

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on March 22, 2010. Those present were trustees Mr. Jeffrey S. Markley, Mr. Matthew J.D. Lynch, and Mrs. Lorrie Sass Benza and Fiscal Officer Mrs. Cherianne H. Measures. Mr. Markley presided and called the meeting to order at 7:01 P.M.

MINUTES

Mr. Lynch is concerned about the minutes from January 4, 2010 and January 11, 2010. He is not satisfied with the verbatim section from January 4th and the appointment section and the discussions that occurred regarding the employee policy manual and the discussions regarding Mike Joyce and his departure. The timed sections from January 4th begin at 15 minutes and end at 47 minutes, and on January 11th from 50 minutes to 1 hour 22 minutes.

The board was in general agreement to authorize the Fiscal Officer to have the minutes professionally transcribed.

DEPARTMENT REPORT

POLICE DEPARTMENT

Chief Jim Jimison explained the glitches on the switchover of the computer and phone system to the County system. The Police Department has been very satisfied with the computer service that has been experienced with the county system.

Mr. Markley stated that the board has received the Police Department's Annual Report for 2009.

Chief Jimison asked the board if there were any questions regarding the purchase order request for the new cruisers that will be reviewed next week. Mr. Lynch asked the Chief to explain their replacement policy. Chief Jimison explained the department replaces the cruisers at approximately 60,000 miles, with the delivery time of approximately 3 months, which adds approximately 30,000 miles to each vehicle. Once the mileage of a vehicle reaches 100,000 miles, the repairs become much more costly and the trade in values drop significantly.

PUBLIC COMMENTS

Mr. Gil Myers asked the Police Chief about the organizational structure and the budget of the Police Department. Chief Jimison explained the manning situation and the way he balances his budget each year. Chief went on to explain how his efforts extend the life of the levies.

Mr. Tony Steele, of Haskins Road, asked if any of the cruisers to be ordered by the Police Department are unmarked or detective cars. Chief stated that the department only has two unmarked cars and neither one is scheduled to be replaced this year.

Mr. George Quay had questions regarding the Zoning Resolutions regarding removal of trees within or near the Riparian setbacks. He is concerned about the erosion that could occur when removing trees from a steep embankment. Mr. Shane Wrench explained that there currently is not a violation of our zoning resolutions and he has been advised not to enter the property in question without permission. Mr. Wrench stated that he received that permission late this evening and has not had a chance to visit the property for an inspection.

ORGANIZATIONAL DISCUSSION

Department Head Discussions Regarding Organization

Mr. Markley updated the Department Heads as to the reason for this discussion being a streamlining of operations, communications, and operation of Department Heads with the Trustees and the Fiscal Office.

Mr. Lynch explained that the other levied departments of Police, Fire and Roads do an extraordinary job of budgeting their funds and having carryovers each year to extend the life of their levies, it is primarily the trustees that are lacking in the budgeting department and have overspent.

Mrs. Benza saw a different need of an efficient and effective organizational structure between this board and the department heads to determine the need for a Township Administrator, but more importantly this board needs to restructure the organization of their meetings.

Mr. Lynch asked each department head to describe the changes made within his department when the Township Administrator was in place.

Chief Jimison explained that the Police Department benefited by the shorter notice for professional training request and getting the approval more quickly.

Chief Phan explained that the Fire Department has always been in charge of their own building and had a productive relationship with each of the department heads. Chief Phan felt the Township Administrator expedited training requests, otherwise the Administrator micromanaged the repairs or emergency purchases. Chief Phan felt the liaison role was more productive and effective.

Mr. Rudyk, Highway Superintendent, explained that the Township Administrator took great lengths of time before providing answers. Mr. Rudyk felt the zoning role may have interfered with the administrator role with the same person filling both roles. Mr. Rudyk felt the Administrator may have interfered with department head contact.

Mrs. Measures explained that as a new Fiscal Officer entering the position at the same time the new Township Administrator role was implemented was extremely difficult. Neither individual new exactly what their responsibilities were and that created a lot of confusion when it came to the day-to-day operations of the township. There was a lack of communication when it came to the special projects that were in progress. However, the Township Administrator did not interfere with communications between the Fiscal Officer and the department heads or the trustees.

Mrs. Measures explained how other townships of comparable size are staffed and came to the conclusion that we are drastically understaffed. She prepared some information for the board to review.

Mr. David Mitchell explained that as a new department head, he appreciated having a Township Administrator to use as a sounding board. He feels much more included since moving to the Town Hall and does not feel at a disadvantage without the administrator.

Mr. Markley would like to have one work session each month. Mrs. Benza agreed with this schedule.

Mr. Lynch expressed serious concerns over Trustees acting as liasons.

Mr. Markley moved to change the Trustee's meeting schedule to the second and fourth Monday's of each month, with a Work Session scheduled on a fifth Monday, or one Saturday each month.

