

Monday, February 12,

24

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on February 12, 2024. Those present were Trustees Mr. Jeff Markley, Mrs. Kristina O'Brien, and Dr. Michael Bates and Fiscal Officer Mrs. Janice Sugarman. Mrs. O'Brien presided and called the meeting to order at 6:03 P.M.

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).

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 regular meeting at 6:03 P.M. to go into executive session.

Chief Lou Ann Metz was invited into executive session at 6:03 P.M. and left at 6:41 P.M.

Tab Gordon, Jim Stanek, and Alex Hansel were invited into executive session at 6:43 P.M. and Mr. Gordon left at 6:59 P.M. Mr. Stanek and Mr. Hansel left at 7:04 P.M.

The trustees returned from executive session and reconvened their regular meeting at 7:08 P.M. and everyone stood and recited the Pledge of Allegiance.

CHANGES TO THE AGENDA

- 1. ADD: Girl Scout Proclamations
- 2. ADD: Singerman Mills invoice for \$266.40
- 3. Move Eagle Scout Proclamations up towards beginning of meeting

MINUTES APPROVAL

Mr. Markley moved to approve the minutes of the trustees' January 22, 2024 regular meeting as written.

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

DEPARTMENTAL REPORTS

KENSTON COMMUNITY EDUCATION

Mr. Maximus Yost presented the Kenston Community Education report for the fourth quarter of 2023. He reported that for the last quarter of 2023 income was up and expenses were down. Jennifer was given a raise to \$80,000.00. It was her first increase in many years. He also reported that KCE is due for an audit this year. Lastly, he mentioned that there have been issues with unruly parents at Midwest middle school basketball games. The parents that are ejected must go through a course on proper behavior and sit out two games before they can return. The complete KCE report is attached to and becomes a permanent part of these minutes.

SERVICE DEPARTMENT REPORT

Assistant Service Director Alex Hansel presented the service department report for the month of January 2024. He reported that in January, they started a storage unit construction project. They also removed, cleaned, and stored all the holiday fixtures and decorations. In addition, Mr. Gordon designed a de-icing system to be used with his township vehicle. The Smith Creek Restoration project is near completion. In addition, they are removing the island at the entrance of Timber Trails. The complete service department report is attached to and becomes a permanent part of these minutes.

Monday, February 12,

24

FISCAL OFFICE REPORT

Mrs. Janice Sugarman presented the fiscal report for the month of January 2024 and end-of-year 2023. The general fund balance at the end of 2023 was \$2,457,868.85 and at the end of January it was \$2,504,904.38. The first tax collection in 2024 was \$161,000.00, which was lower than expected. The fiscal office is currently working on permanent appropriations which will be on the next agenda. The township biennial audit will be starting in March with an outside firm contracted by the Auditor of State. Monies received include a cell tower check for \$10,000.00 and a JEDD check for \$35,585.68. The complete fiscal department report is attached to and becomes a permanent part of these minutes.

PUBLIC COMMENTS

None.

FIRE DEPARTMENT – NEW BUSINESSRequest to Accept Donations

The trustees were in general agreement to accept the following donations in accordance with ORC 505.10 and with extreme gratitude for the donations which will be used towards meals for the fire department employees.

- \$50.00 gift card to Romeo's Pizza from the Hughes family
- \$250.00 in memory of patient Virgil Huggett from James F. Contini, Esq., Christopher R. Hunt, Esq., and the law firm of Krugliak, Wilkins, Griffiths & Dougherty Co., LPA

POLICE DEPARTMENT – NEW BUSINESSDiscipline of Public Employee

Mr. Markley made a motion to issue a suspension of 25 12-hour shifts without pay to a police officer pursuant to discussions in executive session on January 22, 2024.

Dr. Bates seconded the motion that passed unanimously.

Copier Lease Agreement

Mr. Markley made a motion to approve and authorize the chair to sign the copier lease agreement with Dex Imaging in the amount of \$372.25 per month for 63 months per the recommendation of the police chief.

Dr. Bates seconded the motion that passed unanimously.

