

## BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: February 22, 2016 at 6:00pm  
Bazetta Township Administration Building  
3372 State Route 5  
Cortland, Ohio 44410

Present:

Chairman Trustee Paul Hovis  
Trustee Frank Parke  
Vice Chairman Trustee Ted Webb  
Fiscal Officer Rita K. Drew

- Trustee Webb reminded the assemblage of the Public Comment procedures

**069-16** To accept the minutes from the February 8 Special and Regular Meetings.

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

**070-16** To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

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

**071-16** To authorize the Fiscal Officer to execute the following transfers.

*\$87,000.00 from the "Dump" Checking Account to the regular Checking Account*  
*\$100,000.00 from the Investment Account to the regular Checking Account*

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

**072-16** To not request a hearing on GMK Market, Inc. dba Quik Pik's permit application with the Ohio Division of Liquor Control.

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

- Trustee Parke asked who #072-16 was in reference to
  - Fiscal Officer Drew said this is the former Bazetta Mall

**073-16** To adopt the attached *IT Services Cooperative Agreement* with Newton Falls Joint Fire Dept.

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

**074-16** To adopt the attached *IT Services Cooperative Agreement* with Liberty Township.

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

**Correspondence (Copies available upon request):**

- Notice from Trumbull County Engineer of an informational meeting regarding revenues for roadway maintenance
- Letter of recommendation from Baker Bednar Snyder & Associates about bids for new fire station
- Notice from Trumbull County Combined Health District about their meeting on March 15
- Revised Notice from Trumbull County Combined Health District

**Administration:**

- 2015 Annual Cash Basis Financial Statements are now available in the Fiscal Office
  - Copies may be obtained per the Township's Public Records Policy
- Trustee Webb said he had been asked questions about what the General Fund levy supports
  - Administration
  - Park
  - Road Projects (Road Dept. pays for maintenance - General Fund pays for resurfacing)
  - Cemeteries
  - Zoning

**Fire Department:**

- See Attached Agenda
- Trustee Parke asked about the status of financing for the new fire station
  - Fiscal Officer Drew reported the financing was not in place yet
    - Still waiting for offers from 4 of the 5 banks contacted
    - Still waiting on an opinion from the State of Ohio Auditor's Office
    - Government financing is much more drawn out process than personal or business
    - More paperwork and several legal opinions involved
    - More time consuming - not something that can be done in a day, week, or a month
    - The unused USDA Rural loan a few years ago took months to get into place
    - Financing will likely not be locked down before the construction bids expire
  - Atty. Finamore reiterated
    - Documents and time required are significantly more than what is required for a personal or business loan
    - Legal opinions and fiscal officer certifications are required
    - Only certain types of financing are permissible under Ohio Revised Code
    - Loan will probably not be secured before bid must be awarded
    - Trustees should have had financing in place before they went out for bids
    - Will look into whether the township can legally award the bid with a contingent clause relative to financing
    - Doesn't doubt that financing can be secured
    - Recommended tabling the motion to award the bid

**075-16** To table the resolution to award the bid for Bazetta Township Fire Department Fire Station to Milcam Inc., the low bidder at \$1,310,000.00 with lighting addendum of \$6,200.00.

**Motion:** Trustee Webb

**Second:** Trustee Parke

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

**076-16** To permit Thomas Toporcer to return from medical leave of absence, effective February 19, 2016 at 8:00am.

**Motion:** Trustee Webb

**Second:** Trustee Parke

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

**077-16** To authorize Chief Lewis to enter into a contract with Grant Source Professionals LLC to prepare and write for the Local Government Safety Capital Grant Program, at a cost of \$650, to be paid from the Fire Fund.

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

**078-16** To authorize a increase of part-time Firefighter/Medic wages to \$11.50 per hour, effective February 28, 2016.

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

**Police Department:**

- See Attached Agenda

**079-16** To authorize the Fiscal Officer to transfer all 277 hours of Patrolman Bryan Galida's sick time to the Trumbull County Sheriff's Department.

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

**080-16** To adopt the attached *Nasal Narcan Administration Policy*.

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

**081-16** To promote Patrick M. Swiger from a part-time to full-time patrolman, at the contracted rate, effective March 13, 2016.

