

Monday, October 4,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on October 4, 2021. Those present were Trustees Mr. Jeffrey Markley and Mrs. Lorrie Benza and Fiscal Officer Mrs. Janice Sugarman. Mr. Markley presided and called the meeting to order at 6:00 P.M. Mrs. O'Brien was absent but attended the executive session through FaceTime.

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. Motion carried.

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

Chief Jon Bokovitz was invited into executive session at 6:00 P.M. and left at 6:53 P.M. Mrs. Sugarman joined executive session at that time.

The trustees returned from executive session, after considering the employment and compensation of public employees, and reconvened their regular meeting at 7:07 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

1. Fiscal Resolution Approval – Service Hours
2. Police – New Business: Employment of Part-time Employee: Moved to October 25
3. Police – New Business: Retire/Rehire: Moved to October 25

MINUTES APPROVAL

Mrs. Benza moved to approve the minutes of the trustees' September 13, 2021 regular meeting as written.

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

PRESENTATION: Smith Creek Restoration Project

Davey Resource Group: Christina Znidarsic, Build Team Leader
Bainbridge Township: Jim Stanek, Service Director

Ms. Znidarsic explained and displayed plans for the Smith Creek Restoration Project with the support of Mr. Jim Stanek, Bainbridge Township Service Director. Mr. Will O'Brien of 8660 Apple Hill, Mr. Joe Gutoskey of 17813 Lost Trail, and Chief Lou Ann Metz asked questions which were answered by Ms. Znidarsic regarding fencing, signage, and staging.

The complete presentation is attached to and becomes a permanent part of these minutes.

DEPARTMENTAL REPORTS

KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly from Kenston Community Education presented the report for the month of September 2021. She reported that the venues for Ski Club are requiring vaccines. Since so many children are young and would not be vaccinated, KCE may not offer it this year. Midwest Travel Basketball will be starting soon. Registrations are down for that program. KCE has switched companies for handling registrations. There is a significant cost savings, but there is a learning curve associated with it. Lynn Gotthardt has been appointed as the ABRB representative for Kenston Schools. The complete report is attached to and becomes a permanent part of these minutes.

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SERVICE DEPARTMENT REPORT

Mr. Jim Stanek presented the service department report for the month of September 2021. The service department is transitioning from summer to fall and preparing for winter. The River Road Park Walking path is finished, and they are working on the seeding. The Snake Hill project has been completed. There is a noticeable difference in line-of-sight which greatly improves safety at that area. Mr. Pat Joyce of South Street asked about the ditching on Cedar Street and where that stands. Mr. Markley and Mr. Stanek suggested having the township get the ditches dug. The ditch elimination can come later, but this will help the water flow on the street. The complete service department report is attached to and becomes a permanent part of these minutes.

FISCAL OFFICE REPORT

Mrs. Janice Sugarman presented the fiscal report for the month of September 2021. The general fund balance is \$2,431,721.58 as of September 30, 2021. She reported that the Annual Information Filing for 2020 has been completed and is published on the website. The fiscal office is currently working on temporary appropriations and end-of-year preparations. In addition, there will be a new bookkeeper starting in the fiscal office on October 25, 2021. The complete fiscal report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

Mr. Rich Ostendorf of 8837 Apple Hill Road mentioned that he received a flyer from an unnamed source that was widely distributed in the Pilgrim Village development. He asked that Mr. Markley respond to the accusations to determine what was factual and what was not factual.

Mr. Markley was provided a copy of the flyer and identified the numerous inaccuracies contained within. He began with the proposed waterline which is actually a project of the Geauga County Division of Water Resources to create a loop of two dead-end lines on Bainbridge and Chagrin roads, respectively. Connections to the water line will be controlled by Water Resources and at the request of adjacent property owners, provided the properties that desire access were identified in the amended 208 plan permitted by the township.

Mr. Markley acknowledged his professional positions with the City of Independence as a consultant and most recently, his full-time employment with a national homebuilder. He also acknowledged that he would avoid any appearance of impropriety and/or conflict of interest by recusing himself from discussions if there were efforts made by the homebuilder to build in Bainbridge.

