



Board of Trustees Meeting
4:00 p.m. Tuesday, January 22nd, 2019
Please silence cell phones and electronics

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME

The purpose of this meeting is to conduct the business of Bath Township.
At the end of the meeting there will be time for citizen comment.

APPROVAL OF AGENDA

FISCAL OFFICER Sharon Troike

1. Motion to approve the December 10th, 2018 Regular Meeting Minutes (Corbett, Goodrich, and Nelson)
2. Motion to approve requisitions and regular purchase orders 2019040133 through 2019040329, and payments totaling \$338,434.60. Roll Call
3. Correspondence, Board, Commission, and Committee log are available for public view.
4. Call for letters of interest and resumes from Bath Township residents and/or business owners to serve on the External Audit Committee.
5. Resolution 2019-01 Organizational Resolution and Personnel Policy Manual

DEPARTMENT HEADS AND ADMINISTRATOR

Police Chief Vito F. Sinopoli

Report / Recommendations

1. Motion to post and advertise for a part-time Police Officer position effective January 22, 2019, due Friday, February 1st at 4:00 pm.

Fire Chief Walter Hower

Report / Recommendations

Service Director Caine Collins

Report / Recommendations

1. Motion to accept the resignation of Joshua Guthrie, effective January 11th, 2019.
2. Motion to remove Dominic Scianna from his role as a seasonal worker, effective November 9, 2018.
3. Motion to enter into a 3-year maintenance agreement with Generator Systems.
4. Motion to enter into a 3-year contract with Gardiner Trane for the maintenance of Bath Township's HVAC and mechanical systems. The contract cost is \$22,697.00 per year.
5. Motion to accept the Annual Highway System Mileage Certification for 2018 as forwarded from the Summit County Engineer and received from the Ohio Department of Transportation. This document certifies that Bath Township was responsible for maintaining 62.395 miles of public road in 2018.

Park Director/Assistant Service Director Alan Garner

Report / Recommendations

Planning Director/ Zoning Inspector William Funk

Report / Recommendations

Administrator Vito F. Sinopoli

Report / Recommendations

1. Motion to accept the resignation of Hannah Krumheuer as Executive Assistant effective February 15th, 2019.
2. Motion to advertise and post for the position of Executive Assistant, with applications due February 8th, 2019.

TRUSTEES Becky Corbett, Elaina Goodrich & James Nelson

COMMUNITY REPORT

1. Stephanie Deibel – NPS-IS Plan through Soil and Water Division

FUTURE TRUSTEE MEETINGS AND EVENTS

Tuesday, January 22, 2019	Board of Trustees, TMR	4:00 PM
Tuesday, January 22, 2019	Water and Sewer District, TCR	6:00 PM
Monday, January 28, 2019	Friends of Yellow Creek, TMR	7:00 PM
Monday, February 4, 2019	Appearance Review Commission, TMR	5:00 PM
Monday, February 4, 2019	Board of Trustees, TMR	7:00 PM
Wednesday, February 13, 2019	Heritage Corridors, TCR	5:30 PM
Thursday, February 14, 2019	Zoning Commission, TMR	7:00 PM
Tuesday, February 19, 2019	Board of Trustees, TMR	4:00 PM
Tuesday, February 19, 2019	Water and Sewer District, TCR	6:00 PM
Tuesday, February 19, 2019	Board of Zoning Appeals, TMR	7:00 PM

TCR-Trustees Conference Room (Administrative Offices)

TMR-Trustees Meeting Room, lower level, Bath Center

BNP- Bath Nature Preserve

COMMUNITY EVENTS

Sunday, February 17, 2019	Chillin on the Hill, BNP	1:00 PM – 4:00 PM
Thursday, March 21, 2019	State of the Parks, BNP	7:00 PM
Sunday, March 31, 2019	Historic Trolley Tour	

CITIZENS' COMMENTS

Citizens must be recognized by the President of the Board of Trustees prior to speaking.

Citizens will identify themselves by name and address.

Citizens' comments will be limited to 5 minutes each.

Citizens' comments must be addressed to the Board.

If a citizen is called out of order twice, he or she will then be asked to leave.

