

Monday, January 8,

24

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like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still in full force and effect.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

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: \_\_\_\_\_

TRUSTEES  
Jeffrey S. Markley  
Kristina O'Brien  
Michael Bates

FISCAL OFFICER  
Janice S. Sugarman



RESOLUTION 01082024- A

A Resolution Authorizing the Use of Internet Auction for Disposition of Township Property

Whereas Bainbridge Township has from time-to-time items of personal property that it determines are not needed for public use, obsolete, and/or unfit for the use for which said items were acquired; and

Whereas the Bainbridge Township Board of Trustees desires to sell said items declared to be not needed for public use, obsolete, and/or unfit for the use for which said items were acquired; and

Whereas Bainbridge Township is authorized by Ohio Revised Code section 505.10 to dispose of such referenced items by virtue of internet auction; and

Whereas the Bainbridge Township Board of Trustees finds that posting said items for sale through internet auction is the most effective method of disposition, thereby serving the best interest of the residents of Bainbridge Township;

It is hereby resolved by the Bainbridge Township Board of Trustees:

- That pursuant to Ohio Revised Code section 505.10(D) Bainbridge Township declares its intent to sell any items determined to be not needed for public use, obsolete, and/or unfit for the use for which said items were acquired, which may include motor vehicles, road machinery, car parts, equipment, tools, and office equipment or supplies by virtue of an allowable internet auction site, to wit: GovDeals.
- That Bainbridge Township hereby engages the internet auction services of [www.GovDeals.com](http://www.GovDeals.com) to conduct some auctions on the township's behalf and agrees to be governed by the applicable user regulations of GovDeals.com.
- That all property is offered for sale "as is, where is" with Bainbridge Township making no warranty, guarantee, or representation of any kind expressed or implied, as to the condition of said items.
- That items made available by Bainbridge Township on GovDeals shall be open for bidding no less than ten (10) days, including Saturdays, Sundays, and legal holidays.
- That Bainbridge Township adopts and incorporates herein the general terms and conditions of sale established by GovDeals.com for all items offered by Bainbridge Township.
- That Bainbridge Township shall publish in a newspaper of general circulation notice of its intent to sell unneeded, obsolete, or unfit-for-use township personal property by internet auction.
- That a similar notice shall also be posted continuously throughout the calendar year in a conspicuous place in the offices of the Township as well as being posted continuously on the township website (at [www.Bainbridgetwp.com](http://www.Bainbridgetwp.com) )

Moved: Mr. Jeff Markley Seconded: Mr. Michael Bates  
Mrs. O'Brien: A/E Mr. Markley: A/E Mr. Bates: A/E

Adopted this 8<sup>th</sup> day of January, 2024

TRUSTEES  
Jeffrey S. Markley  
Kristina O'Brien  
Michael Bates

FISCAL OFFICER  
Janice S. Sugarman



## LEGAL NOTICE

### NOTICE OF INTENT TO SELL UNNEEDED, OBSOLETE, OR UNFIT TOWNSHIP PERSONAL PROPERTY VIA INTERNET AUCTION

Resolution number 01082024-A adopted by the Bainbridge Township Board of Trustees on January 8, 2024 authorizing the disposal of unneeded, obsolete, or unfit township property, including motor vehicles, road machinery, car parts, equipment, tools, and office equipment or supplies by Internet Auction in accordance with O.R.C. section 505.10.

Internet auctions will be conducted through [www.govdeals.com](http://www.govdeals.com) with whom Bainbridge Township has contracted.

All items will be offered for sale "as is, where is" with Bainbridge Township making no warranty, guarantee, or representation of any kind expressed or implied, as to the condition of said items.

Items will be listed for a minimum of ten (10) days.

This notice is posted on the website of township which can be found at [www.bainbridgetwp.com](http://www.bainbridgetwp.com). This notice and a link to the GovDeals website can be accessed by clicking on the designated tab GOVDEALS AUCTION.