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

- Chiefs Hovis and Lewis noted that they submitted \$95,000.00 grant proposals for Safety Capital Grant Program
  - Paving the lot at the stations on McCleary Jacoby Road
  - Portions of the new fire station project
  - Grants to be awarded on May 1

**Road Department:**

- Superintendent Parke thanked everyone for their cooperation with last week's snow fall
- Trustee Webb commended the department on the job they did

**082-16** To approve an expenditure of \$1,017.00 with Fultz Enterprises for emergency repairs at the Road Department, to be paid from the Gas Tax Fund.

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

**Planning Director, Zoning Inspector & Code Enforcement Officer:**

- Nothing to Report

**Zoning Commission & Zoning Board of Appeals:**

- Trustee Webb reported that the next Quarterly Meeting will be April 6 at 6:30pm at the Administration Building
- Zoning Inspector Mills stated that several things will be on the agenda

**Parks & Recreation Board:**

- Nothing to Report

**Safety Committee:**

- Chief Lewis reported that the next meeting will be March 3 at 8:00am at the Police Department

**Health Insurance Committee:**

- Nothing to Report

**Asked to be placed on the Agenda:**

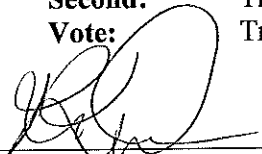
- Thomas Shortreed of Shortreed & Associates on State Route 5
  - Wants to do some expansion on his property
  - Concern that his property is land locked
  - Discussed easement language or land purchase from the township for frontage on his property
  - Trustee Parke said the following
    - They will have to meet with the Trumbull County Enigneer
    - Then go before the Trumbull County Zoning Board / Planning Commission
    - Not sure what the cost of all that would be
  - Atty. Finamore said there are questions here
    - Can the township legally grant an easement?
    - If so, would the Trustees grant the easement?
    - Would the Trustees sell part of the property?
    - There are legal remedies through the courts to ensure a property does not get landlocked
    - Easiest thing to do is sell a portion of the land
    - Suggested going to the Trumbull County Engineer and Planning Commission to see what they recommend
  - Trustees Parke and Hovis said they will contact the Trumbull County Engineer
  - Trustee Hovis thinks the process will take 30-60 days
  - Zoning Inspector Mills thinks it will take closer to 90 days because it will take 30 days just to get on the agenda for the Trumbull County Planning Commission
  - Atty. Finamore said he believed there was enough information for Mr. Shortreed to move forward with his expansion project

**Public Comment:**

- None
- Atty. Mark Finamore swore in Patrolman Patrick M. Swiger, Reserve Officer Tyler George, and Firefighter/Medic Brad Hall

**083-16** To adjourn the meeting at 6:28pm.

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

  
 \_\_\_\_\_  
 Attested by: Fiscal Officer Rita K. Drew

Dated: 03-11-16

  
 \_\_\_\_\_  
 Approved by: Chairman Trustee Paul Hovis

Dated: 03-11-16

PENDING WARRANT REPORT  
Bazetta Township [2016]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1	85.00	VW 1	ebay	February 2016 Invoice
26799	60954.00	VW26799	Ohio Townthip Association Risk	2016-2017 Ann Contribution
26874	19.20	VW26874	AT&T Mobility	Service
26875	396.54	VW26875	Advance Auto Parts	Parts
26876	1192.75	VW26876	Business Card	Supplies
26877	5187.53	VW26877	BE Solutions	Claims Run
26878	1280.92	VW26878	Delta Dental	Insurance
26879	28.50	VW26879	Dominion East Ohio	Service
26880	85.97	VW26880	Dominion East Ohio	Service
26881	107.30	VW26881	Econ Steel	Supplies
26882	250.00	VW26882	Brad Hall	Clothing Allowance
26883	520.00	VW26883	Hall Public Safety CO.	Service/Supplies
26884	1200.00	VW26884	Microdoctor, Inc.	Yearly WebHosting
26885	1081.03	VW26885	Ohio Edison	Service
26886	1000.00	VW26886	Ohio Billling, Inc.	EMS Trip Submission
26887	1067.95	VW26887	Ohio Edison	Service
26888	15603.25	VW26888	Ohio Insurance Services Agency	Insurance
26889	522.00	VW26889	On Demand Drug Testing	Service
26890	217.98	VW26890	Purchase Power	Postage
26892	1020.20	VW26892	Payne Auto Body, Inc.	Parts/Service
26893	44.75	VW26893	Respiratory Care Partners, Inc.	PAYMENT
26894	313.20	VW26894	Standard Insurance Company RD	Insurance
26895	200.00	VW26895	Schultz Towing Inc.	Tows
26896	1771.00	VW26896	Trumbull Soil & Water Conservation Dist	2016 Conservation Appropri
26897	50.00	VW26897	Treasurer State of Ohio	Service
26898	3420.82	VW26898	Trumbull County Engineer	Pipe Replacement - Morrow
26899	3208.88	VW26899	Trumbull County 9-1-1	9-1-1 Service
26900	485.48	VW26900	Vision Service Plan - (OH)	Insurance
26901	2577.23	VW26901	Wex Bank	Gas/Diesel
=====				
	103891.48		Total Amount of Pending Warrants	

