

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 7, 2008. Those present were trustees Mr. Matthew J. D. Lynch, Mr. Jeffrey S. Markley, and Ms. Linda W. White and Fiscal Officer Susan R. Angelino. Mr. Markley presided and called the meeting to order at 7:00 P.M.

ORGANIZATIONAL MEETING REQUIREMENTS

ELECTION OF OFFICERS

Ms. White made a motion to nominate Mr. Lynch for 2008 Chairman of the Bainbridge Township Board of Trustees.

Mr. Lynch seconded the motion that passed unanimously.

Mr. Lynch made a motion to nominate Ms. White as 2008 Vice-Chairman of the Board of Trustees.

Ms. White seconded the motion.

Vote: Mr. Lynch, aye; Mr. Markley, nay; Ms. White, aye.

ROBERT'S RULES OF ORDER

Mr. Lynch 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.

Ms. White 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to have the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superceded, are still "in full force and effect".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. Lynch moved that the Bainbridge Township Board of Trustees readopt the "Public Record" Resolution originally passed on July 21, 1980.

Ms. White 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. Lynch 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 2007.

Ms. White 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 2008

Mr. Lynch moved that the Bainbridge Township Board of Trustees adopt for 2008 the trustee's meeting schedule as every Monday at 7:00 P.M.

Ms. White 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 FISCAL OFFICER

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

Trustee Matthew Lynch informed Board that he would like his compensation reduced by 10%.

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 same. Township personnel are offered Medical Mutual.

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

HOLIDAYS

Mr. Lynch 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
Columbus Day
Veterans 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.

Ms. White seconded the motion that passed unanimously.

EMPLOYMENT POLICIES AND PROCEDURES

The trustees are 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 2008.

TOWNSHIP APPOINTMENTS - 2008

Mr. Lynch made a motion to affirm the following appointments for 2008:

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

Ms. White 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 Ms. White should represent Bainbridge Township on the Geauga County Health District Advisory Council.

TOWN HALL RATES AND BURNS-LINDOW BUILDING RATES

Mr. Lynch made a motion to retain the 2007 Town Hall and Burns-Lindow rates for 2008.

Ms. White 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. Lynch made a motion to retain the Cemetery rates as adopted on December 23, 2007 for the year 2008.

Ms. White 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. Lynch made a motion to retain the 2007 Zoning Certificate Fee Schedule.

Ms. White 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 2008

Mr. Lynch made a motion to set the Bainbridge Township mileage reimbursement of 50.5 cents (pursuant to IRS code) per mile, for miles driven by authorized township personnel using their own vehicles for documented township business.

Ms. White seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION CONVENTION

Mr. Lynch moved that the township reimburse any trustee, fiscal officer, deputy fiscal officer or assistant-to-the-fiscal officer and new fiscal officer who attends the Ohio Township Association Winter Convention to be held in Columbus, Ohio from January 30, 2008 - February 2, 2008 for mileage, parking, lodging, meals and any other necessary expenditures.

Ms. White 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 2008.

OHIO FIRE CODE/OHIO BASIC BUILDING CODE

Mr. Lynch 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."

Ms. White 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. Lynch 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.

Ms. White 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 and amended on April 1, 2007 per the Ohio Revised Code Section 505.511.

2008 TEMPORARY AND PERMANENT APPROPRIATIONS

Mr. Lynch 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.

Ms. White seconded the motion that passed unanimously.

TRUSTEE DEPARTMENT LIAISONS

Police Department - Mr. Lynch
Fire Department - Mr. Markley
Road - Mr. Markley
Town Hall - Ms. White
Zoning - Ms. White
Parks - Ms. White
Cemetery - Mr. Markley

DEPARTMENT REPORTS

Parks - Centerville Mills

Centerville Mills Property Manager David Mitchell presented the December 2007 CVM Report.

