

Monday, January 10,

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The Bainbridge Township Board of Trustees met in Regular session at the Bainbridge Town Hall on January 10, 2011. Those present were trustees, Mr. Jeffrey S. Markley, Mr. Matthew J.D. Lynch, Mrs. Lorrie Sass Benza and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 6:30 P.M.

EXECUTIVE SESSION

Mr. Markley 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).

Mrs. Benza seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:31 P.M. in order to go into executive session to discuss the employment of a public employee.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their regular meeting at 7:14 P.M.

MINUTES

The minutes of the trustees' December 27, 2010 regular meeting were approved as amended.

INSTALLATION OF POLICE CHIEF

Mr. James P. Jimison and Geauga County Sheriff Daniel McClelland were present for the Installation of Police Chief Jon M. Bokovitz.

Mr. Jimison congratulated Chief Bokovitz publicly on his promotion and spoke to the honor and integrity of Chief Bokovitz and explained the new Police Chief's background and accomplishments with the Bainbridge Township Police Department.

Sheriff McClelland was then introduced and given the opportunity to say a few words. Sheriff McClelland commended the Board of Trustees on the selection of the best person for the position and congratulated the entire Bainbridge Township community on having such an outstanding individual leading the Police Department.

Mr. Markley then asked Chief Bokovitz to introduce his family. The opportunity was given for pictures with the trustees and the Police Chief as well as the Chief and Mr. Jimison and Sheriff McClelland. Finally, photos were taken of the Police Chief with his family.

Chief Bokovitz thanked the members of his department for attending as well as the members from the Geauga County Sheriff's Department. The trustees were thanked for their vote of confidence and trust. Chief Bokovitz vowed to perform the duties of his position to the very best of his ability.

A brief recess was taken at 7:25 P.M., and the trustees resumed their meeting at 7:35 P.M.

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DEPARTMENTAL REPORTSPARKS/PROPERTIES

Mr. David Mitchell, Property Superintendent, presented the monthly report for December of 2010.

PARKS/PROPERTIES – NEW BUSINESSFarm House Demolition

Mr. Markley made a motion to approve the purchase order request dated January 5, 2011 for L. Lynch in the amount of \$9,700.00 for the demolition of the Farm House on Crackel Road, per the recommendation of the Property Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Town Hall Attendant

Mrs. Benza made a motion to appoint Bill Rietz to the position of Town Hall Attendant, a position he has been filling since the loss of Ms. Yuratovac in 2010, per the recommendation of the Property Superintendent.

Mr. Lynch seconded the motion that passed unanimously.

Rental Rates

Mr. Markley made a motion to approve the rate revisions for the property rentals and field striping options, per the recommendation of the Property Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

PARKS/PROPERTIES – OLD BUSINESSChange Order – Bissell House Restroom Addition

Mr. Markley made a motion to approve the Change Order dated December 20, 2010 for an increase of \$10,771.00 to Northeastern, Inc., which was executed on December 27, 2010, per the recommendation of Mr. Steve Ciciretto.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENT

Mr. Karl Kuckelheim, president of the Historical Society, informed the Board of Trustees that a break-in had occurred before Christmas at the Bissell House. The south door had been broken into, the jamb was damaged, and the door had then been nailed shut. To the best of his knowledge, Mr. Kuckleheim does not think a police report was filed.

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DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Mr. Walter Rudyk, Road Superintendent, presented the December monthly report.

ROAD DEPARTMENT – NEW BUSINESS

Purchase Order Request – VanCuren Services, Inc.

Mr. Markley made a motion to approve the purchase order request dated January 3, 2011 for VanCuren Services, Inc. in the amount of \$14,800.00 for the removal of trees within the township right of way, per the recommendation of the Road Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

PUBLIC COMMENT

Mrs. Ann Meyers asked about the “No Trespassing” sign attached to the “Welcome to Bainbridge” sign on East Washington Street. The trustees asked the Road Superintendent to remove the No Trespassing sign.

Ms. Linda White had a question pertaining to the Performance Audit and expressed her displeasure with the delayed response of the Fiscal Officer in fulfilling a request for information that Ms. White requested pertaining to the Township’s Financial Audit for 2008 and 2009. Mrs. Measures stated that she had sent the draft report as an attachment to an email in early December explaining that the Board of Trustees had waived the post audit meeting. Ms. White stated that it was not sent to her, because it was the wrong email address. Mrs. Benza asked the Fiscal Officer if she received a notice that the email was not delivered and Mrs. Measures responded that she did not. Mrs. Benza then explained to Ms. White that her question was not regarding the agenda item of Performance Audit, but rather a non-agenda item of the Financial Audit.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mr. Markley made a motion to nominate Mrs. Benza for 2011 Chairman of the Bainbridge Township Board of Trustees.

Mr. Lynch seconded the motion that passed unanimously.

Mrs. Benza made a motion to nominate Mr. Markley as 2011 Vice-Chairman of the Board of Trustees.

Mr. Lynch seconded the motion that passed unanimously.

Mrs. Measures passed the gavel to Chairman Benza.

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ROBERT'S RULES OF ORDER

Mr. Lynch 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.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza 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.

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.

Mr. Lynch 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. Lynch 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 2010.

Mr. Markley seconded the motion that passed unanimously.

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

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TRUSTEE MEETING SCHEDULE FOR 2011

Mr. Lynch moved that the Bainbridge Township Board of Trustees adopt for 2011 the trustee's meeting schedule as the second and fourth Mondays at 7:00 P.M. Work sessions will be added as needed, attempting one Saturday morning each month.

Mrs. Benza seconded the motion. Discussion ensued. Vote followed: Mr. Markley, aye; Mr. Lynch, nay; Ms. Benza, aye. Motion carried.

