

Monday, May 23

16

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on May 23, 2016. Those present were Trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O’Brien, and Mr. Jeffrey S. Markley, and Fiscal Officer, Kathleen Staudenbaur.

Mrs. Benza presided and called the public meeting to order at 5:45 P.M.

Trustees met with Mrs. Tobe Schulman, Mr. Jim Keszenheimer, and Mr. Marty Sfiligoj to discuss the application for Mrs. Tobe Schulman to join the Bainbridge Township Parks Committee.

**EXECUTIVE SESSION**

Mr. Markley made a motion to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22(G) (1).

Mrs. O’Brien seconded the motion. Vote followed:

Mrs. Benza, aye; Mrs. O’Brien, aye; Mr. Markley, aye; motion carried.

The Trustees recessed their regular public meeting at 6:00 P.M. in order to go into executive session.

Mr. Jim Stanek, Service Director and Mr. Peter Farrow were invited into the executive session at 6:02 P.M. and left at 6:05 P.M.

Police Chief Jon Bokovitz was invited into the executive session at 6:05 P.M. and left at 6:34 P.M.

Mrs. Karen Endres, Zoning Inspector was invited into executive session at 6:36 P.M. and left at 7:00 P.M.

The Trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 7:05 P.M.

**MINUTES**

Mr. Markley made a motion to approve the minutes of the trustees’ special meeting for Tuesday, May 17, 2016.

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

**DEPARTMENTAL REPORTS**

**FIRE DEPARTMENT**

Mrs. Prudy MacKenzie, Administrative Assistant gave the Fire Report for the month of April, 2016 which will be attached with these minutes.

**POLICE DEPARTMENT**

No verbal report given – Police report will be attached to these minutes.

**ZONING DEPARTMENT**

Ms. Karen Endres presented the Zoning Department report for the month of April, 2016.

**FIRE DEPARTMENT -OLD BUSINESS**

Firefighter Bill Measures submitted a report on his time spent at the recent Fire Department Instructors Conference. The report will be included with these minutes.

**FIRE DEPARTMENT - New Business**

**Ohio Fire Chiefs' Association Update**

The solicitation of resumes to hire a full-time Fire Chief has come to a close. There were 21 resumes submitted for the position of full-time Fire Chief. The 21 submitted resumes will be reviewed. The next step will be to choose the candidates to attend the assessment evaluation. The assessment evaluation will take place on June 18, 2016, in the classrooms of Kenston Middle School. There is no anticipation of any fees for the use of the class rooms.

**Helmets**

Chief Phan sent a detailed memo stating that ten helmets are in need of replacement. Firefighter Jon Bixler has shared his research on replacement helmets with the trustees. The trustees found his information very helpful to their decision making process.

**Training Request**

Mr. Markley made a motion to approve Firefighter Mark Menary's the use of the Fire Department vehicle, on June 16 -19, 2016, to attend the International Hazardous Materials Response Team Conference in Baltimore, Maryland per the recommendation of the Fire Chief. The Chagrin Southeast Regional Hazmet Team will cover the cost of the seminar for the lodging, meals and registration.

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

**SERVICE DEPARTMENT-NEW BUSINESS**

**Fee Waiver**

The trustees discussed with Miss Zoe Nemeth her fundraiser project. The event would be held to raise money for the awareness of suicide. The trustees were in general agreement to consider waiving the fees but were not sure if they would grant a full waiver or reduced waiver fee for River Road Park fields and pavilion. The decision will be made at the next meeting.

**Blue Room modifications**

The trustees reviewed the renovation fees for the work to be done on the Blue Room, (bathroom/showers at the Centerville Mills Park). The decision was made to delay moving forward at this time with the renovations until the trustees can review the cost to date of expenses of Centerville Mills.

**Hyundai Loader Bucket**

Trustees had a brief discussion with the Service Director about the need to purchase a new Hyundai Loader bucket for its own specific use. Mrs. Benza thanked the Service Director for his explanation for the need of a new bucket.

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**Permeable Paver Centerville Mills**

Mr. Markley made motion to approve the contract between Bainbridge Township and Chagrin Valley Paving for the Centerville Mills paver project in the amount of \$146,730.50.

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

**Approval to hire Seasonal Helper**

Mr. Markley made a motion to hire Mr. Patrick Kraven as a part-time seasonal employee at the rate \$18.00 per hour, beginning the next pay period per the recommendation of the Service Director.

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

**Resolution 05232016-A / Snyder Road**

Mr. Markley made a motion to approve resolution 05232016-A allowing the improvement of Snyder Road, the plans and specifications related thereto be adopted, and the Fiscal Officer to let the project for public bid in accordance ORC 5575.02.

Mrs. O'Brien seconded the motion that passed unanimously

**Resolution 05232016-B / Chip & Seal of Various Roads**

Mr. Markley made a motion to approve resolution 05232016-B allowing the Chip & Seal of various stated roads in Bainbridge Township, the plans and specifications related thereto be adopted, and the Fiscal Officer to let the project for public bid in accordance ORC 5575.02.

Mrs. Benza seconded the motion that passed unanimously.

**Resolution 05232016-C / Asphalt Pavement of Various Roads**

Mr. Markley made a motion to approve resolution 05232016-C allowing the Asphalt Pavement improvements of various roads throughout Bainbridge Township, the plans and specifications related to the project to be adopted, and the Fiscal Officer to let the project for public bid in accordance ORC 5575.02.

Mrs. Benza seconded the motion that passed unanimously.

