

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: March 16, 2015 at 7:00pm
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

- Trustee Hovis reminded the assemblage of the Public Comment procedures

090-15 To accept the minutes from the March 2 Regular Meeting.

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

091-15 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

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

092-15 To adopt the attached *IT Services Cooperative Agreement* with Newton Falls Joint Fire Dept.

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

Correspondence (Copies available upon request):

- Invitation from Calvary Bible Church to attend a service in honor of those who serve the community

Administration:

- Nothing to report

Fire Department:

- See Attached Agenda

093-15 To authorize the Fiscal Officer to create Receipt Code 10-EC (Fire: Safety Programs) and Appropriation Code 10-A-15C (Fire: Safety Programs).

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

094-15 To authorize the Fiscal Officer to transfer the following funds.

\$2,000.00 from Fund 10-A-09 (Fire: Supplies) to 10-A-15C (Fire: Safety Programs)
\$10,000.00 from 10-A-15A (Fire: Future Retirement) to 10-A-10 (Fire: Repairs)

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

- Trustees asked that Chief Lewis get an additional quote for truck repairs

095-15 To table the resolution to approve an expenditure not to exceed \$10,000.00 with D&T PM Truck Repair for repairs to hydraulic generator, pump seals, and pump bearings, to be paid from the Fire Fund.

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

Police Department:

- See Attached Agenda

096-15 To authorize Chief Hovis to sell the following obsolete police equipment, at a sale price not to exceed \$2,500 per ORC §4513.61.

2004 Ford Crown Victoria (VIN 7601)

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

097-15 To approve the attached One-Time Disposal of Obsolete Records (RC-1) and Records Retention Schedule (RC-2).

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

098-15 To authorize Chief Hovis to sell the following vehicles obtained via the Police Department Impound Lot, at a sale price not to exceed \$2,500 per ORC §4513.61.

2004 Ford Windstar (VIN 1215)

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

099-15 To approve an expenditure not to exceed \$4,175.00 with MPH Industries for the purchase of two (2) Bee III Ka-Band Dual Antenna Radar Packages, to be paid from the Police Equipment Fund.

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

- Trustee Webb read the attached letter

Road Department:

- Superintendent Parke reported the following
 - Park will open on April 1
 - Cemetery clean up will continue throughout March
 - Nearly completed cold patching township roads

- Trustee Parke commended the department on their work getting the roads patched

Planning Director, Zoning Inspector & Code Enforcement Officer:

- Inspector Mills stated the following
 - As the snow melts, the complaints pile up
 - Attended a meeting of the Youngstown Warren Regional Chamber and they are planning to be more aggressive with their efforts

Zoning Commission & Zoning Board of Appeals:

- Inspector Mills stated the following
 - The resolution below brings the township into full compliance with respect to our Property Maintenance Code
 - Next Zoning Commission Meeting will be April 1 at 7pm at the Administration Building

100-15 To adopt the attached *Resolution of the Bazetta Township Trustees adopting the creation of the Property Maintenance Appeals Board in conjunction with the Bazetta Township Board of Zoning Appeals.*

Motion: Trustee Hovis

Second: Trustee Parke

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

Parks & Recreation Board:

- Trustee Parke reported that the next meeting will be Thursday at 6pm at the Administration Building

101-15 To establish the third Thursday at 7pm as the meeting time for all future Parks & Recreation Board Meetings.

Motion: Trustee Hovis

Second: Trustee Parke

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

- Trustee Parke asked Fiscal Officer Drew if she would inform the Tribune Chronicle of this
 - Fiscal Officer Drew said that she would

Safety Committee:

- Nothing to report

Health Insurance Committee:

- Chief Hovis noted the following
 - He was cleaning old records and found a health insurance bill
 - In 2015, we are paying just \$1,70 more for a family plan than we were paying in 2005
- Trustee Parke commended the committee for all their hard work over the years

Asked to be placed on the Agenda:

- None

Public Comment:

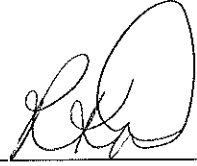
- None

102-15 To adjourn the meeting at 7:13pm.

