

Monday, January 7,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 7, 2013. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, and Mr. Christopher Horn and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 6:02 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the employment of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees recessed their special meeting at 6:03 P.M. in order to go into executive session.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their regular meeting at 7:10 P.M. with Mrs. Measures presiding.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mr. Markley made a motion to nominate Mr. Horn for 2013 Chairman of the Bainbridge Township Board of Trustees.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza made a motion to nominate Mr. Markley as 2013 Vice-Chairman of the Board of Trustees.

Mr. Horn seconded the motion that passed unanimously.

Mrs. Measures passed the gavel to Chairman Horn.

ROBERT'S RULES OF ORDER

Mr. Markley moved that the Bainbridge Township Board of Trustees and all sub-committees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn stated that the Public Comments available at the beginning of the meeting should pertain to agenda items and the Public Comments at the end of the meeting should be any additional comments or concerns regarding Township business.

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PAST ACTIONS

The trustees wished to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect."

RESOLUTION TO COMPLY WITH OHIO REVISED CODE 149.43

Mr. Markley moved that the Bainbridge Township Board of Trustees readopt the "Public Record" Resolution originally passed on July 21, 1980 as well as those subsequent changes by law.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

RESOLUTION TO COMPLY WITH ORC 121.11

Mr. Markley moved that the Bainbridge Township Board of Trustees readopt the "Public Meeting" Resolution per O.R.C. 121.22 and that said resolution remain the same as 2012.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

TRUSTEE MEETING SCHEDULE FOR 2013

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt for 2013 the trustee's meeting schedule as the second and fourth Mondays at 6:00 P.M. for Executive Session when needed, with Regular Session beginning at 7:00 P.M. Work sessions will be added as needed.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said meeting schedule is attached to, and becomes a permanent part of, these minutes.

COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

The trustees noted for the record, that they, as well as the fiscal officer be compensated for their services in equal bi-weekly payments with any adjustments to be made in December.

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BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time and part-time employees since 1987.

HOLIDAYS

Mrs. Benza moved that the Bainbridge Township Board of Trustees observe the following holidays for non-bargaining employees:

- | | |
|------------------------|--------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| President's Day | Veterans Day |
| Memorial Day | Thanksgiving and the Day After |
| Independence Day | Christmas Day |

Mr. Markley seconded the motion that passed unanimously.

PERSONAL DAYS

Mrs. Benza made a motion to institute that in addition to the federal holidays listed above, each employee shall be entitled to three(3) personal holidays. These personal holidays are to be scheduled with the concurrence of the department head and may be scheduled a minimum of four hours at a time.

Mr. Markley seconded the motion that passed unanimously.

EMPLOYMENT POLICIES AND PROCEDURES

The trustees are in general agreement that the 2003 Personnel Policy Manual will remain in effect and will be updated as necessary throughout the year.

ROAD DEPARTMENT

The trustees noted that, per O.R.C. 5571.02, Bainbridge Township will operate the Road Department with a Township Highway Superintendent in 2013.

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TOWNSHIP APPOINTMENTS - 2013

Mrs. Benza made a motion to appoint Jon M. Bokovitz to the position of Police Chief for 2013.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to appoint Mrs. Karen Endres to the position of Zoning Inspector for 2013.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza made a motion to appoint Mr. Walter Rudyk to the position of Highway Superintendent, Mr. David Mitchell to the position of Property Superintendent, and Mr. James Stanek to the position of Service Director for 2013 and the Highway Superintendent and the Property Superintendent will report directly to the Service Director.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza moved to hold in abeyance the position of Fire Chief, pending additional information.

Mr. Markley seconded the motion that passed unanimously.

Trustees' Note for Clarification - All of the above employees are exempt employees per the Fair Labor Standards Act; and neither they nor other exempt employees, shall be required to submit time cards.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health Advisory Council. The trustees were in general agreement that Mr. Horn should be the alternate representative for Bainbridge Township on the Geauga County Health Advisory Council.

CHAGRIN RIVER WATERSHED PARTNERS

The trustees were in general agreement that Mr. Horn should represent Bainbridge Township, and Mrs. Benza should serve as the alternate, on the Chagrin River Watershed Partners.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the JEDD Board.