**Resolution 05232016-D / Sharon Road Culvert**

Mr. Markley made a motion to approve resolution 05232016-D allowing the improvement of Sharon Road, the plans and specifications related thereto be adopted, and the Fiscal Officer to let the project for public bid in accordance ORC 5575.02.

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

**TOWN HALL- NEW BUSINESS**

**Amber Trail - Home Owners Association.**

Trustees received a request from Mr. Allen Clem requesting that trustees contact First Energy about installing a street light at the intersection of Amber Trails and Taylor May. Mr. Clem stated that it is extremely dark at night and too many accidents have taken place there. Police Chief, Jon Bokovitz and Service Director, Jim Stanek both verified Mr. Clem's statement. Chief Bokovitz recommended that the trustees inquire with the Zoning Inspector, Mrs. Karen Endres if there was ever a light called for in the development's plans. Mrs. Endres stated that there was nothing mentioned in her files.

Mrs. Benza made a motion to authorize the Fiscal Officer to contact First Energy to request the installation of a street light at the intersection of Amber Trails and Taylor May in furtherance of public safety.

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

**Smooth Rider LLC. - Transient Vendor Resolution 11202014-A**

The trustees reviewed a resolution prohibiting the sale, offer, or solicitation of orders for delivery of goods by transient vendors.

Mrs. Benza made a motion to allow an exception to the prohibition stated in resolution 11102014-A to permit Smooth Rider LLC. to sell their menu items at Bainbridge Township parks and events for the 2016 summer based on the coordinated schedule with the Kenston Community Education.

Mrs. O'Brien seconded.

Vote: Mrs. Benza; Aye, Mrs. O'Brien; Aye, Mr. Markley; No, indicated that he needed more information.

**Time Clocks**

Administrative Assistant for the Fire Department, Mrs. Prudy MacKenzie, gave an explanation as to why the current time clocks are not useful; the township is charged \$1.64 per employee, per month for the employee to utilize the time clock. Mrs. MacKenzie was under the impression that there was no fee being charged until the data was exported and used. Mrs. MacKenzie recommended discontinuing the use of the time clocks and reverting back to using log in sheets.

Mr. Markley requested the last three invoices and any contract for payroll services and/or time clock services with Accurate Data and Swipe Clock companies from the Fiscal Office. The Fiscal Office will be working with the different department administrative personnel in the coming weeks to resolve the issues that are being raised and report back to trustees at the next meeting.

**ZONING – New Business**

The trustees were in general agreement to adopt the proposed form titled "Letter of Authorization and Representations" as a Bainbridge Township zoning form for use in the Zoning Department.

**FISCAL OFFICE –OLD BUSINESS**

**Purchase Order Approval Requests**

Mr. Markley made a motion to approve the purchase order list (Items 1 –6) as submitted by the Fiscal Officer.

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

The list as presented is as follows:

1. Warren Fire Equipment, Inc. - \$2,610.00 [Fire]
2. JPMorgan Chase Bank \$2,671.65 (AIS Commercial Parts & Service) [Parks]
3. B.E. Builders, Inc. \$5,000.00 [Parks]
4. Chagrin Valley Paving \$146,730.50 [Parks]
5. Calvetta Bros. Painting & Remodeling \$ 12,341.00 [Parks]
6. McLean Company \$4,550.00 [Roads]

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**Invoice Approvals Requests**

Mr. Markley made a motion to approve the Invoice list (Items 1-10) as submitted by the Fiscal Officer.

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

**Invoice Approvals**

1. Southeastern Equipment Co. \$ 6,269.00
2. The Arms Trucking Co. \$3,332.14
3. Carter Lumber. \$7,990.06
4. J.F.D. Landscape. \$15,103.69
5. Corridon Heating & Air Conditioning, Inc. \$5,382.00
6. JPMorgan Chase-AIS Commercial Parts & Service. \$2,671.65
7. Tammy Most (payment of training services). \$430.00
8. Walter Haverfield
9. Clemans-Nelson & Associates, INC. \$343.75
10. Geauga Growth Partnership, INC. (membership fee) \$1,000.00

CHECKS DATED: **May 10, 2016** THROUGH: **May 23, 2016**

The trustees examined and signed checks and invoices dated **5/10/2016** through **5/23/2016** consisting of warrants **#25146** through **#25243** in the amount of **\$124,840.07**.

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

**PUBLIC INTERACTION: QUESTION AND ANSWER**

Mr. Myers inquired if there will be any signs posted to let the public know that SR. 306 will be closed for repair. Mr. Markley stated that the information has been posted on our web- site, and will be posted in the newspaper. The Service Director, Mr. Stanek stated ODOT will be posting signs as well.

Mr. Myers also questioned the large amount of pooling water at the corner of Washington Street and State Route 306. Mr. Markley said that it is a state road and would have to be addressed by them.

**CORRESPONDENCE**

1. Memorial Day Program
2. Lake Health –Auxiliary six passenger 2015 Villager Club Car, electric golf cart for sale,
3. COSE– *Changes to Benefits*
4. Geauga County Veterans Services – The Wall That Heals
5. Thank you note – Charles and Leah Fletcher (Clean Up Days)
6. Thank you note – Sue Berger (assistance by Mr. Greg Marous with the Kenston third grade class visit to the Restland Cemetery.)

Board of Trustees

Regular

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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 9:21 P.M.

Respectfully Submitted,

Kathleen C. Staudenbaur  
Fiscal Officer, Bainbridge Township

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Name

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Date

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Name

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Date

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Name

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Date

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

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