

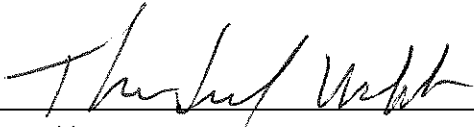
**BAZETTA TOWNSHIP TRUSTEES  
SPECIAL MEETING MINUTES**

Date: April 24, 2019 at 5:00 pm  
Bazetta Township Administration Building  
3372 State Route 5, N.E.  
Cortland, Ohio 44410

Present:  
Chairman Trustee Paul Hovis  
Vice Chairman Trustee Frank Parke  
Trustee Ted Webb

**105-19** To Announce Availability of Contract for Professional Design Services as per the attached resolution  
**Motion:** Trustee Webb  
**Second** Trustee Parke  
**Vote:** Trustee Hovis Yes Trustee Parke Yes Trustee Webb Yes

**106-19** To adjourn the meeting at 5:01pm .  
**Motion:** Trustee Webb  
**Second** Trustee Parke  
**Vote:** Trustee Hovis Yes Trustee Parke Yes Trustee Webb Yes

  
\_\_\_\_\_  
Attested by:

5-14-19  
\_\_\_\_\_  
Date

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

5-14-19  
\_\_\_\_\_  
Date

**LEGAL NOTICE - §153.67 ORC  
Professional Design Services**

**NOTICE OF AVAILABILITY OF  
CONTRACT FOR PROFESSIONAL DESIGN  
SERVICES**

Please take notice that the Board of Trustees of Bazetta Township, Trumbull County Ohio requests qualification for professional design services from interested parties for the following proposed design project:

**Project Description**

New Construction of Township Cemetery Equipment & Maintenance Building with Chapel. Fully insulated, heating and lighting Utilities

**Qualifications Required**

Licensed Architect and or equivalent Design Professionals with experience in public and or government facilities to:

- 1) Assess necessary building facility usage and space requirements;
- 2) Cost Estimates;
- 3) Design recommendations;
- 4) Preparation of project bid specifications; and
- 5) Project Construction Management

**Submission of Statement of Qualifications**

Interested parties may submit statement of qualification by fax, mail, email-pdf file format or ms.word file format document attachment or by personally delivery to: Bazetta Township Fiscal Officer, Township Administration Building 3373 State Route 5, Cortland Ohio 44410, M-F Business Hours 8 AM to 4 PM on or before the close of business the 6<sup>th</sup> day of May, 2019

BY ORDER OF THE BOARD OF TRUSTEES

**Resolution to Announce Availability of Contract  
for Professional Design Services**

**RESOLVED**, The Board of Trustees announces the availability of a Contract for Professional Design Services for the Construction of a Cemetery Equipment and Maintenance Building and Memorial Chapel.

**BE IT FURTHER RESOLVED**, That the Township Fiscal Officer provide legal notice of "Announcement" of the same in accordance with Section §153.67 of the Ohio Revised Code as follows;

1) To all Professional Design Firm and Design-Build Firms that have a statement of qualifications of file with the Township or a letter requesting such Notification.

2) To all Professional Design Firms and Design-Build Firms that the Township desires to submit a statement of qualifications;

3) Posting on the Townships Website and Electronic Messaging Sign;

4) To one or more Local Contractor, Builder, Architect, Associations;

\* [ Legal Ads in Newspapers are option - include or delete]

5. Advertisement in one or more local newspapers of general circulation. ( Warren Tribune Chronicle, Youngstown Vindicator, Trumbull County Legal News)

Moved by Trustee Webb Seconded by Trustee Parke

Roll Call: Trustee Hovis     yes    \_\_\_ no  
Trustee Parke         yes    \_\_\_ no  
Trustee Webb          yes    \_\_\_ no