Mr. Markley discussed the Cipiti Nursery property and the history of attempts by the owner to sell the property for possible redevelopment. Access to both sewer and water is severely limited and the township would be very concerned about impacts on traffic from any proposed development. Single family residential zoning is in place and there is no interest by the township to rezone it for anything more intensive. He indicated that perhaps the Pilgrim Village Homeowner's Association should consider a small expansion of their association to remove the uncertainty associated with that vacant property.

Mr. Will O'Brien of 8660 Apple Hill Road restated what he thought he heard, that the trustees have turned down proposed multifamily projects on that property and are only open to single family homes, consistent with zoning. Mr. Markley affirmed what Mr. O'Brien heard.

Mr. O'Brien asked for clarification on the zoning [or rezoning] process. Mr. Markley and Mrs. Benza explained the processes that may include the Zoning Commission, the Board of Zoning Appeals, and/or the trustees.

Additional discussion ensued between residents and the trustees regarding the Cipiti property on previous proposals and what could be built under current zoning. Public comment ended and the regular meeting agenda continued.

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FIRE DEPARTMENT – NEW BUSINESS

Request to Declare Obsolete

Mrs. Benza made a motion to declare the following item obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the fire chief.

- Konica Minolta Model C360 copier S/N AOED011016703

Mr. Markley seconded the motion that was passed unanimously.

Approval to sell on Govdeals.com

Mrs. Benza made a motion to allow the listing of the obsolete copier on Govdeals.com for sale in accordance with ORC 505.10, per the recommendation of the fire chief.

Mr. Markley seconded the motion that was passed unanimously.

Request to Accept Donation

The trustees were in general agreement to accept the donation of 10 gift cards totaling \$300.00 from Chagrin Cinemas for First Responders Appreciation Week in accordance with ORC 505.10, and with extreme gratitude for the donation which will be offered to the fire department personnel.

Resignation of Public Employee

Mrs. Benza made a motion to accept the resignation of Firefighter Matthew Scharfenberg from the Bainbridge Township Fire Department effective immediately with gratitude for his over 20 years of service and per the recommendation of the fire chief.

Mr. Markley seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Award Acceptance

The trustees were in general agreement to accept the first-place award won by Ptl. Alex Ponikvar at the First Responders Skeet Shoot in the amount of \$1,500.00 in accordance with ORC 505.10, and with extreme gratitude for the award which will be used towards the purchase of two ballistic shields to be carried in the cruisers.

Grade Change Request – Cagwin

Mrs. Benza made a motion to approve the grade change request for Ptl. Rachael Cagwin to a Probationary Grade D Patrolman with an annual salary of \$59,583.02 effective the November 20, 2021 pay period per the recommendation of the police chief.

Mr. Markley seconded the motion that passed unanimously.

Grade Change Request – Lawrence

Mrs. Benza made a motion to approve the grade change request for Ptl. Matt Lawrence to a Grade A Patrolman with an annual salary of \$79,402.26 effective the November 20, 2021 pay period per the recommendation of the police chief.

Mr. Markley seconded the motion that passed unanimously.

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SERVICE DEPARTMENT – NEW BUSINESS

WRLC Stewardship of Henry South Easement

This item will be tabled until the next meeting.

JFD Landscapes – Landscaping Agreement

Mrs. Benza made a motion to approve the three-year agreement between Bainbridge Township and JFD Landscapes for landscaping services within the township at an annual rate of \$110,186.79 which reflects no change in pricing per the scope of work from the previous three years, and additionally authorize the fiscal officer to sign and execute the contract, per the recommendation of the service director.

Mr. Markley seconded the motion that passed unanimously.

Contract Award – Smith Creek Restoration

Mrs. Benza made a motion to approve the contract with Davey Resource Group for the Smith Creek Restoration Project with a total cost of \$444,750.00 including a federal 319 Grant in the amount of \$333,250.00 and in-kind support costs to Bainbridge Township of \$111,500.00 with the acceptance of the changes by our legal counsel that were accepted by Ohio EPA and Chagrin River Watershed Partners and contingent upon acceptance of the changes by the Davey Resource Group.

Mr. Markley seconded the motion that passed unanimously.

TOWN HALL – OLD BUSINESS

Response to Aurora Letter – 208 Plan

This item will be tabled until the next meeting.