Submitted by Order of the  
Bainbridge Township Board of Trustees  
Janice Sugarman, Fiscal Officer

TRUSTEES  
Jeffrey S. Markley  
Kristina O'Brien  
Michael Bates



FISCAL OFFICER  
Janice S. Sugarman

RESOLUTION 01082024- 6  
TO COMPLY WITH OHIO OPEN MEETINGS PROVISIONS


WHEREAS Bainbridge Township is a political subdivision in the County of Geauga, State of Ohio; and

WHEREAS the principles of good government require open meeting access by the public, with notices duly given;

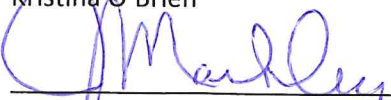
NOW THEREFORE be it resolved that this Board of Trustees of Bainbridge Township that:

1. All meetings of the Bainbridge Township Board of Trustees shall be held in accordance with Ohio Revised Code Section 121.22 "Ohio's Open Meetings Act." Bainbridge Township shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. It shall not hold a special meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.
2. Newspapers and citizens that have requested notification will receive notice of special and/or emergency meetings of the Bainbridge Township Board of Trustees.
3. All meetings of the Bainbridge Township Board of Trustees shall be open to the public as provided in ORC 121.22, unless a specific exception exists, thereby allowing the board to hold an executive session. In such instance the members of the board may hold an executive session only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session. Any person or persons may be invited into a duly called executive session of the board.


Resolved and Adopted this 8<sup>th</sup> day of January, 2024, upon a roll call vote as follows:

  
\_\_\_\_\_  
Kristina O'Brien

aye

  
\_\_\_\_\_  
Jeffrey Markley

aye

  
\_\_\_\_\_  
Michael Bates

aye



**RESOLUTION 01082024- **  
**TO COMPLY WITH OHIO PUBLIC RECORDS PROVISIONS**

It is the policy of Bainbridge Township in Geauga County that openness leads to a better-informed citizenry, more transparent government and sounder public policy. It is our policy to strictly adhere to the state's Public Records Act.

NOW THEREFORE be it hereby resolved that this Board of Trustees of Bainbridge Township adopts the following public records policy:

1. It is the policy of Bainbridge Township in Geauga County that, as required by Ohio law, records will be organized and maintained so that they are made available for inspection to any person at all reasonable times during regular business hours. (R.C. 149.43(B)(1)). The Bainbridge Township Fiscal Officer is the statutorily appointed custodian of records, to whom requests shall be submitted. Copies will be made available upon request within a reasonable period of time. (R.C. 149.43(B)(1)). A current record retention schedule will be readily available to the public upon request. (R.C. 149.43(B)(2))
2. Not all of Bainbridge Township's records are public records. Certain records are exempt from the Public Records Act as detailed and referenced in ORC 149.43 and associated case law.
3. The requester does not have to put a records request in writing, and does not have to provide his/her identity or the intended use of the requested public record. However, the records custodian may ask for a written request and may ask for the requestor's identity and/or intended use of the information requested if:
  - A. It would benefit the requestor by helping the public office identify, locate or deliver the records being sought, and
  - B. The requestor is informed that a written request and the requestor's identity and intended use of the information requested are not required. (R.C. 149.43(B)(5)). This office will permit a requester to choose to have the public record duplicated upon paper, upon the same medium which this office keeps it, or upon any other medium which this office determines that it reasonably can be duplicated as an integral part of the normal operations of this office. This office is not required to allow the requester to make the copies of the public record. (R.C. 149.43(B)(6)).