SERVICE DEPARTMENT – NEW BUSINESSDiscipline of Public Employee

Mr. Markley made a motion to issue a suspension of two weeks without pay to a service department employee pursuant to discussions in executive session on January 22, 2024.

Dr. Bates seconded the motion that passed unanimously.

HyFi Water Level Sensors Agreement

Mr. Markley made a motion to approve and allow the chair to sign the Cost-Share Agreement for HyFi Water Level Sensor Network in the amount of \$6,900.00 per the recommendation of the service director.

Dr. Bates seconded the motion that passed unanimously.

Monday, February 12,

24

Bid Award Recommendation – Waterline Project

Mr. Markley made a motion to award the bid for the waterline extension project to Grade Line, Inc. in the amount of \$440,543.50 for the fire department, police department, and town hall pursuant to the recommendation of the engineer and the service director. The project is to be completed within 60 days of commencement.

Dr. Bates seconded the motion that passed unanimously.

Wreaths Across America

The trustees were in general agreement to allow Wreaths Across America to lay wreaths at the headstones of the Revolutionary War veterans that are buried in Bainbridge Township.

Certified Stamp for Cemetery Deeds

The trustees were in general agreement to approve the stamp to certify cemetery deeds to allow residents to have a certified copy of their deed.

Request for Wage Increase – Piotrowski

Mr. Markley made a motion to approve the wage increase of 4%, to \$20.80/hour, consistent with the township increases for 2024 for Christina Piotrowski upon the successful completion of her probationary period as of February 6, 2024 effective the next pay period beginning February 24, 2024 per the recommendation of the service director.

Dr. Bates seconded the motion that passed unanimously.

Brand Safway Agreement

Mr. Markley made a motion to approve and allow the chair to sign the agreement with Brand Safway Solutions LLC agreement for roof shoring for the town hall roof in the amount of \$10,562.22 and \$1,206.22 per month thereafter, per the recommendation of the service director and as reviewed by legal counsel.

Dr. Bates seconded the motion that passed unanimously.

American Fireworks Agreement

Mr. Markley made a motion to approve and allow the chair to sign the agreement with American Fireworks for a fireworks display on July 5, 2024 with a rain date of July 7, 2024 in the amount of \$15,500.00 per the recommendation of the properties superintendent.

Dr. Bates seconded the motion that passed unanimously.

TRUSTEES - NEW BUSINESSNOPEC Gas Legislation

The trustees held public meetings at noon and 5:00 P.M. today for the gas opt-in program. This will make it easier for residents to re-enroll in the program.

Mr. Markley made a motion to approve Resolution 02122024-A, a resolution authorizing all actions necessary to establish an opt-in natural gas program pursuant to Section 4929.27(A)(1), Ohio Revised Code, jointly through NOPEC as a NOPEC member.

Dr. Bates seconded the motion that passed unanimously.

Monday, February 12,

24

Mr. Markley made a motion to approve Resolution 02122024-B, a resolution approving the plan of operation and governance for the NOPEC natural gas aggregation program for the purpose of jointly establishing and implementing a gas aggregation program as a NOPEC member.

Dr. Bates seconded the motion that passed unanimously.

NOPEC NEC Grant 2024

Mr. Markley made a motion to approve Resolution 02122024-C, authorizing all actions necessary to accept the NOPEC Energized Community Grant, finding it to be in the best interest of the township to accept the grant in the amount of \$29,848.00 and to allow the chair to sign the resolution and the grant agreement.

Mr. Markley seconded the motion that passed unanimously.

ARPA Funds Appropriations

After much discussion, Mr. Markley made a motion to appropriate the ARPA funds to salaries for the police department, the fire department, and the service department in three equal amounts.

Dr. Bates seconded the motion. Vote: Mr. Markley, no; Mrs. O'Brien, aye; Dr. Bates, aye. Motion carried.

Eagle Scout Proclamations

The trustees were in general agreement to issue proclamations for completing their Eagle Scout Awards to Aaron Hirt, Benjamin Fink, Sam Koltas, and Josh Koltas with congratulations on earning such a high and prestigious honor.

