

## **Bazetta Township Zoning Commission**

3372 State Route 5, N.E. · Cortland, Ohio 44410

Phone (330) 637-8816 · Fax (330) 637-4588

Chairman: Curtis Lonsbrough · Vice Chairman: Rita Benoit

Walter Maycher · Howard Wetzel · Jack Hineman

Alternates: Dianne Runnestrand and Jennifer Nicholas

Secretary: Jeannie Eddy

On July 1, 2015 at 7:00PM at the Township Administration Building the Bazetta Zoning Commission held its regular quarterly meeting.

Members Present: Curtis Lonsbrough, Rita Benoit, Walter Maycher, Jack Hineman

Members Absent: Howard Wetzel

Also Present: Secretary Jeannie Eddy, Trustee Webb, Dianne Runnestrand, and Jennifer Nicholas.

Chairman Curtis Lonsbrough called the meeting to order at 7:05

Chairman Curtis Lonsbrough asked Secretary Jeannie Eddy to take roll call and to read the legal notice published in the Trumbull County Legal News.

Rita Benoit made a motion to accept the meeting minutes from April 1, 2015 as written seconded by Walter Maycher.

Roll Call Vote: Rita Benoit **YES**, Walter Maycher **YES**, Jack Hineman **YES**.

YES: 3

NAY: 0

**Motion Passed**

Trustee Webb had the following items to discuss with the board:

1. Reminded the board that only 3 regular board members need to be present to have a quorum and up to 5 regular board members per meeting. Alternates are only needed if there is not 3 regular board members present.
2. As per Fiscal Officer Drew the state is now random drug testing not only regular employees of the Township but also any person(s) that get paid which includes members of the Zoning Board and Zoning Appeals Board. Six names per quarter get selected.
3. The Bazetta Township Zoning Commission Rules of Procedure that was adopted July 7, 2010 needs updated to meet ORC. Trustee Webb proposes that the board change the wording on page 3 Section 7 Voting , sentence 3 to read the following... The majority vote of at least (3) instead of the concurring vote of three (3).

Jack Hineman made a motion to revise that sentence in the Zoning Commission Rules of Procedure seconded by Rita Benoit.

Roll Call Vote: Curtis Lonbrough YES, Rita Benoit YES, Walter Maycher YES, Jack Hineman YES.

YES: 4

NAY: 0

**Motion Passed**

Board Member Jack Hineman had a few concerns within the Township. They are as follows:

1. He is a master gardner and some concerns with soil conservation and erosion control.
2. Concerned with rules on chickens
  - Trustee Webb stated this is a county rule or regulation and believes it is up to 6 chickens and no roosters, could possible fall under our township property maintenance code.
3. Are temporary car ports (tents) allowed.
  - Trustee Webb said no.

Alternate Board Member Dianne Runnestrand presented the Board with a packet to review for Board Member Preparation. Please see the attached documents to the minutes.

The Board members made a request to Trustee Webb that they would like to see Zoning Inspector Mike Mills attend the quarterly meetings.

The Board members along with Trustee Webb discussed the zone change on 2 or 3 parcels in Timber Creek Heights from commercial to residential. Trustee Webb said he would ask Zoning Inspector Mike Mills to get the paperwork ready for Secretary Jeannie Eddy to proceed. The Board would like to hold the public hearing on these parcels at the next quarterly meeting which is October 7, 2015.

Rita Benoit made a motion to adjourn the meeting seconded by Walter Maycher.


Roll Call Vote: Curtis Lonbrough YES, Rita Benoit YES, Walter Maycher YES, Jack Hineman YES.


YES: 4

NAY: 0

**Motion Passed**

Meeting adjourned at 7:55PM.

  
Curtis Lonbrough, Chairman

  
Jeannie Eddy, Secretary

From: Dianne Runnestrand

Date: July 1, 2015

To : Bazetta Zoning Board

Topic: Board Member Preparation

Thank you for listening to my concerns last meeting. The impetus for my motions at our April 1, 2015 meeting was to assure that Zoning Board Members have an opportunity to review and consider motions prior to voting. During the 1 and ½ years I have served on the Board as an alternate, the Board has voted on at least six important issues without having an opportunity to consider the wisdom of the proposal. Examples of these votes where a vote occurred without notice or supporting documentation (agenda notice, neighbor's views, maps, etc.) are:

1. A vote to change the zoning requirements regarding the placement of secondary buildings;
2. A vote on making a zoning exception for a privately owned indoor baseball practice building;
3. A vote on allowing churches to build in residential areas;
4. A vote on the election of officers;
5. A vote on the motion to allow a variance for a garage used for an auto repair shop; and
6. A vote on reducing the square footage requirements for new residential buildings.