Motion: Trustee Hovis

Second: Trustee Parke

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



Attested by: Fiscal Officer Rita K. Drew

Dated: 03-17-15



Approved by: Chairman Trustee Ted Webb

Dated: 4/6/15

PENDING WARRANT REPORT
Bazetta Township [2015]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1	153.52	VW 1	THE HUNTINGTON NATIONAL BANK	Services Charges
24519	3033.78	VW24519	Ainsley Oil Company	Gas/Diesel
24520	168.00	VW24520	AmeriGas	Service
24521	76.13	VW24521	Advance Auto Parts	Parts
24522	367.03	VW24522	Automotive Distributors Warehouse	Supplies
24523	237.40	VW24523	Brett's Glass Works, Inc.	Supplies/Service
24524	588.00	VW24524	BE SOLUTIONS	Mo Admin Fees
24525	100.00	VW24525	BUD'S TOWING & RECOVERY. LLC	Feb Tows
24526	300.00	VW24526	CITY OF CORTLAND	Lakeview Easter Egg Hunt
24527	1216.74	VW24527	Dominion East Ohio	Service
24528	622.68	VW24528	EASTGATE REGIONAL COUNCIL OF GOVERNMENTS	State Capital Improvement I
24529	166.95	VW24529	FUSION NETWORK BILLING SYSTEM	Phone System
24530	64.40	VW24530	FINGER LAKES SYSTEM CHEMISTRY	Supplies
24531	256.44	VW24531	Handyman Supply Inc.	Supplies
24532	520.00	VW24532	HALL PUBLIC SAFETY CO.	Service
24533	277.18	VW24533	Lowes Business Account	Supplies
24534	260.00	VW24534	LKQ TRIPLETT	Parts
24535	74.40	VW24535	NEW PIG CORPORATION	Supplies
24536	113.73	VW24536	NAPA AUTO PARTS	Supplies
24537	200.00	VW24537	NORTHSTAR TOWING, INC.	Towing
24538	927.79	VW24538	Orwell Natural Gas	Service
24539	1211.96	VW24539	Physio-Control, Inc.	EMS Contracts
24540	38.95	VW24540	PARR PUBLIC SAFETY EQUIPMENT	Supplies
24541	125.00	VW24541	PENNCARE PUBLIC SAFETY TECHNOLOGY	Supplies
24542	280.00	VW24542	PSYCARE, INC.	Service
24543	380.00	VW24543	RISING REPAIR LLC	Supplies/Repairs
24544	79.75	VW24544	RESPIRATORY CARE PARTNERS, INC.	Supplies
24545	1712.44	VW24545	SOUTHEASTERN EMERGENCY EQUIPMENT	EMS Supplies
24546	300.00	VW24546	SCHULTZ TOWING, INC.	Tows
24547	161.50	VW24547	SOUTHEASTERN EMERGENCY EQUIPMENT	Supplies
24548	1000.25	VW24548	TRUMBULL COUNTY TREASURER	Cold Mix
24549	50.00	VW24549	TREASURER STATE OF OHIO	Service
24550	846.46	VW24550	Verizon Wireless	Service
24551	160.00	VW24551	WARREN FIRE EQUIPMENT, INC.	Supplies
24552	384.64	VW24552	WALMART BUSINESS/SYNCB	Supplies
24553	450.10	VW24553	Time Warner Cable-Northeast	Service
24554	3611.34	VW24554	BE SOLUTIONS	Claims Runs
24555	2375.00	VW24555	Scott W. Gubanyar	Clothing Reimbursement
24556	2375.00	VW24556	AARON S. HANSON	Clothing Reimbursement
24557	2375.00	VW24557	Michael Mannella	Clothing Reimbursement
24558	2375.00	VW24558	Thomas S. Rink	Clothing Reimbursement
24559	2375.00	VW24559	David A. Walter	Clothing Reimbursement
24560	2375.00	VW24560	Gary W. Walters	Clothing Reimbursement
24561	2375.00	VW24561	Robert A. Wasser	Clothing Reimbursement
24562	2375.00	VW24562	NICOLAS A. WILDMAN	Clothing Reimbursement
24563	2375.00	VW24563	MICHAEL F. WRIGHT	Clothing Reimbursement
24564	12000.00	VW24564	CDW GOVERNMENT	Supplies
24565	47.00	VW24565	PITNEY BOWES	Postage Meter

=====
53938.56

Total Amount of Pending Warrants

BAZETTA TOWNSHIP
TRUMBULL, COUNTY, OHIO

IT SERVICES
COOPERATIVE AGENCY USE AGREEMENT

This agreement is made this 16th day of March 2015, 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:

I. Terms of Agreement:

- A) The term of this agreement shall be for a period of one (1) year, commencing on the 16 day of March 2015 and continuing thereafter for a period of one year terminating at the close of business the 15 day of March 2016. This Agreement may be extended by mutual consent of the parties hereto, upon the same terms and conditions for a period of time as

agreed upon by the parties.

