

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: June 22, 2010 at 7:30pm
Bazetta Township Administration Building
3372 State Route 5 NE
Cortland, Ohio 44410

Meeting called to order at 7:30pm.

Present:

Chairman Trustee Paul Hovis
Vice Chairman Trustee Frank Parke
Trustee Don Urchek
Fiscal Officer Rita K. Drew

Minutes to be suspended or accepted as written:

May 25, 2010 Regular Meeting Minutes
June 3, 2010 Special Meeting Minutes
June 7, 2010 Special Meeting Minutes
June 8, 2010 Regular Meeting Minutes

- Trustee Urchek said he will not approve these minutes because he has questions about items that were tabled and other issues
- Trustee Hovis suggested going through the minutes one set at a time to discuss Trustee Urchek's concerns
- Trustee Urchek said the May 25 Minutes were ok

197-10 To accept the minutes from the May 25 Regular Meeting.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Urchek said he believes all motions after the tabled motion at the June 3 Special Meeting were illegal because he believed the meeting was illegal because more was done than just discuss the job description
 - Trustee Hovis read the meeting announcement that was published in the Tribune Chronicle, which stated the purpose of the meeting was to discuss “employment of public employees”
 - Trustee Hovis said everything discussed at that meeting fell under that heading and so the meeting was not illegal
- Trustee Urchek said he believed that portions of the meeting that were pre-arranged, i.e. the presence of the Teamsters Union and the discussion held in the Executive Session
- Zoning Commission Chairman Webb said that the advertisement said one Executive Session and there were two
- Trustee Urchek asked if the Trustees could get more legal advice on this issue
 - Trustee Hovis said that the Trustees had a letter from Atty. Finamore stating the meeting was legal
 - Trustees Hovis and Parke said they intended to follow the advice of Atty. Finamore

198-10 To accept the minutes from the June 3 Special Meeting.

Motion: Trustee Parke

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - No

199-10 To accept the minutes from the June 7 Special Meeting.

Motion: Trustee Parke

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - No

- Trustee Urchek asked why the hours motion was placed on the agenda
 - Chief Miller said this has been taken care of now since the hours had to be changed after Linda Burkey's resignation
- Trustee Urchek asked why this was placed on the agenda to begin with
 - Trustee Parke said this motion was on the agenda back in May 25 and wondered why Trustee Urchek did not question the motion then
- Trustee Urchek again asked why this was on the agenda to begin with
 - Trustee Hovis said this motion was tabled after speaking with Chief Miller regarding the hours change
 - Trustee Hovis said Chief Miller is doing what he needs to do to run the Police Department and does not understand why the motion was tabled on June 8 when the change needed to be made
- Fiscal Officer Drew explained that the motion was originally placed on the May 25, though she does not recall who originally requested it
- Trustee Hovis explained that the motion again placed on the June 8 agenda and still does not know why it was tabled
- Trustee Urchek again asked why this motion was placed on the agenda
- Zoning Commission Chairman Webb pointed out that it clearly stated in the Minutes for June 7 why the motion is placed on the agenda

200-10 To accept the minutes from the June 8 Regular Meeting.

Motion: Trustee Parke

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - No

201-10 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

Motion: Trustee Parke

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Urchek asked for an explanation of the requested transfers
 - Fiscal Officer Drew explained that the \$1000 transfer was for drug testing
 - Chief Lewis said he has had to test more part-timers and volunteers than anticipated
 - Fiscal Officer Drew explained that the \$2000 transfer was for utilities and legal services
 - Chief Miller commented that he would like to stop using Clemans and Nelson
 - Trustee Urchek agreed and mentioned a previous complaint
 - Fiscal Officer Drew explained that the \$2263 transfer was because the amount of principal and interest due of the fire truck loan were different than the amortization schedule

- Fiscal Officer Drew explained that the \$25000 transfer was because the cemetery was in a deficit situation, as it usually is at this point in the year

202-10 To transfer the following monies.