NOTICE TO LEGISLATIVE  
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)844-2360 FAX(614)844-3166

TO

3233363			TRFO	GMK MARKET INC DBA QUIK PIK 3649 HOAGLAND BLACKSTUB RD BAZETTA TWP CORTLAND OHIO 44410
PERMIT NUMBER			TYPE	
10	01	2015		
ISSUE DATE				
02	05	2016		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
78	904	C	F15514	
TAX DISTRICT			RECEIPT NO.	

FROM 02/09/2016

6274626				MY NARANDA LLC DBA BAZETTA MALL 3649 HOAGLAND BLACKSTUB RD BAZETTA TWP CORTLAND OHIO 44410
PERMIT NUMBER			TYPE	
10	01	2015		
ISSUE DATE				
02	05	2016		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
78	904			
TAX DISTRICT			RECEIPT NO.	



MAILED 02/09/2016      RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/11/2016

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.      C TRFO 3233363  
REFER TO THIS NUMBER IN ALL INQUIRIES

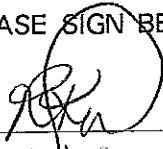
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD       IN OUR COUNTY SEAT.       IN COLUMBUS.

WE DO NOT REQUEST A HEARING.    
DID YOU MARK A BOX?      IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

  
(Signature)

02-29-16

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

BAZETTA TOWNSHIP TRUSTEES  
ATTN TOWNSHIP FISCAL OFFICER  
3372 STATE ROUTE 5 NE  
CORTLAND OHIO 44410

PERMIT NUMBER (CORPORATION) 3233363  
GMK MARKET INC  
DBA QUIK PIK  
3649 HOAGLAND BLACKSTUB RD  
BAZETTA TWP  
CORTLAND OHIO 44410

F.T.I. NUMBER 47-1142385  
STATUS (ACTIVE OR INACTIVE) ACTIVE  
SHARES OUTSTANDING .00  
ACTIVE DATE 02/05/16  
INACTIVE DATE  
EXCEPTION CODE TEXT  
STOCK TRANSFER CODE TEXT AND DATE  
ROSITA KUTKUT

100.00 02/05/16 ACTIVE CEO

**BAZETTA TOWNSHIP  
TRUMBULL, COUNTY, OHIO**

**IT SERVICES  
COOPERATIVE AGENCY USE AGREEMENT**

This agreement is made this 16th day of March 2016, by and between Bazetta Township (hereinafter "IT Service Provider"), whose address is 3372 State Route 5, Newton Falls Joint Cortland, Ohio 44410 and Fire Dept. Township, (hereinafter "Cooperative Agency User") whose address is 19 North Canal Newton Falls, Ohio, 44444

**I. RECITALS**

- A. Whereas, the parties to this agreement desire to form cooperative agreements, enterprises, services or plans to provide, perform or utilize like services or products, to reduce the cost of such services or products to each party; and
- B. Whereas, Cooperative Agency User desires to retain the services of IT Service Provider for such purposes, and IT Service Provider is willing to perform the services called for upon the terms and conditions set forth in this Agreement, in a cooperative effort;

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

**1. Terms of Agreement:**

- A) The term of this is agreement shall be for a period of one (1) year, commencing on the 16th day of March 2016 and continuing thereafter for a period of one year terminating at the close of business the 15 day of March 2017; This Agreement may be extended by mutual consent of the parties hereto, upon the same terms and conditions for a period of time as



