

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: September 14, 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:

August 24, 2010 Regular Meeting Minutes
August 30, 2010 Special Meeting Minutes
September 10, 2010 Zoning Hearing (A) Minutes
September 10, 2010 Zoning Hearing (B) Minutes

- Trustee Urchek asked about the fee in Zoning Hearing B
 - Trustee Hovis explained that the fee is to cover the costs of extra expenses incurred when a Zoning Meeting or Hearing has to be cancelled/rescheduled
- Parks & Recreation Board Secretary Benoit asked about Chief Miller's comment at the August 24 meeting about the proximity of the gazebo to Imagination Station
 - Trustee Hovis said the gazebo is relatively close to Imagination Station, but he does not know to what Chief Miller was referring
 - Trustees Hovis and Parke said they could not answer for Chief Miller
 - Road Superintendent Parke said what he thinks Chief Miller meant he would like to see the gazebo moved closer to the road
- Parks & Recreation Board Secretary Benoit asked about Chief Miller's comment at the August 24 meeting about lights being out at the Imagination Station sign
 - Road Superintendent Parke said what he thinks Chief Miller meant that there is already power, not actual lights, at the Imagination Station sign
- Parks & Recreation Board Secretary Benoit asked what prices being referred to at the August 24 meeting
 - Trustees Hovis and Parke said they were referring to the price for an electrician
 - Trustees Hovis and Parke said they met with O'Rourke and Valley Electric and have gotten no response about doing it
 - Parks & Recreation Board Secretary Benoit said the Parks & Recreation Board would look into themselves if they had to

282-10 To accept the minutes from the August 24 Regular, August 30 Special, September 10 Zoning Hearing (A), and September 10 Zoning Hearing (B) Meeting.

Motion: Trustee Urchek

Second: Trustee Parke

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

283-10 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

Motion: Trustee Urchek

Second: Trustee Parke

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

- Trustee Urchek asked for an explanation for the Cemetery transfer
 - Fiscal Officer Drew explained that the FICA/Medicare sub-fund is about to be depleted while the PERS sub-fund has more than it will likely use

284-10 To authorize the Fiscal Officer to do transfer of \$250 from Fund 05-A-03 (Cemetery: Retirement Contribution) to 05-A-90 (Cemetery: FICA/Medicare).

Motion: Trustee Parke

Second: Trustee Urchek

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

- Trustee Urchek stated that he appreciated that Fiscal Officer Drew had sent the Trustees an explanation of the need for the Supplemental Appropriations prior to the meeting

285-10 To authorize the Fiscal Officer to do the following Supplemental Appropriations.

\$3,750 for Fund 05-A-12 (Cemetery: Other Expenses)

\$1,890 for Fund 10-A-11 (Fire: Training)

\$2,000 for Fund 13-A-02 (Zoning: Expenses)

\$2,500 for Fund 01-A-17 (General: Auditor & Treasurer Fees)

\$600 for Fund 04-A-15 (Road: Auditor & Treasurer Fees)

\$2,100 for Fund 09-A-04 (Police: Auditor & Treasurer Fees)

\$200 for Fund 09-A-08C (Police Equipment: Auditor & Treasurer Fees)

\$30 for Fund 07-A-02C (Timber Creek Estates Lighting Assessment: Other Expenses)

Motion: Trustee Parke

Second: Trustee Urchek

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

286-10 To set Saturday, October 30, 2010 from 4:00pm-6:00pm as the date and time for trick-or-treating.

Motion: Trustee Parke

Second: Trustee Urchek

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

Correspondence (Copies available upon request):

- Original Quit Claim Deed for Hillside Cemetery
- Thank you note to the Fire Department from Brooke Thigpen
- Copy of the OTARMA 2009 Annual Report
- Invitation to attend free Chainsaw Training on September 14-15
- Letter from Trumbull County Engineer regarding the water quality pond for Saddle Brook Villas
- Invitation to attend an APA Cleveland Planning & Zoning Workshop on October 29, 2010

Administration:

- Trustee Parke requested an update on NIMS Testing
 - Trustee Parke, Trustee Hovis, and Fiscal Officer Drew have completed all sections
 - Trustee Urchek is working on it
- Trustee Parke discussed the sidewalk in front of Hillside Cemetery
 - A Cortland resident brought to the Trustees attention that the sidewalk in front of the cemetery has not been completed

