

## BAZETTA TOWNSHIP TRUSTEES REORGANIZATIONAL MEETING MINUTES

Date: January 9, 2017 at 4:00pm  
Bazetta Township Administration Building  
3372 State Route 5  
Cortland, Ohio 44410

Present:  
Trustee Paul Hovis  
Trustee Ted Webb  
Fiscal Officer Rita K. Drew

**001-17** To appoint Trustee Webb as Chairman and Trustee Parke as Vice Chairman of the Bazetta Township Board of Trustees for Fiscal Year 2017.

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**002-17** To adopt the attached *Resolution of Compliance with Ohio Sunshine Law* and accordingly establish the following rules for the scheduling and notice of all meetings for 2017.

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**003-17** To approve the continued employment and compensation of the following non-bargaining unit full-time and part-time employees at their current rates of pay.

<i>IT Specialist Joel Davis</i>	\$25.20 per hour	<i>FF/M Dave West</i>	\$11.50 per hour
<i>Admin. Jean Eddy</i>	\$10.00 per hour	<i>Zoning Inspector Michael Mills</i>	\$13.00 per hour
<i>Truck Driver Joel Davis</i>	\$18.09 per hour	<i>Zoning Secretary Jean Eddy</i>	\$10.00 per hour
<i>Sexton Michael Arnal</i>	\$250.00 per month	<i>ACLS Instructor Scott Gubanyar</i>	\$15.00 per hour
<i>Chief Michael Hovis</i>	\$2,776.80 bi-weekly	<i>ACLS Instructor Aaron Hanson</i>	\$15.00 per hour
<i>Ptl. Nicholas Gregory</i>	\$12.00 per hour	<i>ACLS Instructor Rudolph Harsany</i>	\$15.00 per hour
<i>Ptl. Scott Gubanyar</i>	\$12.00 per hour	<i>CPR Instructor Scott Gubanyar</i>	\$15.00 per hour
<i>Ptl. Jason Manes</i>	\$12.00 per hour	<i>CPR Instructor Bradley Hall</i>	\$15.00 per hour
<i>Ptl. Dylan Herrick</i>	\$12.00 per hour	<i>CPR Instructor Aaron Hanson</i>	\$15.00 per hour
<i>PD Sec. Deanna Boggess</i>	\$11.00 per hour	<i>CPR Instructor Rudolph Harsany</i>	\$15.00 per hour
<i>PD Sec. Jean Eddy</i>	\$11.00 per hour	<i>CPR Instructor Phillip Pelley</i>	\$15.00 per hour
<i>Chief Dennis Lewis</i>	\$2,796.80 bi-weekly	<i>CPR Instructor Thomas Rink</i>	\$15.00 per hour
<i>FF/M Joshua Cleland</i>	\$11.50 per hour	<i>CPR Instructor Thomas Toporcer</i>	\$15.00 per hour
<i>FF/M Eric Ginn</i>	\$11.50 per hour	<i>EDUC Instructor Aaron Hanson</i>	\$20.00 per hour
<i>FF/M Rudolph Harsany</i>	\$11.50 per hour	<i>EDUC Instructor Mike Mannella</i>	\$20.00 per hour
<i>FF/M Phillip Pelley</i>	\$11.50 per hour	<i>EDUC Instructor Thomas Rink</i>	\$20.00 per hour
<i>FF/M Brandon Quiggle</i>	\$11.50 per hour	<i>EMS Instructor Scott Gubanyar</i>	\$25.00 per hour
<i>FF/M Daniel Ritchie</i>	\$11.50 per hour	<i>EMS Instructor Rudolph Harsany</i>	\$25.00 per hour
<i>FF/M Todd Shafer</i>	\$11.50 per hour	<i>EMS Instructor Phillip Pelley</i>	\$25.00 per hour
<i>FF/M William Steiner</i>	\$11.50 per hour	<i>EMS Instructor Thomas Toporcer</i>	\$25.00 per hour
<i>FF/M Thomas Toporcer</i>	\$11.50 per hour		
<i>FF/M Zach Walter</i>	\$11.50 per hour		

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**004-17** To approve a new five year term, ending on December 31, 2021, for Zoning Commissioner Jack Hineman.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**005-17** To appoint Randil Rudloff to a new five year term, ending on December 31, 2021, on the Zoning Board of Appeals.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

- Discussion regarding whether the township can appoint an Alternate to the Zoning Board of Appeals, based upon a resolution that was passed in 2016
  - Trustee to contact Atty. Finamore to be certain this is not a violation of the township's own rules

**006-17** To table the resolution to appoint Michael Koprivnak to a new one year term, ending on December 31, 2017, as an Alternate on the Zoning Board of Appeals.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**007-17** To approve compensation for Zoning Commissioners and Zoning Board of Appeals Members at \$25.00 per meeting date.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**008-17** To approve terms for the following Parks & Recreation Board Members.