4. Public records should be available for inspection at all reasonable times during regular business hours. Public records should be made available for inspection promptly. (R.C. 149.43(B)(1)). To the extent that an office may operate 24-hours-a-day, the records of that office will be made available for inspection during normal administrative hours. Copies of public records should be made available within a reasonable period of time. (R.C. 149.43(B)(1)). The determination of the terms "prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
5. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), resolutions, budgets, etc.
6. Upon request, this office will provide copies of public records to a requester by United States mail or by any other delivery means or transmission that this office deems reasonable. (R.C. 149.43(B)(7)).
7. Any denial of public records requested, in part or in whole, should include an explanation, including legal authority, as to why the request was denied. If the initial request was provided in writing, the explanation for denial will be provided to the requester in writing. (R.C. 149.43(B)(3)). If portions of a record are public and portions are exempt, the exempt portions should be redacted and the rest released. If there are redactions, the office will notify the requester of any redaction or make the redaction plainly visible. Each redaction should be accompanied by a supporting explanation, including legal authority, as to why the redaction was made. (R.C. 149.43(B) (1) and (2)).
8. Costs for Public Records are established by the Board of Township Trustees each calendar year at the township organizational meeting.

Resolved and Adopted this 8<sup>th</sup> day of January, 2024, upon a roll call vote as follows:

aye

Kristina O'Brien

aye

Jeffrey Markley

aye

Michael Bates

TRUSTEES  
Jeffrey S. Markley  
Kristina O'Brien  
Michael Bates



FISCAL OFFICER  
Janice S. Sugarman

## RESOLUTION 01082024- D

**WHEREAS**, Bainbridge Township, Geauga County, Ohio is a political subdivision subject to constitution, laws, and regulations of the State of Ohio; and

**BE IT RESOLVED**, by the Board of Trustees of Bainbridge Township, Geauga County, Ohio, that it is necessary to request its 2024 advance of taxes collected for maximum amounts available in the Road & Bridge, Fire District, General and Police District Funds of the collection of taxes assessed and collected for and in behalf of said Township which shall be held and treated as an advance payment on the current collection of taxes on said Township at the ensuing settlement, January 19, 2024, February 16, 2024, June 26, 2024, and July 12, 2024, as provided by law and,

**NOW, THEREFORE BE IT RESOLVED** that the Bainbridge Township Board of Trustees, Geauga County, Ohio authorize the Fiscal Officer of said Township to make a written request to the Geauga County Auditor for said tax advance pursuant to Ohio Revised Code 321.34.

Moved By: Mr. Jeff Markley Seconded By: Mr. Michael Bates

Vote:

Mrs. Kristina O'Brien A/E Mr. Jeffrey Markley A/E Mr. Michael Bates A/E

Attested to by Mrs. Janice S. Sugarman, Fiscal Officer.

Janice S. Sugarman

Date: 1-8-2024



Auditor  
**Charles E. Walder**  
*Chief Fiscal Officer*

TO: All Taxing Districts  
FROM: Auditor's Office  
RE: Real Estate Advances  
DATE: November 14, 2023

SENT VIA: EMAIL

Treasurer C.P. Hitchcock has set the closing date for the real estate collection for February 21, 2024, for first half real estate collections and July 10, 2024 for second half real estate tax collections. Our office will continue the established practice of setting a uniform schedule for tax advances based upon these closing dates.

Dates of advance for 2024 collection period are as follows:

January 19, 2024

February 16, 2024

June 26, 2024

July 12, 2024

Only one advance request per year is necessary. Please specify the above dates as part of your resolution and indicate the respective fund or funds for which the advance is requested. Board Resolutions must be received by the Auditor's Office by Friday January 12, 2024 in order to be included in the first advance distribution.

Should you have any questions, please do not hesitate to contact Tammy Most at 440-279-1621 or Kristen Sinatra at 440-279-1608, or email: [tmost@gcauditor.com](mailto:tmost@gcauditor.com) or [ksinatra@gcauditor.com](mailto:ksinatra@gcauditor.com)

Kristen Sinatra and Tammy Most Deputy Auditors

Cc: C.P. Hitchcock, Treasurer  
Kristen Sinatra & Tammy Most, Settlement Department  
Lou Marion, Data Center  
Ron Leyde, Accounting Department  
Adrian Gorton, Commissioner's Office  
File

GCA-021

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 \* Real Estate/Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)

