

Monday, August 30,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on August 30, 2010. Those present were trustees, Mr. Jeffrey S. Markley, Mr. Matthew J.D. Lynch, Mrs. Lorrie Sass Benza. Fiscal Officer Mrs. Cherianne H. Measures was absent. Mr. Markley presided and called the meeting to order at 6:00 P.M.

#### EXECUTIVE SESSION

Mr. Markley made a motion to go into executive session to discuss the collective bargaining strategy per Ohio Revised Code Section 121.22(G)(4).

Mrs. Benza seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session to discuss the collective bargaining strategy.

The trustees returned from executive session, after discussing the collective bargaining strategy, reconvening their meeting at 7:10 P.M.

#### PRESENTATION BY GUEST

##### Clemans, Nelson & Associates, Inc.

Mr. Mike Esposito began his presentation by saying that personnel systems are critical and need to be kept updated. The Policy manual and job descriptions are key components of the Personnel systems. These components may even provide legal defense if that becomes necessary. Performance based pay is based on these elements being in place.

From there Mr. Esposito went on to describe his company. They have worked with many private as well as public sector entities, including completing/updating the policy manual for this township in 2003.

He mentioned that Bainbridge Township was fortunate because it has fewer constraints on it. However, the union contracts do present a bit more of a challenge in this area but these components are meant to compliment the union contracts and fill in the gaps that invariably exist. They are more of a broad scope that can be used in conjunction with the more specific issues that the contracts would address.

The whole process is started by analyzing costs, parameters, and methodology. Sometimes, he suggested it is best to start from scratch. What he typically does is start with a questionnaire that each employee will fill out. From there the department heads will review and/or revise as needed and draft the job description from there. Then the group essential functions, ie. accounting, physicality, technical skills, etc.. This is an important step because many obligations hinge on these essential functions. The Department of Labor has many of these functions defined and is a great tool. Once these essential functions are defined the next step is to develop an evaluative instrument to gauge the employee's perception of what they do versus what they really do. Department Heads can be very helpful during this stage. They can review and/or revise these based on their experience with each individual or based on a specific job. Once this process is complete, the personnel evaluation is the next step and will link the whole process ending with performance based pay. As an example, he estimated around 5-6 total job descriptions necessary in a given police department.

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### PUBLIC COMMENTS

Dr. Judith Gooding asked if the meeting was being recorded? Mr. Markley responded "No".

Mr. Ted Seliga asked if the company had other employees besides Mr. Esposito. Mr. Esposito replied there are other employees with different areas of expertise in order to accommodate differing entities needs'.

Roberta Nichols asked what takes precedence, the policy manual or the union contract? Mr. Esposito replied that the union contract would take precedence but the two should not be in conflict.

Mr. Ted Seliga wanted to be sure the board understood that a performance audit analyzes the way the operation is run. He also asked if Mr. Esposito had a sample form that he has used in the past that he might give to the Trustees for further examination. Mr. Esposito agreed to provide a form for the Trustees.

Ms. Carol Fitch expressed concern about continuity from one board to the next.

Roberta Nichols and Ted Seliga agreed that the concept is a good one as long as it is implemented, in its unmanipulated state, and adhered to by not only this, but each consecutive board. Then the compensation question would not have to be a yearly issue.

### WORK SESSION

#### Performance Evaluations

Performance/personnel evaluations typically begin with the steps detailed earlier. Once the job descriptions and essential functions are defined, the evaluations begin. A numerical value is assigned to each task for a given job. Once the total value is calculated for the job, then a base pay is determined. For example, there may be a case where a road department employee's numerical task value may be equal to a bookkeeper's, in which case the two employee's base pay should be the same. Mr. Esposito did not recommend comparing other municipalities' pay scale to determine ours. Their needs and resources may be completely different. He also suggested not including benefits in these exercises. These processes are designed merely to arrive at a value for compensation, benefits in this case would only serve to complicate matters. Since benefits fluctuate with market forces each year it is something that cannot be controlled like compensation. Only in the case on non-statutory benefits would they be added into this process.

The next step is to sit down with each employee and identify areas where they have succeeded and areas where they need to improve. During this meeting set measurable goals and benchmarks. In addition, set a date when to meet again and go over these goals and benchmarks to see if they have been met. If this process is followed, ideally it will eliminate surprises.

Mr. Lynch then asked what thoughts he had on performance audits. Mr. Esposito suggested the trustees contact the city of Boardman and get an opinion from them before proceeding.

Mr. Esposito also suggested that the trustees do a bit of research beforehand and have some townships in mind to suggest to the auditors to use as comparisons.

Mr. Esposito then detailed how his fees work. They are similar to an attorney in that they can be retainer versus non-retainer. If on retainer for example, phone calls are free and his company would be similar to an HR department only off site.

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Performance Policy Manual Update

Mr. Markley asked whether part time employees should be considered in this whole process and specifically in reference to the policy manual. Mr. Esposito said part time employees need to be included in the policy manual.