TOWN HALL/OTHER MATTERS

OLD BUSINESS

ASBESTOS ABATEMENT - TOWNSHIP PROPERTIES

Mr. Lynch made a motion authorizing payment of \$8,500 to Medico Systems Inc. for asbestos removal and disposal on property at 8345 Bainbridge Road and 17787 Chillicothe Road, per the recommendation of Assistant Zoning Inspector Shane Wrench.

Ms. White seconded the motion that passed unanimously.

TOWNSHIP GAS & OIL LEASES

The trustees were in general agreement to authorize a moratorium on gas and oil well drilling on township property.

NEW BUSINESS

JANUARY MEETING SCHEDULE

The trustees were in general agreement to cancel the regularly scheduled meeting of January 14, 2008.

NEW PUBLIC RECORDS LAW

Mr. Lynch made a motion authorizing the Township Public Records Policy to be included in the Employee Personnel Manual, per the recommendation of Fiscal Officer Susan Angelino.

Ms. White seconded the motion that passed unanimously.

PROCEDURES FOR PREPARING AGENDAS

Mr. Lynch made a motion to approve Procedures for Preparing Agendas for Bainbridge Township Board of Trustees meetings effective January 7, 2008.

Ms. White 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:

Shaun Lutz

POLICE DEPARTMENT

Professional Training

The trustees were in general agreement for Sgt. Jack Silvis to attend OPOTA Firearms, Weapon Training Re-qualification Seminar on January 30 - 31, 2008 at a cost of \$125.00, per the recommendation of Police Chief James Jimison.

ROAD DEPARTMENT

Employee Costs for Cemetery Expansion

The trustees were in general agreement to allocate \$27,048.00 from General Fund to Road Department for work man hours and costs involved in Cemetery Expansion project.

Annual Township Highway System Mileage Report

The trustees certified in the Annual Township Highway System Mileage report from the Director of Transportation that the total eligible number of miles for Bainbridge Township in Geauga County to be 85.31 as of January 1, 2007.

PARKS

Park Board Memo - December 27, 2007 - CVM

Ms. White made a motion authorizing the Park Board to remove Cabin 13, Creekside and the Boat House at Centerville Mills at no cost to the township, per the recommendation of Township Park Board.

Mr. Lynch seconded the motion that passed unanimously.

Park Board Resignations

The trustees acknowledged and accepted the resignations of Carol Lynch and Greg Koltas from the Township Park Board.

ZONING DEPARTMENT

Computer Purchase Orders

Mr. Lynch made a motion authorizing payment of \$4,075.00 to Dell for (2) Computers for the Zoning Department, per the recommendation of Computer Consultant Steve Parker and Zoning Inspector Mike Joyce. (P.O. 8)

Mr. Markley seconded the motion that passed unanimously.

Mr. Lynch made a motion authorizing payment of \$567.00 to Konica Minolta Printing Solutions for (1) Color Laser Printer, per the recommendation of Steve Parker and Mike Joyce.

Ms. White seconded the motion that passed unanimously.

CORRESPONDENCE

Letter from Carmella Shale, Geauga Soil & Water Conservation District, dated December 19, 2007. RE: Restland Cemetery Expansion - Plan Review - Submittal #1.

Letter from Time Warner Cable, dated December 19, 2007. RE: Notice of Commencement of Service by Video Service Provider.

Bainbridge Township Board of Zoning Appeals Meeting Minutes, dated November 15, 2007.

Letter from Patricia Hosmer, S. Russell Resident, dated December 28, 2007. RE: Grape Vines on E. Washington Street.

Letter from Shannon Mullins, Geauga Soil & Water Conservation District, dated December 10, 2007. RE: Phase II outfall process.

Copy of letter to Gus Saikaly, Director, Department of Water Resources from the Geauga County Board of Commissioners, dated December 27, 2007. RE: 208 Water Quality Management Plan.

Copy of letter to David Lair, County Administrator from the Geauga County Board of Commissioners, dated December 13, 2007. RE: Property transferred to Bainbridge Township.

Letter from the Kenston Community Education, dated December 21, 2007. RE: Profit and Loss Statement for September 1, 2007 through November 30, 2007.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:27 P.M.