

Monday, September 13,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 13, 2021. Those present were Trustees Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Mrs. Lorrie Benza, and Fiscal Officer Mrs. Janice Sugarman. Mr. Markley presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mr. Markley made a motion to recess the regular meeting and go into executive session for the Employment, Compensation, and Discipline of Public Employees per Ohio Revised Code Section 121.22(G)(1) and Collective Bargaining per Ohio Revised Code Section 121.22(G)(4).

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

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

Mr. Jim Stanek, Mr. John Brett, and Mr. Morgan Pandy entered executive session at 6:00 P.M. Mr. Pandy left at 6:23 P.M. Mr. Stanek and Mr. Brett left at 6:30 P.M.

The trustees returned from executive session, after considering the employment, compensation, and discipline of public employees and collective bargaining, and reconvened their regular meeting at 7:05 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

None.

MINUTES APPROVAL

Mrs. Benza moved to approve the minutes of the trustees' August 23, 2021 regular meeting as written.

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

DEPARTMENTAL REPORTS

KENSTON COMMUNITY EDUCATION

Mrs. Lynn Gotthardt presented the Kenston Community Education report for the month of August 2021. She reported that sports and program registrations are up. Currently, they have over 100 students in the Pre-K soccer program. KCE is working on recruiting coaches. There is a shortage. The Bomber Take-off and Landing programs are doing very well. The employees are being trained on a new computer system. The 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 2021. He reported that they are starting to get ready for the winter season. They are seeing a large increase in facilities bookings now that people are planning events again. The River Road Park walking path has been repaved and is getting a lot of use. The recycling center has a new fence, but the township is still having issues with illegal dumping and people leaving bags outside of the bins. The police department will be contacting the offenders and issuing tickets. The service department has also been working on Snake Hill to clear trees, and there will be additional grading done, as well. In addition, they fixed the drainage issue on Snyder Road near the schools. The complete service department report is attached to and becomes a permanent part of these minutes.

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FISCAL OFFICE REPORT

Mrs. Janice Sugarman presented the fiscal report for the month of August 2021. The general fund balance is \$2,506,118.83 as of August 31, 2021. She reported to the trustees that the township has received the first ARP grant of \$599,018.93. In addition, they received the homestead rollback tax in the amount of \$527,237.43. The fiscal office is preparing for temporary appropriations. The complete fiscal report is attached to and becomes a permanent part of these minutes.

FIRE DEPARTMENT

Chief Lou Ann Metz presented the fire department report for the month of August 2021. She reported that the ISO rating came in for the township. She has been working on this for the past few years and was delighted to report that the entire township is now a Class 3. Insurance Companies use these ratings, so she suggests that residents contact their insurance company to have them re-evaluate the premiums. She expects this to save residents between 10-20%. The complete fire report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSRequest to Accept Donation

The trustees were in general agreement to accept the donation of \$25.00 from Mr. Ron Kimes, as a thank you to the paramedics who helped his wife, in accordance with ORC 505.10, and with extreme gratitude for the donation which will be used towards the purchase of the safety trailer.

Request for Leave

Mrs. Benza made a motion to approve the request for paternity leave for Firefighter David Justus from October 1, 2021 through November 30, 2021 per the recommendation of the fire chief.

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

Cintas Facilities Solutions Agreement

Mrs. Benza made a motion to approve the Facilities Solutions Agreement between Cintas and Bainbridge Township and to authorize the fiscal officer to sign the agreement which has been reviewed by legal counsel per the recommendation of the fire chief.

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

Tuition Reimbursement Request

Mrs. Benza made a motion to approve the tuition reimbursement request from Firefighter Jason Pitre for the graduate program from Columbia Southern University with a focus on Emergency Services Management at a cost of \$11,700.00 per the recommendation of the fire chief and per the terms of the Personnel Policy Manual.

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

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Training Request – Chief Metz

Mrs. Benza made a motion to approve the training request for Chief Lou Ann Metz to attend the NEOPFA Fall Conference in Oregon, OH from October 18-20, 2021 at an estimated cost of \$623.00 with the use of a township vehicle per the recommendation of the fire chief and as specified in the training request.

