

Monday, January 5,

26

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on January 5, 2026. Those present were Trustees Mrs. Kristina O'Brien, Mr. Jeff Markley, and Dr. Michael Bates, and Fiscal Officer Mrs. Janice Sugarman. Mr. Markley presided and called the meeting to order at 5:32 P.M.

ORGANIZATIONAL MEETING REQUIREMENTS

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

ELECTION OF OFFICERS

Mrs. O'Brien made a motion to nominate Dr. Bates for 2026 Chair of the Bainbridge Township Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. O'Brien made a motion to nominate Mrs. O'Brien as 2025 Vice-Chair of the Board of Trustees.

Mr. Markley seconded the motion that passed unanimously.

Mrs. Sugarman passed the gavel to Chair Bates.

TRUSTEE DEPARTMENT LIAISONS

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

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.

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. Time limit for all comments will be three minutes per person.

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like the record show that all past actions taken by the Bainbridge Township Board of Trustees, unless subsequently rescinded or superseded, are still in full force and effect.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

Mrs. O'Brien made a motion to adopt the Disposition of Township Property Resolution 01052026-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.

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OPEN MEETINGS RESOLUTION

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees adopt the "Open Meetings" Resolution 01052026-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 01052026-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 2026

Mrs. O'Brien moved that the Bainbridge Township Board of Trustees adopt for 2026 the trustees' meeting schedule as the second and fourth Mondays at 7:00 P.M. with the exception of Tuesday, May 26, 2026 which is moved due to Memorial Day and the month of December. Executive Sessions will be held at 6:00 P.M.

Mr. Markley 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

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 5, 2026.

Mr. Markley 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.

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.

457b Plans - Offered from Ohio Deferred Comp and Equitable Advisors

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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 2025.

GEAUGA COUNTY HEALTH DISTRICT ADVISORY COUNCIL

The trustees were in general agreement that Dr. Bates 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 Board.

SOLON-BAINBRIDGE JEDD BOARD

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

AURORA-BAINBRIDGE JEDD BOARD

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

911 REPRESENTATIVE

The trustees were in general agreement that Jeff Markley should represent Bainbridge Township on the Geauga County 911 Board.

TOWNSHIP BUILDING & PARKS RATES

Mrs. O'Brien 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 2026.

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 retain the current Cemetery rates for the year 2026.

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. Thumb drives are \$3.00 each. All email requests are free. Video reproduction requests from the police department are \$75.00 per hour not to exceed \$750.00.

ZONING FEE SCHEDULE

Mrs. O'Brien made a motion to retain the current Zoning Application Fee Schedule for 2026.

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 2025

Mrs. O'Brien made a motion to set the Bainbridge Township mileage reimbursement of 72.5 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 \$75.00 per day.

Mr. Markley seconded the motion that passed unanimously.

OHIO TOWNSHIP ASSOCIATION WINTER CONFERENCE

Mrs. O'Brien made a motion 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 4-6, 2026 for mileage, parking, lodging, meals and any other necessary expenditures.

Mr. Markley 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	2028
Full-time and Part-time Firefighters	2028
Teamsters	2028

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PROXY AUTHORITY

The trustees were in general agreement to continue to utilize the 2024 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.

Spirit of Bainbridge Article Dates

The trustees were in general agreement to submit articles to the Spirit of Bainbridge and others as follows:

- March 6 (February 20, 2026 deadline) – Dr. Bates
- May 29 (May 15, 2026 deadline) – Mr. Markley
- November 13 (October 30, 2026 deadline) – Mrs. O'Brien

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, 2026 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.

Mr. Markley seconded the motion that passed unanimously.

Fiscal Resolutions

Mrs. O'Brien made a motion to approve Fiscal Resolution 01052026-D requesting first and second half 2024 advance of taxes collected per the recommendation of the fiscal officer.

Mr. Markley 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 2028
Road and Bridge:	2005 2.0 mill	Expires tax year 2029
Road and Bridge:	1996 2.0 mill	Expires tax year 2030
Fire:	2024 2.75 mill	Expires tax year 2029

Yearly License Checks

The trustees were in general agreement to remind the department heads to conduct yearly license checks for any employees that drive township vehicles.