In reference to union contracts Mr. Esposito suggested that during the negotiations, typically the policy manual is directly tied into the contract to address those more broad issues that the contract may not address. He said this is common practice and usually is not disagreeable to the members of the bargaining unit or its' legal counsel.

Mr. Lynch suggested that possibly Mr. Esposito might work together with Mr. Steve Sferra during the fast approaching contract negotiations.

The Trustees agreed to ask Mr. Esposito to submit a proposal. Mr. Esposito agreed to have a proposal ready for the next regular meeting on September 13<sup>th</sup>.

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OTHER BUSINESSPARKS AND PROPERTIES – NEW BUSINESSGutoskey & Associates, Inc.

Mr. Markley moved to approve the invoice in the amount of \$5,100.00 for the surveying at Heritage Park and the Town Hall, per the recommendation of Mr. Ciciretto.

Mrs Benza seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESSTumbling Mats – Global USA Inc.

Mr. Markley moved to approve the purchase order for Global Inc. dated August 17, 2010 in the amount of \$1,760.00 for eight tumbling mats for the defense classes, per the recommendation of the Police Chief.

Mr. Lynch seconded the motion that passed unanimously.

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ROAD DEPARTMENT – OLD BUSINESS

Kenston Lake Easements

Mr. Markley moved to approve the easement for drainage purposes between Michael and Patricia Szumilak and Bainbridge Township, connected to the Kenston Lake Culvert and Stream Restoration Projects.

Mr. Lynch seconded the motion, that passed unanimously.

Mr. Markley moved to approve the easement for drainage purposes between Donna Patz Trustee and Bainbridge Township, connected to the Kenston Lake Culvert and Stream Restoration Projects.

Mrs Benza seconded the motion, that passed unanimously.

NOTE: Said resolutions are attached to, and become a permanent part of these minutes.

ROAD DEPARTMENT – NEW BUSINESS

Walter & Haverfield Invoice

Mr. Markley moved to approve the invoice dated August 11, 2010 for Walter & Haverfield in the amount of \$3,751.47 for the Investigation of Hawkmoor Way.

Mr Lynch seconded the motion that passed unanimously.

Littler Mendelson Invoices

Mr. Markley moved to approve the invoice dated July 20, 2010 for Littler Mendelson in the amount of \$1,468.50 for the negotiations with Teamsters Local 436.

Mrs Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the invoice dated August 23, 2010 for Littler Mendelson in the amount of \$742.50 for the negotiations with Teamsters Local 436.

Mr Lynch seconded the motion that passed unanimously.

Chagrin River Road Project Final Invoice – Ronyak Paving

Mr. Markley moved to approve the final invoice dated August 13, 2010 for Ronyak Paving in the amount of \$281,198.09 for the completion of the Chagrin River Road Project, per the recommendation of the Road Superintendent and the Geauga County Engineer's office.

Mrs Benza seconded the motion that passed unanimously.

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2010 Chip Seal Project Change OrderChange Order No. 1 and Final

Hughes Contracting, Inc.  
595 Waterloo Road, Suite H  
Suffield, OH 44260

Original Contract	\$99,438.00
Total Deductions	<u>2,766.04</u>
New Total	\$96,671.96

Mr. Markley made a motion approving the deductions of \$2,766.04 from the contract with Hughes Contracting for the Chip Seal of Various Roads per the recommendation of the Road Superintendent and the Geauga County Engineer.

Mr. Lynch seconded the motion that passed unanimously.

2010 Asphalt Resurfacing Project Change OrderChange Order No. 1 and Final

The Shelly Company  
8920 Canyon Falls Blvd. Suite 120  
Twinsburg, OH 4407

Original Contract	\$639,543.90
Total Deductions	<u>145,113.15</u>
New Total	\$494,430.75

Mr. Markley made a motion approving the deductions of \$145,113.15 from the contract with The Shelly Company for the Asphalt Resurfacing of Various Roads per the recommendation of the Road Superintendent and the Geauga County Engineer.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESSStephen Ciciretto Invoices

Mr. Markley moved to approve the invoice dated July 30, 2010 for Stephen Ciciretto in the amount of \$3,757.34 for the Design Development and Partial Construction Documents on the Bissell House Toilet Room Addition.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley moved to approve the invoice dated August 13, 2010 for Stephen Ciciretto in the amount of \$3,000.00 for the Final Construction Documents and Engineering on the Bissell House Toilet Room Addition.

Mr Lynch seconded the motion that passed unanimously.

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Kenston Lake Report

Mr. Markley moved to allow the Chairman to execute the letter acknowledging the extent of federal funds expended by the Township during Fiscal Year 2009.

Mr Lynch seconded the motion that passed unanimously.

PUBLIC COMMENTS

Savage Road utility poles letter to President of First Energy. Mrs. Benza suggested the trustees invite him to a meeting in hopes of getting a phone call to resolve the issue.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:19 P.M.

Respectfully Submitted,

Cherianne H. Measures,  
Fiscal Officer, Bainbridge Township

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\_\_\_\_\_ Date

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\_\_\_\_\_ Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_



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