

Monday, June 27,

22

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on June 27, 2022. Those present were Trustees Mrs. Kristina O'Brien and Dr. Michael Bates. Mr. Jeff Markley joined executive session at 6:55. Fiscal Officer Mrs. Janice Sugarman was absent. Mrs. O'Brien presided and called the meeting to order at 6:02 P.M.

EXECUTIVE SESSION

Mrs. O'Brien 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).

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

The trustees recessed their meeting at 6:02 P.M. in order to go into executive session.

Chief Jon Bokovitz entered executive session at 6:25 P.M. and left at 6:55 P.M.

Friedrich "Fritz" Kaufmann entered executive session at 6:30 P.M.; left at 6:39 P.M.

Mark Kvach entered executive session at 6:40 P.M. and left at 6:47 P.M.

The trustees returned from executive session and reconvened their regular meeting at 7:03 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

- 1. No townhall renovation presentation because of scheduling issues
- 2. Town Hall item #2 – Hiring of Legal Counsel: tabled - further information needed

MINUTES APPROVAL

Mr. Markley moved to approve the minutes of the trustees' June 13, 2022 regular meeting as written.

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

POLICE DEPARTMENT – NEW BUSINESS

Employment of Public Employees

Mr. Markley made a motion to hire Friedrich (Fritz) Kaufmann as a full-time Bainbridge Township Peace Officer/Constable starting as a Grade B Patrol Officer with a starting salary of \$72,733.34 effective June 28, 2022 per the recommendation of the police chief.

Dr. Bates seconded the motion that passed unanimously.

Mr. Markley made a motion to hire Mark Kvach as a full-time Bainbridge Township Peace Officer/Constable starting as a Grade B Patrol Officer with a starting salary of \$72,733.34 effective June 28, 2022 per the recommendation of the police chief.

Dr. Bates seconded the motion that passed unanimously.

SWEARING-IN

Friedrich (Fritz) Kaufmann and Mark Kvach were sworn in as Peace Officers/Constables of the Bainbridge Township Police Department by Trustee Michael Bates.

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PRESENTATION BY GUEST: Canyon Lake Colony HOA Subdivision Sign

Bob Paulson, member of the Canyon Lakes master association and finance committee and Rick Buffington, President of Edwards Landing HOA as well as member of the Canyon Lakes master association and finance committee presented on behalf of the subdivision. They presented a photo of a sign that was formerly used and found in storage to install at the northeast corner of the intersection of Chagrin River Road and Flintlock Ridge. After the discussion was had and the plans reviewed, the trustees decided to act on the request.

Mr. Markley made a motion to approve the placement of the "Canyon Lakes" sign found in storage to be installed at the northeast corner of the intersection of Chagrin River Road and Flintlock Ridge, at no cost to the township, on the condition that the Canyon Lakes master association or Canyon Lakes Colony or appropriate association provide a recordable right-of-way easement, recording fees, and have the document recorded after approval from the township's counsel at the Geauga County Recorder's Office.

Dr. Bates seconded the motion that passed unanimously.

DEPARTMENTAL REPORTSFIRE DEPARTMENT

Chief Metz presented the fire department report for the month of May, 2022. Chief Metz spoke about fire safety. Chief presented statistics on injury and death from improper use and storage of fireworks. Chief also discussed proper use and storage of grills. Fire calls are up 76% and the FD is up 95 calls ahead of last May and are on track to be 300 calls ahead of last year. AC Lovell has performed 750 inspections of businesses. Chief wants the residents to be aware that with our ISO rating going from a 5 to a 3, residents are realizing lower rates for their homeowner's insurance. The FD can provide any resident a letter stating the ISO rating which can be given to an insurance agent to assist with getting the lower insurance rate. The complete fire report is attached to and becomes a permanent part of these minutes.

POLICE DEPARTMENT

The police report was not presented verbally at the meeting, as the Police Department hosted the newly sworn officers and their families to the department for cake and coffee. The police report was available for review and the complete police report is attached to and becomes a permanent part of these minutes.