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Since there was no further business to come before this organizational meeting of the Bainbridge Township Board of Trustees, Mrs. O'Brien made a motion to adjourn with a second by Mr. Markley and the meeting was adjourned at 6:47 P.M.

Janice Sugarman, Fiscal Officer

Michael Bates, Chair

Kristina O'Brien, Vice-Chair

Jeffrey Markley, Trustee

Minutes Read: _____

Minutes Approved: _____



RESOLUTION 01052026- 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 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)

Moved: Mrs. O'Brien Seconded: Mr. Markley

Mrs. O'Brien: A/E Mr. Markley: A/E Mr. Bates: A/E

Adopted this 5th day of January, 2026



LEGAL NOTICE

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

Resolution number 01052026- 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 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. 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 01052026- B
TO COMPLY WITH OHIO OPEN MEETINGS PROVISIONS



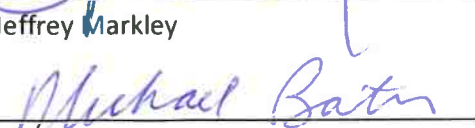
WHEREAS Bainbridge Township is a political subdivision in the County of Geauga, State of Ohio; and

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 5th day of January, 2026, upon a roll call vote as follows:

 _____ Kristina O'Brien	aye
 _____ Jeffrey Markley	aye
 _____ Michael Bates	aye



RESOLUTION 01052026- C

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.


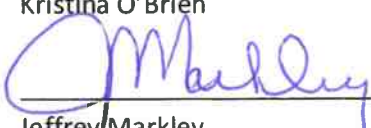
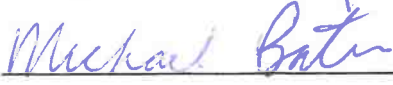
NOW THEREFORE be it hereby resolved that this Board of Trustees of Bainbridge Township adopts the following public records policy:

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 5th day of January, 2026, upon a roll call vote as follows:

 _____ Kristina O'Brien	aye
 _____ Jeffrey Markley	aye
 _____ Michael Bates	aye

TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates



FISCAL OFFICER
Janice S. Sugarman

RESOLUTION 01052026-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 2026 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 30, 2026, February 18, 2026, July 1, 2026, and July 15, 2026, 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: Mrs. O'Brien Seconded By: Mr. Markley

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: 1-5-2026



Auditor
Charles E. Walder
Chief Fiscal Officer

TO: All Taxing Districts
FROM: Auditor's Office
RE: Real Estate Advances
DATE: October 27, 2025

SENT VIA: EMAIL

Treasurer C.P. Hitchcock has set the closing date for the real estate collection for February 18, 2026, for first half real estate collections and July 8, 2026 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 2026 collection period are as follows:

January 30, 2026	February 18, 2026
July 1, 2026	July 15, 2026

Only one advance request per year is necessary. Per R.C. 321.34, 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 23, 2026, 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: Budget@gcauditor.com.

Kristen Sinatra and Tammy Most Deputy Auditors

Cc: C.P. Hitchcock, Treasurer
Kristen Sinatra & Tammy Most, Settlement Department
Lou Marion, Data Center
Pam McMahan, 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

TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates



FISCAL OFFICER
Janice S. Sugarman

REQUEST FOR ADVANCE OF TAXES COLLECTED

January 6, 2026

To the Auditor of Geauga County, Ohio

Bainbridge Township, Ohio

Re: Real Estate Advance – 2026 Collection

You are hereby requested to issue your warrant upon the County Treasurer of said County, in favor of Janice S. Sugarman as Fiscal Officer of Bainbridge Township in said county for maximum amounts available in the Road & Bridge, Fire District, General, and Police District Funds on January 30, 2026 and February 18, 2026 (first half collection), and July 1, 2026 and July 15, 2026 (second half collection) of the current collection of taxes assessed and collected for and on behalf of said Township, which shall be held and treated as an advance payment on the current collection of taxes due said Township at the ensuing settlement, 2025, as provided by law.

Pursuant to Resolution 01052026-D adopted by the Board of Trustees of said township, adopted on January 5, 2026.

A handwritten signature in blue ink that reads "Janice S. Sugarman".