ITEMS OF INTEREST

THANK YOU FOR ATTENDING / ADJOURNMENT

**BATH TOWNSHIP BOARD OF TRUSTEES
CORRESPONDENCE LOG**

Dates: January 3rd – January 22nd, 2019

DATE	RECEIVED FROM	SUBJECT MATTER	REFERRED TO:
1-3-2019	Joshua Guthrie	Letter of resignation from his position in the Service Department effective January 10 th , 2019.	Board of Trustees Fiscal Officer Administrator
1-11-2019	Alan Brubaker Summit County Engineer	Letter containing the 2018 Annual Highway System Mileage Certification. This mileage is for the township-maintained roadways, of which the township has 62.395 miles. This is used to calculate the appointment of State Motor Vehicle Fuel Taxes that are distributed to the township.	Board of Trustees Fiscal Officer Administrator
1-16-2019	Summit County Public Health	The 2018 Monitoring and Sampling Activities for Bath Township's Phase II Dry Weather Screening from Summit County Public Health	Board of Trustees Fiscal Officer Administrator
1-22-2019	Hannah Krumheuer	Letter of resignation from her position as Executive Assistant effective February 15 th , 2019.	Board of Trustees Fiscal Officer Administrator

BOARD, COMMISSION, AND COMMITTEE LOG

RECEIVED FROM

BATH TOWNSHIP BOARD OF TRUSTEES

BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 22nd DAY OF JANUARY 2019, THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 4:00 P.M. IN THE BATH TOWNSHIP MEETING ROOM, 3864 WEST BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.

M_____ introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2019-01
TO ADOPT THE ORGANIZATIONAL RESOLUTION, THE PERSONNEL POLICY
MANUAL, AND THE JOB DESCRIPTIONS MANUAL**

WHEREAS the Township operates with regard to several master documents; and,

WHEREAS the Township Administrator has proposed the attached 2019-01 Resolution for adoption along with the Bath Township Personnel Policy Manual and Job Descriptions Manual; and,

WHEREAS the Department Heads of the Township have reviewed the documents and found them to be in order.

NOW THEREFORE BE IT RESOLVED, that the Organizational Resolution 2019-01, the Bath Township Personnel Policy Manual and Job Descriptions Manual are hereby adopted effective January 1, 2019 and attached to and made a part of these Minutes.

M_____ seconded the Resolution for discussion.

The Fiscal Officer called the Roll:

Mrs. Corbett,
Mrs. Goodrich,
Mr. Nelson

Sharon A. Troike, Fiscal Officer

Elaina E. Goodrich, President
Bath Township Board of Trustees

James N. Nelson, Vice-President
Bath Township Board of Trustees

January 22, 2019
Date

Becky Corbett
Bath Township Board of Trustees

This Resolution is a true and correct excerpt from the Minutes of the Board of Township Trustees and is recorded in the Bath Township Board of Trustees' *Record of Proceedings* dated January 22, 2019.

Chief of Police Report
January 22, 2019

Recommendation

Motion to post and advertise for a part-time Police Officer position effective January 22, 2019, due Friday, February 1st at 4:00 pm.

EMPLOYMENT OPPORTUNITY

BATH TOWNSHIP

EMPLOYMENT

Part Time Police Officer

The Bath Township Board of Trustees is seeking qualified applicants for a Part Time Police Officer.

Job Summary: Under general supervision, patrols Township; protects life and property; maintains law and order; responds to and investigates complaints; enforces laws and initiates enforcement actions.

Minimum qualifications:

- An Associate's Degree in Criminal Justice, the equivalent of a bachelor's degree in an approved major from an accredited college or university.
- Must complete a basic Ohio Peace Officers Training Academy and be certified by the Ohio Peace Officers Training Council within one year of employment.
- Must satisfactorily complete the Field Training Course of the Bath Police Department.
- Must have a valid Ohio driver's license.

See the job description for the full list of required qualifications.

Applications and full job descriptions are available at www.bathtownship.org under the employee link on the home page. Applications may also be picked up at the Bath Center Administration Office, 3864 W. Bath Road, Akron, OH 44333.

Applications are due February 1st, 2019.

By Order of the Board of Trustees,

Sharon A. Troike, Fiscal Officer

POSTED January 22nd, 2019

January 22, 2019

To: Bath Township Trustees
Bath Administrator: Vito Sinopoli

Fire Department

Walter Hower, Fire Chief

Reports:

Nothing to report at this time.

Recommendations:

No recommendations at this time.

SERVICE DIRECTOR Caine Collins

Agenda for the Trustee Meeting 1-22-2018

Buildings and Grounds:

No new business to report.

Roads Report:

No new business to report.

Cemeteries:

No new business to report.

