

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 3, 2005. Those present were trustees Mr. Samuel Desiderio, Mr. Charles Hesse, and Mr. Christopher Horn and clerk Susan R. Angelino. Mr. Hesse presided and called the meeting to order at 7:00 P.M.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Mr. Hesse made a motion to nominate Mr. Horn for 2005 Chairman of the Bainbridge Township Board of Trustees.

Mr. Desiderio seconded the motion that passed unanimously.

Mr. Horn made a motion to nominate Mr. Desiderio as 2005 Vice-Chairman of the Board of Trustees.

Mr. Hesse seconded the motion that passed unanimously.

ROBERT'S RULES OF ORDER

Mr. Horn 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. Hesse seconded the motion that passed unanimously.

PAST ACTIONS

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to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superceded, are still "in full force and effect".

RESOLUTION TO COMPLY WITH OHIO REVISED CODE 149.43

Mr. Horn moved that the Bainbridge Township Board of Trustees readopt the "Public Record" Resolution originally passed on July 21, 1980.

Mr. Hesse 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 OHIO REVISED CODE 121.22 (G)

Mr. Horn moved that the Bainbridge Township Board of Trustees readopt the "Public Meeting" Resolution per O.R.C. 121.22 (G) and that said resolution remain the same as 2004.

Mr. Desiderio 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 2005

Mr. Horn moved that the Bainbridge Township Board of Trustees adopt for 2005 the trustee's meeting schedule as every Monday at 7:00 P.M.

Mr. Desiderio seconded the motion that passed unanimously.

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

COMPENSATION FOR TRUSTEES AND CLERK

The trustees noted for the record that they, as well as the clerk be compensated for their services in equal bi-weekly payments with any adjustments to be made in December.

BENEFITS

Medical and Major Medical - All full-time employees as well as the trustees and clerk are eligible for these benefits. Those who enroll assume 10% of the cost for same. Township personnel are offered United Health Care Insurance.

Life Insurance - Full time employees: \$18,000; Trustees and Clerk: \$18,000.

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

Dental - All full-time employees, the trustees and the clerk 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.

HOLIDAYS

Mr. Horn moved that the Bainbridge Township Board of Trustees observe the following holidays for non-bargained for employees:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the Day After
Christmas Day

In addition to those listed, each employee shall be entitled to three (3) personal holidays. These personal holidays are to be scheduled with the concurrence of the department head and may be scheduled a minimum of four hours at time.

Mr. Desiderio seconded the motion that passed unanimously.

EMPLOYMENT POLICIES AND PROCEDURES

The trustees were in general agreement that the 2003 Personnel Policy Manual will remain in effect and will be updated as necessary.

ROAD DEPARTMENT

The trustees noted that, per O.R.C. 5571.02, the Bainbridge Township Board of Trustees will operate the Road Department with a Township Highway Superintendent in 2005.

TOWNSHIP APPOINTMENTS - 2005

Mr. Horn made a motion to affirm the following appointments for 2005:

Fire Chief	Brian A. Phan
Police Chief	James P. Jimison
Town Hall Superintendent/Cemetery Sexton	Donald Mitchell
Zoning Inspector	Michael F. McIntyre
Highway Superintendent	Alan L. Halko

Mr. Hesse seconded the motion that passed unanimously.

Trustees' Note for Clarification - All of the above employees are exempt employees per the Fair Labor Standards Act; and neither they nor other exempt township employees, shall be required to submit time cards.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Mr. Hesse should represent Bainbridge Township on the Geauga County Health District Advisory Council.

TOWN HALL RATES AND BURNS-LINDOW BUILDING RATES

Mr. Horn made a motion to retain the 2004 Town Hall and Burns-Lindow rates for 2005.

Mr. Desiderio 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. Horn made a motion to retain the Cemetery rates as adopted on December 23, 2002 for the year 2005.

Mr. Hesse 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 per the recommendation of the legal division of the State Auditor's Office. Disk media copies are \$1.00 per diskette and CD ROM.

ZONING FEE SCHEDULE

Mr. Horn made a motion to retain the 2004 Zoning Certificate Fee Schedule.

Mr. Hesse seconded the motion that passed unanimously.