**BAZETTA TOWNSHIP  
TRUMBULL, COUNTY, OHIO**

**IT SERVICES  
COOPERATIVE AGENCY USE AGREEMENT**

This agreement is made this 21st day of March 2016, by and between Bazetta Township (hereinafter "IT Service Provider"), whose address is 3372 State Route 5, Cortland, Ohio 44410 and Liberty Township, (hereinafter "Cooperative Agency User") whose address is 1315 Churchill Hubbard Road, Ohio, (Youngstown 44505)

**I. RECITALS**

- A. Whereas, the parties to this agreement desire to form cooperative agreements, enterprises, services or plans to provide, perform or utilize like services or products, to reduce the cost of such services or products to each party; and
- B. Whereas, Cooperative Agency User desires to retain the services of IT Service Provider for such purposes, and IT Service Provider is willing to perform the services called for upon the terms and conditions set forth in this Agreement, in a cooperative effort;

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

**1. Terms of Agreement:**

- A) The term of this is agreement shall be for a period of one (1) year, commencing on the 21st day of March 2016 and continuing thereafter for a period of one year terminating at the close of business the 20 day of March 2017. This Agreement may be extended by mutual consent of the parties hereto, upon the same terms and conditions for a period of time as

that IT Service Provider schedules and/or takes off.

Provided however, that although the IT Service Provider will do its best to provide and schedule IT Services under this agreement at the times requested and convenient to the Cooperative Agency User, due to the fact that such services may be utilized by two or more cooperative agency users, the IT Service Provider, reserves the right, at its sole discretion, to prioritize and schedule IT Cooperative Services to its Cooperative Agency user, in a manner which maximizes and best meets the needs of all Cooperative Agency Users.

**4. Compensation and Terms:**

For all services provided under this agreement during normal business hours, Monday through Friday, 8:00AM to 4:00PM (Holidays excluded), the IT Service Provider will charge the Cooperative Agency User, an hourly rate of \$ 50.00, per hour, and for all services provided outside normal business hours, an hourly rate of \$ 75.00, per hour.

IT Service Provider shall present an invoice to Cooperative Agency User each month for all services performed and expenses advanced by IT Service Provider pursuant to paragraph 5, below. Payment shall be due in full within 30 days of the date of the invoice.

Cooperative Agency User shall be responsible for the purchase of replacement parts, new computer components, software, etc., as necessary, upon the advice of IT Service Provider, and approved in advance by Cooperative Agency User.

**5. Expenses:**

Cooperative Agency User shall pay all expenses reasonably incurred and/or advanced by IT Service Provider in the course of performing services under this Agreement, as mutually agreed upon in advance by the parties hereto.

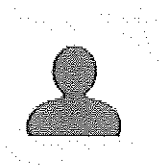
fw: FD Agenda for February 22, 2016 - UPDATE

Fri 2/19/2016 2:25 PM

**From:** "Dennis Lewis, OFE, OFC"

**To:** "Trustee"

**Cc:** "Rita K. Drew"



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Trustee Hovis, Trustee Parke, Trustee Webb,

I am request the following items to be approved at the February 22, 2016 Trustee Meeting.

1. Requesting Tom Toporcer return to from leave of absence effective February 19, 2016 0800 hours.
- 2, Requesting to enter into a contract with Grant Source Professionals, LLC to prepare and write the Local Government Safety Capital Grant Program at a cost of \$650.00.
3. Requesting to set the part-time Firefighter/Medic wage at \$11.50 an hour.
4. Requesting to swear in Brad Hall as a full time firefighter/medic.

**Dennis K. Lewis, OFE, OFC**  
**Fire Chief**

Bazetta Township  
773 Everett-Hull Road  
Cortland, OH 44410  
330-637-4136 (phone)  
330-638-5382 (phone)  
330-638-4193 (fax)  
dlewis@bazettatwp.org

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Trustees Meeting Agenda for February 22, 2016

Thu 2/18/2016 12:33 PM

**From:** "Deanna Boggess"

**To:** rdrew@bazettatwp.org

**Cc:** "Michael Hovis"



Rita,

The following are items Chief Hovis is requesting be added to the Trustees February 22, 2016 meeting agenda.

1. Approval and adoption of the attached Policy and Procedure for: Nasal Narcan Administration
2. Approval of hiring Patrick M. Swiger from Part-Time Officer to Full-Time Officer starting as of March 13, 2016.
3. Friendly reminder: Will you please swear in Officer Patrick M. Swiger as Full Time Officer and Tyler George as Reserve Officer.

