

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 30, 2010. Those present were trustees Mr. Matthew J.D. Lynch, Mr. Jeffrey S. Markley, Mrs. Lorrie Sass Benza and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 8:04 A.M.

WORK SESSION

Mr. Markley explained that the goal of this work session is to understand and agree that our general fund needs to be managed, and managed with an appropriate budget, by the trustees. He proposed the following statement: "The goal of the Board of Trustees is to ensure that those operations supported by the general fund are operating within available recurring income."

Mr. Markley went on to explain that we need to understand the general fund is a limited and currently diminishing source of revenue and operations supported by the general fund must be flexible enough to withstand fluctuations in the budget.

Mr. Lynch is concerned about the reason that our income is reduced if there is one. Our property taxes were not down, however, our overall revenues were down 17%.

The board reviewed the expenses that are part of the general fund. Those expenses include administrative salaries, benefits and expenses, parks and properties, other than Police, Fire and Roads, zoning, cemeteries, public events, historical society support, and Kenston Community Education.

The board then went on to review the recurring versus nonrecurring income and expenses.

The board was in general agreement to take a 5 minute recess. The board reconvened at 9:17 A.M.

The board continued to compare historical revenues and appropriations for the General Fund categories. Now that the historical information has been reviewed, the next step is to determine how to balance the budget.

Mrs. Benza would like to review the legal expenses for some categories that could have been handled by the county prosecutor instead of outside counsel. Ms. Linda White clarified the reason Walter & Haverfield handled the

Hawksmoor Way project and the request of a previous board to seek outside counsel due to the potential litigation with the developer regarding the sliding of the roadway.

Mr. Lynch would like to involve the board and the fiscal officer to closely review the revenues and determine more accurately what is recurring and nonrecurring.

Mr. Julius Forencie asked what happened to the Five Year Plan that the former board of Hesse, Horn and Desiderio created. Mr. Markley explained that the former plan and previous plans have included the spending of the investment funds, and there has never been an operating budget for the general fund.

Mrs. Benza explained that the department heads have historically prepared five year budgets to determine the need for additional or replacement levies.

The board agreed that it is necessary to improve efficiencies within the operations of the township. Expenses need to be prioritized. A timeline needs to be established.

Review of Comments:

1. Unclear where revenue deficits occur.
2. Trustees need to decide what is recurring income.
3. Identify accurate non-recurring versus recurring categories.
 - a. What is actual income?
 - b. Are our expenses categorized correctly?
4. Trustees and Department Heads responsible for accurate and correct allocation of invoices...so the fiscal office does not have to guess.
5. Audit Committee: define purpose and deliverable
 - a. What will they be charged to do?
 - b. What is the desired product – report, policy recommendation, etc.
6. UAN – How do we use this tool? Is there a better system?
7. Timeline – Mid March appropriations deadline.

Review of General Fund

1. Parks & Properties (everything other than Police, Fire, Roads)
2. Township Administration
 - a. Trustees, Fiscal Officer Salaries & Benefits
 - b. Support Staff for Fiscal Office and Administrative Assistant
 - c. Operational Expenses

- d. Legal Fees
3. Zoning
4. Cemeteries
5. Public Events
6. Historical Society Support
7. Kenston Community Education (ABRB)
8. Street Lighting

Three Work Sessions Needed:

1. Actual recurring and nonrecurring expenses
2. Actual recurring and nonrecurring income
3. Prioritize of General Fund

Mr. Lynch would like to commend this board for the strong commitment to streamlining the finances and becoming more fiscally responsible.

Mrs. Benza would also like to thank the residents for their interest in the running of the general fund.

Bio-Retention Swales Grant Application

Mr. Markley explained that the township has received the grant application for the bio-retention swales for surface water runoff at the town hall property. He would like to have Mrs. Amy Brennan from Chagrin River Watershed Partners attend the February 8, 2010 meeting.

Hydro-Geological Study Interviews

Mr. Markley stated that the interviews for the Hydro-geological study firms are set for 6:00 and 7:00 P.M. on February 9, 2010 at the Bainbridge Town Hall. Any questions should be sent in prior to the meeting, Mrs. Brennan will coordinate the questions for the firms.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 11:04 A.M.