2. Duties/Services to be performed:

IT Service Provider shall provide the following services to Cooperative Agency User, including but not limited to: planning, managing, maintenance and operation of Cooperative Agency User's information technology infrastructure; maintenance of servers, support equipment and email service; maintenance and repair of all Cooperative Agency User's desktop computers; maintenance and repair of all laptop computers; maintenance of antivirus and malware software; selection of hardware and software products appropriate for Cooperative Agency User's needs and requirements; integration of such products with Cooperative Agency User's organizational needs and infrastructure; install; reasonable repair and maintenance of department printers; provision of a secure and effective environment that supports the activities of the Cooperative Agency User's computer users; programming as needed to connect existing components (scripting) of Cooperative Agency User's server and system, data storage devices and any and all other applicable Information Technology requirements of Cooperative Agency User.

3. Time Requirements:

IT Service Provider agrees to furnish Cooperative Agency User with consulting services as required by Cooperative Agency User and as mutually agreed upon in advance by the parties hereto. Time Requirements will include emergency call outs to provide services for Cooperative Agency User that may require an immediate response. IT Service Provider shall be reasonably available for response for emergency call outs as soon thereafter as is practicable. In addition, IT Service Provider shall make arrangements for a substitute IT professional to cover its services and any emergency call outs that may occur when IT Service Provider is unavailable, including for any vacation or sick days

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.

6. **Confidentiality:**

All LEADS (law enforcement assistance data system) and law enforcement records, data and information are **STRICTLY CONFIDENTIAL**, as is all records, data and information contained therein or acquired for or from the Cooperative Agency User's Information Technology infrastructure system. IT Service Provider agrees to treat all such information in which it comes in contact or acquires knowledge thereof during the performance of its duties under this Agreement as confidential. IT Service Provider shall treat as confidential and shall not disclose or use for the benefit of IT Service Provider, or any person or entity other than Cooperative Agency User, any and all information made available or disclosed to IT Service Provider as a result of or related to this Agreement. Provided however, that IT Service Provider may disclose or use such information when necessary in the normal and customary scope and performance of this contract and/or with the consent of the Cooperative Agency User, but otherwise IT Service Provider shall observe and take all steps necessary to preserve and protect the privacy and confidentiality of all Cooperative Agency User's records, information and data.

7. **Rights and Licenses:**

- (a) IT Service Provider hereby grants to Cooperative Agency User, and Cooperative Agency User hereby accepts all proprietary right, title, and interest of IT Service Provider in and to any software, documentation, and information produced or created by or for IT Service Provider in the performance of the work or the rendition of services under this Agreement.
- (b) IT Service Provider hereby grants to Cooperative Agency User, and Cooperative Agency User hereby accepts, an unlimited, unrestricted, royalty-free, fully paid, worldwide and nonexclusive license to any software, documentation and information not first produced or

created by or for IT Service Provider as a result of the performance of work or the rendition of services under this Agreement, but included in said work or services, provided IT Service Provider holds copyright to said software, documentation, or information.

- (c) IT Service Provider may utilize publicly distributed software, documentation and information within the solutions provided to Cooperative Agency User under the terms of this Agreement, provided that said software, documentation, and information is either in the public domain or is licensed for public distribution.

8. Independent IT Service Provider Relationship:

IT Service Provider is retained by Cooperative Agency User solely for the purposes and to the extent set forth in this Agreement, and IT Service Provider's relationship to Cooperative Agency User shall during the terms of this Agreement be that of an Independent Contractor, IT Service Provider, Representatives, employees, subcontractors, and/or agents of IT Service Provider are not entitled to collect employee benefits from Cooperative Agency User, including, but not limited to workers compensation, unemployment, and any other fringe benefits provided to employees of Cooperative Agency User.