\$1,000 from 10-A-06 (Fire: New Building and Equipment) to 10-A-14A (Fire: Contracts)
 \$2,000 from 09-A-07 (Police: Tools and Equipment) to 09-A-14 (Police: Other Expenses)
 \$2,263.82 from 15-A-04 (Bond Retirement: Interest) to 15-A-01 (Bond Retirement: Principal)
 \$25,000 from 01 (General Fund) to 05 (Cemetery Fund)

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Urchek has issues with the fact that this job description says work must only be done at the Zoning Office
- Zoning Commission Chairman Webb said the problem is that he sometimes needs the secretary to work on weekends from their home
 - Fiscal Officer Drew pointed out that the “unless clause” covers this situation
- Zoning Appeals Board Chairman Swiatkwich asked if the new secretary would have keys to the Administration Building
 - Trustee Hovis said that the new secretary would have keys and an access code

203-10 To adopt the attached job description for Zoning Commission, Zoning Board of Appeals & Fill-In Administrative Secretary, effective immediately.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

Correspondence (Copies available upon request):

- Invitation from Western Reserve Heritage Area to attend Public Gatherings on June 17 and 23, 2010
- Proposal and Plans from Trumbull County Engineer for the T.H. 157 Henn Hyde Road Improvements Project
- Notification from the Trumbull County Commissioners that their June 30, 2010 Regular Meeting will be held at the Trumbull County Fairgrounds
- Letter from Janet & Steve Perhach stating they thought the contractor had done an excellent job on Northview Drive and did not want township money spent on individual complaints
- Reminder from Ohio Township Association that all elected officials are required to attend a public records certification course during their term and that said course will be offered in Liberty Township on July 9, 2010 with an ethics seminar to follow
- Plan and estimate from the Trumbull County Engineer for the Police Department Parking Lot Resurfacing Project
- Trustee Urchek asked how the resurfacing project had come about since this was the first he had heard of it
 - Fiscal Officer Drew noted that she had given all trustees a copy of the plan and estimate when it had arrived
 - Trustee Hovis said that the engineering study had been requested last year by the previous Trustees
 - Trustee Hovis said the township would have to put gravel down because it cannot afford the \$50,000 cost

Administrative Reminders:

- None

Zoning Inspector:

- Zoning Inspector Nuss reported the following
 - No permits issued
 - No warning letters sent
 - 6 complaints about high grass
 - Contacted two mowing companies about mowing these lots
 - Will make up a list of properties that need to be mowed
 - Asked that the trustees allow him to seek quotes for mowing
 - Township will collect the money from property owners for mowing
- Trustee Hovis said the previous zoning inspector had done some work on mowing last year
- Trustee Parke said a letter from Atty. Finamore already exists
- Zoning Inspector Nuss asked if the township could hire kids with mowers to do the work
 - Trustee Parke said to be sure that the grass was not too high for regular lawn mowers
- An unnamed resident asked why we cannot do it ourselves
 - Zoning Inspector Nuss said we do not have the manpower to do it right now

204-10 To allow Zoning Inspector Nuss to seek quotes for mowing of lawns with high grass.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

Zoning Commission:

- Zoning Commission Chairman Webb reported the following
 - He will be attending a Zoning and Planning Workshop on June 25 with Zoning Inspector Nuss and Zoning Appeals Board Chairman Swiatkwich
 - The Zoning Commission's Quarterly Meeting will be July 7 at 7pm

Road Department:

- Road Superintendent Parke requested for the renewal of the road tax levy
 - Paul Carlson noted that this would be a replacement, not a renewal, and this would be an increase in taxes for residents
 - Chief Lewis said that levies are roughly \$35 per mill for a \$100,000 valuation
 - Trustee Hovis said that Fiscal Officer Drew will find out the amount collected from the levy after the motion is passed and all paperwork is sent to Asst. Prosecutor Jim Saker
- Zoning Commission Chairman Webb asked how much tax money comes into each of the road departments
 - Road Superintendent Parke noted the following
 - Auto tax is roughly \$6,800
 - Gas tax is about \$86,000
 - Roads Department property tax is about \$240,000
- Road Superintendent Parke said he would use the extra money to begin paving more roads each year, rather than once every 3-4 years
- Road Superintendent Parke said he has delayed asking for employees to replace Trustee Parke and Mechanic Goodhart so that he can have the money for paving projects and equipment purchased
- Zoning Commission Chairman Webb asked if any of this money can be spent on equipment
 - Road Superintendent Parke said that only some of the tax money can be used to spend on equipment – each tax can only be spent for specific purposes

- Mrs. Solarz complimented Road Superintendent Parke on taking care of issues

205-10 To declare it necessary to levy a tax in excess of the ten mill limitation, specifically to put a replacement of the five-year, 0.6 mill Road & Bridge Department Levy on the November 2, 2010 ballot.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Road Superintendent Parke would like to purchase a new lawn sweeper
 - One broke last week and needs a new one to replace it
 - Has quotes for three different ones
 - Lowest quotes is \$1 less than the price to purchase the same mower he is currently using
 - Wants to purchase the mower that he is familiar with for \$1 more than the lowest quote

206-10 To approve the purchase of a lawn sweeper for the cemetery, at a cost of \$279.99, to be paid for by the Cemetery Fund.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

Fire Department:

- See Attached Report

207-10 To declare it necessary to levy a tax in excess of the ten mill limitation, specifically to put a renewal of the five-year, 0.8 mill Fire Department Levy on the November 2, 2010 ballot.