Janice S. Sugarman, Fiscal Officer
Bainbridge Township

TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates



FISCAL OFFICER
Janice S. Sugarman

BAINBRIDGE TOWNSHIP BOARD OF TRUSTEES JANUARY MEETINGS NOTICE

The Bainbridge Township Board of Trustees will hold a Special Meeting at 6:00 P.M. on Monday, January 5, 2026 at the Bainbridge Town Hall prior to the regular meeting for the purpose of the yearly organizational meeting. Executive session will be at 5:30 P.M.

Monday, January 5, 2026	Executive Session	5:30 P.M.
	Organizational Meeting	6:15 P.M.
	Regular Meeting	7:00 P.M.

In addition, the first two **regular** meetings of 2025 will be as follows:

January 5, 2026	Executive Session	5:30 P.M.
	Regular Meeting	7:00 P.M.
January 26, 2025	Executive Session	6:00 P.M.
	Regular Meeting	7:00 P.M.

Janice S. Sugarman
Fiscal Officer

TRUSTEES
Jeffrey S. Markley
Kristina O'Brien
Michael Bates



FISCAL OFFICER
Janice S. Sugarman

BAINBRIDGE TOWNSHIP BOARD OF TRUSTEES 2026 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 5, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026
July 13, 2026
August 10, 2026
September 14, 2026
October 12, 2026
November 9, 2026
December 7, 2026

January 26, 2026
February 23, 2026
March 23, 2026
April 27, 2026
May 26, 2026, Tuesday
June 22, 2026
July 27, 2026
August 24, 2026
September 28, 2026
October 26, 2026
November 23, 2026
December 21, 2026

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 2026

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

Spirit of Bainbridge

Serving Auburn and Bainbridge

Anne North, Publisher

242 Reber Ave.

Lancaster, OH 43130-1758

PHONE: 440.478.2950

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- Chesterland
- Russell
- Solon
- S. Russell

2026 SCHEDULE

PUBLICATION DATE	AD DEADLINE	EDITORIAL DEADLINE	SUPPLEMENTAL SECTION
January 23	01/14/26	01/09/26	Bridal Guide, Pet Guide
February 13	02/04/26	01/30/26	Health Guide, Camp Guide
March 6	02/25/26	02/20/26	Senior Guide/Spring Home & Garden
March 27	03/18/26	03/13/26	Easter, Spring Home & Garden
April 17	04/08/26	04/03/26	Spring Home & Garden
May 8	04/29/26	04/24/26	Home & Garden, Mother's Day, Pet Guide
May 29	05/20/26	05/15/26	Home & Garden, Grads, Summer Fun
June 26	06/17/26	06/12/26	Summer, Auto Guide
July 24	07/15/26	07/10/26	Senior Guide
August 21	08/12/26	08/08/26	Back to School, Health Guide, Home Imp.
September 11	09/02/26	08/28/26	Autumn Home Improvement
October 2	09/23/26	09/18/26	Autumn Home Improvement
October 23	10/14/26	10/09/26	Autumn Home Improvement
November 13	11/04/26	10/30/26	Holiday Guide
December 4	11/25/26	11/20/26	Holiday Guide

ADVERTISING RATES

AD SIZE	VERTICAL DIMENSIONS	HORIZONTAL DIMENSIONS	OPEN RATE	6x	12x
1/16 pg	2.375" w.....3.5" h	5"w1.75" h	\$89.00	\$79.00	\$59.00
1/8 pg	2.375" w.....7.25" h	5"w3.5" h	\$119.00	\$109.00	\$99.00
1/6 pg	5" w.....5" h	7.5" w3.5" h	\$159.00	\$129.00	\$119.00
1/4 pg	5" w.....7.25" h	10.25" w3.5" h	\$199.00	\$169.00	\$149.00
1/3 pg	5" w.....11" h	7.5" w7.25" h	\$245.00	\$219.00	\$189.00
1/2 pg	5" w.....15" h 7.5" w.....10.25" h	10.25" w7.25" h	\$339.00	\$309.00	\$289.00
Full pg	10.25" w.....15" h	\$525.00	\$465.00	\$425.00

COLOR CHARGE: SPOT \$50.00, FULL \$100.00, Based on availability. For Ads Submitted CMYK w/true black text; 300dpi

CLASSIFIED ADS: Liner Rate: First 20 words \$7.50; .25/word thereafter. Boxed Display Ads: \$7.50 per inch; 1 col. width
Business card Ads: 6x \$149.00 prepaid or \$39.00 per issue

CHARITABLE, NON-PROFIT RATE: 12 X Frequency Rate **POLITICAL ADS:** Open Rate; Pre-Paid.