**BAINBRIDGE TOWNSHIP ZONING APPLICATION FEES**

Effective - June 27, 2023

**BUILDINGS STRUCTURES AND USES STARTED PRIOR TO ISSUANCE  
OF A ZONING CERTIFICATE****FEES ARE SUBJECT TO BEING TRIPLED****RESIDENTIAL USE APPLICATIONS(\*)****Fees**

New Dwelling Unit(s)	\$500.00 - single family detached \$500.00 + \$200.00 per unit - multi family/townhouse/apartments
Addition to a Dwelling Unit	\$75.00
Accessory Building Detached	\$100.00 - covered/roofed structures
Accessory Structures and Uses	\$50.00 per structure including but not limited to decks, patios, sidewalks, driveways, parking areas, fences, ponds, and pools.
Home Occupation	\$100.00
Structural Alterations not involving expansion or substantial reconstruction	\$50.00
Revisions to approved Zoning Certificates	\$50.00
Temporary buildings, structures and uses	\$50.00

**NON-RESIDENTIAL USE APPLICATIONS(\*)****Fees**

New construction or substantial reconstruction and additions not inclusive of accessory structures, parking lots and signage	\$200.00 + \$.20 per square foot of floor area per floor measured to outside walls
New development plans for which approval is inclusive of primary building(s) and accessory structures including but not limited to accessory buildings, parking lots, driveways, signage, fencing, site plans and landscape plans which are processed as a single application. All proposed accessory structures <b>must</b> be shown on the plans.	\$200.00 + \$.20 per sq.' of floor area per story of buildings measured to outside walls + fees for each accessory structure included as a part of the plan approvals.
Revisions to approved Zoning Certificates	1/2 the original application fee - (min. \$100.00/max \$500.00)
Alterations not involving building footprint expansion or substantial reconstruction (includes tenant finishes and/or interior buildout)	\$200.00
Use/Occupancy/Change of Occupancy	\$200.00
Accessory Structures - including fences, walks and flag poles	\$100.00
Parking lot and driveway alterations	\$200.00
Temporary buildings, structures and uses	\$100.00

<b>SIGNAGE APPLICATIONS(*)</b>		<b>Fees</b>
Wall signs		\$200.00
Ground Signs (Freestanding) including temporary construction signs		\$300.00
Home Occupation		\$100.00
Home Owner Association Signs		Fee Waived
Auxillary/Temporary Signage including Menu Boards/Directional Signs for Drive-thru Facilities, Sandwich Boards, Window Signs and all other signs requiring a zoning certificate		\$100.00
Billboards		\$1,000.00
<b>BOARD OF ZONING APPEALS HEARING FEES(*)</b>		<b>Fees</b>
Area variances - Residential uses		\$150.00
Non-residential area variances including substitutions and expansions of non-conforming uses		\$300.00
Sign Variances		\$300.00
Use Variances		\$1,000.00
New Conditional Use Applications as listed in the zoning resolution		\$1,000.00
Conditional Use Applications for renewal, ownership change or modifications to previously approved conditional uses		\$300.00
Appeal Alleging Error by Zoning Inspector		\$300.00
<b>ZONING COMMISSION(*)</b>		<b>Fees</b>
Zoning Amendment applications	\$1,000.00 plus costs of Court Reporters for public hearings	
<b>TELECOMMUNICATION TOWERS(*)</b>		<b>Fees</b>
Permitted Uses		\$200.00
Conditional uses		\$1,000.00
Variance in a permitted district		\$300.00
<b>BLASTING APPLICATION(*)</b>		<b>Fees</b>
One time fee per blasting contractor per year	\$1,000.00 (includes first certificate to blast)	
Subsequent zoning certificates for each blast after first		\$50.00