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

Grade Change Request

Mrs. Benza made a motion to approve the grade change for Firefighter Vanessa Zelle to Firefighter E with a salary of \$59,538.02 or \$28.62/hour effective with the pay period beginning October 9, 2021 per the recommendation of the fire chief.

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

POLICE DEPARTMENT – NEW BUSINESS

Grade Change Request

Mrs. Benza made a motion to approve the grade change for Patrolman Terra Chambers to a Grade C Patrolman with an annual salary of \$66,534.38 effective with the pay period beginning October 9, 2021 per the recommendation of the police chief.

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

SERVICE DEPARTMENT – NEW BUSINESS

Snow and ice Agreement

Mrs. Benza made a motion to approve the Snow and Ice Control Agreement among the Geauga County Board of Commissioners, the Geauga County Engineer, and the Bainbridge Township Board of Trustees enabling Bainbridge Township to provide snow and ice control and material application on certain county roads in Bainbridge Township for the winter season of 2021-2022.

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

ABRB Vacancy

Mrs. Benza made a motion to accept the resignation of Mrs. Lynn Gotthardt from the Auburn-Bainbridge Recreation Board effective October 1, 2021 with many thanks for her years of service to the township.

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

The trustees were in general agreement to post for the opening which has a remaining term that ends June 30, 2022.

Discipline of Public Employee

Mrs. Benza made a motion to authorize the chair to sign Form 11.3 from the Personnel Policy Manual including a Last Chance agreement consistent with discussions in executive session.

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

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Cemetery Deed – Clark

Mrs. Benza made a motion to grant a cemetery deed #617 for one grave in the amount of \$750.00 to Ann S. Clark of 17629 Plum Creek Trail, Chagrin Falls, OH 44023.

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

The trustees signed a Deed for Restland Cemetery, Section 13E, Lot No. 108, Grave 1. Mr. Dave Pfouts and Chief Lou Ann Metz attested to their signatures.

Cemetery Deed - Akers

Mrs. Benza made a motion to grant a cemetery deed #618 for one grave in the amount of \$750.00 to Lillian J. Akers of 8057 Chagrin Road, Chagrin Falls, OH 44023.

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

The trustees signed a Deed for Restland Cemetery, Section 13E, Lot No. 112, Grave 3. Mr. Dave Pfouts and Chief Lou Ann Metz attested to their signatures.

Cemetery Deed - Bonner

Mrs. Benza made a motion to grant a cemetery deed #619 for one grave in the amount of \$750.00 to Janet Bonner of 8557 Tanglewood Trail, Chagrin Falls, OH 44023.

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

The trustees signed a Deed for Restland Cemetery, Section 13E, Lot No. 27, Grave 5. Mr. Dave Pfouts and Chief Lou Ann Metz attested to their signatures.

Change Order #1 and Final Pay Application – River Road Park Walking Path

Mrs. Benza made a motion to approve the change order #1 for the River Road Park Walking Path project, which reflects an increase in the total contract cost with Chagrin Valley Paving, Inc. by \$1,610.40 per the recommendation of the service director.

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

Mrs. Benza made a motion to approve the final pay application for the River Road Park Walking Path project in the amount of \$51,760.40 paid to Chagrin Valley Paving, Inc. per the recommendation of the service director.

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

TOWN HALL – OLD BUSINESS

NOPEC Green Community Choice Program

Mrs. Benza made a motion to enter into the Green Community Choice Program with NOPEC.

Mrs. O'Brien seconded the motion. Vote: Mr. Markley, no; Mrs. Benza, no; Mrs. O'Brien, no. Motion denied.

Mr. Michael Bates of Tanglewood Trail spoke in support of this decision.

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TOWN HALL – NEW BUSINESS

Change in Meeting Schedule

Mrs. Benza made a motion to adjust the Board of Trustee meeting schedule as follows:

- Cancel September 27, 2021
- Add October 4, 2021
- Cancel October 11, 2021

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

Letter from Aurora – 208 Plan

This item will be tabled until the next meeting while the trustees gather additional information.