CRWP Annual Dues

Mr. Markley made a motion to accept the 2023 Collaborations Report with Chagrin River Watershed Partners, Inc. and approve the 2024 Annual Member Dues in the amount of \$5,527.00.

Dr. Bates seconded the motion that passed unanimously.

Capital Fund Community Projects

The trustees were in general agreement to start the grant process for a capital fund grant for community projects. Mr. Markley will work with Mr. Stanek to begin the process.

ZONING DEPARTMENT - NEW BUSINESS

Advertise for BZA Position

The trustees were in general agreement to advertise for the Board of Zoning Appeals alternate position with a term beginning January 1, 2024 and ending December 31, 2025.

Set Public Hearing Date for Z-2023-2

Mr. Markley made a motion to set the public hearing date for proposed zoning amendment Z-2023-2 for Monday, February 26, 2024 at 7:30 P.M. per the recommendation of the zoning inspector.

Dr. Bates seconded the motion that passed unanimously.

Monday, February 12,

24

FISCAL OFFICE - NEW BUSINESS

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. Charles E. Harris & Associates – Audit 2022-2023 - \$13,090.00 (General)
2. Chagrin River Watershed Partners, Inc. – Annual Dues - \$5,527.00 (General)
3. De Lage Landen Financial Services, Inc. – Lease for 2 Copiers - \$3,354.75 (Police)
4. Chagrin River Watershed Partners, Inc. – Hyfi Water Level Sensors - \$6,900.00 (General)
5. Davey Resource Group, Inc. – Smith Creek Grant - \$154,335.11 (General)
6. Davey Resource Group, Inc. – Smith Creek Grant - \$10,199.63 (General)
7. Brand Safway Solutions, LLC – Sectional Shoring Systems for Town Hall Auditorium - \$10,562.22 (General)
8. American Fireworks – Fireworks Display - \$15,500.00 (General)

INVOICE APPROVALS

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

Dr. Bates seconded the motion that passed unanimously.

Invoices

1. Morton Salt – Salt - \$70,386.75 (Roads)
2. Ullman Oil Company – Fuel for Township Vehicles & Equipment - \$15,491.06 (All)

BLANKET CERTIFICATE RENEWALS/APPROVALS

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

Dr. Bates seconded the motion that passed unanimously.

Blanket Certificate

1. Advertising - \$1,000.00 (Roads)

FISCAL RESOLUTION APPROVAL

Mr. Markley made a motion to approve Resolution 02122024-D 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 January 2024 – \$734.88

Dr. Bates seconded the motion that passed unanimously.

Checks Dated January 23, 2024 though February 12, 2024

The trustees examined and signed checks and invoices from January 23, 2024 through February 12, 2024, consisting of warrants #42809 through #42949 in the amount of \$167,718.94.

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

Monday, February 12,

24

ELECTRONIC TRANSACTIONS

Electronic transactions for the month of January 2024, #1-2024 through #39-2024 in the amount of \$865,542.03 are attached to and become a permanent part of these minutes.

PUBLIC INTERACTION

- 1. Joe Gutoskey – asked the trustees to add an item to the next agenda
- 2. Cynthia McKay -7427 Pettibone Road – asked about the ARPA funds

CORRESPONDENCE

- 1. GGP – Annual Meeting – March 20, 2024 7:30 A.M.
- 2. Resident letter – against the marijuana legislation – asked trustees for a moratorium which townships cannot do.

LATE ADDITIONS

Girl Scout Certificates

The trustees were in general agreement to issue 25 certificates for completing their Silver and Bronze Awards to girl scouts from Troops 70298, 71117, and 71484. In addition, the trustees issued certificates to two Gold Awards recipients, the highest award in girl scouting, to Samantha Sunderhaft and Sophie Voudris from Troop 70852 with congratulations on earning such a high and prestigious honor.

Invoice Approval

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

- Singerman Mills - \$266.40 – Signature Square (General)

Dr. Bates seconded the motion that passed unanimously.

Since there was no further business to come before this regular meeting of the Bainbridge Township Board of Trustees, Mr. Markley made a motion to adjourn with a second by Dr. Bates and the meeting was adjourned at 9:06 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____