**DEVELOPMENT PLANS AND ZONING APPLICATIONS SUBJECT TO  
CONSENT JUDGMENT ENTRY # 21M000337 (CJE)\***

Preliminary Development Plan (PDP) Review	\$250.00 per acre (see Design Guidelines)
Final Development Plan Review	\$1,000.00 per acre (see Design Guidelines)
Zoning Applications for residential dwelling unit(s)	See Residential Use Applications fees above
Zoning Applications for accessory structures to single family residential dwellings.	See Residential Use Applications fees above
Zoning certificates for Non-residential use buildings and structures	See Non-Residential Use Application fees above
Zoning applications for accessory buildings and structures to development other than a single family dwelling	See Non-Residential Use Application fees above
Signage	See Signage Application Fees above
Accessory structures permitted by the CJE but not addressed above	\$100.00

**ADMINISTRATIVE AND REVIEW FEES\***

Additional fees	* Applicants are responsible for all additional costs incurred beyond the minimum fees as set forth above. Additional costs are defined as, but not limited to certified mailing expenses, newspaper advertisements, and/or associated professional services as deemed necessary by the township to facilitate plan reviews and hearings by the Zoning Inspector, the Board of Zoning Appeals, the Zoning Commission and the Board of Trustees.
Township consultant for professional services.	Minimum initial deposit: \$5,000.00. Shall be replenished as necessary.
All fees shall be paid at the time of application submittal.	Fees are not refundable after legal notices are sent or posted.

**RESTLAND CEMETERY  
BAINBRIDGE TOWNSHIP, OHIO  
CEMETERY FEES**

**Grave Openings (burials)**

*Burial fees shall be paid two business days prior to burial.*

\$800.00 - weekdays and Saturdays

Disinterment of full burial \$1,000.00

**Cremains (urn burials) – In Ground and Niche**

*Burial fees shall be paid two business days prior to burial.*

\$450.00 - weekdays and Saturdays

Disinterment of cremains burial is 1.5 times the current rate

**Cost for Graves**

4' x 12' full size grave:

Current Residents \$ 800.00

Former-Resident Rate \$ 1,600.00

**Concrete Footer for Grave Markers:**

2' x 12" \$210.00

3' x 12" \$260.00

4' x 12" \$315.00 - written approval from Bainbridge Township

5' x 12" \$370.00 - written approval from Bainbridge Township

6' x 12" \$425.00 - written approval from Bainbridge Township

*\*Standard government headstone or marker provided by the Department of Veterans Affairs footers will be at no charge.*

*\*Cost for removal of footer and/or headstone is 1.5 times the current rate*

Repurchase of Unused Graves 75% of current price

Tent Rental Fee (12 x 12) \$ 50.00 (weekdays)

\$ 75.00 (Saturdays and all nonstandard burial hours)

**Cost for Niche (Columbarium)**

	Resident	Non Resident
Upper Two Rows	\$1,600.00	
Lower Two Rows	\$1,500.00	\$2,600.00
		\$2,500.00

**Cost of Inscriptions (Columbarium Niche)**

Single inscription consisting of one name and years of birth and death - \$200.00

In case of pre-need inscription, final year of death included.

Double inscription consisting of two names and years of birth and death - \$375.00

In case of pre-need inscription, final year of death included.

The fees for inscriptions are subject to change.

<b>Town Hall</b> 17826 Chillicothe Road, Chagrin Falls, Ohio 44023		<b>Residents of Bainbridge Twp.</b>	<b>Non-Residents of Bainbridge Twp.</b>
<i>Hours of use</i>		Event Hourly Rate	Event Hourly Rate
Sunday - Thursday	8:00 am - 10:00 pm (Min 2 hour rental)	\$35.00/Hour	\$50.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$45.00/Hour	\$65.00/Hour
Holidays	8:00 am - 10:00 pm	\$300.00 Flat Fee	\$350.00 Flat Fee
<i>Security Deposit of \$250 is separate from the rental fee</i>			
<i>*If day prior is available optional set up from 8am-4pm. After 4pm hourly rate.</i>			
<i>*If Fee waiver is requested and approved, the Building Attendant fee still applies- if held after 4pm</i>			



