

BAZETTA TOWNSHIP TRUSTEES REORGANIZATIONAL MEETING MINUTES

Date: January 4, 2016 at 6:00pm
Bazetta Township Administration Building
3372 State Route 5
Cortland, Ohio 44410

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

001-16 To appoint Trustee Hovis as Chairman and Trustee Webb as Vice Chairman of the Bazetta Township Board of Trustees for Fiscal Year 2016.

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

002-16 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 2016.

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

003-16 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>	\$25.15 per hour	<i>FF/M Michael Wright</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>	\$18.04 per hour	<i>Zoning Secretary Jean Eddy</i>	\$10.00 per hour
<i>Sexton Michael Arnal</i>	\$500.00 per month	<i>ACLS Instructor Scott Gubanyar</i>	\$15.00 per hour
<i>Chief Michael Hovis</i>	\$72,092.80 per year	<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. Patrick Swiger</i>	\$12.00 per hour	<i>CPR Instructor Aaron Hanson</i>	\$15.00 per hour
<i>PD Sec. Deanna Boggess</i>	\$10.00 per hour	<i>CPR Instructor Rudolph Harsany</i>	\$15.00 per hour
<i>PD Sec. Jean Eddy</i>	\$10.00 per hour	<i>CPR Instructor Phillip Pelley</i>	\$15.00 per hour
<i>PD Sec. Roxanne Vaughn</i>	\$10.00 per hour	<i>CPR Instructor Thomas Rink</i>	\$15.00 per hour
<i>Chief Dennis Lewis</i>	\$72,612.80 per year	<i>CPR Instructor Thomas Toporcer</i>	\$15.00 per hour
<i>FF/M William Claypoole</i>	\$11.50 per hour	<i>CPR Instructor Nicolas Wildman</i>	\$15.00 per hour
<i>FF/M Joshua Cleland</i>	\$11.50 per hour	<i>EDUC Instructor Aaron Hanson</i>	\$20.00 per hour
<i>FF/M Eric Ginn</i>	\$11.50 per hour	<i>EDUC Instructor Mike Mannella</i>	\$20.00 per hour
<i>FF/M Bradley Hall</i>	\$11.50 per hour	<i>EDUC Instructor Thomas Rink</i>	\$20.00 per hour
<i>FF/M Rudolph Harsany</i>	\$11.50 per hour	<i>EDUC Instructor Mike Wright</i>	\$20.00 per hour
<i>FF/M Phillip Pelley</i>	\$11.50 per hour	<i>EMS Instructor Scott Gubanyar</i>	\$25.00 per hour
<i>FF/M Brandon Quiggle</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 Torporcer</i>	\$11.50 per hour		

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

004-16 To approve a new five year term, ending on December 31, 2020, for Zoning Commissioner Curtis Lonsbrough.

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

005-16 To approve a new five year term, ending on December 31, 2020, for Zoning Board of Appeals Member David Ross.

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

- Trustee Webb asked the following
 - Are the Trustees going to appoint alternates to the zoning boards
 - Is a motion needed not to appoint
- Fiscal Drew said it was not because the terms of the previous alternates expired on December 31
- Atty. Finamore concurred and added that it should be reflected in the minutes that the Trustees are choosing not to appoint alternates to either zoning board

006-16 To approve compensation for Zoning Commissioners and Zoning Board of Appeals Members at \$25.00 per meeting date.

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

007-16 To table the resolution to approve a new term for Parks & Recreation Board Members.

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

008-16 To approve retention of Law Offices of Atty. Mark Finamore as Township Legal Counsel at a rate of \$800 per month, which includes 8 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 2016.

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

009-16 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 Parke
Second: Trustee Webb
Vote: Trustee Hovis – Yes Trustee Parke - Yes Trustee Webb - Yes

010-16 To approve the attendance of Trustees and Fiscal Officer at any Fiscal Year 2016 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 54¢ per mile, respectively.

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 6:00pm, 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.

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

011-16 To approve the attendance of Township Employees, Parks & Recreation Board Members, Zoning Commissioners, and Zoning Board of Appeals Members at any Fiscal Year 2016 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 54¢ per mile, respectively.

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

012-16 To establish the following Trustee/Department Head Liaisons for Fiscal Year 2016.

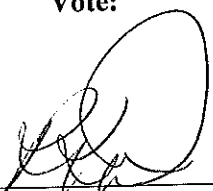
<i>Fire Department</i>	<i>Trustee Hovis</i>
<i>Parks & Recreation</i>	<i>All Trustees</i>
<i>Police Department</i>	<i>Trustee Parke</i>
<i>Road Department</i>	<i>Trustee Webb</i>
<i>Zoning Boards</i>	<i>Trustee Webb</i>

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

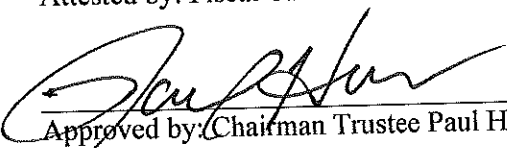
- Bill Makosky of Lynn, Kittinger & Noble made a presentation regarding progress on the new fire station, specifically the water and sewer lines
 - Considerable interest with 9 sets of plans being given out
 - Bids will be opened on Tuesday at 4:00pm
 - Contract will not be awarded until due diligence is done on the bids
- Chris Bebb of Baker, Bednar, Snyder & Associates reported on fire station progress
 - Ready to advertise for bids
 - Pre-bid meeting will be January 20 at 4:00pm
 - Bids will be opened February 8 at 4:00pm
- Trustee Webb asked Fiscal Officer Drew to put a motion to put out for bids on the January 11 agenda

013-16 To adjourn the meeting at 6:30pm.

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


Attested by: Fiscal Officer Rita K. Drew

Dated: 01-05-16


Approved by: Chairman Trustee Paul Hovis

Dated: 01-11-16