

Saturday, June 5,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on June 5, 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 8:02 A.M.

WORK SESSION

Mr. Markley explained that the goal of this work session is to understand the organizational structure for the entire Township.

The board was in general agreement that the Police Department and Fire Department structure is well established.

The board was in general agreement that the Zoning Department needs to have revised job descriptions for Zoning Department secretary.

Road and Parks versus Service Department Discussion

The board reviewed the structure of the Road Department and possibly developing a Service Department. It is understood that the job descriptions and hours of existing road crews cannot be changed while the contract negotiations are underway. Mr. Markley explained the general structure of the Road Department with two supervisors each having a five-man crew for road maintenance and ditch maintenance. Mr. Lynch is concerned about the efficiencies of the department and whether it is cost effective to have our own Road employees at a certain level or if we should "farm out" more work at a lower cost. This is not a decision that should be made today, rather wait for the Road Superintendent to provide the additional information requested. The board was in general agreement to conduct a cost analysis on the services provided. The next issue is having the employees available in the case of an emergency.

The board then discussed the possible structure of creating a Service Department. A Service Department would include the Roads/Ditch Division, the Parks/Cemetery Division, and the Facilities Division. The structure would include a Service Director and multiple Foremen to run each division.

Mr. Lynch brought up the staffing needs required for snow removal.

More discussed ensued regarding the transition to a Service Department and it was recommended that the individual employees be discussed during an executive session.

Township Administrator

The next topic to be discussed is the role of Township Administrator and the structure of the Fiscal Office.

Mr. Markley stated that after the past six months of filling in as the Administrator has changed his view that the position is not necessary.

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Service Department Discussion

Mr. David Mitchell joined the meeting at 9:26 A.M. and the conversation turned back to the concept of a Service Department and how the Parks and Property Division fits into that structure.

Mr. Mitchell expressed his concerns with the staffing both currently and under a proposed change. Mr. Lynch asked about Mr. Mitchell's immediate needs for staffing. Mr. Mitchell explained how he is down two employees and would like to hire three.

Mr. Markley recommended that we still advertise. The Fiscal Officer will review the advertisement to verify the requirements are listed. The board discussed the need to conduct background checks on prospective employees, especially those involved working in the places where children will be present.

Mr. Mitchell should attend the Monday morning meeting at 11:00 A.M.

Township Administrator

The board resumed the discussion regarding the Township Administrator.

Mr. Lynch explained that there is a statutory role of Township Administrator that allows the board to transfer its authority to that individual. Mr. Markley feels that we just need an administrative assistant from a clerical viewpoint. Mr. Lynch stated that the board's authority cannot be transferred to an Administrative Assistant. The board reviewed the job description of an Administrative Assistant. Mr. Lynch suggested that the Fiscal Officer, the Chairman and the Administrative Assistant sit down and revise the Administrative Assistant to the Trustees' job description. The revised description will then be brought before the board. The board should also ask the Department Heads to meet each week to discuss the operations of that week.

The board took a brief recess at 10:32 A.M. The board reconvened their meeting at 10:40 A.M.

Fiscal Office

The discussions then turned to the Fiscal Office. Mrs. Measures explained items that have changed over the past five years to increase the workload of her office. Discussion continued regarding the work in the Fiscal Office that is not a statutory responsibility of that office.

Secretarial Job Descriptions

The board was in general agreement to gain the job description for the recording secretary of the Zoning Commission and the BZA. Mr. Wrench should provide a job description for the Zoning Secretary.

Road Department Cost Analysis

The board was in general agreement to request a cost analysis for the Road Department on all jobs performed. The Road Superintendent should also provide a detailed explanation of the snow plowing scheduling and routes.

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Service Department

The board was in general agreement to discuss the formation of a Service Department with the Road Superintendent and the Property Superintendent. Mr. Markley will contact other townships that have a Service Department and get their organizational structure.

The board was in general agreement to have Mr. Mitchell bring forward possible candidates to hire on Monday Morning.

Part Time Employment Advertisement

Mr. Markley moved to authorize the Fiscal Officer to advertize for Seasonal Part Time Employees for the Parks & Properties, per the recommendation of the Property Superintendent.

Mrs. Benza seconded the motion that passed unanimously.

Department Head Meetings

Mr. Markley moved to direct the Department Heads to meet on a weekly basis at a location and time to be rotated through the departments to discuss the agenda as set by the Board of Trustees effective as of July 1st.

Mrs. Benza seconded the motion that passed unanimously.

Administrative Assistant Job Description

The board was in general agreement to have the Fiscal Officer, the Chairman and the Administrative Assistant determine the job description of the Administrative Assistant.

Fiscal Officer Job Description

The board was in general agreement to have the Fiscal Officer provide statutory and other responsibilities of her office.

The board was in general agreement to have the Fiscal Officer present a proposed plan of checks and balances to be implemented. If it is a policy that the board needs to vote on in order to be implemented, then a motion will be made.

Healthcare Grievance Settlement

Mr. Markley moved to accept the Healthcare Grievance Settlement dated May 14, 2010 per the recommendation of legal counsel.

Mrs. Benza seconded the motion that passed unanimously.

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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 12:00 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____