

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: September 15, 2014 at 7:00pm
Bazetta Township Administration Building
3372 State Route 5
Cortland, Ohio 44410

Present:

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

- Trustee Webb reminded the assemblage of the Public Comment procedures

294-14 To accept the minutes from the September 2 Regular Meeting.

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

295-14 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

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

296-14 To authorize the destruction, by Protect & Shred, of all records delineated in the attached *Certificate of Records Disposal (RC-3)*, as approved by the Bazetta Township Records Commission and Ohio Historical Society.

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

Correspondence (Copies available upon request):

- Invitation from Tribune Chronicle to attend a meeting to discuss upcoming levies
- Letter of resignation from Michael Pasternak

Administration:

- Trustee Webb reported the following
 - There will be a Trumbull County Health Board meeting here at 7pm on Wednesday
 - Trustee Parke, Fiscal Officer Drew, and Road Superintendent Parke will be meeting with the Tribune Chronicle on the 22nd to discuss upcoming levies
- Trustee Hovis reported the following
 - Trustees had a meeting regarding pursuing a grant for township water projects
 - Will give an update when he hears something from State Rep. Sean O'Brien
- Trustee Parke said he received two complaints about bus stop issues in the township
 - Trustee Hovis said to refer these to the Board of Education

Fire Department

- See Attached Agenda

297-14 To appoint Brandon Quiggle as a part-time Firefighter/Medic on an as needed basis, per ORC §505.38, pending negative background and pre-employment drug testing.

Motion: Trustee Webb

Second: Trustee Hovis

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

298-14 To approve the expenditure of \$1,150.00 with Western Ohio Rescue Supply Company for emergency hose reel repairs, to be paid from the Fire Fund.

Motion: Trustee Webb

Second: Trustee Hovis

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

- Chief Lewis stated that the resolution for a new hose tester had been removed because Howland Township will be paying the full cost for this equipment per an agreement worked out with the Howland Township Fire Chief
- Trustee Webb congratulated Chief Lewis for receiving two orchids in the Tribune Chronicle over the weekend

Police Department:

- See Attached Agenda & Report

299-14 To accept a \$2,500 Wal-Mart Grant.

Motion: Trustee Webb

Second: Trustee Hovis

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

300-14 To authorize the expenditure of \$1,000.00 with Wal-Mart for “Shop With A Cop & Fireman”, to be paid from the Police Fund.

Motion: Trustee Hovis

Second: Trustee Webb

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

301-14 To approve an expenditure not to exceed \$1,500.00 with Sam’s Club for a new surveillance camera, to be paid from the Police Fund.

Motion: Trustee Webb

Second: Trustee Hovis

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

302-14 To hire Scott Gubanyar as a Part-Time Police Officer, at a rate of \$12.00 per hour, effective immediately.

Motion: Trustee Hovis

Second: Trustee Webb

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

303-14 To accept the resignation of Michael Pasternak, effective September 28, 2014.

Motion: Trustee Webb

Second: Trustee Hovis

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

Road Department:

- Assistant Superintendent Tempesta reported the following
 - Township is working to defray the extremely high costs of salt for the upcoming winter

- Currently have roughly 550 tons to begin the season, a combination of salt on hand and co-operative purchases not yet delivered

Planning Director, Zoning Inspector & Code Enforcement Officer:

- Zoning Inspector Mills reported a growth spurt in new housing with 4 permits in the past two weeks and another 4 anticipated shortly

304-14 To approve the attached §505.87 Resolutions #2 for Use When Hiring Contract Hauler.

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

Zoning Commission:

- Trustee Webb stated there will be a Quarterly Meeting here at 7pm on Wednesday, October 7
- Zoning Inspector Mills said there will be a seminar for members of the Zoning Commission and Zoning Board of Appeals conducted by Mark Finamore
 - Trustee Parke said he appreciated that this was being done

Parks & Recreation Board:

- Nothing to report

Safety Committee:

- Nothing to report

Health Insurance Committee:

- Nothing to report

Asked to be placed on the Agenda:

- None

Public Comment:

- None
- Presentation of Life Saving Awards
 - Cheryl Cranston, Eat'n Park
 - Virginia Dalon, Eat'n Park
 - Amy Cope, Eat'n Park
 - Capt. David Walter, Bazetta Fire
 - FF/Medic Scott Gubanyar, Bazetta Fire
 - FF/Medic Nick Wildman, Bazetta Fire
 - Ptl. Bryan Galida, Bazetta Police
 - Ptl. Patrick Swiger, Bazetta Police
- Swearing in of Part-Time Police Officers Michael Conway and Scott Gubanyar
- Presentation of Awards of Merit to Ptl. Shawn Rentz and Deputy Sheriff Rick Tackett
- Atty. Finamore recognized a student in the audience for her recitation of the Pledge of Allegiance

305-14 To recess into Executive Session at 7:27pm to discuss the pending and/or imminent litigation, per ORC 121.22(G).

