

Monday, January 4,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 4, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mrs. Kristina O'Brien, and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley presided and called the meeting to order at 6:04 P.M.

OATH OF OFFICE – TRUSTEE

Mrs. Sugarman administered the oath of office to Mrs. Kristina O'Brien.

The trustees recessed their special meeting at 6:12 P.M.

Mr. Markley reconvened the special meeting at 7:01 P.M.

MINUTES

Mrs. Benza moved to approve the minutes of the trustees' December 28, 2015 special meeting as submitted.

Mr. Markley seconded the motion.

Vote: Mrs. Benza, aye; Mrs. O'Brien, aye; Mr. Markley, aye.

Mr. Markley passed the gavel to Mrs. Sugarman to entertain nominations for the position of Chairman.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mr. Markley made a motion to nominate Mrs. Benza for 2016 Chairman of the Bainbridge Township Board of Trustees.

Mrs. O'Brien seconded the motion that passed unanimously.

Mrs. Sugarman passed the gavel to Chairman Benza

Mrs. Benza made a motion to nominate Mr. Markley as 2016 Vice-Chairman of the Board of Trustees.

Mrs. O'Brien seconded the motion that passed unanimously.

ROBERT'S RULES OF ORDER

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt Robert's Rules of Order as the official rules of operating business which may be abridged as necessary.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Benza stated that the Public Comments section of the agenda available at the beginning of the meeting is reserved for comments on township-related issues and the Public Interaction portion of the agenda at the end of the meeting is for questions and dialog regarding Township business.

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PAST ACTIONS

The trustees were in general agreement to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still "in full force and effect".

RESOLUTION TO COMPLY WITH OHIO REVISED CODE 149.43

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the "Public Record" Resolution 01042016-A pursuant to ORC 149.43.

Mrs. O'Brien seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

RESOLUTION TO COMPLY WITH ORC 121.22

Mr. Markley moved that the Bainbridge Township Board of Trustees readopt the "Open Meeting" Resolution 01042015-B pursuant to ORC 121.22.

Mrs. O'Brien seconded the motion that passed unanimously.

Note: A copy of said resolution is attached to, and becomes a permanent part of, these minutes.

TRUSTEE MEETING SCHEDULE FOR 2016

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt for 2016 the trustee's regular meeting schedule as the second and fourth Mondays at 6:00 P.M. for Executive Session with the Open Meeting reconvening at 7:00 P.M. Work sessions will be added as needed.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of the regular meeting schedule is attached to, and becomes a permanent part of, these minutes.

COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

The trustees were in general agreement to note for the record, that they, as well as the fiscal officer be compensated for their services in equal monthly payments with any adjustments to be made in December.

BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and fiscal officer are eligible for these benefits. Those who enroll assume 10% of the cost for the same. Township personnel are offered Medical Mutual. All part-time employees working 25 to 39 hours per week are eligible to enroll, and assume 90% of the cost for the same. Mrs. Benza indicated for the record that she has waived this benefit, and will not participate in the township's major medical plan.

Life Insurance - Full-time employees and elected officials: \$18,000.

Weekly Disability Income - Full-time employees receive 60% of their weekly income.

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Dental - All full-time employees, the trustees and the fiscal officer are covered at no cost to them should they choose to enroll.

Additional benefits are included in the Personnel Policy Manual which has been distributed to all full-time employees since 1987, and revised and distributed to all employees beginning in 2013.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health Advisory Council. The trustees were in general agreement that Mrs. O'Brien should be the alternate representative for Bainbridge Township on the Geauga County Health Advisory Council.

CHAGRIN RIVER WATERSHED PARTNERS

The trustees were in general agreement that Mrs. O'Brien should represent Bainbridge Township, and Mr. Markley should serve as the alternate, on the Chagrin River Watershed Partners.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the JEDD Board.

TOWNSHIP BUILDINGS & PARKS RATES

Mr. Markley made a motion to retain the 2015 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park and the Fire Department meeting room rates for 2016.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

CEMETERY RATES

Mr. Markley made a motion to adopt the Cemetery rates as recommended by the Cemetery Board for 2016.

Mrs. O'Brien seconded the motion that passed unanimously.

Note: A copy of said rates is attached to, and becomes a permanent part of, these minutes.

FEE SCHEDULE FOR COPIES OF TOWNSHIP DOCUMENTS

The trustees were in general agreement to retain the present rate schedule for copies which is as follows:

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The fee for all black and white copies is 5 cents per page and color copies are \$2.00 per copy per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per disk.

ZONING FEE SCHEDULE

Mr. Markley made a motion to adopt the amended Zoning Application Fee Schedule for 2016 as submitted by the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Note: A copy of said schedule is attached to, and becomes a permanent part of, these minutes.

ADVANCE ON TAXES COLLECTED

Mr. Markley moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, first half collection, in the maximum amounts available in the General, Road and Bridge, Fire District and Police District Funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

Mrs. O'Brien seconded the motion that passed unanimously.

BLANKET CERTIFICATE AMOUNTS

Mr. Markley moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates of the Fiscal Officer to be issued by the Fiscal Office for routine expenses for each department, per the recommendation of the Fiscal Officer.

Mrs. O'Brien seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT AND PER DIEM FOR 2016

Mr. Markley made a motion to set the Bainbridge Township mileage reimbursement of 54 cents (pursuant to IRS Code) per mile, for miles driven by authorized township personnel using their own vehicle for documented township business, however the use of a township vehicle is preferred when available.

Mrs. O'Brien seconded the motion that passed unanimously.

Mr. Markley made a motion to set the meal per diem for township employees who travel for township business at \$60.00 per day.

Mrs. O'Brien seconded the motion that passed unanimously.

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OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Markley moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer, fiscal officer-elect, or assistant to the fiscal officer who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from January 27, 2016 – January 29, 2016 for mileage, parking, lodging, meals and any other necessary expenditures.

Mrs. O'Brien seconded the motion that passed unanimously.

TRUSTEE DEPARTMENT LIAISONS

Police Department –	Mrs. O'Brien
Fire Department –	Mr. Markley
Service Department –	Mrs. Benza
Zoning –	Mrs. O'Brien

BOARD/COMMITTEE APPOINTMENTS

Cemetery Board

The trustees were in general agreement to renew the Cemetery Board members for another year, including Mr. Rob Arnold, Mr. Greg Marous, and Mr. Bill Takacs.

Disposition of Property Resolution

Mr. Markley made a motion to adopt the Disposition of Township Property Resolution 01042016-C and to have it be advertised yearly after the organizational meeting.

Mrs. O'Brien seconded the motion which passed unanimously.

PUBLIC COMMENTS

Mr. Ted Seliga of Spring Valley asked Mrs. Benza to define the role of the department liaison. Mrs. Benza and Mr. Markley defined the role as a single point of contact for the department head for all communications. Mr. Seliga also asked when the CVM dining hall would be completed. The response is that the goal is around August 2016 before the Ox Roast.

CORRESPONDENCE

1. CTE Engineering –Cell tower update
2. County Commissioners – Haskins Road Bridge
3. Ohio DOT – Noise Barrier request by resident
4. Joe Cattell, County Engineer – Road counts
5. South Franklin Circle event – January 13, 2016
6. DARE Graduation Invitation

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 7:38 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

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Date

Date

Date

Minutes Read: _____

Minutes Approved: _____