- Trustee Parke met with Road Superintendent Parke and Cortland authorities to determine the requirements and costs for getting this completed
 - Cortland will provide labor and furnish base material
 - Bazetta will pay for concrete, materials, and labor for landscape repair
 - Estimated cost for materials will be \$1,508

Zoning Inspector:

- Zoning Inspector Nuss reported the following
 - Found out that Trumbull County will brush hog all properties with high grass
 - Trumbull County has done all the addresses that he has given them so far
 - If anyone knows of other properties that need the high grass cut, please let him know
 - Has sent letters to Jeffrey Carney on Route 305 and to Trumbull County Health Department
 - Would like to have this property mowed and declared a nuisance
 - Will have the paperwork necessary to declare nuisance ready for the next meeting

Zoning Commission:

- Zoning Commission Chairman Webb reported the following
 - Public Hearing on September 22 at 7pm regarding port-a-potties
 - Quarterly Meeting October 6 at 7pm
 - Contacted the Trumbull County Planning Commission regarding the comprehensive plan
 - Next step is to get zoning map into compliance with land use
 - Would like some sort of correspondence sent to Dave Dubiaga with the zoning changes so they can continue to move forward
 - Changes do not go into effect until 30 days following the Zoning Hearings
 - Has gotten 85-90% of the neighborhood zoning problems cleaned up and can now work on remaining problems on an individual basis
- Fiscal Officer Drew said that she would send a letter to Dave Dubiaga outlining all of the changes that she has submitted to the Trumbull County Recorder and any other information needed
- Trustee Urchek asked if there is a way to group the remaining properties together
 - Chairman Webb said each property would have to be looked at individually and multiple properties could be done in a series of Zoning Hearings on one night

Road Department:

- Road Superintendent Parke informed that October 8, 2010 is the deadline to receive foundation orders
- Road Superintendent Parke said he had 4 items that he would like to discuss
 - Had spoken with Cemetery Sexton Hopkins on a few occasions and suspected that he may be leaving us soon
 - At that time, he discussed the possibility of hiring an Assistant Sexton with the Trustees so that someone could begin learning the job before Sexton Hopkins left
 - Since that time, Sexton Hopkins has said that he will be retiring at the end of October 2010
- Trustee Urchek said he would like to go to an Executive Session to discuss this

TABLED To hire Michael Arnal as a Cemetery Sexton, at a salary of \$250 per month, retroactive to September 1, 2010.

- Would like to dispose of a computer and monitor that are no longer usable

287-10 To dispose of a Gateway 2000 computer and monitor (Serial #4110565).

Motion: Trustee Parke

Second: Trustee Urchek

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

- Road Superintendent Parke would like to trade in excess obsolete parts, e.g. – oil filters and air filters
 - May be able to get Ward’s Auto Parts to trade these in for items needed in the future
- Trustee Urchek asked if Road Superintendent Parke had talked to Mike Morelli about this
 - Road Superintendent Parke said he had

288-10 To authorize Road Superintendent Parke to trade in obsolete parts to Ward’s Auto Parts for usable items in the future.

Motion: Trustee Urchek

Second: Trustee Parke

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

- Road Superintendent Parke noted that the next motion should probably have come from the Parks & Recreation Board
 - Would like to purchase mulch for the park, i.e. Imagination Station
 - This is a special mulch that is fire retardant and is what is recommended
- Parks & Recreation Board Secretary Benoit asked why this is being done now
 - Park Laborer Governor and Trustee Parke said because delivery trucks cannot get back there in the spring because the ground is too soft and the truck get stuck
 - Trustee Hovis said that making deliveries with heavy trucks in the spring damages the road
- Trustee Urchek noted that the Parks & Recreation Board wants to save all of that money for getting electricity hooked up
- Park Laborer Governor said there are marks on the poles and if you do not have a cushion up to that point, the insurance will not cover if any accidents happen
 - Trustee Urchek asked if he had this in writing
 - Park Laborer Governor said the documentation was given to the original Park Board
 - Trustee Hovis said it is a safety issue for the children who use the Imagination Station
- Parks & Recreation Board Secretary Benoit expressed concern that neither she nor Parks & Recreation Board Vice Chairman Musick were aware of this
- Trustee Hovis asked how often this is done
 - Park Laborer Governor said it is done every 3 years and was last done in 2007
 - Fiscal Officer Drew said she had been contact by Beth Barnes to confirm this information, i.e. the estimated cost and when mulch was last ordered
- Trustee Hovis again said it is a safety issue

289-10 To authorize the purchase of 100 cubic yards of mulch for the Township Park, at a cost of \$1,742 to be paid for by the Park portion of the General Fund.

