

Monday, December 4,

23

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on December 4, 2023. Those present were Trustees Mr. Jeff Markley, Mrs. Kristina O'Brien, and Dr. Michael Bates. Fiscal Officer Mrs. Janice Sugarman did not attend executive session. Dr. Bates presided and called the meeting to order at 6:01 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. Roll call vote followed: Dr. Bates, aye; Mrs. O'Brien, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their meeting at 6:01 P.M. to go into executive session.

Mr. Steve Averill was invited into executive session at 6:10 P.M. and left at 6:44 P.M.

Mr. Jim Stanek was invited into executive session at 6:44 P.M. and left at 7:08 P.M.

The trustees returned from executive session and reconvened their regular meeting at 7:13 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

- 1. Move Levy Presentation to the next agenda
- 2. Move CS-BAI-V-2023 Final to the next agenda
- 3. Move Letters of Support to the next agenda

MINUTES APPROVAL

Mrs. O'Brien moved to approve the minutes of the trustees' November 20, 2023 regular meeting as written.

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

DEPARTMENTAL REPORTS

SERVICE DEPARTMENT REPORT

Assistant service director Alex Hansel presented the service department report for the month of November 2023. He reported that Settler's Park is closed for the season. Work has begun on the Smith Creek restoration project. End date will be weather dependent. Also, all road projects are completed for the year. 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 November 2023. The general fund balance is \$2,559,864.16 as of November 30, 2023. Mrs. Sugarman reported that the township has a new banking contact that has been very helpful in the day-to-day safekeeping of the township funds. The complete fiscal department report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

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FIRE DEPARTMENT – NEW BUSINESS

Request to Increase EMS Billing Rates

Mrs. O'Brien made a motion to approve the request to increase EMS billing per the memo dated November 8, 2023 based on the recommendation of the fire chief.

Mr. Markley seconded the motion that was passed unanimously.

Request to Declare Obsolete

Mrs. O'Brien made a motion to declare three computer monitors obsolete and no longer needed by the township pursuant to ORC 505.10, per the recommendation of the fire chief.

Mr. Markley seconded the motion that was passed unanimously.

Approval to Dispose of Obsolete Items

Mrs. O'Brien made a motion to allow the disposal and recycling of the obsolete computer monitors that are no longer working in accordance with ORC 505.10, per the recommendation of the fire chief.

Mr. Markley seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Liquor License Hearing – Glass Asylum

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 Glass Asylum based on the recommendation of the police chief.

Mr. Markley seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESS

Change Order #1 and Final Pay Application – RS-BAI-V-2023

Mrs. O'Brien made a motion to approve the change order #1 for project RS-BAI-V-2023, The Asphalt Resurfacing of Various Roads, which reflects a decrease in the total contract cost with Geauga Highway Co. by \$14,959.36 per the recommendation of the service director and the Geauga County Engineer.

Mr. Markley seconded the motion that was passed unanimously.

Mrs. O'Brien made a motion to approve the final pay application for project RS-BAI-V-2023, The Asphalt Resurfacing of Various Roads, in the amount of \$304,593.00 paid to Geauga Highway Co. per the recommendation of the service director and the Geauga County Engineer, noting that the maintenance bond and corrective action period will run through December 3, 2024.

Mr. Markley seconded the motion that was passed unanimously.

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Request for Additional Rental Fee Waiver – Kenston BOE

Mrs. O’Brien made a motion to approve the rental fee waiver request from the Kenston Board of Education for the Bainbridge Fire Department Meeting Room for their negotiations meeting on December 4, 2023 in the amount of \$225.00 per the recommendation of the service director. A building attendant fee of \$30.00 will be paid.

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

TOWN HALL - OLD BUSINESS

PPM Revision Discussion

The trustees recognize the need to update the Personnel Policy Manual for the township. They will each speak with their respective department head to seek suggestions. In addition, Mr. Markley will contact legal counsel for a complete review.

TOWN HALL - NEW BUSINESS

Temporary Sign Discussion

The trustees discussed the need to enforce the temporary sign restrictions in the township. More discussion is needed. This item will move to Pending on the agenda.

Nalco Property – Brownfield Remediation Program

The trustees were in general agreement to write a letter of support for the application with the county and the state for a grant to remediate the Nalco property that is zoned light industry restricted, and to also authorize the fiscal officer to sign the support letter on behalf of the trustees.

FISCAL OFFICE - NEW BUSINESS

2024 Blanket Certificates

Mrs. O’Brien made a motion to approve the 2024 Blanket Certificate list for all township departments as outlined in the attached memo dated December 4, 2023 per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

2024 Vendor Purchase Order Requests

Mrs. O’Brien made a motion to approve the 2024 Vendor Purchase Order Request list for all township departments as outlined in the attached memo dated December 4, 2023 per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

2024 Recurring Vendor Purchase Orders

Mrs. O’Brien made a motion to approve the 2024 Recurring Vendor Purchase Order list for all township departments as outlined in the attached memo dated December 4, 2023 per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

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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. Wichert Insurance – Crime & Cyber Policy - \$11,745.00 (All)
2. Love Insurance – 12/01/2023-12/01/2024 Ohio Plan Insurance - \$87,176.00 (All)
3. Ohio BWC – Workers' Compensation Premium - \$55,219.00 (All)

INVOICE APPROVALS

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

Mr. Markley seconded the motion that passed unanimously.

Invoices

1. Geauga Highway Co. - Asphalt Resurfacing of Various Roads - \$304,593.00 (Roads)

BLANKET CERTIFICATE RENEWALS/APPROVALS

Mrs. O'Brien made a motion to approve the blanket certificates listed below as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

Blanket Certificates

1. Other Expenses - \$500.00 (Parks - General)
2. Supplies and Materials – \$500.00 (Parks - General)
3. Supplies and Materials - \$500.00 (Roads)

FISCAL RESOLUTION APPROVAL

Mrs. O'Brien made a motion to approve Resolution 12042023-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 November 2023 – \$9,949.50

Mr. Markley seconded the motion that passed unanimously.

Checks Dated November 21, 2023 through December 4, 2023

The trustees examined and signed checks and invoices from November 21, 2023 through December 4, 2023, consisting of warrants #42493 through #42563 in the amount of \$400,119.57.

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 November 2023, #298-2023 through #324-2023 in the amount of \$766,683.05 are attached to and become a permanent part of these minutes.

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CORRESPONDENCE

- 1. Jennifer Jones, GTSWMD: Grant Workshops, February 2, 2024 10am - noon

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 7:53 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date

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

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