PROOFS: Ad cost includes one proof; 2nd w/corrections. Any additional proof \$25.

AD CANCELLATION POLICY: Ads cancelled 48 hrs. after ad deadline incur 50% charge for space reservation.

Residents of Bainbridge Twp.

Centerville Mills-Dining Hall 8558 Crackel Road, Chagrin Falls, Ohio 44023		May, June, July, August, September, October	January, February, March, April, November, December
<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)	\$75.00/Hour	\$40.00/Hour
Friday - Saturday	8:00 am - 1:00 am (Min 4 hour rental)	\$125.00/Hour	\$60.00/Hour
Holidays	8:00 am - 10:00 pm	\$1,700 Flat Fee	\$1,000.00 Flat Fee
<i>Optional:</i>			
Option 1) Set-up fee for the day of event (4hours max) or		\$250 Flat Fee	\$150 Flat Fee
Option 2) Set-up fee for the *day prior by applicant (4hours max) or		\$250 Flat Fee	\$150 Flat Fee
Option 3) Set-up fee by the *Township		\$300 Flat Fee	\$300 Flat Fee
Option A) Clean-up fee the *day after by applicant (4hours max) or		\$250 Flat Fee	\$150 Flat Fee
Option B) Clean-up fee by the *Township		\$300 Flat Fee	\$300 Flat Fee
Outdoor Chapel- \$100.00 security deposit		\$50 Flat Fee (4hours max)	\$50 Flat Fee (4hours max)
Bridal Room - \$100.00 Security Deposit		\$100.00 Flat Fee	\$100.00 Flat Fee

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.
- *If groups would like to reserve 4 8 hours for there event - they will be charged \$100.00 for short notice.

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

Tablecloth fee (\$35 per cloth)
Tent Rental Flat fee 10' x 10' \$40 ----- 10' x 20' \$60 ----- 40' x 60' \$600 each-----

Non-Residents of Bainbridge Twp.

Centerville Mills-Dining Hall 8558 Crackel Road, Chagrin Falls, Ohio 44023		May, June, July, August, September, October	January, February, March, April, November, December
<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>			
Option 1) Set-up fee for the day of event (4hours max) or		\$300 Flat Fee	\$175 Flat Fee
Option 2) Set-up fee for the *day prior by applicant (4hours max) or		\$300 Flat Fee	\$175 Flat Fee
Option 3) Set-up fee by the *Township		\$350 Flat Fee	\$350 Flat Fee
Option A) Clean-up fee the *day after by applicant (4hours max) or		\$300 Flat Fee	\$175 Flat Fee
Option B) Clean-up fee by the *Township		\$350 Flat Fee	\$350 Flat Fee
Outdoor Chapel- \$100.00 security deposit		\$100 Flat Fee (4hours max)	\$100 Flat Fee (4hours max)
Bridal Room - \$100.00 security deposit		\$150.00 Flat Fee	\$150.00 Flat Fee

Centerville Mills- Lakeside (On the corner of St. Rt. 306 & Crackel Rd.) 8558 Crackel Road, Chagrin Falls, Ohio 44023		Residents of Bainbridge Twp.	Non-Residents of Bainbridge Twp.
<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)

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

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

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*

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*

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*

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 must 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

SIGNAGE APPLICATIONS(*)	Fees
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

BOARD OF ZONING APPEALS HEARING FEES(*)	Fees
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

ZONING COMMISSION(*)	Fees
Zoning Amendment applications	\$1,000.00 plus costs of Court Reporters for public hearings

TELECOMMUNICATION TOWERS(*)	Fees
Permitted Uses	\$200.00
Conditional uses	\$1,000.00
Variance in a permitted district	\$300.00

BLASTING APPLICATION(*)	Fees
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

Township consultant for professional services.

All fees shall be paid at the time of application submittal.

*** 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.**

Minimum initial deposit: \$5,000.00. Shall be replenished as necessary.

Fees are not refundable after legal notices are sent or posted.