

Saturday, October 19,
13

The Bainbridge Township Board of Trustees met in Special Session at the Bainbridge Township Burns Lindow Building on October 14, 2013. Those present were trustees Mr. Christopher Horn, Mr. Jeffrey S. Markley and Mrs. Lorrie Sass Benza, and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Horn presided and called the meeting to order at 8:03 A.M.

Mr. Horn welcomed the residents to the special work session to review the Parks & Properties maintenance schedule and the General Fund Budget. There are a few items of business that will be taken care of before we start the work session.

SERVICE DEPARTMENT – NEW BUSINESS

Purchase Order Request – Auburn Pipe

Mr. Horn made a motion to approve the purchase order request for Auburn Pipe in the amount of \$1,307.00 for the purchase of catch basins and pipe for the drainage project at Kenston Schools, per the recommendation of the Service Director.

Mr. Markley seconded the motion that passed unanimously.

MINUTES

The minutes from the trustees' September 23, 2013 regular meeting were approved as presented. The minutes from the trustees' October 7, 2013 special meeting were approved as presented.

WORK SESSION

Mrs. Benza stated that as investment funds dwindle, which is what the trustees were directed to do by the Budget Commission, she would like to identify big ticket items that will need to be paid for with General Fund moneys.

Mr. Markley would like to establish a budget for each of the departments within the General Fund before January 1st. He would also like to prioritize building and maintenance items and determine the necessary recurring expenses.

Mr. Horn feels that the discussions should start with revenues before determining what your expenses will be.

Discussions continued regarding the necessary steps in order to develop a budget for the General Fund. Items were discussed such as building evaluations to determine both recurring maintenance items as well as long-term capital improvements that will need to be performed. For the buildings that require improvements to be ADA compliant, what is the legal timeframe for completing such improvements. The possibility of creating reserve accounts for building maintenance was also discussed, but the board needs additional information on the restrictions of such funds. Methods of tracking and cost breakdowns were also discussed, with the Fiscal Office providing simple reports and the departments providing the breakdown of expenses.

Saturday, October 19,
13

The trustees will meet on Saturday, November 16th at 8:00 A.M. and again on Monday, December 16th at 7:00 P.M. to continue this discussion, and have a budget established by the end of the December meeting.

Items to be understood or provided before the next meeting include:

- A division of Service Administrative salaries between Road Department and Parks Department
- Finalize account codes for Parks and have the Service Department Administrative Assistant track the breakdown of the costs
- Separate Revenue Codes in the General Fund by Department, as much as possible
- Develop a functioning spreadsheet with revenues and expenses for the General Fund by Department

The trustees will hold their regular meetings for the month of December on Monday, December 9th and Monday, December 30th. The trustees were in general agreement to the December holiday schedule for all full time, non-bargaining employees with a half day holiday on December 24th, full day on December 25th, and a half day holiday on December 31st. The Fiscal Officer will draft a memo to all full time, non-bargaining employees to be reviewed by the Board of Trustees.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:52 A.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____