

Monday, January 7,

19

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 7, 2019. Those present were Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, Mrs. Kristina O'Brien, and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Markley presided and called the meeting to order at 7:03 P.M.

ORGANIZATIONAL MEETING REQUIREMENTS

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

ELECTION OF OFFICERS

Mr. Markley made a motion to nominate Mrs. Benza for 2019 Chairman of the Bainbridge Township Board of Trustees.

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

Mr. Markley made a motion to nominate Mrs. O'Brien as 2019 Vice-Chairman of the Board of Trustees.

Mrs. Benza seconded the motion that passed unanimously.

Mrs. Sugarman passed the gavel to Chairman Benza.

TRUSTEE DEPARTMENT LIAISONS

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

The trustees discussed rotating liaisons every year. Mrs. O'Brien was of the strong opinion that the liaisons should rotate departments each year. It was generally agreed that moving forward the liaisons would be as follows:

Chair -	Zoning
Vice-Chair -	Service
Outgoing Chair -	Police and Fire

ROBERT'S RULES OF ORDER

Mrs. O'Brien 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.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Benza 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like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still in full force and effect.

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DISPOSITION OF PROPERTY RESOLUTION

Mrs. O'Brien made a motion to adopt the Disposition of Township Property Resolution 01072019-A, and to have it be advertised yearly after the organizational meeting.

Mr. Markley 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. O'Brien moved that the Bainbridge Township Board of Trustees adopt the "Open Meetings" Resolution 01072019-B, pursuant to ORC 121.22.

Mr. Markley 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. O'Brien moved that the Bainbridge Township Board of Trustees adopt the "Public Records" Resolution 01072019-C, pursuant to ORC 149.43.

Mr. Markley 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 2019

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees adopt for 2019 the trustees' meeting schedule as the second and fourth Mondays at 7:00 P.M. Executive sessions will be held at 6:00 P.M.

Mr. Markley seconded the motion.

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

PROVISION FOR TRUSTEES TO ATTEND OTHER FUNCTIONS

Mrs. O'Brien 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 7, 2019.

Mrs. Benza 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. O'Brien 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.

Mr. Markley seconded the motion that passed unanimously.

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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 beginning in 2013.

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.

JEDD BOARD

The trustees were in general agreement that Mr. Markley should represent Bainbridge Township on the Solon – Bainbridge JEDD Board, noting that this will be his final year.

TOWNSHIP BUILDING & PARKS RATES

Mrs. O'Brien made a motion to retain the 2017 Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park, and the Fire Department meeting room rates for 2019.

Mr. Markley 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. O'Brien made a motion to adopt the proposed 2019 Cemetery rates as recommended by the Cemetery Board.

Mr. Markley seconded the motion that passed unanimously.

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

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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 ROM's are \$1.00 each. All email requests are free.

ZONING FEE SCHEDULE

Mrs. O'Brien made a motion to retain the 2018 Zoning Application Fee Schedule for 2019.

Mr. Markley 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. O'Brien 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.

Mr. Markley seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT AND PER DIEM FOR 2019

Mrs. O'Brien made a motion to set the Bainbridge Township mileage reimbursement of 58 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.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to set the meal per diem for township employees who travel for township business at \$60.00 per day.

Mr. Markley seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION WINTER CONFERENCE

Mrs. O'Brien moved that the township reimburse any trustee, fiscal officer, or assistant to the fiscal officer who attends the Ohio Township Association Winter Conference to be held in Columbus, Ohio from January 29, 2019 to February 1, 2019 for mileage, parking, lodging, meals and any other necessary expenditures.

Mr. Markley seconded the motion that passed unanimously.

BOARDS and COMMITTEESCemetery Board - Resignation of Public Official

Mrs. O'Brien made a motion to accept the resignation of Mr. Bill Takacs from the Cemetery Board with extreme appreciation for his many years of service to the township.

Mr. Markley seconded the motion that passed unanimously.

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Cemetery Board

Mrs. O'Brien made a motion to reappoint Mr. Rob Arnold and Mr. Greg Marous to the Bainbridge Township Cemetery Board.

Mr. Markley seconded the motion that passed unanimously.