Mrs. Benza seconded the motion. Discussion followed regarding the forum of the meetings, as regards to moving the business of the township forward and allow public comment but limit the public discussion. The public expressed some concerns about limiting meetings but mostly supported reducing the number of meetings provided a level of efficiency is also achieved.

Vote followed: Mr. Markley, aye; Mr. Lynch, nay; Mrs. Benza, aye. The motion passed.

The board took a 5 minute recess, reconvening at 9:44 P.M.

TOWN HALL -- OLD BUSINESS

Agenda

The trustees were in general agreement to change the deadline for the agenda to the Monday before the meeting by 2:00 P.M., with Linda Zimmerman preparing the agenda in conjunction with the Fiscal Officer and posted on the website.

Kenston Community Education

Mrs. Benza has done some research regarding the organization of Kenston Community Education and the Auburn Bainbridge Recreation Board and the funding of this group. She has learned that the funding originated at \$1 per resident and over time has edged its way up to \$13,500.

Mr. Markley explained the KCE/ABRB Summit meeting that he would be willing to coordinate this meeting for some time this summer.

Mrs. Benza moved to approve the invoice dated February 28, 2010 for Kenston Community Education in the amount of \$13,500.

Mr. Lynch seconded the motion that passed unanimously.

Hydrogeologist Selection for OEPA 319 Grant

Mr. Markley updated the board that the selected contractor was required to remove all additional well drilling from their proposal at which the Ohio EPA then approved the contract and contractor.

The board was in general agreement to further review the proposal and research the option of the Township funding the additional well drilling above and beyond what the grant will cover. Mr. Markley will bring the answers before the board next week after taking it to the prosecutor for review.

Revised Reports

The Ohio EPA quarterly report needed to be revised from \$2,439.93 to \$2,493.93.

Personnel Policy Manual

The board agreed to postpone this discussion until a later date.

General Fund Work Session

The board was in general agreement to meet Saturday, March 13th at 8:00 AM to discuss the Healthcare decision until 9:00 AM when the board will hold a work session to discuss the General Fund Budget.

TOWN HALL – NEW BUSINESS

Professional Training Request

Mr. Markley moved to approve the professional training request dated March 19, 2010 for the Fiscal Officer and staff to attend the Local Government Officials Conference at a total cost of \$1,172.00, per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

April Meeting Schedule

Mr. Lynch will be at the Town Hall every Monday evening at 7:00 P.M. Mrs. Benza is available Mondays and Wednesday from 11:00 A.M. to 2:00 P.M.

The Trustees will meet Monday, April 12th and April 26th with a work session to be determined.

Permanent Appropriations

Mr. Markley moved to approve the Permanent Appropriations for 2010 per the recommendation of the Fiscal Officer.

Mr. Lynch seconded the motion that passed unanimously.

Guardian Insurance

The board was in general agreement to have the Fiscal Office to forward the quotes for the dental and life insurance policies to the healthcare committee to post within their departments to notify that the trustees will approve this change on March 22, 2010. The Fiscal Office will compile a letter of explanation to accompany the rate sheet.

Mr. Markley made a motion to approve the change in dental and life insurance provider to Guardian Insurance for a total amount of \$52,748.76, per the recommendation of the Fiscal Office.

Mrs. Benza seconded the motion that passed unanimously.

PARKS DEPARTMENT

Landscape Maintenance Contract

Mr. Mitchell explained that there have been issues with the bids and he should have a recommendation next week.

ROAD DEPARTMENT

Hawksmoor Way Update

Mr. Markley updated the board regarding the situation and that we are basically in a "wait and see" situation to determine if the road will eventually become deteriorated to a point where it becomes a county problem as opposed to a township problem.

Rebecca Schlaag and the Engineer's Office will attempt to get a three-month extension on the Army Corp of Engineer mitigation deadline.

ZONING DEPARTMENT

Signage Amendment

The Zoning Commission would like to hire a professional planner to review the regulation changes that would like to be made to ensure the regulations are defensible. The board was in general agreement to have the Zoning Inspector ask the Zoning Commission to make recommendations on a planner.

Survey

There are several parcels of the townships, the Zoning Commission would like to have the twelve parcels surveyed in order to have the legal description set for these parcels in order for the Zoning Commission to reclassify the properties. The board was in general agreement to have the Zoning Inspector gather three quotes for the project and present the quotes to the board.

CHECKS DATED MARCH 16, 2010 THROUGH MARCH 22, 2010

The trustees examined and signed checks and invoices for same dated March 16, 2010 through March 22, 2010 consisting of warrants 14224 through 14233 for a total amount of \$3,547.75. Payroll records were examined and signed for February 17, 2010 through March 12, 2010 including payroll checks 4101 through 4202 for a total amount of \$130,360.24.

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

CORRESPONDENCE

Geauga County Engineer's Office letter dated February 5, 2010 regarding traffic signal improvements at East Washington Street and Synder Road.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 10:43 P.M.