open Meetings" Resolution 01042016-B pursuant to ORC 121.22.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

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TRUSTEE MEETING SCHEDULE FOR 2017

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees adopt for 2017 the trustees' meeting schedule as the second and fourth Mondays at 7:00 P.M. Executive sessions will be held at 6:00 P.M. and work sessions will be added as needed.

Mr. Markley seconded the motion.

Note: A copy of said meeting schedule is attached to, and becomes a permanent part of, these minutes.

PROVISION FOR TRUSTEES TO ATTEND OTHER FUNCTIONS

Mrs. O'Brien moved to adopt the attached list as meeting allowances for the Bainbridge Township Board of Trustees to attend as needed, and to include this list with the annual organizational template and minutes of January 9, 2017.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said meeting memo is attached to, and becomes a permanent part of, these minutes.

COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

Mrs. O'Brien made a motion that the trustees, as well as the fiscal officer, be compensated for their services in equal monthly payments with any adjustments to be made in December.

Mr. Markley seconded the motion that passed unanimously.

BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual. All part-time employees working 25 to 39 hours per week are eligible to enroll, and assume 90% of the cost for the same.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time employees since 1987, and revised and distributed to all employees beginning in 2013.

Mrs. Benza waives all coverage through the township.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health Advisory Council. The trustees were in general agreement that Mrs. O'Brien should be the alternate representative for Bainbridge Township on the Geauga County Health Advisory Council.

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CHAGRIN RIVER WATERSHED PARTNERS

The trustees were in general agreement that Mrs. O'Brien should represent Bainbridge Township, and Mr. Markley should serve as the alternate, on the Chagrin River Watershed Partners.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the JEDD Board.

TOWNSHIP BUILDING & PARKS RATES

Mrs. O'Brien made a motion to retain the 2016 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park, and the Fire Department meeting room rates for 2017.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

CEMETERY RATES

Mrs. O'Brien made a motion to adopt the revised Cemetery rates as recommended by the Cemetery Board for 2017.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

FEE SCHEDULE FOR COPIES OF TOWNSHIP DOCUMENTS

The trustees were in general agreement to retain the present rate schedule for copies which is as follows:

The fee for all black and white copies of documents is 5 cents per copy, and color copies are \$2.00 per copy per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per diskette and CD Rom. All email requests are free.

ZONING FEE SCHEDULE

Mrs. O'Brien made a motion to retain the 2016 Zoning Application Fee Schedule for 2017.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said schedule is attached to, and becomes a permanent part of, these minutes.

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ADVANCE ON TAXES COLLECTED

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, first half collection, in the maximum amounts available in the General, Road and Bridge, Fire District and Police District Funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

Mr. Markley seconded the motion that passed unanimously.

BLANKET CERTIFICATE AMOUNTS

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates of the Fiscal Officer to be issued by the Fiscal Office for routine expenses for each department, per the recommendation of the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT AND PER DIEM FOR 2017

Mrs. O'Brien made a motion to set the Bainbridge Township mileage reimbursement of 53.5 cents (pursuant to IRS Code) per mile, for miles driven by authorized township personnel using their own vehicle for documented township business, however the use of a township vehicle is preferred when available.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to set the meal per diem for township employees who travel for township business at \$60.00 per day.

Mr. Markley seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION CONFERENCE

Mrs. O'Brien moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer or assistant to the fiscal officer who attends the Ohio Township Association Winter Conference to be held in Columbus, Ohio from January 25, 2017 to January 27, 2017 for mileage, parking, lodging, meals and any other necessary expenditures.

Mr. Markley seconded the motion that passed unanimously.

DISPOSITION OF PROPERTY RESOLUTION

Mrs. O'Brien made a motion to adopt the Disposition of Township Property Resolution 01092017-A, and to have it be advertised yearly after the organizational meeting.

Mr. Markley seconded the motion which passed unanimously.

TRUSTEE DEPARTMENT LIAISONS

- | | |
|----------------------|--------------|
| Police Department – | Mrs. Benza |
| Fire Department – | Mr. Markley |
| Service Department – | Mrs. O'Brien |
| Zoning – | Mrs. Benza |

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BOARD/COMMITTEE APPOINTMENTS

Cemetery Board

The trustees were in general agreement to renew the Cemetery Board members for another year, including Mr. Rob Arnold, Mr. Greg Marous, and Mr. Bill Takacs.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESS

Compensation of Public Employee

Mr. Markley made a motion to approve the raise in compensation of Assistant Chief Bill Lovell in the amount of \$2.50 per hour to \$29.72 per hour based on the recommendation of the fire chief.

