

Monday, May 8,

23

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on May 8, 2023. Those present were Trustees Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Dr. Michael Bates and Fiscal Officer Mrs. Janice Sugarman. Dr. Bates presided and called the meeting to order at 6:04 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).

Mr. Markley seconded the motion. Roll call vote followed: Dr. Bates, aye; Mrs. O'Brien, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their meeting at 6:04 P.M. in order to go into executive session.

Chief Lou Ann Metz was invited into executive session at 6:04 P.M. and left at 6:32 P.M.

Mr. Jim Stanek was invited into executive session at 6:33 P.M. and left at 7:02 P.M.

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

CHANGES TO THE AGENDA

None.

MINUTES APPROVAL

Mrs. O'Brien moved to approve the minutes of the trustees' April 24, 2023 regular meeting as written.

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

PRESENTATION: Mr. Chuck Walder, Geauga County Auditor

Auditor Walder updated the trustees on changes and upgrades that have happened at the Automated Data Processing Center (ADP) under his purview. He emphasized that security is his number one priority because of so many outside threats to the county network. Mr. Markley and the department heads asked questions regarding processes. Mr. Walder explained that ADP is not a vendor. They support the townships and bill for their time only. By law, they are not allowed to make money on the townships for IT services.

DEPARTMENTAL REPORTS

KENSTON COMMUNITY EDUCATION

Mrs. Sarah Delly presented the Kenston Community Education report for the first quarter of 2023. She reported that KCE has increased their scholarship money this year to give out (3) \$1,000.00 scholarships. In addition, they are starting to invest some of their money in order to earn interest. Registration has begun for summer camps, and spring sports have started. Chief Bokovitz thanked KCE for handling the registrations for Safety Town. 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 April 2023. He reported that all of the township parks are now open for the season. They are still experiencing some issues with dogs being off leash in the areas surrounding the dog park. The department is currently readying the cemetery for Memorial Day weekend. He mentioned that the door to the Civic Club space in Town Hall has been completed. Finally, he informed the trustees that Clean-up Week went very well. All in all, 1054 residents were serviced. 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 April 2023. The general fund balance is \$2,432,139.06 as of April 30, 2023. She reported that the fiscal office is starting the 2024 budget process with the departments this week. She then explained the entire budget/appropriation process to the residents in attendance. The complete fiscal department report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSStepped Pay Grade Increases

Mrs. O'Brien made a motion to approve the stepped pay grade increases for Firefighters Nicholas Bowman and Joshua Strenk to \$19.88/hour effective the May 20, 2023 pay period as specified in the collective bargaining agreement and per the recommendation of the fire chief.

Mr. Markley seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSLiquor License Hearing – Aldi Inc. Ohio

Mrs. O'Brien made a motion to authorize the fiscal officer to complete the appropriate paperwork involved with not requesting a hearing for a liquor license for Aldi Inc. Ohio based on the recommendation of the police chief.

Mr. Markley seconded the motion that passed unanimously.

Wage Increase Request

Mrs. O'Brien made a motion to approve the 5% wage increase request for Lorrie Benza effective the next pay period beginning May 20, 2023 consistent with the other non-bargaining employees and per the recommendation of the police chief.

Mr. Markley seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSCIMS Burial Search Contract

Mrs. O'Brien made a motion to authorize the chair to sign the contract for Burial Search Implementation with Ramaker and Associates, Inc. in the amount of \$800.00 per year with an initial setup cost of \$1,500.00 which has been reviewed by our legal counsel and is effective immediately per the recommendation of the service director.

Mr. Markley seconded the motion that passed unanimously.

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Approval of Plans/Authorization to Bid – CU-BAI-V-2023

Mrs. O’Brien moved to authorize Resolution 05082023-A, ordering the Drainage Improvements of Various Roads including CU-0380-A-00.080 Riverview Drive, CU-0691-A-00.005 Penny Lane, CU-0691-A-00.150 Penny Lane, CU-0691-A-00.160 Penny Lane, CU-0723-A-00.250 Timber Trail, CU-0723-A-00.470 Timber Trail, and CU-0724-A-00.060 Ridgeview Drive, and per ORC 5573.01 as recommended by the Geauga County Engineer and the service director, and further authorizing the fiscal officer or county engineer’s office to advertise the project for competitive bidding with bids to be received by 10:00 AM on May 26, 2023 and opened at 10:05 AM on the same day.

Mr. Markley seconded the motion that passed unanimously.

FISCAL OFFICE - NEW BUSINESS

PURCHASE ORDER APPROVALS

Mrs. O’Brien 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. Hylant Administrative Services – Legal Fees Deductible - \$5,000.00 (General)
2. Geauga SWCD – 2023 Annual Appropriation - \$7,500.00 (General)
3. Central Ohio Cleaning – Deep Cleaning Items - \$4,030.00 (Police)
4. The Chas E Phipps Co. – Road Saw - \$9,098.00 (Roads)

INVOICE APPROVALS

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

Mr. Markley seconded the motion that passed unanimously.

Invoices

1. Margaret Nancy Johnson – Conciliator Fees - \$1,720.58 (General)
2. Ullman Oil – Fuel - \$11,869.37 (Roads)

BLANKET CERTIFICATE RENEWALS/APPROVAL

Mrs. O’Brien 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 Certificates

1. Roads: Repairs and Maintenance - \$10,000.00
2. Parks: Repairs and Maintenance - \$15,000.00

FISCAL RESOLUTION APPROVALS

Mrs. O’Brien made a motion to approve Resolution 05082023-B 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 April 2023 – \$7,276.50

Mr. Markley seconded the motion that passed unanimously.

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Mrs. O'Brien made a motion to approve Resolution 05082023-C as submitted by the Fiscal Officer.

- Resolution to Increase Appropriations and Revenues for 2023 – EPA 319 Grant Fund - \$2,679.99

Mr. Markley seconded the motion that passed unanimously.

Checks Dated March 28, 2023 through April 10, 2023

The trustees examined and signed checks and invoices from April 25, 2023 through May 8, 2023, consisting of warrants #41258 through #41347 in the amount of \$80,318.15.

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 April 2023, #97-2023 through #124-2023 in the amount of \$794,497.03 are attached to and become a permanent part of these minutes.

CORRESPONDENCE

None.

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, Mrs. O'Brien made a motion to adjourn with a second by Mr. Markley and the meeting was adjourned at 8:12 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____