ZONING DEPARTMENT

Mrs. Karen Endres presented the zoning department report for the month of May, 2022. She reported \$5,650.00 in receipts with two new home permits and 40 total permits for the month. Mrs. Endres discussed reporting lights out on a cellular tower by country lane and that she had contacted the company to fix the safety lights and also contacted the FAA to make them aware. The complete zoning report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

Mr. Dave Pfouts thanked Chief Metz and the fire department for the hard work and success with getting the ISO rating from a 5 to a 3. Mr. Pfouts stated that after at least six calls to his agent and the company, he received a sizeable refund on his homeowner's insurance and it was prorated from the day he first contacted the company regarding the rating.

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FIRE DEPARTMENT – NEW BUSINESS

Pay Grade Increase – Cooley

Mr. Markley made a motion to approve the stepped pay grade increase for firefighter Dave Cooley to Firefighter A at an hourly rate of \$39.22 effective the July 9, 2022 pay period per the recommendation of the fire chief.

Dr. Bates seconded the motion that passed unanimously.

Request to Accept Donations

The trustees were in general agreement per ORC 505.10, to accept the donation of a smoker/grill from Bainbridge Township resident who moved out of the township and no longer needed it. The fire department will place it in the fenced in area by the department.

Retirement/Resignation of Public Employee

Mr. Markley made a motion to accept the resignation of Shawn Roland from the Bainbridge Township Fire Department effective June 22, 2022 with gratitude for his service to the township.

Dr. Bates seconded the motion that passed unanimously.

Retirement/Resignation of Public Employee

Mr. Markley made a motion to accept the resignation of David Justice from the Bainbridge Township Fire Department effective June 22, 2022 with gratitude for his years of service to the township.

Dr. Bates seconded the motion that passed unanimously.

Request to Declare Obsolete

Mr. Markley made a motion to declare the four old expired ballistic vests obsolete and no longer needed by the township pursuant to ORC 505.10 and to dispose of the vests, per the recommendation of the fire chief.

Dr. Bates seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Bid Award Recommendation RS-BAI-V-2022

Mr. Markley made a motion to award the bid for project RS-BAI-V-2022, The Asphalt Resurfacing of Various Roads, to Chagrin Valley Paving, Inc. in the amount of \$518,504.00 pursuant to the recommendation of the county engineer and the service director.

Dr. Bates seconded the motion that passed unanimously.

CDL Reinstatement

Mr. Markley a motion to readjust the rate of pay for Morgan Pandy by \$2.00/hour effective next pay period since his CDL has been reinstated, per the recommendation of the service director.

Dr. Bates seconded the motion that passed unanimously.

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TOWN HALL – NEW BUSINESSMOU with Cities of Solon and Aurora

The City of Solon is looking for collaboration between Solon, Bainbridge, and Aurora to enter into a Memorandum of Understanding to acquire 7.14 miles of former railroad corridor from near Harper Road in Solon to Treat Road in Aurora. Mrs. O'Brien stated that Mayor Krauss of Solon discussed the plans to secure funding/grants to try to accomplish the goal of acquisition. Mrs. O'Brien explained that she informed Mayor Krauss of the two street intersections at Brewster and Depot Road and Geauga Lake Road and Depot Road that are in line with the railroad corridor. She informed the mayor that the township is having the Geauga County Engineer review the two intersections to determine what can be done to improve them. Mrs. O'Brien suggested the Mayor walk the area with the Bainbridge Service Director, Jim Stanek. Mrs. O'Brien also suggested that Mr. Markley and Dr. Bates contact the Mayor regarding the MOU.

Wage Increases for Non-bargaining Employees

A long discussion ensued regarding setting a consistent time each year for the non-bargaining employees' wage increases to be effective. Mrs. O'Brien stated that the timing should be the first pay period of July, and that the action should be memorialized at the township's organizational meeting. Mr. Markley indicated his preference for the first pay period in January, if possible, or as soon in the new year as possible, consistent with the timing of collective bargaining employee raises. General conversation regarding employee evaluations were discussed, especially those of department heads. Mrs. O'Brien stated that evaluations are important, and that we have utilized them in determining increases. Mrs. O'Brien also stated that a fixed time (ie; first pay period of July) must be determined in order to have consistency for the non-bargaining employees.