# Bainbridge Township Fire Department

17822 Chillicothe Road  
Chagrin Falls, OH 44023  
Geauga County

Lou Ann Metz, OFE  
Fire Chief

Office: 440-543-9873

Fax: 440-543-9091

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## **BTFD Meeting Room Rates - 2017**

### **RESERVATIONS ARE REQUIRED FOR BTFD MEETING ROOM RENTAL**

	<u>Residents</u>
<b>Monday through Sunday:</b> 8am until 10pm	\$25.00/hour
<b>Holidays:</b> Minimum of two hours; by special permission of Trustees	\$50.00/hour

#### **Local Civic Organizations:**

Fees and security deposit may be waived by township trustees for these organizations. Groups may include, but are not limited to the following: school, religious/church meetings, homeowners' associations operating under by-laws including fifteen or more homes, senior citizens, etc.

Only one night per month is allowed per civic organization. Contracts are to be renewed annually and may be cancelled by the trustees if there is abuse to the facilities.

***Historically, homeowners' associations have only met once per year. Therefore, one free meeting per year should be allowed for private homeowners' associations.***

#### **Other:**

It shall be the policy of the Bainbridge Township Board or Trustees to not rent the BTFD Meeting Room for commercial purposes. The facility is to be used primarily for non-profit functions or organizations.

***\*\*The BTFD Meeting Room is a non-smoking facility. Food and drink are prohibited.\*\****

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*Fire Safety is Everyone's Responsibility*

<b>Burns-Lindow</b>		<b>Residents of Bainbridge Twp.</b>	<b>Non-Residents of Bainbridge Twp.</b>
<b>8465 Bainbridge Road, Chagrin Falls, Ohio 44023</b>		<b>Event Hourly Rate</b>	<b>Event Hourly Rate</b>
<i>Hours of use</i>			
Sunday - Thursday	8:00 am - 10:00 pm (Min 2 hour rental)	\$30.00/Hour	\$45.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$40.00/Hour	\$55.00/Hour
Holidays	8:00 am - 10:00 pm	\$250.00 Flat Fee	\$300.00 Flat Fee
<i>Security Deposit of \$100 is separate from the rental fee</i>			
<i>*If Fee waiver is requested and approved, the Building Attendant fee still applies- if held after 4pm</i>			

**Residents of Bainbridge Twp.**

<b>Centerville Mills-Dining Hall</b> 8558 Crackel Road, Chagrin Falls, Ohio 44023		<b>May, June, July, August, September, October</b>	<b>January, February, March, April, November, December</b>
<i>Hours of use</i>		<i>Event Hourly Rate</i>	<i>Event Hourly Rate</i>
Sunday - Thursday	8:00 am - 10:00 pm (Min 2 hour rental)	\$70.00/Hour	\$35.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$115.00/Hour	\$55.00/Hour
Holidays	8:00 am - 10:00 pm	\$1,500 Flat Fee	\$950.00 Flat Fee
<i>Optional:</i>			
<i>Option 1) Set-up fee for the day of event (4hours max) or</i>		\$250 Flat Fee	\$150 Flat Fee
<i>Option 2) Set-up fee for the *day prior by applicant (4hours max) or</i>		\$250 Flat Fee	\$150 Flat Fee
<i>Option 3) Set-up fee by the *Township</i>		\$300 Flat Fee	\$300 Flat Fee
<i>Option A) Clean-up fee the *day after by applicant (4hours max) or</i>		\$250 Flat Fee	\$150 Flat Fee
<i>Option B) Clean-up fee by the *Township</i>		\$300 Flat Fee	\$300 Flat Fee
		\$50 Flat Fee	\$50 Flat Fee
<i>Outdoor Chapel- \$100.00 security deposit</i>		<i>(4hours max)</i>	<i>(4hours max)</i>

**Notations for Both Residents and Non-Residents:**

\*If groups would like to set up for the day prior, notice needs to be made at the time of submitting reservation.

\*Clean-up fee for the day after, is 50% refundable if notified within 30 days, afterwards non-refundable.

\*Set-up by the Township will consist of labor only to put up tables and chairs per the floor plan submitted two weeks prior.