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

306-14 To reconvene from Executive Session at 8:31pm with no action taken.

Motion: Trustee Hovis

Second: Trustee Webb

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

307-14 To adjourn the meeting at 8:32pm.

Motion: Trustee Hovis

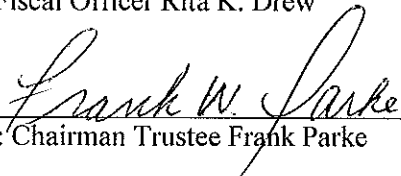
Second: Trustee Webb

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



Attested by: Fiscal Officer Rita K. Drew

Dated: 09-22-14



Approved by: Chairman Trustee Frank Parke

Dated: 09-23-2014

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PENDING WARRANT REPORT
Bazetta Township [2014]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1	174.17	VW 1	The Huntington National Bank	Service Charge
23242	156.39	VW23242	Advance Auto Parts	Supplies
23243	75.00	VW23243	Accord Occupational Health Services	Service
23244	364.77	VW23244	Automotive Distributors Warehouse	Supplies
23245	7231.64	VW23245	Ainsley Oil Company	Gas & Diesel
23246	20379.00	VW23246	Baker Bednar Snyder & Associates	Service
23247	2569.29	VW23247	BE SOLUTIONS	Cliams Runs
23248	155.34	VW23248	Network Billing System, LLC	Service
23249	567.00	VW23249	BE SOLUTIONS	Mo Admin Fees
23250	55.00	VW23250	Bazetta Fire & EMS Training Center	Supplies
23251	1200.00	VW23251	Bud's Towing & Recovery, LLC	Tows
23252	129.40	VW23252	Dominion East Ohio	Service
23253	17.88	VW23253	Hanley Print & Promotions	Supplies
23254	22.09	VW23254	Sunrise Spring Water Company	Service
23255	134.00	VW23255	Handyman Supply Inc.	Supplies
23256	77.55	VW23256	Lowe's Business Account	Supplies
23257	141.00	VW23257	Ohio Township Association Risk	Property Endorsement #4
23258	1113.00	VW23258	Ohio Billing, Inc.	EMS Trip Submissions
23259	31.76	VW23259	Orwell Natural Gas	Service
23260	47.75	VW23260	NAPPA Auto Parts	Supplies
23261	600.00	VW23261	Qualified Builders LLC.	Service
23262	125.00	VW23262	Penn Care Medical Products	Supplies
23263	280.00	VW23263	Psycare, Inc.	Service
23264	87.02	VW23264	Purchase Power	Postage
23265	49.37	VW23265	Rita K. Drew	Titlework Reimbursement
23266	400.00	VW23266	Schultz Towing	Tows
23267	300.00	VW23267	Service 1	Supplies/Service
23268	45.00	VW23268	Sam's Club	Supplies
23269	3208.88	VW23269	Trumbull County 911	911 Service
23270	50.00	VW23270	Treasurer State of Ohio	Service
23271	124.86	VW23271	Home Depot Credit Services	Supplies
23272	353.28	VW23272	Verizon Wireless	Service
23273	356.00	VW23273	Warren Fire Equipment, Inc.	Service
23274	238.11	VW23274	Walmart Business/SYNCB	Supplies
23275	392.24	VW23275	Time Warner Cable-Northeast	Service
=====				
	41251.79	Total Amount of Pending Warrants		



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

AUG 11 2014

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Received: 8/26/14
Date Reviewed: 8/26/14
Items requested for transfer: YES NO
*If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 1

See instructions before completing this form. Must be submitted with PART 2

BAZETTA TOWNSHIP

RITA DREW

330-637-8316

ADMINISTRATION BLDG.

(local government entity)

(unit)

(contact person)

(telephone number)

(location of records)

3372 STATE ROUTE 5

CORTLAND

44410

TRUMBULL

8-8-14

(address)

(city)

(zip code)

(county)

(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Records Retention Schedules (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)

Fiscal Officer

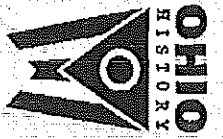
330-637-8316

(title)

(telephone number)

To have this form returned to the Records Commission electronically, include an email address: rdrew@bazetta-twp.org

Please Note: The State Archives retains RC-3 forms for seven years. His strongly recommended that the Records Commission retain a permanent copy of this form.