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

MILEAGE REIMBURSEMENT FOR 2005

Mr. Horn made a motion to set the Bainbridge Township mileage reimbursement of 40.5 cents (pursuant to IRS code) per mile, for miles driven by authorized township personnel using their own vehicles for documented township business.

Mr. Hesse seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Horn moved that the township reimburse any trustee, clerk, deputy clerk or assistant-to-the-clerk who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from February 2 - 4, 2005 for mileage, parking, lodging, meals and any other necessary expenditures.

Mr. Desiderio seconded the motion that passed unanimously.

FIRE PREVENTION PERMITS

The trustees were in general agreement that the Fire Prevention Permit System of 1990 remain in effect for 2005.

OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Horn moved adoption of the following resolution:

"WHEREAS, the Bainbridge Township Board of Trustees have previously, by resolution, adopted by incorporation the Ohio Fire Code and Ohio Basic Building Code; and

WHEREAS, the Ohio Fire Code and Ohio Basic Building Code have been amended subsequent to the initial adoption by incorporation by the Board of Township Trustees of Bainbridge Township;

NOW, THEREFORE, BE IT RESOLVED that all amendments to the Ohio Fire Code and Ohio Basic Building Code are hereby adopted and incorporated by the Bainbridge Township Board of Trustees."

Mr. Hesse seconded the motion that passed unanimously.

TRANSIENT VENDOR RESOLUTION

The trustees wish to have noted for the record that the Transient Vendor Resolution as adopted December 10, 1983, is still, "in full force and effect".

Note: Transient Vendor Permit will be issued only after review and recommendation of the Zoning Inspector.

ADVANCE ON TAXES COLLECTED

Mr. Horn moved that the Bainbridge Township Board of Trustees authorize the Clerk 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.

Mr. Hesse seconded the motion that passed unanimously.

POLICE DEPARTMENT

Mutual Aid Agreement - The trustees were in agreement to readopt the present Police Mutual Aid Agreement as last revised on January 1, 1987.

Parking Regulations - The trustees wished to have noted for the record that, per a Resolution adopted October 15, 1983, there was established in Bainbridge Township a Parking Violation Bureau which provided for the enforcement of the Bainbridge Township Parking Regulations, effective November 19, 1983.

FIRE DEPARTMENT

The trustees were in agreement to readopt the present Fire Department Mutual Aid Agreement as amended on December 17, 1995.

FALSE SECURITY ALARM PROCEDURES

The trustees were in general agreement to put in effect the False Security alarm system resolution as adopted December 15, 1990 per the Ohio Revised Code Section 505.511.

2005 TEMPORARY AND PERMANENT APPROPRIATIONS

Mr. Horn made a motion to change legal level of control from fund function object to fund level in Temporary and Permanent Appropriations, effective April 3, 2004.

Mr. Desiderio seconded the motion that passed unanimously.

2005 TOWNSHIP TEMPORARY APPROPRIATIONS

Mr. Horn made a motion to adopt the 2005 Temporary Appropriations as prepared by the clerk's office.

Mr. Desiderio seconded the motion that passed unanimously.

TOWN HALL/OTHER

OLD BUSINESS

CENTERVILLE MILLS

Mr. Horn made a motion authorizing payment of \$3,130.00 to Normandy Catering for Camp Food from November 5 - 13, 2004.

Mr. Desiderio seconded the motion that passed unanimously.

NEW BUSINESS

CLERK'S OFFICE

Purchase Orders - Authority to Incur Obligations

Mr. Hesse made a motion to authorize Township Offices and employees to incur obligations of \$1,000.00 or less on behalf of the township without approval of a majority of Trustees.

Mr. Horn seconded the motion that passed unanimously.

TRUSTEE DEPARTMENT LIAISON

Police Department - Sam Desiderio
Fire Department - Chuck Hesse
Road & Town Hall - Chris Horn

TOWNSHIP PARK MANAGEMENT

Mr. Desiderio made a motion authorizing payment of \$4,237.50 to LanDesign, LLC for Township Park and Landscaping Maintenance Services.

Mr. Hesse seconded the motion that passed unanimously.