Contracts for Election Day Polling Locations

Mrs. Benza made a motion to approve the contracts for the November 2, 2021 General Election Day polling location use of the Bainbridge Town Hall and the Centerville Mills Dining Hall, as submitted by the Geauga County Board of Elections.

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

Website Administrator Position Description

Mrs. Benza made a motion to adopt the position description for the Website Administrator as written with the stipend amount to be determined at a later date.

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

Mr. Markley is asking that all interested employees submit a letter of interest by September 28, 2021.

NOPEC Support Letter

Two of the trustees were in general agreement to submit a letter of support to NOPEC for an FY 2022 appropriations request for electric vehicle charging stations. Mrs. O'Brien was not in favor. Mr. Markley will contact the township's NOPEC representative and ask him to re-write the letter to reflect that it is from a township as opposed to a municipality, after which the township will sign.

FISCAL OFFICE - NEW BUSINESS

PURCHASE ORDER APPROVALS

Mrs. Benza made a motion to approve the purchase order listed below as submitted by the Fiscal Officer.

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

Purchase Order Request List

1. Love Insurance Agency – Policy Upgrade/Renewal - \$4,539.00 (Fire)
2. Buckeye Excavating Co. – Snake Hill Project - \$30,000.0 (Roads)
3. Liberty Tire Recycling LLC – Tires from Clean-up Days - \$3,848.39 (Roads)
4. Corridon Builders – Furnace/AC at Bissell Tucek House - \$9,600.00 (General)
5. Ohio CAT – Equipment Repair - \$4,534.69 (Roads)

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INVOICE APPROVALS

Mrs. Benza made a motion to approve invoices listed below as submitted by the Fiscal Officer.

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

Invoice List

1. Perk Company, Inc. – Pay Application #1 RS-BAI-V-2021 - \$521,673.50 (Roads)
2. Singerman Mills – Development July - \$1,898.00 (General)
3. Singerman Mills – Zoning Signature Square July - \$962.00 (General)
4. Singerman Mills – Development August - \$6,188.00 (General)
5. Singerman Mills - Zoning Signature Square August - \$962.00 (General)
6. Emsar - Repairs - \$2,504.00 (Fire)
7. Geauga County ADP Board – Q1 I/T - \$3,351.33 (Fire)
8. Kokosing Materials – Materials - \$3,069.84 (Roads)
9. Kokosing Materials – Materials - \$2,588.71 (Roads)
10. Lake Erie Construction Company – Materials - \$3,385.00 (Roads)
11. Geauga County ADP Board – Q1 I/T - \$3,187.45 (Police)

BLANKET CERTIFICATE APPROVAL

Mrs. Benza made a motion to approve the blanket certificate listed below as submitted by the Fiscal Officer.

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

Blanket Certificate

1. Road and Bridge – Supplies and Materials - \$15,000.00
2. Parks – Repairs and Maintenance - \$5,000.00
3. Parks – Operating Supplies - \$5,000.00
4. Fire – Training - \$5,000.00

FISCAL RESOLUTION APPROVALS

Mrs. Benza made a motion to approve Resolution 09132021-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 2021 – \$2,893.80

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

Checks Dated August 24, 2021 through September 13, 2021

The trustees examined and signed checks and invoices from August 24, 2021 through September 13, 2021 consisting of warrants #37515 through #37646 in the amount of \$1,056,792.44.

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 2021, #212-2021 through #249-2021 in the amount of \$857,070.10 are attached to and become a permanent part of these minutes.

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CORRESPONDENCE

- 1. ISO Letter: Public Protection Classification
- 2. WRLC: 2021 Stewardship visit to Henry South conservation easement property
- 3. Geauga County Auditor: Forfeited Land Sale, October 7, 2021
- 4. Planning Commission: Final Plat – Big Dipper – September 14, 2021 7:30am
- 5. Letter from Gregory and Jennifer Fritz re: Stone Ridge Colony abandoned properties

PUBLIC INTERACTION

None.

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 8:47 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____