Mr. Markley made a motion to approve the wage adjustments for the non-bargaining employees in the township consistent with discussions in executive session. These increases will be effective starting the first pay period in July.

Dr. Bates seconded the motion that passed unanimously.

The schedule of increases is attached and becomes a permanent part of these minutes.

Flu Shot Clinic

The trustees were in general agreement to hold a flu shot clinic on September 12, 2022 from 12:30 P.M to 1:30 P.M. at a township location to be determined.

208 Plan Approval of Proposed Changes

Mr. Markley made a motion to approve the 208 Plan as presented in the memo from Karen Endres, zoning inspector, dated June 21, 2022.

Dr. Bates seconded the motion that passed unanimously.

ZONING DEPARTMENT - NEW BUSINESSEmployment of Public Employee

Mr. Markley made a motion to approve the promotion of Assistant Zoning Inspector Steve Averill to Zoning Inspector, sharing the role with the current Zoning Inspector Karen Endres, at an annual salary of \$59,000.00 effective July 2, 2022.

Dr. Bates seconded the motion that passed unanimously.

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FISCAL OFFICE - NEW BUSINESS

Public Hearing for 2023 Tax Budget – 7:30 P.M.

The trustees recessed their regular meeting at 8:23 P.M. in order to convene the public hearing for the Bainbridge Township 2023 Tax Budget. Mrs. O’Brien opened the public hearing and verified that notice of the public hearing had been duly advertised, and copies of the proposed budget available in the Fiscal Office for public inspection and review as required by law. Mrs. O’Brien explained the process that goes in to creating the yearly budget.

No one spoke in favor of the budget.

No one spoke against the tax budget.

Since there were no other comments from the public, the trustees closed the public hearing and reconvened their regular meeting at 8:26 P.M.

PURCHASE ORDER APPROVALS

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

Dr. Bates seconded the motion that passed unanimously.

Purchase Order Request List

- 1. Carrier – HVAC Updated Software - \$10,334.00 (Police)
- 2. Chagrin Valley Paving, Inc. – Asphalt Resurfacing of Various Roads - \$518,504.00 (Roads)
- 3. Emsar Medical Repair – Maintenance Agreement - \$3,500.00 (Fire)

EMERGENCY PO RATIFICATION

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

- Grade Line, Inc. – Drainage Improvements for E. Craig Drive - \$34,376.00 (Roads)

Dr. Bates 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.

Dr. Bates seconded the motion that passed unanimously.

Invoices

- 1. Singerman, Mills – Development - \$884.00 (General)
- 2. Littler – Legal Fees - \$950.00 (Police)
- 3. Clemans-Nelson – Compensation Study - \$47.50 (General)
- 4. Davey Resource Group – Smith Creek Project - \$13,485.97 (General)

Checks Dated June 14, 2022 through June 27, 2022

The trustees examined and signed checks and invoices June 14, 2022 through June 27, 2022 consisting of warrants #39412 through #39466 the amount of \$82,516.72.

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

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CORRESPONDENCE

1. Mr. Markley gave the other trustees a report from the CLOUT meeting regarding upcoming legislation.
2. Prudy MacKenzie provided a letter to Windstream regarding telephone lines and duplicated costs – the letter gave ADP authorization to talk to Windstream in an effort to stop duplicates and save money. The BOT agreed to have Jeff Markley sign the letter.

PUBLIC INTERACTION

Mr. Ted Seliga inquired as to the purpose of the Health Care Advisory Committee. Discussion was had regarding the reason the committee was created. Mr. Seliga wanted to verify that it was the Board of Trustees that made the decisions and the committee was created to inform the employees of what considerations were being made regarding health care.

LATE ADDITION

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 8:51 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____