LAWYERS TITLE INS. CORP.

Mr. Horn made a motion authorizing payment of \$767.60 to Lawyers Title Ins. for title, and deed handling for 8 properties in Chagrin Falls Park.

Mr. Desiderio seconded the motion that passed unanimously.

TOWNSHIP EMPLOYEE PHYSICAL EXAMINATIONS

The trustees noted that the following employee has completed his biennial physical examination per the Bainbridge Township Personnel Policy Manual and has no contraindications for continuous employment:

Joshua Clark

POLICE DEPARTMENT

NEW BUSINESS

Police Station - Change Order #43

Mr. Hesse made a motion authorizing work to Castle Heating & Air at no cost associated with AHO-2 per Construction Change Directive 013.

Mr. Desiderio seconded the motion that passed unanimously.

FIRE DEPARTMENT

Professional Training

The trustees were in general agreement for Asst. Chaplain Todd Kirkpatrick to attend a seminar for Fire Department Chaplain on January 10 - 13, 2005 at a cost of \$957.00, per the recommendation of Fire Chief Brian Phan.

ROAD DEPARTMENT

Auction - 1993 International 4700 Single Axle Dump Truck

Clerk Susan Angelino opened the auction on December 17, 2004 at 3:00 P.M. The legal advertisement was duly published in the News Herald on December 3, 2004 and December 10, 2004.

One bid was opened for \$10,000.00 from Lorenzo Lynch.

The trustees were in general agreement to accept the bid from Lorenzo Lynch for \$10,000.00 for the International Dump Truck.

CENTERVILLE MILLS/YMCA

The trustees were in general agreement to send a letter to YMCA CEO Glen Haley declining his offer of two (2) options for YMCA involvement at Centerville Mills Camp per his letter of November 15, 2004.

Mr. Horn seconded the motion that passed unanimously.

CORRESPONDENCE/COMMUNICATIONS

Letter from Adelphia, dated December 13, 2004. RE: NFL Network.

Letter from Adelphia, dated December 22, 2004. RE: Adjustments to service and equipment prices.

Letter from Adelphia, dated December 16, 2004. RE: Introduction to Adelphia from Ms. Lee C. Shapiro, Director of Government & Public Affairs.

Brochure from Geauga Council for Arts & Culture - Art and Cultural Events (January - March 2005).

Site Inspection Report from Geauga Soil & Water Conservation District, dated December 30, 2004. RE: River Road Park.

Letter from Robert L. Phillips, Geauga County Engineer, dated December 15, 2004. RE: Year 2005 County Highway and Bridge Improvement Program.

Memo from David C. Dietrich, Geauga County Planning Director, dated December 17, 2004. RE: Pending Sub. S.B. 18.

Letter from Brian M. Grassa, McGill Property Group, dated December 7, 2004. RE: Proposed Retail Center - North side of Rt. 43 - Geauga Lake Road Access.

Copy of letter to Geauga Metropolitan Housing Authority from Timothy W. Bloxson, Community Improvement Council Member. RE: Litter in area of GMHA housing units.

Minutes of the Bainbridge Township Zoning Commission Meeting, dated November 23, 2004.

Minutes of the Bainbridge Township Board of Zoning Appeals Meeting, dated November 18, 2004.

Copy of Resolution to Declare a Road Name Change for TR 1002 from Hillingknapp Circle to Granite Ridge from the Geauga County Board of Commissioners, dated October 7, 2004.

MINUTES

Mr. Hesse made a motion to approve the minutes of the November 29, 2004, December 6, 2004 and December 13, 2004 meetings as written.

Mr. Desiderio seconded the motion that passed unanimously.

EXECUTIVE SESSION

Mr. Horn moved that the Bainbridge Township Board of Trustees go into executive session to consider the employment of a public employee.

Mr. Hesse seconded the motion. Vote: Mr. Desiderio, aye; Mr. Hesse, aye; Mr. Horn, aye.

The trustees recessed their regular meeting at 9:10 P.M. in order to go into executive session to consider the employment of a public employee.

The trustees returned from executive session after considering the employment of a public employee and reconvened their meeting at 9:29 P.M.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:30 P.M.