

Monday, January 9,

12

The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on January 9, 2012. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley, and Mr. Christopher Horn and Fiscal Officer Mrs. Cherianne H. Measures. Mrs. Benza 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 7:04 P.M. with Mrs. Measures presiding.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mrs. Benza made a motion to nominate Mr. Markley for 2012 Chairman of the Bainbridge Township Board of Trustees.

Mr. Horn seconded the motion that passed unanimously.

Mr. Horn made a motion to nominate Mrs. Benza as 2012 Vice-Chairman of the Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Measures passed the gavel to Chairman Markley.

ROBERT'S RULES OF ORDER

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

Mr. Horn seconded the motion that passed unanimously.

Mr. Markley 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.

Monday, January 9,

12

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to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect."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

Mrs. Benza 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 2011.

Mr. Horn 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 2012

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt for 2012 the trustee's meeting schedule as the second and fourth Mondays at 6:00 P.M. for Executive Session, with Regular Session beginning at 7:00 P.M. Work sessions will be added as needed, attempting one Saturday morning each month.

Mr. Horn 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.

Monday, January 9,

12

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. Horn seconded the motion that passed unanimously.

PERSONAL DAYS

Mr. Horn 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.

Mrs. Benza 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 2012 pursuant to any changes made in regards to the formation of a Service Department.

Monday, January 9,

12

TOWNSHIP APPOINTMENTS - 2012

Mrs. Benza made a motion to affirm the following appointments for 2012:

Fire Chief	Brian A. Phan
Police Chief	Jon M. Bokovitz
Zoning Inspector	Shane Wrench
Highway Superintendent	Walter Rudyk
Property Superintendent	David Mitchell

Mr. Horn 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.

TOWNSHIP BUILDING & PARKS RATES

Mrs. Benza made a motion to retain the 2011 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park and River Road Park rates for 2012.

Mr. Horn seconded the motion that passed unanimously.

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

Monday, January 9,

12

CEMETERY RATES

Mrs. Benza made a motion to adopt the revised Cemetery rates as recommended by the Cemetery Board for 2012.

Mr. Horn 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

Mr. Horn made a motion to retain the 2011 Zoning Certificate Fee Schedule.

Mrs. Benza 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. Horn moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, first half collection, 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.

BLANKET CERTIFICATE AMOUNTS

Mr. Horn 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.

Monday, January 9,

12

MILEAGE REIMBURSEMENT FOR 2012

Mr. Horn made a motion to set the Bainbridge Township mileage reimbursement of 55.5 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.

Mrs. Benza seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION CONVENTION

Mrs. Benza moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer or assistant to the fiscal officer who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from February 8, 2012 - February 10, 2012 for mileage, parking, lodging, meals and any other necessary expenditures.

Mr. Horn 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 2012.

OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Horn 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.

Monday, January 9,

12

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

Road Department – Mr. Markley

Zoning – Mrs. Benza

Parks – Mr. Horn

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

MINUTES

The minutes from the trustees' December 2, 2011, December 5, 2011, December 10, 2011, December 17, 2011, December 29, 2011, and January 3, 2012 special meetings were approved as presented. The minutes from the trustees' December 14, 2011 special meeting were approved as amended.

The minutes from the trustees' December 12, 2011 regular meeting were approved as amended. The minutes from the trustees' December 19, 2011 regular meetings were approved as presented.

Monday, January 9,

12

DEPARTMENTAL REPORTS

PARKS/PROPERTIES DEPARTMENT

Mr. David Mitchell, Property Superintendent, presented the monthly report for the Parks/Properties Department for the month of December 2011.

ROAD DEPARTMENT

Mr. Walter Rudyk, Road Superintendent, presented the monthly report for the Road Department for the month of December 2011.

Dr. Judith Gooding asked if the township was using Beet Juice again this year. Mr. Rudyk explained that the desired results were not achieved last year and therefore it was not cost effective.

Mr. Gil Myers asked if the township uses cinders with salt on our roads. Mr. Rudyk explained that the township does mix cinders and salt during an ice storm when possible.

PRESENTATION BY GUEST

BAINBRIDGE TOWNSHIP RECYCLE COMMITTEE

The two members of the Recycle Committee, Mr. Mitch DeFranco and Dr. Judith Gooding, were present to give the Board of Trustees a recap of the committee's first year. Dr. Gooding thanked Mr. DeFranco for producing the report on short notice. Dr. Gooding went on to announce that Bainbridge Township is the number one collection site for Geauga Trumbull Recycling program. The township is also number two nationwide for paper and cardboard recycling by Abitibi's Paper Retriever program.