9. Waiver, Modification, or Cancellation:

Any waiver, alteration, or modification of any of the provisions of this Agreement or cancellation/termination or replacement of this Agreement shall not be valid unless in writing and signed by the parties.

10. Assignment:

This Agreement shall not be assigned by either party except by mutual agreement of the parties, in writing. Any attempt to assign or transfer any rights, duties, or obligations of this

Agreement shall render such attempted assignment or transfer null and void.

11. Indemnification:

IT Service Provider, its representatives, employees, subcontractors, and/or agents, hereby indemnifies and holds Cooperative Agency User harmless from any and all claims, causes of action and/or damages arising from IT Service Provider's negligent acts and/or omissions in the performance of its duties under this Agreement.

12. LEADS (Law Enforcement Assistance Data System) Requirements: (if applicable)

If IT Service Provider will have access to and will be required to provide service to LEADS user agency equipment, IT Service Provider's technicians hereby consents to be fingerprinted and submit to a full background check as required by the Ohio Department of Public Safety (LEADS). IT Service Provider must be approved by LEADS, and be LEADS certified prior to his exposure to the agency equipment and/or data.

IT Service Provider shall complete and execute all necessary forms and documentation to allow Cooperative Agency User to access the background information of its employee(s) performing the IT work for Cooperative Agency User and application for LEADS certification. IT Service Provider's signature below hereby acknowledges its consent to said background checks.

13. Cooperative Agency User's Requirements:

Representatives, employees, subcontractors, and/or agents of IT Service Provider, who may have access to sensitive, confidential, personal or other law enforcement information in the course of the performance of their duties under this Agreement, if required, shall submit to a background check and a pre-employment drug screening test. IT Service Provider's signature below hereby acknowledges its consent to said testing of its representatives, employees, subcontractors, and/or

agents.

14. Severability:

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not effect the other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

15. Governing Law:

This Agreement shall be construed in accordance with and governed by the laws of the State of Ohio, and any causes of action resulting from breach hereof shall be heard before the Courts of Trumbull County, Ohio.

Bazetta Township Trustee

Township Trustee

Bazetta Township Trustee

Township Trustee

Bazetta Township Trustee

Township Trustee

Joel Davis, IT employee for
Bazetta Township

BAZETTA TWP. FIRE/EMS

Chief Dennis Lewis

Chief's Office

INTEROFFICE MEMORANDUM

Date: 3/12/2015
To: Trustees
From: Chief Dennis Lewis
Re: March 16, 2015 Trustee's
Cc: File, Fiscal Officer

Trustee Hovis – Trustee Parke – Trustee Webb

1. Requesting Trustees to approve the following two new line items for the Fire Department. 10-EC (Fire: Safety Programs) would be the receipt code (Money in) and 10-A-15C (Fire: Safety Programs) would be the appropriation code (Money out). Thank you for your consideration of this matter.
2. If you as Trustees approve the creation of the two new line items I am requesting that \$2,000.00 be taken from line item 10-A-09 fire supplies and be placed in 10-A-15C Fire: Safety Programs. This will pay for the fire prevention supplies in October. Thank you for your consideration of this matter.
3. Requesting \$10,000.00 dollars be moved from line item 10-A-15A Future Retirement Expenses to 10-A-10 Repairs. This will be needed to repair the rescue. Thank you for your consideration of this matter.
4. Requesting authorization to have Rescue 11 repaired at cost not to exceed \$10,000.00 from D&T PM Truck Repair. The repairs consist of hydraulic generator, pump seals, and pump bearings. The pump repair is the bulk of the cost approximately \$8000.00 to \$9,000.00. Thank you for your consideration of this matter.

Professionally,
Dennis Lewis
Fire Chief

Police Department Agenda for Monday March 16, 2015 Trustee Meeting

Thu 3/12/2015 11:04 AM

From: Michael Hovis

To: rdrew@bazettatwp.org

Cc: fparke@bazettatwp.org



Rita,

The police department agenda will be as follows for Monday March 16, 2015 trustee meeting

1. To Sell a 2004 Ford Crown Victoria to Interstate Shredding of Youngstown at a price not to exceed \$2500.00 VIN# 2FAFP71WX4X157601.
2. To approve RC-1 and RC-2 Disposal of Obsolete Records and Retention of Records as approved by township Legal Counsel, Bazetta Township Records Commission, Ohio History Connection and auditor of state (Attached).
3. To approve the purchase of two (2) Bee III Radar units from MPH Industries with an additional Antenna at a cost not to exceed \$4175.00 (Quote Attached) to be paid from the Police Equipment Fund.
4. To sell a 2004 Ford Windstar van from the Police Impound lot Vin#2FMZA51403BA01215.