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.

Trustee Matthew Lynch informed the Board that he would like his compensation reduced by 10% due to the struggling economy.

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. Mr. Markley, Mrs. Benza and Mrs. Measures will not be taking the medical benefits.

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 employees since 1987.

HOLIDAYS

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

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving and the Day After

Christmas Day

Mrs. Benza seconded the motion that passed unanimously.

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PERSONAL DAYS

Mr. Markley 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. Lynch seconded the motion. Discussion ensued. Vote followed: Mr. Markley, nay; Mr. Lynch, nay; Ms. Benza, nay. Motion denied.

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 2011 pursuant to any changes made in regards to the formation of a Service Department.

TOWNSHIP APPOINTMENTS - 2011

Mr. Markley made a motion to affirm the following appointments for 2011:

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

Mr. Lynch 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 Mr. Lynch should represent Bainbridge Township on the Geauga County Health Advisory Council.

CHAGRIN RIVER WATERSHED PARTNERS

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

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JEDD BOARD

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

TOWNSHIP BUILDING & PARKS RATES

Mr. Markley made a motion to retain the 2010 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park and River Road Park rates for 2011.

Mr. Lynch 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. Lynch made a motion to adopt the revised Cemetery rates as recommended by the Cemetery Board for 2011.

Mr. Markley 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 copy 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. Lynch made a motion to retain the 2010 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.

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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, 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.

Mr. Lynch seconded the motion that passed unanimously.

BLANKET CERTIFICATE AMOUNTS

Mr. Lynch 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.

Mr. Markley seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT FOR 2011

Mr. Markley made a motion to set the Bainbridge Township mileage reimbursement of 51 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. Lynch seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Lynch 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 9, 2011 - February 12, 2011 for mileage, parking, lodging, and any other necessary expenditures.

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 2011.

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OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Lynch 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.

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.

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TRUSTEE DEPARTMENT LIAISONS

Police Department – Mr. Lynch
Fire Department – Mrs. Benza
Road Department – Mr. Lynch
Zoning – Mr. Markley
Parks – Mr. Markley
IT Coordination will be handled by Mrs. Benza.

FIRE DEPARTMENT – NEW BUSINESS

Invoice Approval – Stephen Ciciretto

Mr. Markley made a motion to approve the invoice dated December 27, 2010 for Stephen Ciciretto in the amount of \$21,850.00 construction documents for the Fire Station Addition/Renovation, per the recommendation of the Fire Chief.

Mr. Lynch seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Pay Grade Change

Mrs. Benza made a motion to approve the pay grade change for Patrolman John Ross from Patrolman Grade C to Patrolman Grade B effective January 29, 2011, per the recommendation of the Police Chief.

Mr. Lynch seconded the motion that passed unanimously.

Professional Training Request

Mrs. Benza made a motion to approve the professional training request dated January 4, 2011 for Jon Newcomb to attend an Officer Safety class in Twinsburg on February 3, 2011 at a cost of \$275.00, per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

ROAD DEPARTMENT – NEW BUSINESS

Cemetery Deed

The trustees signed Deed Number 485, for Section 8, Lot 50, Grave 2. Joan Demirjian and Carol Fitch attested to their signatures.

Columbarium Order

The ordering of the Columbarium has been put on hold pending review from the Prosecutor's office regarding the need to publicly bid this project due to the estimated cost.

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TOWN HALL – NEW BUSINESSPerformance Audit Agreement

Mrs. Benza announced that the cost estimate for the Auditor of State's office to conduct a Performance Audit of Bainbridge Township per the Scope of Work that was submitted to them would be an amount not to exceed \$69,200. Discussion ensued. The trustees were in general agreement that Mr. Markley should send the Scope of Work to his contacts at both Cleveland State University College of Urban Affairs and Kent State University.

Legal Invoices – Littler Mendelson

Mr. Markley made a motion to approve the purchase order request for Littler Mendelson in the amount of \$2,244.00 to cover the invoices previously approved, per the recommendation of the Fiscal Office.

Mr. Lynch seconded the motion that passed unanimously.

PUBLIC COMMENT

Mr. Ted Seliga would like the role of liaison defined in order that the trustees understand what their role and responsibility is as a department liaison. Mr. Markley will provide that information.

Mr. Mitch Fakadej commented that the recycling center was maintained nicely during the holidays. However, the following week it was a disaster area. He would like to see the Recycling Committee implemented to monitor the center. Mr. Lynch asked the newspapers to let the public know that the township is looking for interested individuals to serve on a Recycling Committee. Those interested should contact the Town Hall to give name and contact information by the end of January.

CORRESPONDENCE

EnerVest Operating LLC letter regarding Centerville Mills Gas Well
South Franklin Circle letter regarding PILOT
Geauga County Maple Leaf letter regarding newspaper of record
Reliable Energy Management Services letter regarding NOPEC grant
Cleveland Metroparks letter regarding 2011 Deer Management Program
St. Mary Parish letter regarding Centerville Mills rental procedures
Geauga Soil and Water Conservation District Plan Review for Tanglewood Lake dredging
Geauga Soil and Water Conservation District Site Inspection Report Canyon Lakes Colony
Geauga County Engineer letter regarding 33% Weight Limit Reduction
Geauga County Recorder letter regarding Zoning Regulations and Amendments
Bainbridge Township Cemetery Board meeting minutes from December 1, 2010
US Department of Energy Notice of Availability

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CHECKS DATED DECEMBER 28, 2010 THROUGH DECEMBER 31, 2010

The trustees examined and signed checks and invoices for same dated December 28, 2010 through December 31, 2010 consisting of warrants 15551 through 15614 for a total amount of \$85,520.46.

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

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: _____