*Robert Giering, expiring on December 31, 2017*

*Megan Giering, expiring on December 31, 2017*

*Jennifer Kuhn, expiring on December 31, 2017*

*Laura Yarabenez, expiring on December 31, 2017*

*Arnie Roman, expiring on December 31, 2018*

*Jane Lewis, expiring on December 31, 2018*

*Steve Belcher, expiring on December 31, 2018*

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**009-17** To approve retention of Law Offices of Atty. Mark Finamore as Township Legal Counsel at a rate of \$400 per month, which includes 4 hours of service with each additional hour being charged at \$100 per hour, for the provision of legal services on an as needed basis for Fiscal Year 2017.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**010-17** To continue the policy wherein all contact with Township Legal Counsel must be conducted only by the Chairman of the Board or the Chairman's designee.

**Motion:** Trustee Hovis

**Second:** Trustee Webb

**Vote:** Trustee Hovis – Yes      Trustee Parke - Absent      Trustee Webb - Yes

**011-17** To approve the attendance of Trustees and Fiscal Officer at any Fiscal Year 2017 meetings, seminars, workshops, schools, trainings, conferences, or conventions necessary for the betterment of the township with allowable expenses and gas mileage being reimbursed per the Township Administrative Policy and IRS approved rate of 53.5¢ per mile, respectively.

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Absent    Trustee Webb - Yes

**012-17** To approve the attendance of Township Employees, Parks & Recreation Board Members, Zoning Commissioners, and Zoning Board of Appeals Members at any Fiscal Year 2017 meetings, seminars, workshops, schools, trainings, conferences, or conventions necessary for the betterment of the township, after a formal request has been approved by their Department Head and Trustees, with allowable expenses and gas mileage being reimbursed per the Township Administrative Policy and IRS approved rate of 53.5¢ per mile, respectively.

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Absent    Trustee Webb - Yes

**013-17** To establish the following Trustee/Department Head Liaisons for Fiscal Year 2017.

<i>Fire Department</i>	<i>Trustee Parke</i>
<i>Police Department</i>	<i>Trustee Webb</i>
<i>Road Department</i>	<i>Trustee Hovis</i>
<i>Zoning Boards</i>	<i>Trustee Webb</i>
<i>Parks &amp; Recreation</i>	<i>Trustee Parke</i>

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Absent    Trustee Webb - Yes

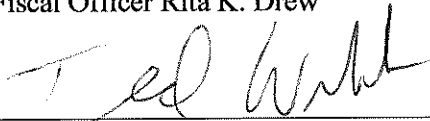
**014-17** To adjourn the meeting at 4:18pm.

**Motion:** Trustee Hovis  
**Second:** Trustee Webb  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Absent    Trustee Webb - Yes



Attested by: Fiscal Officer Rita K. Drew

Dated: 01-09-17



Approved by: Chairman Trustee Ted Webb

Dated: 1-09-17

## **RESOLUTION OF COMPLIANCE WITH OHIO SUNSHINE LAW**

The Board of Trustees shall conduct its meetings in full compliance with the State of Ohio Sunshine Law and accordingly establishes the following rules for scheduling and notice of all meetings;

### **RESOLVED,**

- 1. REGULAR MEETINGS:** Regular Meetings of the Board of Trustees shall be held on the 2nd and 4th Monday of each Month at 7:00pm, with one hour caucus preceding, at the Township Administration Building located at 3372 State Route 5, and notice of said meetings shall be posted in a conspicuous Township Bulletin Board or Sign provided for that purpose.
- 2. SPECIAL/EMERGENCY MEETINGS:** Notice of Special Meetings of the Board of Trustees shall be given by posting advance written notice of the same in a conspicuous place outside the Administration Building on a Bulletin Board or Sign provided for that purpose. Additionally, notice of all Special Meetings will be given to any media that requests the same. Notice of a Special Meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as practicable.
- 3. CONTENT OF NOTICE:** Notice of Special Meetings of the Board of Trustees shall contain the following information; (i) shall state: Notice of Special Meeting of the Bazetta Township Board of Trustees; (ii) Date; (iii) Time; (iv) Place; and (v) Purpose of the Meeting.
- 4. WRITTEN NOTICE UPON REQUEST:** Additionally, the Township will provide advance written notice of regular and special meetings directly to anyone who requests same and provides the Township with an e-nail address or pre-paid postage, self-addressed envelopes or post cards.
- 5. MINUTES OF THE MEETING:** Full and accurate minutes of the meeting shall be taken, properly files and maintained. The minutes shall include sufficient information to enable the public to understand and appreciate the rationale for the Board's decisions. The minutes shall be promptly prepared and made available to any person who so requests to inspect or receive a copy of the same.