The Zoning Board Members assured me that in the future we would not vote on zoning changes without time to consider the issue, but I am concerned that this assurance is not the same as having a policy that provides for notice and relevant information to Board Members prior to a vote. To that end, I have researched and attached standard recommendations for board meeting preparation. The attached document provides generally acceptable steps for board preparation. I would appreciate the Board's review of these standard guidelines with a hope to clarify and routinize the process. Thank you for considering these recommendations.

# How to Prepare for a Board Meeting

An unprepared board member can make for a frustrating board meeting experience and leave other board members unmotivated and stressed about the work that they do. The only way for a board meeting to run successfully is if all members of the board, from officers to board members, adequately prepare for the meeting. Officers of the company usually have a larger role in running board meetings and will likely take longer to prepare for the meeting. The steps below contain information for all members of a board to use in order to prepare for a successful board meeting.

## Steps

1. **1 Read and understand the bylaws.** Every corporation, whether for-profit or not-for-profit, has a set of bylaws. The bylaws set forth how the corporation will run, how voting is conducted, who the officers are, along with other important information. Every board member should have a copy of the bylaws and bring it to each board meeting for reference.
2. **2 Review contracts and other business documents.** If contracts or other documents will be discussed at a board meeting, even if the discussion will be brief, each person attending the board meeting should receive copies of the documents and review them before attending the meeting. Otherwise, time is wasted when board members are forced to review the document and attempt to engage in discussion of them on the spot. Giving board members the documents ahead of time allows them to carefully review the documents, make notes of issues they see with them, and come to the meeting prepared to discuss them. If, for example, the company is considering leasing a building, each board member should receive a copy of the proposed lease to review before the meeting at which the lease will be discussed.
3. **3 Meet with committees.** Board meetings are an excellent opportunity to share with the entire board the work that has been done by committees. If board meetings happen infrequently, the committee should meet soon before the board meeting to review work done and prepare remarks to report to the board.
4. **4 Follow-up on any assigned tasks.** If you were assigned a task at a previous board meeting, make sure you follow up on that task before the next board meeting.

5. **5 Prepare remarks on items you wish to present to the board.** If you have something to report on to the board, such as a potential contract with a vendor that you solicited or feedback received from a customer, make a note of it to report to the board. Writing out remarks, or at least making note of the things you wish to discuss will make the meeting run smoothly and ensure that all the items you wish to discuss are discussed.
6. **6 Set an agenda.** Whoever is in charge of running the board meeting, usually but not necessarily the President, should circulate a proposed agenda to all board members approximately 1 week before the board meeting. The President may enlist the assistance of the Secretary or another board member for the circulating of the agenda. Email is especially useful for this task. In the email, ask the board members for any additional items they wish to discuss, and set an agenda that is manageable.
  - o Set time-sensitive or most-pressing matters early in the agenda and, those items that can wait for the next meeting -- should this meeting run long -- toward the bottom of the agenda. Set forth the topics in a logical order so that you are not jumping around to different items on the agenda. If your meetings are generally an hour or two in length, try to plan the agenda accordingly. If there are a number of pressing matters that must be discussed, communicate to the board early on that this meeting will take longer than other meetings so that they can plan to stay longer.
  - o Once the agenda is set, send it to the board members via email so that they have a finalized copy. Additionally, the Secretary should print copies to distribute at the meeting, and to file in the corporate book.
7. **7 Review the minutes from the previous meeting.** This typically occurs at the beginning of the board meeting, where the Secretary will read the minutes aloud to the board. It also is part of your preparation for the meeting. Recalling what was discussed at the previous meeting helps give context to the new items on the meeting agenda. It can also help you remember any tasks that were assigned to you at the previous meeting.
8. **8 Ensure that any equipment needed is present and in working order.** If your board allows members that cannot attend the meeting in person to be present via conference call, be sure that you have the proper equipment in place so that everyone can hear each other. Make test calls before the meeting to ensure that your equipment works. Make sure any other equipment to be used, such as a projector or computer, is at the meeting and is set up in advance.

## Sources and Citations

- <http://www.robertsrules.org/>
- <http://www.cooperativegrocer.coop/articles/2004-01-09/meeting-preparation>