

Monday, January 8,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 8, 2023. Those present were Trustees Mrs. Kristina O'Brien. Mr. Jeff Markley, and Dr. Michael Bates, and Fiscal Officer Mrs. Janice Sugarman. Dr. Bates presided and called the meeting to order at 6:01 P.M.

ORGANIZATIONAL MEETING REQUIREMENTS

Dr. Bates passed the gavel to Mrs. Sugarman to entertain nominations for the position of Chair.

ELECTION OF OFFICERS

Dr. Bates made a motion to nominate Mrs. Kristina O'Brien for 2024 Chair of the Bainbridge Township Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Dr. Bates made a motion to nominate Mr. Jeff Markley as 2024 Vice-Chair of the Board of Trustees.

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

Mrs. Sugarman passed the gavel to Chairman O'Brien.

TRUSTEE DEPARTMENT LIAISONS

- Police Department – Dr. Bates
- Fire Department – Dr. Bates
- Service Department – Mr. Markley
- Zoning Department – Mrs. O'Brien

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.

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like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still in full force and effect.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

Mr. Markley made a motion to adopt the Disposition of Township Property Resolution 01082024-A and to have it be advertised yearly after the organizational meeting.

Dr. Bates seconded the motion which passed unanimously.

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

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OPEN MEETINGS RESOLUTION

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the “Open Meetings” Resolution 01082024-B pursuant to ORC 121.22.

Dr. Bates 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

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt the “Public Records” Resolution 01082024-C pursuant to ORC 149.43.

Dr. Bates 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 2024

Mr. Markley moved that the Bainbridge Township Board of Trustees adopt for 2024 the trustees’ meeting schedule as the second and fourth Mondays at 7:00 P.M. with the exception of Tuesday, May 28, 2024 which is moved due to Memorial Day. Executive Sessions will be held at 6:00 P.M.

Dr. Bates seconded the motion which passed unanimously.

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

Mr. Markley 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 8, 2024.

Dr. Bates 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

Mr. Markley 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.

Dr. Bates 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.

Vision - All full-time employees, the trustees and the fiscal officer assume 100% of the cost should they choose to enroll.

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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.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Michael Bates should represent Bainbridge Township on the Geauga County Health District Advisory Council. The trustees were in general agreement that Kristina 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 Kristina O'Brien should represent Bainbridge Township, and Jeffrey Markley should serve as the alternate, on the Chagrin River Watershed Partners.

SOLON-BAINBRIDGE JEDD BOARD

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

ESID APPOINTMENT

The trustees were in general agreement that Kristina O'Brien should represent Bainbridge Township on the Geauga County ESID Board.

TOWNSHIP BUILDING & PARKS RATES

Mr. Markley made a motion to retain the current Town Hall, Burns-Lindow, Centerville Mills, Settlers Park, River Road Park, Heritage Park, and the Fire Department meeting room rates for 2024, noting that the fire department meeting room will have an upcoming change.

Dr. Bates 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 retain the current Cemetery rates for the year 2024.

Dr. Bates 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. Thumb drives are \$3.00 each. All email requests are free.

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ZONING FEE SCHEDULE

Mr. Markley made a motion to retain the current Zoning Application Fee Schedule for 2024.

Dr. Bates 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

Mr. Markley 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.

Dr. Bates seconded the motion that passed unanimously.

MILEAGE REIMBURSEMENT AND PER DIEM FOR 2024

Mr. Markley made a motion to set the Bainbridge Township mileage reimbursement of 67 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.

Dr. Bates 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.

Dr. Bates seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION WINTER CONFERENCE

Mr. Markley 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 February 7-9, 2024 for mileage, parking, lodging, meals and any other necessary expenditures.

Dr. Bates seconded the motion that passed unanimously.

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 | 2025 |
| Full-time and Part-time Firefighters | 2025 |
| Teamsters | 2025 |

FISCAL OFFICE

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, 2024 collection period, 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.

Dr. Bates seconded the motion that passed unanimously.

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Fiscal Resolutions

Mr. Markley made a motion to approve Fiscal Resolution 01082024-D requesting first and second half 2024 advance of taxes collected per the recommendation of the fiscal officer.

Dr. Bates seconded the motion that passed unanimously.

Levies and Renewal Dates

The trustees were in general agreement to note the renewal dates for the township levies as follows:

| | | |
|------------------|---------------|-----------------------|
| Road and Bridge: | 2004 1.0 mill | Expires tax year 2023 |
| Road and Bridge: | 2005 2.0 mill | Expires tax year 2024 |
| Road and Bridge: | 1996 2.0 mill | Expires tax year 2025 |

PROXY AUTHORITY

The trustees were in general agreement to continue to utilize the 2023 proxy authority given to designate the police chief to be the trustees' proxy standing at the annual VERCOG 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.

911 County Program Review Committee

The trustees were in general agreement to appoint Jeff Markley to the 911 County Program Review Committee as the Bainbridge Township representative for 2024 as required by ORC 128.06 (C)(1)(c).

Video Recording of Trustee Meetings

The trustees were in general agreement to move forward with researching how to best video record the trustee meetings. Dr. Bates will contact county IT department.

Since there was no further business to come before this special meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 6:40 P.M.

Respectfully Submitted,

Janice S. Sugarman,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____