

Saturday, August 28,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on August 28, 2010. 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 9:00 AM.

MINUTES

The minutes of the trustees' August 9, 2010 regular meeting were approved as read.

WORK SESSION

The board was very eager to proceed with the Performance Audit by the Auditor of State's Office. The Performance Audit should review each department and focus on financial inefficiencies.

The board discussed posting the progress reports on the Township's website in order to keep the public updated, but realize there are risks associated with this type of posting. The board agreed to look into the inherent risks before making a decision.

Mrs. Benza is concerned about the understanding the Auditor of State's Office has regarding the power and limitations of township government.

The trustees discussed conducting a survey to determine the township's needs.

Scope of Work

- Personnel (both collective bargaining and non-collective bargaining): review wages, benefits, management, and adequate staffing levels
- Length of Collective Bargaining Unit Contracts: coincide or stagger contracts
- Performance Measurements
- Personnel Policies
- Financial Systems
- Pros and Cons of Home Rule Analysis

The board is considering incorporating the following objectives into the Scope of Work for the Performance Audit.

Audit Objectives

The following objectives should be completed for each department of Bainbridge Township including, but not limited to, Administration, Cemetery, Fire, Parks & Properties, Police, Roads and Zoning.

Financial Systems

- Is the Township's management of revenues and expenditures similar to best practices?
- What are the historical figures that are going to be used for the financial forecast?
- What are the significant sources of revenue for each fund and how can they be projected accurately?
- What are the significant sources of expenditures for each fund and how can they be projected accurately?
- What is the projected ending fund balance after incorporating the savings from performance audit recommendations?

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Strategic and Capital Planning

- What recommended practices have not been incorporated in the Township's strategic planning activities?
- How could the Township's capital planning practices be enhanced to ensure that the Township's activities meet the best practices standards?

Performance Measurement

- Is the Township using best practice performance measurement standards to assess the current performance of the Administration and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Cemetery Department and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Fire Department and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Parks and Properties Department and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Police Department and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Roads Department and its planning and budgeting process?
- Is the Township using best practice performance measurement standards to assess the current performance of the Zoning Department and its planning and budgeting process?

Personnel Policies

- How can policies and procedures be enhanced to ensure that the Township's personnel management practices are consistent with best practices?
- What provisions of the Township's collective bargaining agreements are not in line with comparable service providers?

Service Coordination and Centralization

- Are the Township's technology activities coordinated and centralized in a manner which best supports the needs of the Township and its residents?
- Are purchasing-related activities performed in a manner that maximizes the resources of the Township?
- Does the Township appropriately allocate human resources responsibilities between administrative and department level staff? Has the Township appropriately coordinated and centralized its human resources activities to service the various Township departments effectively?

Home-Rule Analysis

- What are the advantages of becoming a Home Rule Township?
- What are the disadvantages of becoming a Home Rule Township?

Resident Needs Analysis

- Analyze the needs of the residents of the Township and our ability and authority as a Township to service the determined needs.

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Facilities/Resource Analysis

- Analyze the overall use of our facilities and the possibility of a Facility/Resource Manager.
- The cost comparisons of outsourcing various jobs versus the cost of performing the same work in-house.

The possibility of a work session with Auburn Township and Kenston Community Education was discussed regarding the desire to form a Joint Park District.

The effect on taxes was mentioned as well from above...What are the necessary services, and the funds (tax levies) required to fulfill those services. The trustees were in general agreement to add an analysis of the needs of the residents regarding those necessary services and our ability and/or authority to service those needs.

Another question brought up by the trustees was whether or not the Performance Auditors will confer with the County regarding services the township relies on the county for.

The trustees would like to see an overall facilities use analysis performed, including the need for a facility/resource manager to oversee this division. The board would like to see a cost comparison of hiring the personnel to do this in-house versus outsourcing.

The relationship between the Fire Department and the Fire Company should also be included in the audit.

The trustees were in general agreement to inform the Performance Auditors about the interest in creating a Service Department within the township.

PROJECT LIST

The Fiscal Officer explained the most recent additions to the list which included:

Architectural Services for Capital Improvement Projects	\$ 69,976.81
Meritech (Multifunction Machine for Fiscal Office)	\$ 4,200.00
Pre-Emption Device at Washington & Snyder	\$ 8,348.00
Electolyte Lighting Energy Survey (Fire)	\$ 575.00
Liberty Ford (3 Police Cruisers 2010)	\$ 53,884.26
Southeastern Equipment (New Street Roller)	\$ 29,630.52

These additions are expenses that the board has approved this year to be paid for with the investment funds, bringing our amount spent to date up to \$2,361,935.20.

The projects approved as the list that have not yet been starting make up approximately \$1,800,000. With very rough numbers, we still have an estimated \$3,000,000 to spend. The board would like a new draft of the project list with the changes identified in an Excel spreadsheet format.

The board would still like to address the following issues: I/T concerns to get all costs involved and the vendors associated with those costs; the direction to take in regards to geothermal; transferring the costs from the cemetery funds to the road department for work done on the Cemetery Expansion; the costs associated with Zoning defense; and the grant opportunities that exist through 2012.

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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 11:37 AM.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____