\*Clean-up by the Township will consist of labor only remove trash, clean restrooms, sweep, mop, put away tables and chairs.  
Any items left behind will be discarded.

**Security Deposit of \$350 is due with reservation form and is separate from the rental fee**

Tablecloth fee (\$20per cloth) \$360

Tent Rental Flat fee 10' x 10' \$40 ----- 10' x 20' \$60 ----- 40' x 60' \$600 each-----

**Non-Residents of Bainbridge Twp.**

<b>Centerville Mills-Dining Hall</b> 8558 Crackel Road, Chagrin Falls, Ohio 44023		<b>May, June, July, August, September, October</b>	<b>January, February, March, April, November, December</b>
<i>Hours of use</i>		<i>Event Hourly Rate</i>	<i>Event Hourly Rate</i>
Sunday - Thursday	8:00 am - 10:00 pm (Min 2 hour rental)	\$125.00/Hour	\$65.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$185.00/Hour	\$95.00/Hour
Holidays	8:00 am - 10:00 pm	\$2,000 Flat Fee	\$1,550.00 Flat Fee
<i>Optional:</i>			
<i>Option 1) Set-up fee for the day of event (4hours max) or</i>		\$300 Flat Fee	\$175 Flat Fee
<i>Option 2) Set-up fee for the *day prior by applicant (4hours max) or</i>		\$300 Flat Fee	\$175 Flat Fee
<i>Option 3) Set-up fee by the *Township</i>		\$350 Flat Fee	\$350 Flat Fee
<i>Option A) Clean-up fee the *day after by applicant (4hours max) or</i>		\$300 Flat Fee	\$175 Flat Fee
<i>Option B) Clean-up fee by the *Township</i>		\$350 Flat Fee	\$350 Flat Fee
		\$100 Flat Fee	\$100 Flat Fee
<i>Outdoor Chapel- \$100.00 security deposit</i>		<i>(4hours max)</i>	<i>(4hours max)</i>

<b>Centerville Mills- Lakeside</b> (On the corner of St. Rt. 306 & Crackel Rd.) 8558 Crackel Road, Chagrin Falls, Ohio 44023		<b>Residents of Bainbridge Twp.</b>	<b>Non-Residents of Bainbridge Twp.</b>
<i>Hours of use</i>		Event Hourly Rate	Event Hourly Rate
Sunday - Thursday	8:00 am - 10:00 pm (Min 2 hour rental)	\$30.00/Hour	\$45.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$40.00/Hour	\$55.00/Hour
Holidays	8:00 am - 10:00 pm	\$250.00 Flat Fee	\$300.00 Flat Fee
<i>Security Deposit of \$100 is separate from the rental fee</i>			
<i>*If Fee waiver is requested and approved, the Building Attendant fee still applies- if held after 4pm</i>			

**Centerville Mills-Fishing Passes (Seasonal April-November)**

<b>Bainbridge Twp. Residents</b>	
Family Pass	\$25.00
Single Pass	\$10.00
Senior Pass (age 65 +)	\$5.00
<b>Non-Residents</b>	
Family Pass	\$65.00
Single Pass	\$50.00
Senior Pass (age 65 +)	\$15.00

<b>Centerville Mills-Sports \$100.00 Security Deposit</b>	Monday - Sunday \$15/hour
<i>Basketball Court, Volleyball Court, Multi-purpose field, Bocce Court, &amp; Baseball field</i>	
<i>Bainbridge Twp. Residents &amp; Non-Residents</i>	

Settlers Park (Behind Service Dept.) 17800 Haskins Road, Chagrin Falls, Ohio 44023	Residents of Bainbridge Twp.	Non-Residents of Bainbridge Twp.
Pavilion and/or Gazebo	\$25.00/hour	\$35.00/hour
Sports, Volleyball Court, Multi-purpose field, & Baseball field.	\$15.00/hour	\$20.00/hour