Motion: Trustee Parke

Second: Trustee Urchek

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Chief Lewis explained what the Emergency Medical Services Agreement does
 - No matter where you are in Cortland or Bazetta, if you are a resident of either, then you will be billed as a resident
 - This has been in the works for a year
 - Cortland did their first reading of this last night
 - Bad business move because Bazetta will take a \$35,000 hit on this due to lost billing to Cortland residents
 - Good customer service for the residents for both communities
 - Despite the monetary loss, this is the right thing to do for the community
- Zoning Appeals Board Chairman Swiatkwich asked if there might be money available because this is a regionalization
 - Chief Lewis said he does not think so because Bazetta is too small and because Cortland was unwilling to work with us on this last year
- Chief Lewis still thinks this is the right thing to do despite the problems
- Sgt. Hovis asked about the involvement of other townships
 - Chief Lewis said the only agreement currently in existence is with Mecca Township and that none of the others have signed the agreement that was drawn up last year

208-10 To authorize the fire chief to enter into an Emergency Medical Services Agreement with the City of Cortland, pending Atty. Finamore's approval.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Chief Lewis reported that Bazetta did not get the fire station grant
 - Can continue to reapply for the grant
 - Will be able to reapply in September 2010 for 2011 award year
 - Will not have to redo the study, but will have to redo all of the required paperwork

209-10 To authorize the fire chief to purchase a new desk top computer and monitor at a cost not to exceed \$1,000, to be paid for by the Fire Department.

Motion: Trustee Parke

Second: Trustee Urchek

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

210-10 To authorize the fire chief to sell the following equipment, offering it first by private sale to local fire departments, with any unsold items being placed on eBay.

30 sections of 1¾" hose

3 sections of 1½" hose

1 ground mounted deck gun

1 electric exhaust fan

1 stair chair

2 inflatable car seats

1 hose tester

1 ten ton PORT-A-Power Kit with Accessories

1 Coleman Night Sight 750 Candle Power Spotlight

Motion: Trustee Parke

Second: Trustee Urchek

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Mrs. Solarz asked why Chief Lewis needed a new truck
 - Chief Lewis replied that he needs to replace the department's 1996 truck, which he hopes to sell for \$5000 on eBay
 - Chief Lewis said he needs a truck with a plow so emergency vehicle will be able to get into unplowed driveways in the winter
- Mrs. Solarz asked about the alert sirens
 - Chief Lewis said it would cost about \$5000 to upgrade the sirens at the Fire Department
- Mrs. Solarz asked why they are not hooked up
 - Chief Lewis said the problem is that these sirens only have a 1 mile radius
 - Trustee Parke said he does not think it would cover a large enough area and would rather get a price on a tower like the one in the township park, which has a 2 mile radius
 - Chief Lewis said the tower in the park was paid for via grant money
- Janet Perhach suggested getting a weather radio for those who live a distance from the sirens
 - Chief Lewis said the township tried to buy these for all residents and were turned down
- Chief Lewis said he does not disagree, but does not think the Fire Department should pay for it
- Chief Lewis said the township really needs four sirens to get proper coverage
- Trustee Urchek suggested using cell phones for warnings since there is a number residents can call to have phones activated for warnings
- Chief Lewis said he will do some research into this
- Parks & Recreation Board Secretary Benoit asked if all items have to be together on one motion
 - Chief Lewis they did not because he was getting the truck through state purchase

- Chief Lewis said all other equipment will have to be quoted at a later date

211-10 To authorize the purchase 2011 Chevy 2500 Heavy Duty Diesel of \$24,650, to be paid for by the Fire Department.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Chief Lewis noted that certain permit fees, e.g. fireworks fees, need to be increased to cover the actual expenses incurred in doing the inspections for the fees – cost of the manpower involved is more than the fee
- Zoning Commission Chairman Webb asked if the truck would be financed
 - Chief Lewis said it would be paid for in cash

Police Department:

- See Attached Report
- Chief Miller said he had three resolutions on the agenda

212-10 To declare it necessary to levy a tax in excess of the ten mill limitation, specifically to put a replacement of the five-year, 0.6 mill Police Department Equipment Levy on the November 2, 2010 ballot.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

213-10 To declare it necessary to levy a tax in excess of the ten mill limitation, specifically to put a replacement of the five-year, 1.8 mill Police Department Levy on the November 2, 2010 ballot.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Hovis asked if police hours would go back to normal once the new secretary started
 - Chief Miller said they would
- Trustee Urchek asked how many applications he had received
 - Chief Miller said 9-10

214-10 To hire Natalie Gifford as a part time Police Department Secretary, at a rate of \$9.00 per hour, effective June 28, 2010.