Motion: Trustee Parke

Second: Trustee Hovis

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

Fire Department:

- Chief Lewis received an offer to purchase the Fire Department’s unused air filtration units
 - These had previously been listed on ebay and received no bids

290-10 To authorize the sale of 10 air filtration units, which have no resale value, to TAGS, Inc. for \$25 each.

Motion: Trustee Urchek

Second: Trustee Parke

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

- Chief Lewis would like to bring on another part-time Fire Department Firefighter/Medic to fill in for vacation, personal days, etc.
- Trustee Urchek asked if this was the normal hourly rate
 - Chief Lewis said it was

291-10 To conditionally hire part-time Fire Department Firefighter/Medic Daniel Sherman, at a rate of \$11.00 per hour, following negative test results for drug screening and background checks.

Motion: Trustee Urchek

Second: Trustee Parke

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

- Chief Lewis would like to purchase new fire extinguishers
 - Have had hand-me-downs for more than 20 years
 - Would like to have 3 on each engine for small brush fires

292-10 To authorize the purchase of 6 new fire extinguishers from Warren Fire Equipment, at a cost of \$750 to be paid for by the Fire Department.

Motion: Trustee Parke

Second: Trustee Urchek

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

- Chief Lewis reported that he applied for a Bureau of Workers' Compensation grant to purchase vehicle exhaust capture systems
 - Award would be \$40,000 on a 2:1 match
 - Quote is \$69,000, but thinks he can get it for \$60,000
 - \$40,000 would come from the grant and \$20,000 from the township
 - Have 90 days to spend the money from the time grant is awarded
 - Would like authority to send this out for bids
 - Atty. Finamore has everything and is ready to work on it
- Trustee Urchek asked from where the \$20,000 would come
 - Fiscal Officer Drew and Chief Lewis said it would come from the Fire Department Capital (New Buildings & Equipment) sub-fund

293-10 To authorize Chief Lewis to send specifications for vehicle exhaust systems for both fire stations out for bids per proper procedure as outlined by Atty. Mark Finamore.

Motion: Trustee Urchek

Second: Trustee Parke

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

Police Department:

- See Attached Report
- Sgt. Hovis requested that an original motion be rescinded and a new motion passed
 - Trustee Hovis said that resolution was for the camera system in the police department
 - Fiscal Officer Drew stated it is going to cost more than originally anticipated
 - Lack of electricity where needed at the Police Department
 - A different system needs to be purchased

294-10 To rescind Board Resolution **#252-10**.

Motion: Trustee Urchek

Second: Trustee Parke

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

295-10 To authorize the purchase of a Samsung Security System with 4-Channel DVR & 4 Cameras from Sam's Club, at a cost of \$549.

Motion: Trustee Urchek

Second: Trustee Parke

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

Parks & Recreation Board:

- Parks & Recreation Board Secretary Benoit reported the following
 - Bazetta Bikeways Committee is having a meeting September 30 at 7pm
 - Parks & Recreation Board had meeting last Tuesday to discuss rules for the park
- Trustee Urchek said that Mike Swiatkwich had put a lot of time into the Bikeway Project and it could bring a lot of people to the Bazetta area

Safety Committee:

- Nothing to Report

Health Insurance Committee:

- Nothing to Report

Asked to be placed on the Agenda:

- None

296-10 To authorize the expenditure, not to exceed \$2,000, to extend the sidewalk in front of Hillside Cemetery, to be paid for by the Cemetery Fund

Motion: Trustee Urchek

Second: Trustee Parke

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

297-10 To authorize the transfer of \$2,000 from 01-A-27 (General: Transfers) to 05-A-05 (Cemetery: Improvement of Sites).

