

Monday, June 2,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on June 2, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, and Mr. Jeffrey S. Markley, and Fiscal Officer Mrs. Cherianne H. Measures. Mrs. Benza presided and called the meeting to order at 5:00 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss pending litigation, per Ohio Revised Code Section 121.22(G)(3).

Mr. Horn seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their regular meeting at 6:05 P.M. in order to go into executive session with Assistant Prosecutor Bridey Matheney.

The trustees returned from executive session, after discussing pending litigation, reconvening their regular meeting at 6:09 P.M.

WORK SESSION

Mrs. Benza explained that Bainbridge Township is revisiting the position of Township Administrator. Mr. Markley has invited former Copley Township Administrator Ms. Peggy Spraggins, Copley Township Trustee Ms. Helen Humphrys, Concord Township Trustee Mr. Chris Galloway, and Twinsburg Township Administrator Mr. Rob Kagler to discuss the role of a township administrator as well as determining when an administrator is needed. Ms. Humphrys is participating in the meeting via telephone, all others are present.

Mr. Galloway began the conversation by stating that Concord Township has had a township administrator for at least the last nine years, perhaps as far back as sixteen years. A township should consider hiring an administrator when the issues are too complex and cannot be managed by part time trustees. An administrator functions as the eyes and ears of the trustees, and ideally the fiscal officer as well, on a day-to-day basis.

Ms. Humphrys was Township Clerk when Copley first hired a township administrator. She was Clerk for twenty-one years, and has been a trustee for eleven years. Now that she is retired from her full time job, she now works at the township four days per week and helps with the day-to-day items. Many townships rely on the fiscal officer to do these tasks, but that can be very overwhelming.

A township administrator can create continuity when trustees change. This continuity can set a township up for success. Although in today's environment, a candidate for township administrator may request a contract for job security. An administrator needs to remember that he/she works on behalf of the entire board of trustees, not one trustee. When the trustees get bogged down, an administrator can move things along. The administrator handles the small details that supplement the trustees and institutes the directions of the board.

When Concord updated their website, the administrator did the research and provided options and a recommendation to the trustees. An administrator can be responsible for benefits research, workers compensation, creating efficiencies, increasing revenues through JEDDs, TIFs, grants, etc. The administrator should provide unbiased information. When selecting an administrator, the skill set should compliment that of the trustees. A level of trust, both ways, needs to be established which can take some time.

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The level of authority can be translated as needed, within the limits of the Ohio Revised Code. A new organizational chart should be created and can be unique for each township. Many townships with administrators still use department liaisons. This can be helpful when the department heads are resistant to the authority of a township administrator. However, the administrator is an ideal point of contact as one person that the department heads can go to in order to reach all trustees, and for the trustees to be able to reach all department heads.

The Administrator in Concord Township handles all human resource issues, discipline, policy implementation and handbook updates. Twinsburg Township Administrator does not deal with human resources at all, it is handled by an administrative assistant that really enjoys that area of specialty. Copley Township has one person in charge of human resources to streamline operations. She handles employee evaluations, compensation plan review, employee referral program, however discipline is handled by Clemans Nelson & Associates.

The educational process should be manageable due to the growth of the township and the need to provide better public services. The qualified candidate would need to be someone with a very strong understanding of the township form of government. The qualified candidate would not need to be a resident or current employee but could be either or both if qualified.

When developing the job description for a township administrator, grant writing and economic development should be included in an effort to justify the cost of the position.

The board thanked the guests for attending and offering very valuable information.

Purchase Order Approvals

Mr. Markley made a motion to approve the purchase order request dated May 30, 2014 for Stamm Concrete in the amount of \$1,500.00 for concrete for Lakeside, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the purchase order request dated May 29, 2014 for Lake Truck Sales in the amount of \$2,102.00 for replacement of springs on a 5-ton dump truck, per the recommendation of the Service Director.

Mr. Horn seconded the motion that passed unanimously.

Execution of Contract – Kenston Local Schools for Fireworks

Mr. Markley made a motion to approve and authorize the chairman to execute the contract between the Kenston Board of Education and Bainbridge Township for the use of the Kenston Local Schools Campus as the launch site for the Auburn Bainbridge Community Fireworks on July 6, 2014, with July 7, 2014 as the designated rain date.

Mr. Horn seconded the motion that passed unanimously.

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Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 7:45 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____