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TOWNSHIP BUILDING & PARKS RATES

Mt. Markley made a motion to retain the 2012 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park and River Road Park rates for 2013.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

CEMETERY RATES

Mr. Markley made a motion to adopt the revised Cemetery rates as recommended by the Cemetery Board for 2013.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

FEE SCHEDULE FOR COPIES OF TOWNSHIP DOCUMENTS

The trustees were in general agreement to retain the present rate schedule for copies which is as follows:

The fee for all black and white copies of documents, is 5 cents per page and color copies are \$2.00 per copy per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per diskette and CD Rom.

ZONING FEE SCHEDULE

Mrs. Benza made a motion to retain the 2012 Zoning Certificate Fee Schedule.

Mr. Markley seconded the motion that passed unanimously.

Note: A copy of said schedule is attached to, and becomes a permanent part of, these minutes.

ADVANCE ON TAXES COLLECTED

Mr. Markley moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, in the maximum amounts available in the General, Road and Bridge, Fire District and Police District Funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

Mrs. Benza seconded the motion that passed unanimously.

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BLANKET CERTIFICATE AMOUNTS

Mr. Markley moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates of the Fiscal Officer to be issued by the Fiscal Office for routine expenses for each department, per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT FOR 2013

Mrs. Benza made a motion to set the Bainbridge Township mileage reimbursement of 56.5 cents (pursuant to IRS Code) per mile, for miles driven by authorized township personnel using their own vehicle for documented township business, however the use of a township vehicle is preferred when available.

Mr. Markley seconded the motion that passed unanimously.

FIRE PREVENTION PERMITS

The trustees were in general agreement that the Fire Prevention Permit System of 1990 remain in effect for 2013.

OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Markley moved adoption of the following resolution:

“WHEREAS, the Bainbridge Township Board of Trustees have previously, by resolution, adopted by incorporation the Ohio Fire Code and Ohio Basic Building Code; and

WHEREAS, the Ohio Fire Code and Ohio Basic Building Code have been amended subsequent to the initial adoption by incorporation by the Board of Township Trustees of Bainbridge Township;

NOW, THEREFORE, BE IT RESOLVED that all amendments to the Ohio Fire Code and Ohio Basic Building Code are hereby adopted and incorporated by the Bainbridge Township Board of Trustees.”

Mrs. Benza seconded the motion that passed unanimously.

TRANSIENT VENDOR RESOLUTION

The trustees wish to have noted for the record that the Transient Vendor Resolution, as adopted December 10, 1983, is still “in full force and effect.”

Note: Transient Vendor Permit will be issued only after review and recommendation of the Zoning Inspector.

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POLICE DEPARTMENT

Mutual Aid Agreement - The trustees were in agreement to readopt the present Police Mutual Aid Agreement as last revised on January 1, 1987.

Parking Regulations - The trustees wished to have noted for the record that, per a Resolution adopted October 15, 1983, there was established in Bainbridge Township a Parking Violation Bureau which provided for the enforcement of the Bainbridge Township Parking Regulations, effective November 19, 1983.

FIRE DEPARTMENT

The trustees were in agreement to readopt the present Fire Department Mutual Aid Agreement as amended on December 17, 1995.

FALSE SECURITY ALARM PROCEDURES

The trustees were in general agreement to put in effect the False Security Alarm System Resolution as adopted December 15, 1990 and amended on April 1, 2007 per the Ohio Revised Code Section 505.511.

TRUSTEE DEPARTMENT LIAISONS

The trustees were in general agreement that a department liaison role is defined as the appointed trustee who is the primary contact between the Bainbridge Township Board of Trustees and their representative department to ensure mutual open communication, understanding, concerted action and cooperation.

Police Department – Mrs. Benza

Fire Department – Mr. Horn

Service Department – Mr. Markley

Zoning – Mrs. Benza

IT Coordination will be handled by Mr. Markley and Mrs. Measures.

PUBLIC COMMENTS

Mr. Roger Weiss, Country Lane, expressed his concerns over the proposed rec center expansion and the composition of the Joint Recreation District. He went on to express concerns about the potential for Bainbridge residents to be obligated to pay for a rec center because of being part of the district, even if the majority of Bainbridge residents vote against the issue. Mrs. Benza echoed his concerns and stated that the board is looking for additional information on this and seeking clarification. The board is concerned about a tax levy to operate and or build a recreation center that is voted down by the majority of Bainbridge residents but passing in the joint recreation district thereby obligating our residents to a tax increase.

Mrs. Julia Newton pointed out that the proposed rec center for Bainbridge Township several years ago was \$20,000,000 and this proposal for four governmental entities is only \$17,000,000. Her concerns relate to limitations on what the joint rec district can ask for.

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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 8:12 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____