Mrs. Benza seconded the motion that passed unanimously.

Stepped Pay Grade Increases

Mr. Markley made a motion to promote James Riley from EMT-P Grade C to EMT-P Grade B at \$22.40/hour beginning with the January 7, 2017 pay period based on the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to promote Dave Cooley and Eric Lewis from EMT-P Grade B to EMT-P Grade A at \$23.79/hour beginning with the January 7, 2017 pay period based on the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Settlement Agreement

Mr. Markley made a motion to approve the settlement agreement dated January 3, 2017 as written and based upon the recommendation of the prosecuting attorney.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Request to Show 5 ton Truck at Winter Conference

Mr. Markley made a motion to allow the showing of the new 5 ton truck at the Ohio Township Association Winter Conference from January 25 – 28, 2017 in Columbus, OH, with the condition that the Township and Trustees will be added as a loss-payee to the insurance policy of the company that will have possession of the truck.

Mrs. Benza seconded the motion that passed unanimously.

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Salt Vendor Change Memo

Mr. Markley made a motion to rescind the purchase order for Morton Salt for the winter salt contract in the amount of \$100,000.00 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the purchase order for Cargill Incorporated for the winter salt contract in the amount of \$100,000.00 per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

Request to Purchase Caterpillar Mini Excavator

Mr. Markley made a motion to approve the purchase of a new Caterpillar 305.5 mini excavator from Ohio Cat in the amount of \$60,969.00 with an optional trade in of the 2004 Komatsu PC50-MR-2 in the amount of \$18,000.00 based on the recommendation of the road superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Request to Purchase 5 ton Truck

Mr. Markley made a motion to approve the purchase of a new 5 ton truck cab and chassis from R&R Mack in the amount of \$101,903.00 from the state purchasing program based on the recommendation of the road superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the purchase of the outfitting in the amount of \$67,411.00 from Henderson Truck Equipment from the state purchasing program based on the recommendation of the road superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Personnel Issue

Mr. Markley made a motion to terminate the service department employee based on conversations in executive session and per the recommendation of the service director.

Mrs. Benza seconded the motion that passed unanimously.

FISCAL OFFICE

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list (Items 1 – 5) as submitted by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

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Purchase Order Requests

1. Aladtec, Inc. – Scheduling Software renewal - \$2,580.00 (Fire)
2. Cargill Incorporated – Winter Salt Fill 2016-2017 - \$100,000.00 (Roads)
3. Ohio Cat – Compact Hydraulic Mini Excavator – \$60,969.00 (Roads)
4. R&R Truck Sales, Inc. – 2018 Mack Cab & Chassis - \$101,903.00 (Roads)
5. Henderson Truck Equipment – 5 ton Truck Outfitting - \$67,411.00 (Roads)

Fiscal Resolution Approvals

Mr. Markley made a motion to approve Fiscal Resolution 01092017-E authorizing the transfer of \$24,000.00 within Road & Bridges from Tax Collection Fees to Salaries for the Prior Year 2016.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Fiscal Resolution 01092017-B authorizing the transfer of \$20,000.00 within the Police Fund from Medical/Hospitalization to Salaries for the Prior Year 2016.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Fiscal Resolution 01092017-C authorizing the transfer of 1,000,000.00 from the Morgan Stanley Ready Cash Account to JP Morgan Chase Checking Account.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve Fiscal Resolution 01092017-D authorizing the Inter-fund Transfer of \$737.48 from General Fund to Road Fund for work performed by the Road Department for Parks and Properties.

Mrs. Benza seconded the motion that passed unanimously.

Checks Dated December 27, 2016 through January 9, 2017

The trustees examined and signed checks and invoices dated December 27, 2016 through January 9, 2017 consisting of warrants #26492 through #26583 in the amount of \$887,766.42.

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 December 2017 #404-2016 through #458-2016 in the amount of \$860,720.19 are attached to and become a permanent part of these minutes.

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PUBLIC INTERACTION

Mr. Gil Myers asked the following:

1. Who was the settlement for? The trustees answered that it was a Police Department employee.
2. What do we do with the EMS billing funds? Chief Metz responded that the fire department uses the money for EMS purchases like new ambulances or any medical equipment and supplies.
3. Where does the recycling money go? Mrs. Sugarman promised to get Mr. Myers the information he requested.
4. He welcomed Mrs. Sugarman back to the township.

CORRESPONDENCE

1. Cleveland MetroParks – Deer Culling Information
2. Chagrin Valley Times – Rate Increases
3. Letter from student regarding speed limits.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:19 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____