The trustees would like to determine the future direction of the Cemetery board by the end of March 2019. Mrs. O'Brien will be directing this evaluation.

Zoning Commission - Resignation of Public Official

Mrs. O'Brien made a motion to accept the resignation of Mr. Brent Classen from the Zoning Commission with thanks for his years of service to the township.

Mr. Markley seconded the motion that passed unanimously.

Zoning Commission - Appointment of Public Official

Mrs. O'Brien made a motion to appoint Mrs. Kristina Sturges-Alaei to the Zoning Commission for the five-year term beginning January 1, 2019 and ending December 31, 2023.

Mr. Markley seconded the motion that passed unanimously.

Zoning Alternate Terms and Appointments

Mrs. O'Brien made a motion to establish two-year staggered terms for the Bainbridge Township zoning alternates, beginning with a one-year appointment for January 1, 2019 through December 31, 2019, which will thereafter convert to a two-year appointment commencing January 1, 2020 through December 31, 2021, and a two-year appointment for January 1, 2019 through December 31, 2020.

Mr. Markley seconded the motion that passed unanimously.

Zoning Commission Alternate Terms

Mrs. O'Brien made a motion to reappoint Mr. Chuck Gallianza as an alternate to the Zoning Commission for the term beginning January 1, 2019 and ending December 31, 2019.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to reappoint Mr. Howard Miller as an alternate to the Zoning Commission for the two-year term beginning January 1, 2019 and ending December 31, 2020.

Mr. Markley seconded the motion that passed unanimously.

Parks Committee

The trustees would like to determine the future direction of the Parks Committee by early September 2019. Mrs. O'Brien will be directing this evaluation.

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FISCAL OFFICE

Advance on Taxes Collected

Mrs. O'Brien 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, and police levied funds upon receipt of the schedule of dates for advances as determined by the Geauga County Auditor.

Mr. Markley seconded the motion that passed unanimously.

Fiscal Resolutions

Mrs. O'Brien made a motion to approve Fiscal Resolution 01072019-D requesting first half 2018 advance of taxes collected per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to approve Fiscal Resolution 01072019-E to create a Special Revenue Fund in which to receipt and expend monies through a new Permissive Motor Vehicle License Tax (ORC 4504) per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to approve Fiscal Resolution 01072019-F increasing the 2018 Revenue Budget by \$1,553.84 during the fiscal year ending December 31, 2018 per the recommendation of the fiscal officer.

Mr. Markley seconded the motion that passed unanimously.

PROXY AUTHORITY

Mrs. O'Brien made a motion to grant the Chairman authority to sign a letter granting voting authority via proxy standing to the Chief of Police for the 2019 Valley Enforcement Regional Council of Governments ("VERCOG") meeting.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to grant the Chairman authority to sign a letter granting voting authority via proxy standing to the Fire Chief for the 2019 Chagrin/Southeast Council of Governments ("HAZMAT COG") meeting.

Mr. Markley seconded the motion that passed unanimously.

Collective Bargaining Discussion

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

Police Sergeants, Patrolmen, and Records Clerks	2019
Full-time and Part-time Firefighters	2020
Teamsters	2021

Pre-disciplinary Conference Discussion

Mrs. O'Brien made a motion to designate all four of the department heads to handle pre-disciplinary conference hearings when they may become necessary. This may be for their own department or for other departments as needed, noting the option of switching the handling of those as needed.

Mr. Markley seconded the motion that passed unanimously.

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CORRESPONDENCE

1. Bomber Elite Club: Reverse Raffle invitation February 23, 2019 at 6pm
2. Brian Saxe: Invitation to meet trustees individually
3. Geauga County Recorder: Recording Fees
4. ODOT: Meeting on February 4th at 6pm regarding resurfacing of Route 422 in Troy
5. Team NEO: Economic Development Forum January 17, 2019 7:30am
6. Board of Commissioners: Haskins Rd and E. Washington Street intersection improvement approval
7. Leadership Geauga: Thank you note for the use of the CVM Dining Hall
8. Cleveland Clinic: Day of Celebration MLK - January 18, 2019 7:30am
9. WRLC: Annual stewardship visit – Edwards property
10. Ohio Department of Taxation: Tax exempt properties

Since there was no further business to come before this special meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:24 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____