*\*Minimum of 2 hour rental*

*\$150.00 Security Deposit*

River Road Park 17535 Chagrin River Road, Chagrin Falls, Ohio 44023	Residents of Bainbridge Twp.	Non-Residents of Bainbridge Twp.
Pavilion	\$25.00/hour	\$35.00/hour
Sports, Volleyball Court, Multi-purpose field, & Baseball field.	\$15.00/hour	\$20.00/hour

*\*Minimum of 2 hour rental*

*\$150.00 Security Deposit*

Heritage Park	Residents of Bainbridge Twp.	Non-Residents of Bainbridge Twp.
Gazebo	\$25.00/hour	\$35.00/hour
Sports, Volleyball Court, Multi-purpose field, & Baseball field.	\$15.00/hour	\$20.00/hour

*\*Minimum of 2 hour rental*

*\*Wedding Photos Only \$25.00 security deposit- Rental fee still applies*

TRUSTEES  
Jeffrey S. Markley  
Kristina O'Brien  
Michael Bates



FISCAL OFFICER  
Janice S. Sugarman

## **BAINBRIDGE TOWNSHIP BOARD OF TRUSTEES 2024 MEETING SCHEDULE**

The Bainbridge Township Board of Trustees has scheduled an Executive Session prior to every regularly scheduled meeting per the Ohio Revised Code 121.22(G) at 6:00 P.M. to be cancelled when not needed. Therefore, the Open Session will resume at 7:00 P.M. The regular meetings are the second and fourth Monday of every month as follows, with an exception in May.

**January 8, 2024**  
**February 12, 2024**  
**March 11, 2024**  
**April 8, 2024**  
**May 13, 2024**  
**June 10, 2024**  
**July 8, 2024**  
**August 12, 2024**  
**September 9, 2024**  
**October 14, 2024**  
**November 11, 2024**  
**December 9, 2024**

**January 22, 2024**  
**February 26, 2024**  
**March 25, 2024**  
**April 22, 2024**  
**May 28, 2024, Tuesday**  
**June 24, 2023**  
**July 22, 2024**  
**August 26, 2024**  
**September 23, 2024**  
**October 28, 2024**  
**November 25, 2024**  
**December 23, 2024**

Janice S. Sugarman, Fiscal Officer  
Bainbridge Township

Notified:  
Chagrin Valley Times  
News Herald  
Geauga County Maple Leaf



**BAINBRIDGE TOWNSHIP BOARD OF TRUSTEES MEETING SCHEDULE FOR 2024**

1. Every second and fourth Monday at the Town Hall at 7:00 P.M., unless a Monday is a legal holiday, in which case the meeting may be held the following Tuesday if necessary.
2. All regular and special meetings of the Bainbridge Township Zoning Commission, Board of Zoning Appeals, and any other special township committees or boards.
3. Any meeting called by Bainbridge Township Department Heads or Bainbridge Township legal counsel.
4. Chagrin Falls Park Community Center Board or Chagrin Falls Park residents' meetings.
5. Any meetings of County, Regional or State Township Trustees and Fiscal Officer Association.
6. Any regular or special meetings of the following on matters of interest to Bainbridge Township.  
(As determined by the trustees):
  - (a) Auburn-Bainbridge Recreation Board
  - (b) Kenston Board of Education and other school related organizations or communities
  - (c) Geauga County Commissioners, Geauga County Engineer, Geauga County Budget Commission, Geauga County Planning Commission, Geauga County Board of Health and Geauga County Health District Advisory Council
  - (d) Any Bainbridge Township Homeowners Association or its Board of Trustees
  - (e) Bainbridge Civic Club or any other civic group of any political entity
  - (f) Any fund raiser of (e) or other civic groups or churches
  - (g) Meetings to honor any invitations received by the Bainbridge Township Board of Trustees to attend ground breakings, openings, memorial services, parades or other special occasions
  - (h) League of Women Voters
  - (i) Meetings with any organization or other political entities to discuss items of mutual concern
7. Any deposition and/or court sessions on matters of interest to Bainbridge Township