Deanna Boggess

Records Administrator

Police Secretary

Bazetta Township Police Department

2671 McCleary Jacoby Road

Cortland, Ohio 44410

Ph 330-638-5503

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**BAZETTA TOWNSHIP POLICE DEPARTMENT**

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**SUBJECT:** NASAL NARCAN ADMINISTRATION

**POLICY NUMBER:** 6.4.11.

**EFFECTIVE DATE:** March 1, 2016

**REVIEW DATE:** Annual Review

**ISSUING AUTHORITY:** Chief Michael J. Hovis

**REFERENCES:**

**RESCINDS:**

**CALEA REFERENCE:**

**NUMBER OF PAGES:** 3

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**I. PURPOSE**

To establish guidelines governing the utilization of Nasal Narcan administrated by personnel of the Bazetta Township Police Department.

**II. POLICY**

It is the policy of the Bazetta Township Police Department that sworn Officers and Police Personnel are required to be trained in the use of Nasal Narcan and that designated Officers will carry the Narcan kit in the interior area of their patrol vehicle while on duty to be used as the situation warrants.

**III. PROCEDURES**

Narcan may be used when responding to a call where the Officers or Police Personnel, acting in good faith, reasonably believes that a person is apparently experiencing an opioid-related overdose based on the following information/personal observation.

- When dispatched to a location and advised that a given person appears to be suffering an opiate overdose.
- When observing drugs, drug paraphernalia or any drug instrument associated with the individual.

- Where the person is found to be unresponsive, there is an absence of breathing or the victim has no pulse, is unresponsive to a sternum rub and has bluish lips or nail beds.

The officer or police personnel will immediately verify with the dispatcher that the closest EMS is either on the way or is to be dispatched.

The officer or police personnel will then place the victim in the "rescue" position and administer the Narcan as trained. The rescue position is where the victim is laying on his/her back with arms down to their sides.

The officer or police personnel will then place the victim in the "recovery" position and take the necessary steps to insure his/her safety as well as the safety of the victim, bearing in mind that a victim may quickly become combative once the drug takes effect. The recovery position (See training video) is where the victim is safely rolled on to his/her side, with head resting on arm, one leg fully extended and the other leg at 90 degrees. The purpose if this position is to keep airway open and insure any fluids do not cause choking.

The officer or police personnel will continue to render the appropriate first aid until the arrival of EMS to transport the victim to the hospital.

The officer or police personnel will be responsible for documenting the use of Narcan in his/her official report and requesting a replacement Narcan Kit from his/her immediate supervisor.

#### **IV. MAINTENANCE/REPLACEMENT**

A Nasal Narcan kit is supplied to select Officers or Police personnel as standard issue equipment. It is the responsibility of each officer or police personnel to insure that it is handled correctly and available when needed. It is a prescription medicine and has a "Shelf Life"\* of two (2) years. Narcan must be kept out of direct sun light and at room temperature. It should not be left in a car for extended periods of time and should not be subject to extreme heat or cold (it will freeze) as the same may impact the effectiveness of the medication. You will be issued a new kit around the date of expiration by your supervisor.

## **V. RECORD KEEPING**

The Training Officer, Sgt. Christopher G. Herlinger, will maintain a list of all Bazetta Township Police Officers and personnel who have been trained in the use of Narcan as well as, a certificate of completion of the OPOTA Narcan eLearning Course. This list will also contain information on those officers or police personnel being issued Narcan. A copy of a completed report documenting the use of Narcan will be kept by the training officer for record keeping purposes.

## **VI. GUIDANCE**

ORC 2925.61 (D) A peace officer employed by a law enforcement agency is not subject to administrative action or criminal prosecution if the peace officer, acting in good faith, obtains naloxone from the peace officer's law enforcement agency and administers the naloxone to an individual who is apparently experiencing an opioid-related overdose.

ORC 4729.51 A law enforcement agency is not subject to licensure as a terminal distributor of dangerous drugs for the sole purpose of possessing naloxone.

## **VII. RETRAINING**

All Bazetta Township Police Department personnel initially receiving training in the administration of Narcan will be required to update that training annually as part of their annual CPT hours as offered by OPATA.

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