Motion: Trustee Urchek

Second: Trustee Parke

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

Public Comment:

- Zoning Commission Chairman Webb asked from where is the money coming in **285-10**
 - Fiscal Officer Drew explained that this money is coming from the unspent balance in each fund, i.e. the carryover amount that has not been appropriated
 - Fiscal Officer Drew further explained that the total amount of money coming into each fund is not necessarily used in appropriations
 - This would leave the township with a \$0 balance on January 1
 - That cannot happen because we have to pay invoices and payroll from January, through March, but do not begin receiving tax receipts until April
 - The township cannot operate with deficit spending
- Zoning Commission Chairman Webb asked from where the zoning money is coming
 - Fiscal Officer Drew explained that it is coming from the unappropriated balance in the Zoning Fund
 - Kris explained this as being a bit like getting a check for \$100, only putting \$90 in your account to pay bills, and setting the other \$10 aside for emergencies or special purchases

- Zoning Commission Chairman Webb asked who replaced Clemens and Nelson
 - Fiscal Officer Drew said the company is J. B. Barkan & Associates
- Zoning Commission Chairman Webb questioned why the township spent \$4000 and then \$2500 with this company
 - Trustee Urchek explained the following
 - When hired, he gave us an estimate of \$15,000 to do all contract work for this year
 - This amount was to be split into monthly payments
 - Fiscal Officer Drew noted that the township also had to pay a \$4,000 retainer
- Zoning Commission Chairman Webb asked how many contracts are open
 - Trustee Hovis said all 3 contracts are open
 - Police and Fire contracts expired at the end of the year
 - Road contract is currently open for wages
 - Trustee Hovis restated that the \$15,000 is being paid out in increment over the course of a year from the time J. N. Barkan was hired
 - Trustee Hovis noted that the rate for next year may be different since there will be less work
- Zoning Commission Chairman Webb asked if this is a flat fee
 - Trustee Urchek said that it was – the township pays the same amount no matter how many hours he puts into the negotiations
- Paul Carlson asked about the cemetery appropriations
 - Rita explained that the Cemetery Fund is in a unique position because it is not completely self-supporting
 - There is not enough revenue from grave spaces, foundations, services, etc. to cover the expenses incurred
 - Money has to be transferred to the Cemetery Fund from the General Fund each year to keep it out of deficit spending
 - The amount of that transfer varies each year
 - \$35,000 was set aside this year, though only \$25,000 had been used before today
- Zoning Commission Chairman Webb asked about the Cemetery transfers
 - Fiscal Officer Drew explained the following
 - In one case, one sub-fund was going to be depleted, while the other had more than it would need
 - In the other case, the sub-fund was going to be depleted and no other Cemetery sub-fund had enough money to transfer in
 - In the latter case, money was transferred from the remaining \$10,000 that had been set aside for the Cemetery Fund
 -
- Art Kreller asked Sgt. Hovis what parts of the township have had the most accidents
 - Sgt. Hovis replied that Elm Road and Millennium Boulevard have
- Art Kreller questioned whether the helicopter flying around along the railroads tracks from 3:30-4:00pm was checking gas lines
 - Trustee Parke said they were flying the line from the Bazetta substation to the next substation
 - Ken Flack said it was not the electric company's helicopter, but was someone different
 - Trustee Hovis said he did not know anything about it

- Mrs. Solarz expressed concern that people are driving 60-70-mph on Durst Clagg Road and requested that the Police Department set up there
 - Sgt. Hovis said they would check into it
- Art Kreller asked what the life of a fire extinguisher was
 - Chief Lewis said the following
 - Commercial ones have to be serviced once a year
 - After 6 years, the fire equipment company has to rebuild it
 - After 12 years, additional work must be done
 - Rotating the fire extinguishers lets the baking powder inside it reposition itself
 - Problem with this is that the extinguishers lose pressure over time
 - A good residential one should be good for about 3 years
 - Chief Lewis recommended purchasing an aluminum head fire extinguisher that can be filled at any local fire equipment company
- Chuck Metheny noted that the gentlemen had asked good financial questions
 - He further complimented Fiscal Officer Drew on answering the questions honestly and handling herself well

298-10 To enter into Executive Session to discuss employment of public employees or officials.

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

299-10 To reconvene from Executive Session at 8:40pm with no action taken.

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

300-10 To hire Michael Arnal as a Cemetery Sexton, at a salary of \$250 per month, retroactive to September 1, 2010 on a one year trial basis.

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

301-10 To adjourn the meeting at 8:41pm.

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