

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, 2021. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mrs. O'Brien presided and called the meeting to order at 6:01 P.M.

POLICE DEPARTMENT – NEW BUSINESS

Employment of Public Employees

Mr. Markley made a motion to approve the hiring of Terra L. Chambers as a Grade D Patrol Officer for the Bainbridge Township Police Department at an annual salary of \$62,638.81 with a one-year probationary period effective January 4, 2021 based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to approve the hiring of Shawn McClellan as a Grade B Patrol Officer for the Bainbridge Township Police Department at an annual salary of \$70,786.70 with a one-year probationary period effective January 4, 2021 based on the recommendation of the police chief.

Mrs. Benza seconded the motion that passed unanimously.

Swearing-In

Terra L. Chambers and Shawn McClellan were sworn in as patrol officers of the Bainbridge Township Police Department by Fiscal Officer Janice Sugarman.

ORGANIZATIONAL MEETING REQUIREMENTS

Mrs. O'Brien passed the gavel to Mrs. Sugarman to entertain nominations for the position of Chairman.

ELECTION OF OFFICERS

Mrs. Benza made a motion to nominate Mr. Markley for 2021 Chairman of the Bainbridge Township Board of Trustees.

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

Mrs. O'Brien made a motion to nominate Mrs. Benza as 2021 Vice-Chairman of the Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Sugarman passed the gavel to Chairman Markley.

TRUSTEE DEPARTMENT LIAISONS

The trustees were in general agreement to assign liaison roles as follows:

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

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ROBERT’S RULES OF ORDER

Mrs. Benza 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. O’Brien seconded the motion that passed unanimously.

The trustees stated that the Public Comments available at the beginning of the meeting should pertain to agenda items and the Public Interaction at the end of the meeting should be any additional comments or concerns regarding Township business.

PAST ACTIONS

The trustees were in general agreement and would like 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.

DISPOSITION OF PROPERTY RESOLUTION

Mrs. Benza made a motion to adopt the Disposition of Township Property Resolution 01042021-A and to have it be advertised yearly after the organizational meeting.

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

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

OPEN MEETINGS RESOLUTION

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt the “Open Meetings” Resolution 01042021-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.

PUBLIC RECORDS RESOLUTION

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt the “Public Records” Resolution 01042021-C, 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.

TRUSTEE MEETING SCHEDULE FOR 2021

Mrs. Benza moved that the Bainbridge Township Board of Trustees adopt for 2021 the trustees’ meeting schedule as the second and fourth Mondays at 7:00 P.M., with the exception of December which will be the first and third Mondays. Executive sessions will be held at 6:00 P.M.

Mrs. O’Brien seconded the motion.

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

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PROVISION FOR TRUSTEES TO ATTEND OTHER FUNCTIONS

Mrs. Benza moved to adopt the attached list as meeting allowances for the Bainbridge Township Board of Trustees to attend as needed, and to include this list with the annual organizational template and minutes of January 4, 2021.

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

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

COMPENSATION FOR TRUSTEES AND FISCAL OFFICER

Mrs. Benza made a motion, that the trustees, as well as the fiscal officer, be compensated for their services in equal monthly payments with any adjustments to be made in December, pursuant to stated amounts as authorized by the ORC.

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

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.

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

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

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 in 2020.

Mrs. Benza waives medical coverage through the township.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mrs. Benza should represent Bainbridge Township on the Geauga County Health District 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.

SOLON-BAINBRIDGE JEDD BOARD

The trustees were in general agreement that Mrs. O'Brien should represent Bainbridge Township on the Solon – Bainbridge JEDD Board.

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TOWNSHIP BUILDING & PARKS RATES

Mrs. Benza made a motion to retain the 2020 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park, and the Fire Department meeting room rates for 2021.

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.

CEMETERY RATES

Mrs. Benza made a motion to retain the 2020 Cemetery rates for the year 2021.

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:

The fee for all black and white copies of documents is 5 cents per copy, and color copies are \$2.00 per copy. CD's are \$1.00 each. All email requests are free.

ZONING FEE SCHEDULE

Mrs. Benza made a motion to retain the 2020 Zoning Application Fee Schedule for 2021.

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

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

BLANKET CERTIFICATE AMOUNTS

Mrs. Benza moved that the Bainbridge Township Board of Trustees establish a limit of \$15,000.00 for Blanket Certificates 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 2021

Mrs. Benza made a motion to set the Bainbridge Township mileage reimbursement of 56 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.

Mrs. Benza 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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COLLECTIVE BARGAINING

The trustees want to note the expiration dates of the bargaining contracts at each Organizational Meeting in order to be prepared for negotiations.

Police Sergeants, Patrolmen, and Records Clerks	2022
Full-time and Part-time Firefighters	2022
Teamsters	2021

BOARDS and COMMITTEES

Parks Committee

Mrs. Benza made a motion to hold in abeyance any Park Committee appointments for 2021 and allow the BOT Chair to notify the Park Committee chair.

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

FISCAL OFFICE

Advance on Taxes Collected

Mrs. Benza moved that the Bainbridge Township Board of Trustees authorize the Fiscal Officer to request an advance of the real estate taxes, 2021 collection, in the maximum amounts available in the general, road and bridge, fire, and police levied 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.

Fiscal Resolutions

Mrs. Benza made a motion to approve Fiscal Resolution 01042021-D requesting first and second half 2020 advance of taxes collected per the recommendation of the fiscal officer.

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

PROXY AUTHORITY

The trustees were in general agreement to continue to utilize the 2020 proxy authority given to designate the police chief to be the trustees' proxy standing at the annual VERCOC meeting and the fire chief to be the trustees' proxy standing at the annual HAZMAT COG meeting, where needed, and for any and all other meetings unless and until revoked or modified by the BOT.

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Since there was no further business to come before this special meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 6:48 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____