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 2
 See instructions before completing this form. Must be submitted with PART 1.

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
RECEIPT BOOKS	FISCAL 26	6/17/10	PAPER FOR ALL RECORDS	NONE	1974 -	1977	September 1 st 2014 FOR ALL RECORDS	
CORRESPONDENCE	FISCAL 37				1979 -	2011		
BANK STATEMENTS	FISCAL 17				1999 -	2000 & 2007		
APPROPRIATION LEDGERS	FISCAL 13				2000 -	2003		
AGENDAS	FISCAL 03				1979 -	1998		
CANCELLED CHECKS	FISCAL 25				2007 &	2008		
CHECK REGISTERS	FISCAL 33				2000 -	2003		
CASH BOOKS	FISCAL 26				2004 -	2005		



Ohio Historical Society
 State Archives of Ohio
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 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction: (15 business days from receipt by OHS-LGRP)
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To	
PAYROLL RECORDS BIWEEKLY	FISCAL 65	6/17/10	PAPER FOR ALL RECORDS	NONE	2005 - 2008		September 1 st 2014 FOR ALL RECORDS
INSURANCE POLICIES - BUILDING	FISCAL 52			ELECTRONIC	2005		
PAYROLL RECORDS	FISCAL 65				1984 - 1999 2002 - 2004		
TIME SHEETS	FISCAL 92				1979, 1981, 2006, 2007, 2008		
VOUCHERS	FISCAL 96				1989 - 2004		
WORKERS COMP.	FISCAL 100				2002, 2004, 2007,		
PURCHASE ORDERS	FISCAL 96						

BAZETTA TWP. FIRE/EMS

Chief Dennis Lewis

Chief's Office

INTEROFFICE MEMORANDUM

Date: 9/11/2014
To: Trustees
From: Chief Dennis Lewis
Re: September 15, 2014 Trustee's
Cc: File, Fiscal Officer

Trustee Hovis – Trustee Parke – Trustee Webb

1. Requesting the Trustees to appoint Brandon Quiggle per ORC 505.38 to part time firefighter/medic position on as need basis with Bazetta Township Fire Department pending negative background and pre-employment drug screen test. Part-time compensation is \$11.25 an hour. Application was submitted through the Township administration office.
2. Requesting the Trustee to approve the expenditure of \$1,150.00 to Western Ohio Rescue Supply Company, at 26 Lynn Street – Mechanicsburg, Ohio 43044. We had an emergency repair to the hose reel for our hydraulic tools. Will they were here repairing the hose reel they performed the annual maintenance on the equipment. As this was an emergency expenditure, the Fiscal Officer will have to this prepare a Then and Now purchase order.
3. Request expenditure not to exceed \$1,500.00 for a new hose tester. I do not have the vendor at this time as we are jointly purchasing with Howland Township Fire Department. The vendor will bill 50% to Howland Township Fire Department and 50% to Bazetta Township Fire Department. I will try to have the vendor by the Trustees meeting on September 15, 2014.
4. Non-Agenda – Recognition by Trustees for the life save at EatnPark. Have made contact with the EatnPark managers given the time, date, and location for the recognition has notified Police Chief and Fire Department Staff. The Fire Department will also have certificates and awards for all personnel. Fire Department personnel will be awarded at 2015 awards banquet.
5. Please contact me if you have any questions on the above agenda items.

Professionally,
Dennis Lewis
Fire Chief

September 11, 2014

To: Fiscal Officer, Rita Drew

From: Chief of Police, Hovis

Re: Agenda for Trustees Regular Meeting September 15, 2014

Please add the following listed items to the agenda for the upcoming Trustees Regular Meeting to be held on September 2, 2014.

1. Accept Walmart Grant of \$2500.00.
2. Authorize \$1000.00 of Grant to be used for "Shop With A Cop & Fireman" on a later date at Walmart.
3. Purchase Surveillance Camera for Police Department from Sam's Club in the amount not to exceed \$1500.00.
4. Hire Michael S. Conway as a Reserve Police Officer effective immediately with no pay.
5. Hire Scott Gubanyar as a Part-Time Police Officer effective immediately at the established Part-Time Rate of \$12.00 per hour.
6. Accept the Resignation of Part-Time Patrolman, Michael Pasternak effective Sunday, September 28, 2014 due to him accepting a Full-Time position with Akron City Police Department.



August 2014

Bazetta Police Department Activity

Published Date: September 4, 2014

Activity	Total
Calls for Service	713
Incident Reports Filed	124
Traffic Crash Investigations	6
Number of Persons Arrested	51
Traffic Offenses	68
Traffic Citations Issued	52
Vehicle Miles Traveled	12,654.80
Office Contacts	338

Numbers are subject to change due to report status and other circumstances.