ZONING DEPARTMENT – NEW BUSINESS

Set Hearing Date for Z-2021-5

Mrs. Benza made a motion to set the trustees' public hearing for Z-2021-5 (Site Plan Review) for Monday, October 25, 2021 at 7:30 P.M and authorize that notice of the required public hearing be duly advertised as required by ORC 519.12.

Mr. Markley seconded the motion that passed unanimously.

Court Reporter

Mrs. Benza made a motion to approve the hiring of a court reporter for the October 20, 2021 public hearing at a cost not to exceed \$6,000.00 and to also utilize those transcripts as minutes of the public hearings.

Mr. Markley seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESS

Employment of Public Employee

Mrs. Benza made a motion to hire Ms. Katherine Trudick into the position of Bookkeeper in the Bainbridge Township Fiscal Office at a starting salary of \$42,000.00 per year with the potential of \$1,500.00 increase per year at the end of the one-year probationary period and with a start date of October 25, 2021 per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that was passed unanimously.

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PURCHASE ORDER APPROVALS

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

Mr. Markley seconded the motion that passed unanimously.

Purchase Order Request List

- 1. Singerman, Mills – Legal Services - \$25,000.00 (General)
- 2. Protegis – Fire Alarm Upgrade - \$17,107.26 (Police)
- 3. Bob Sumeral Tire Co. – Tires - \$2,674.40 (Roads)
- 4. Corridon Builders – 8 Replacement Windows - Town Hall - \$25,265.00 (General)
- 5. Jason Pitre – Tuition Reimbursement - \$2,925.00 (Fire)
- 6. Medical Mutual of Ohio – HRA Charges - \$10,000.00 (Fire)

EMERGENCY PO RATIFICATION

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

- Highway Auto Center – Exhaust for 8481 - \$2,860.00 (Police)

Mr. Markley seconded the motion that passed unanimously.

INVOICE APPROVALS

Mrs. Benza made a motion to approve the invoice list below as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Invoice List

- 1. Littler – General Labor - \$300.00 (General)
- 2. Littler – General Labor - \$250.00 (General)
- 3. Littler – General Labor - \$250.00 (General)
- 4. Littler – General Labor - \$450.00 (General, Police)
- 5. Ohio Cat – Service - \$3,935.63 (Roads)
- 6. Buckeye Excavating – Excavating - \$14,780.00 (Roads)
- 7. DS Architecture – Town Hall - \$4,572.50 (General)
- 8. Bill Measures – Hotel Reimbursement - \$81.90 (Fire)

BLANKET CERTIFICATE APPROVAL

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

Mr. Markley seconded the motion that passed unanimously.

Blanket Certificate

- 1. Road and Bridge – Operating Supplies - \$15,000.00
- 2. Road and Bridge – Repairs and Maintenance - \$15,000.00
- 3. Road and Bridge – Other Expenses - \$5,000.00
- 4. Fire – Training - \$10,000.00

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FISCAL RESOLUTION APPROVALS

Mrs. Benza made a motion to approve Resolution 10042021-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 September 2021 – \$2,604.42

Mr. Markley seconded the motion that passed unanimously.

Checks Dated September 14, 2021 through October 4, 2021

The trustees examined and signed checks and invoices from September 14, 2021 through October 4, 2021 consisting of warrants #37647 through #37786 in the amount of \$150,839.96.

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 September 2021, #246-2021 through #280-2021 in the amount of \$761,381.81 are attached to and become a permanent part of these minutes.

CORRESPONDENCE

1. Geauga County Planning Commission: Big Dipper conditionally approved final plat
2. NOPEC Lending Program: Looking for feedback

PUBLIC INTERACTION

None.

LATE ADDITIONS

None.

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. Motion carried.

The trustees recessed their meeting at 9:22 P.M. in order to go into executive session.

The trustees returned from executive session, after considering the employment and compensation of public employees, and reconvened their regular meeting at 10:07 P.M.

Website Administrator

Mrs. Benza made a motion to make an offer to Mr. Steve Averill for the position of Website Administrator with an annual stipend of \$4,000.00 to be paid quarterly which may be reduced to \$2,000.00 annually after a review of the time obligation for the position.

Mr. Markley seconded the motion that passed unanimously.

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Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:09 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____