Recommendations by the Service Director:

1. Recommendation to accept the resignation of Joshua Guthrie, effective January 11th, 2019.
2. Recommendation to remove Dominic Scianna from his role as a seasonal worker, effective date November 9, 2018.
3. Recommendation to enter into a 3-year maintenance agreement with Generator Systems.
4. Recommendation to enter into a 3-year contract with Gardiner Trane for the maintenance of Bath Township's HVAC and mechanical systems. The contract cost is \$22,697.00 per year.
5. Recommendation to accept the Annual Highway System Mileage Certification for 2018 as forwarded from the Summit County Engineer and received from the Ohio Department of Transportation. This document certifies that Bath Township was responsible for maintaining 62.395 miles of public road in 2018.

PARK DIRECTOR/ASSISTANT SERVICE DIRECTOR Alan Garner
AGENDA FOR THE TRUSTEE MEETING 1-22-2019

General Park Information:

No new business to report.

Bath Baseball Park:

No new business to report.

Bath Community Park:

No new business to report.

Bath Hill Park:

No new business to report.

Bath Nature Preserve:

No new business to report.

Recommendations:

Nothing to report

To: Board of Trustees, Fiscal Officer, Administrator, Executive Assistant

From: William Funk, Planning Director/Zoning Inspector

Date: 1/22/2019

Re: Zoning Report

Reports

No Report

Recommendations

No Recommendations at this time

Administrator's Report:

January 22nd, 2018

Report:

Bath Township offers organics recycling bin at the service garage at 3879 Ira Road on week days from 9 am and 3:30 pm. This area can remain open with extended hours on the weekend by appointment.

We will be holding another historic bus tour on March 31, 2019 from 1:00 pm to 4:00 pm. A comfortable trolley will welcome guests aboard. Tickets can be purchased after February 25 at the website www.Bathtownship.org. After 12 characters and a tour presentation along the route you should have a good understanding of the history of the Bath community and how it has developed over the past 200 years!

There is an upcoming OTA conference at the end of the month that I will attend with Trustee Jim Nelson and Fiscal Officer Sharon Troike. This is a great opportunity to work with other townships in Ohio and gather legislative information that pertains to Bath.

Recommendations:

1. Motion to accept the resignation of Hannah Krumheuer as Executive Assistant effective February 15th, 2019.
2. Motion to advertise and post for the position of Executive Assistant, with applications due February 8th, 2019.

EMPLOYMENT OPPORTUNITY

BATH TOWNSHIP

Full Time Executive Assistant

The Bath Township Board of Trustees is seeking qualified applicants for a full time Executive Assistant position.

Job Summary: This is administrative and office support work as assistant to the Township Administrator. An employee in this classification functions in a management confidential capacity to the Administrator. This person may represent Administrator, arrange the Administrator's calendar and schedule, attends meetings, take minutes, transcribe dictation, prepare and type correspondence.

- Supervises administrative and support staff
- Maintains and arranges the Administrator's and Trustee's master calendar and schedule
- Arranges meetings, conference calls, conferences and travel arrangements
- Takes minutes at Administrator's staff meeting
- Drafts, and develops grant applications with Board of Trustees
- Prepares, develops and presents presentations, communications and public relations information
- Monitors State Legislation information that affects Townships
- Prepares Township Legislation under the direction of the Administrator, Fiscal Officer and Board of Trustees
- Transcribes dictation, prepares and types memos, letters, interoffice directives, press releases, resolutions, reports, appointment letters, and grants
- Serves as liaison and attends meeting of other government entities, private, public and civic sectors
- Plans and coordinates special projects and events awards programs, ceremonies, employee events and awareness days
- Assists in coordinating Township involvement with neighboring communities, cultural activities and other events as directed
- Ensures adherence to Township policies and procedures
- Supervises the purchase, maintenance, and inventory of office supplies and equipment
- Maintains manual and computerized records and reports accurately including workers comp records, P & L insurance policies, health insurance policies, PERRP logs, and others
- Performs additional duties and assignments as requested
- Develops and directs the management of our website
- Develops and directs the management of our social medium communications.

MINIMUM QUALIFICATIONS:

EDUCATION/TRAINING: High school diploma or GED. A Bachelor's Degree. Must have a minimum of three (3) years experience in a secretarial or management position.

See the job description for the full list of required qualifications. Applications and full job descriptions are available at www.bathtownship.org under the employee link on the home page. They also may be picked up at Bath Center Administration Office, 3864 W Bath Road, Akron, OH 44333.

Applications due February 8th, 2019.

By Order of the Board of Trustees,

Sharon A. Troike, Fiscal Officer

POSTED January 22nd, 2019