Bazetta Township Police Department Yearly Comparison Report 2013 - 2014

2013

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Calls for Service	562	477	472	529	581	605	613	639	571	628	509	509	6,695
Incidents Filed	107	117	117	131	143	146	120	131	118	116	116	132	1,494
Traffic-Crash Investigations	24	9	15	8	17	14	10	14	14	10	20	18	173
Number of Persons Arrested	53	41	40	61	54	48	43	54	39	55	51	59	598
Traffic Offenses	120	100	81	87	100	81	71	99	94	149	105	88	1,175
Miles Traveled	13,648.2	11,008.8	11,942.1	12,410.1	11,887.42	12,182.6	13,611	12,203.4	11,501.2	12,418.50	11,967.4	12,795.6	147,556.02

2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Calls for Service	476	396	554	568	668	726	696	713					4,797
Incidents Filed	119	93	104	140	149	134	106	124					969
Traffic-Crash Investigations	12	17	13	13	17	13	12	6					103
Number of Persons Arrested	48	38	34	57	68	62	32	51					390
Traffic Offenses	74	56	84	128	97	103	47	68					658
Miles Traveled	13,053.8	11,052.6	14,375	12,716.38	12,695.2	12,640	12,102	12,654.8					101,290.78

*Some Statistics may have been updated

** Numbers published as of September 10, 2014 subject to change

** Numbers updated on September 10, 2014

** COS Stats provided by the 911 center may not reflect actual #'s

Bazetta Township Police Department

Year to Date Analysis January to August 2013 Comparison to January to August 2014

Chief of Police Michael J Hovis

Sgt. Christopher G. Herlinger



	January to August 2013	January to August 2014	↑↓Percentage Difference from 2013 to 2014
Calls for Service	4478	4797	7.12%
Incidents Filed	1011	969	-4.15%
Traffic Crash Investigations	111	103	-7.21%
Number of Persons Arrested	392	390	-0.51%
Traffic Offenses	739	658	-10.96%
Miles Traveled	97186.02	101,290.78	4.22%

Numbers published as of September 10, 2014 -- subject to change Numbers updated on 9/10/14



August 2014 Bazetta Police Department Activity

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RECEIVED
BY *DB* | DATE *9/11/14*
10:42 Hes

September 11, 2014

Police Chief Hovls

Bazetta Township Trustees

Dear Police Chief Hovls,

I will be resigning my commission with the Bazetta Township Police Department effective as of Sunday September 28, 2014. I have enjoyed my time with the Township and would like to thank you for the opportunity.

Sincerely,

Michael Pasternak

§505.87 - Resolution # 2

RESOLUTION No. 304-14

BE IT RESOLVED, that legal notice of this Board's intention to **remove** the refuse, garbage and debris on the following premises, being given in accordance with **Section 505.87 (B) O.R.C.**, and seven (7) days having passing, the Board of Trustees hereby orders commencement of the abatement, control and removal of the vegetation, garbage, refuse or debris as provided in **Section 505.87 (C) O.R.C.**;

[List property] 2761 Timberline, Cortland, Oh. 44410
PARCEL # 33-076245

AND BE IT FURTHER RESOLVED, that the Board of Trustees enter into a contract with Cody's Lawn Care LLC, at a total cost of \$ Per Contract, to provide for the abatement, control and removal of the vegetation, garbage, refuse or debris.

ROLL CALL:

Trustee Hous - Yes

Trustee Parke - Yes

Trustee Webb - Yes

TOP SECRET - UNCLASSIFIED

§505.87 - Resolution # 2

RESOLUTION No. 304-14

BE IT RESOLVED, that legal notice of this Board's intention to remove the refuse, garbage and debris on the following premises, being given in accordance with **Section 505.87 (B) O.R.C.**, and seven (7) days having passing, the Board of Trustees hereby orders commencement of the abatement, control and removal of the vegetation, garbage, refuse or debris as provided in **Section 505.87 (C) O.R.C.**;

3641 Hoagland Blackstub Rd., Cortland, Oh. 44410

[List property] *Parcel # 31-053980*

AND BE IT FURTHER RESOLVED, that the Board of Trustees enter into a contract with *Cody's LAWN CARE LLC*, at a total cost of \$ *Per Contract.*, to provide for the abatement, control and removal of the vegetation, garbage, refuse or debris.

ROLL CALL:

Trustee Houis - Yes

Trustee Parke - Yes

Trustee Webb - Yes