Mr. DeFranco commended Mr. Rudyk for taking the initiative and switching the cardboard recycling from a collection we were paying for to a collection that would pay us!

Mr. Myers commented on how well the recycle center works.

Mrs. Benza thanked everyone for their perseverance.

PUBLIC COMMENTS

Mrs. Ann Myers asked for an update on unfinished business. Mr. Markley stated that all unfinished business will be addressed at the regular meeting scheduled for January 23rd.

Mr. Myers asked for an update on Residential EMS Billing. Mrs. Measures stated that the program began January 1st.

Mrs. Julia Newton expressed her concern and displeasure with the handicapped parking around the Town Hall.

Monday, January 9,

12

FISCAL OFFICE – NEW BUSINESS

Invoice Approval

Mrs. Benza made a motion to approve the invoice list as prepared by the Fiscal Officer.

Mr. Horn seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. B & J Environmental, Inc. – Parks – CVM Water Analysis Testing – \$1,556.00
2. EDP Geosciences – General Fund – Soil Borings Town Hall Drainage, Grading and Pavement Improvement Project – \$17,067.50

PARKS/PROPERTIES DEPARTMENT – NEW BUSINESS

Cleaning Bid for 2012

Mrs. Benza made a motion to authorize the Fiscal Officer to advertise for sealed bids for the township's annual cleaning contract, per the recommendation of the Property Superintendent.

Mr. Horn seconded the motion that passed unanimously.

Aurora Co-Op Preschool Lease Agreement

The board discussed the Aurora Co-Op Preschool Lease Agreement. The board agreed to make all of the lease agreements consistent and to include a late fee when payments are not received on time and to list the necessary insurance requirements.

SpiritHeal Institute Lease Agreement

The board discussed the SpiritHeal Institute Lease Agreement. The board agreed to make all of the lease agreements consistent. The name of the person assuming the liability needs to be stated clearly in the contract. There was some concern over the 90 day time frame should the contract need to be cancelled.

Historical Society Lease Agreement

The agreements have been combined and the township is awaiting the Historical Society's reply.

Monday, January 9,

12

ROAD DEPARTMENT – NEW BUSINESSRivers Edge Drive Culverts

Mr. Rudyk explained the correspondence from the Geauga County Engineer's Office. The recommendation of the Road Superintendent would be to perform the repair/replacement of both culverts at the same as a single project.

Mr. Markley made a motion to authorize the Fiscal Officer to contact the Engineer's Office to advertise for sealed bids for one project combining CU 600-0.29 and CU 600-0.25 Skewed Alignment.

Mr. Horn seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESSTownship Newsletter

In the past, a Township newsletter had been produced quarterly, sometimes semi-annually. The board asked to bring back ideas of who could contribute to the production of a newsletter. The Fiscal Officer should look up the historical costs of producing a newsletter as well as options for future production.

PUBLIC COMMENT

Mr. Myers asked if the fire trucks have been sold. Mrs. Measures answered that the Heavy Rescue vehicle 3173 has been sold.

Mr. Myers asked the status of the cell tower lease. Mrs. Benza stated that the contract is currently being reviewed by legal counsel.

Mr. Myers commented that our audio visual capabilities could be improved.

Mrs. Ann Myers asked about the audio recordings of the meetings and how to request a copy if needed. The process was explained by the board chairman.

Mrs. Myers asked the board if it was close to selecting a Service Director. Mr. Markley stated that the board is very close!

CHECKS DATED DECEMBER 20, 2011 THROUGH DECEMBER 31, 2011

The trustees examined and signed checks and invoices for same dated December 20, 2011 through December 31, 2011 consisting of warrants 17089 through 17135 for a total amount of \$19,510.56. Payroll records were examined and signed for December 3, 2011 through December 16, 2011 including payroll checks 8953 through 9057 for a total amount of \$149,128.39.

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

Monday, January 9,

12

CORRESPONDENCE

- Email from Resident regarding closing of Kmart Store
- Cub Scout Pack 102 Invitation to Pinewood Derby
- Chagrin Valley Jaycees Chili Cook-Off Flyer
- Bainbridge Township Cemetery Board Meeting Minutes from December 7, 2011
- Geauga Park District Voices of Nature Winter 2012
- Geauga County Planning Commission Stoneridge of Geauga Phase 5 Final Plat
- South Franklin Circle Dialogs Guest Speaker
- Geauga County Planning Commission Meeting Dates for 2012
- Cleveland Metroparks Letter regarding Deer Management Program

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:10 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

_____ Date

_____ Date

_____ Date

Minutes Read: _____

Minutes Approved: _____