Motion: Trustee Urchek

Second: Trustee Parke

Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

- An unnamed resident asked about the proposed police levies
 - Chief Miller said they are replacement levies, instead of renewals, like the one proposed for the Road Department
 - Chief Miller noted the following
 - Calls are up 17.5% so far this year

- Arrests are up 35%
 - 72% get copies of police reports from the department
 - Trying to get grants, but the problem is that Bazetta's average income is above the national average and that prevents Bazetta from getting many grants
 - Residents get a lot of bang for our buck out of the Police Department
 - Department recently received a \$1600 grant from the Army Corps of Engineers
 - Working on another grant for traffic enforcement and other opportunities
 - Wants residents to contact Police Department if they see anything suspicious or are having any problems
 - Delay on the purchase of a new cruiser because some of the options are not completed yet
- Trustee Urchek stated that the Police Department does a great job
- Trustee Urchek said all of the calls are not from Wal-Mart and residents would be surprised by the number of serious calls that the Police Department responds to
- Parks & Recreation Board Secretary Benoit asked if there was a way to charge for services rendered
 - Chief Miller said there wasn't, but noted that the township gets \$8 per summons
 - Chief Miller stated the following about criminal activity at Wal-Mart
 - Officers no longer have to go to court anymore
 - Only Wal-Mart loss prevention has to go now
 - This change will save \$15-16,000 per year

Parks & Recreation Board:

- Parks & Recreation Board Secretary Benoit presented attached Minutes and reported the following
 - Thanked Road Superintendent Parke for moving piles of dirt from the park and asked how much this cost the park
 - Road Superintendent Parke said it took roughly 14 hours to move the dirt and lay down new slag
 - Said the Board met with Ohio Department of Natural Resources to work on completing the rest of the driveway back to Imagination Station
 - Said the June 27 "bring Your Own Picnic" event was cancelled due to conflicts with Cortland Street Fair and Trumbull County Fair
 - Trustee Parke said he had already contacted IT Specialist Davis and had the event removed from the website

Safety Committee:

- Road Superintendent Parke reported the following
 - The committee discussed the generator by the Police and Fire Departments
 - The committee discussed a dog fence on the property
 - Road Superintendent Parke took a 4 hour Workmen's Compensation class last week

Health Insurance Committee:

- Chief Lewis noted that BE Solutions met with some employees last week and will meet with other employees this week to get all problems addressed
- Chief Lewis asked Trustee Parke who controlled the well coming into Fire Station 13
 - East Ohio came to the station to do a survey and smelled gas
 - It was checked and a small leak was found
 - Trustee Parke said that he would make some calls and get it taken care of

Asked to be placed on the Agenda:

- None

Public Comment:

- Zoning Appeals Board Chairman Swiatkwich requested the Western Reserve Heritage Area Study
 - Fiscal Officer Drew said she would give him a copy after the meeting

- Parks & Recreation Board Secretary Benoit asked about the check listing not being attached as she had requested at the previous meeting
 - Trustee Hovis apologized and said the Trustee had forgotten to request this
 - Trustee Parke said we can have these attached from this point forward

- Art Kreller asked if the township website could include information regarding equipment for sale
 - Road Superintendent Parke suggested including links to ebay items up for sale
 - Fiscal Officer Drew said she would talk to IT Specialist Davis about setting up an area for items for sale

- Parks & Recreation Board Secretary Benoit asked about Bazetta Township Administrative Manual
 - Trustee Hovis said the manual covers all employees who are not covered by union contract
 - Fiscal Officer Drew noted that the union contracts supersede the provisions of the manual, but all public officials are covered by the manual
 - Trustee Hovis noted that it is in serious need of an update

215-10 To adjourn the meeting at 8:55pm.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Urchek - Yes

_____ Dated: _____
Attested by: Fiscal Officer Rita K. Drew

_____ Dated: _____
Approved by: Chairman Trustee Paul Hovis