Michael J. Hovis, Chief of Police

Bazetta Township Police Department

2671 McCleary Jacoby Rd.

Cortland, Ohio 44410

PH:330-638-5503

Fax: 330-638-9927



March 5, 2015

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, which took effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes took effect on September 29, 2011 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.
- If you wish to dispose of a record that is more than 50 years old, please contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal. While the age of a record is not the only factor that determines historical value, in general records that are 50 years old or older are more likely to have historical value.

- Local governments should still document internally the disposal of their records, even for those series that are not required by the State Archives to be listed on Certificates of Records Disposal (RC-3 forms). Maintaining documentation on the destruction of records will assist in complying with public records requests by showing that records have been legally disposed.

More information on the changes in procedures is available on our website at <http://www.ohiohistory.org/collections--archives/state-archives/lgrp-home/lgrp-new-procedures>

NOW AVAILABLE:

The State Archives also offers training workshops on the local government records management forms and disposal process, including the new procedures.

- Two-hour workshop on *"Just the Basics for Ohio Local Governments"* - \$15.00 per person – minimum of \$750.00

Please check the State Archives Local Government Records website at <http://www.ohiohistory.org/collections--archives/state-archives/lgrp-home/lgrp-training> for other training opportunities.

If you have any questions please do not hesitate to contact the Local Government Records Program at 614-297-2553 or localrecs@ohiohistory.org.

The Ohio Historical Society is now the Ohio History Connection.

Janice Tallman
State Archives – Administrative Assistant
Local Government Records Program
Ohio History Connection
800 E. 17th Avenue
Columbus, OH 43211-2474



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

FEB - 0 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A: Local Government Unit

Bazetta Township

Police Department

(local government entity)

(unit)

[Signature]

Rita K Drew

Fiscal Officer

2/3/15

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Bazetta Township Record Commission

330-637-8816

(telephone number)

3372 State Route 5

Cortland

44410

Trumbull

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

rdrew@bazettatwp.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

2-3-15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Connie Conner

Govt Records Archivist

2/18/15

Signature

Title

Date

Section D: Auditor of State

Martin E. McA...

2.27.15

Signature

Date

Please Note: The State Archives retains RC-1 forms for seven years.

It is strongly recommended that the Records Commission retain a permanent copy of this form.

(local government entity)

(unit)



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2472

OHIO HISTORY CONNECTION

FEB 10 2015

RECORDS RETENTION SCHEDULE (RC-2) Part 1

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

Section A: Local Government Unit

Bazetta Township

Police Department

(Local government entity)

Rita K Drew

(Unit)

Fiscal Officer

2/3-2015

(Signature of responsible official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bazetta Township Records Commission

330-637-8816

(Telephone number)

3372 State Route 5

Corland

44410

Trumbull

(Address)

(City)

(Zip code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

rdrew@bazettatwp.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 01	<u>Applications For Employment</u> Paper copies may exist elsewhere.	60 years if employed, others 2 years.	Paper while actively employed. Electronic upon termination of employment		
Police 02	<u>Assignment Schedules</u> Paper copies may exist elsewhere	Until superseded or obsolete	Electronic		
Police 03	<u>Arrestee Log</u> Includes listed names of any Arrestee of any criminal charges of any degree, adult and juvenile unless Court Order deletion or Seal.	Permanent unless ordered permanently deleted and or destroyed or Sealed by Court /Judge Order	Paper to Electronic		<input type="checkbox"/>
Police 04	<u>Arrest Record Files</u> Includes any criminal charges of any degree, adult and juvenile, and or any of the following supportive documents, original or copies pertaining to each individual case; Arrest Sheet, Summons, Citations, Intake Sheet, Use of Force, Driving Record, Criminal History, Voluntary Statement, Miranda Rights, Breathalyzer Results, Laboratory Results, Property Record, Evidence Record, Impounded/Towed Vehicle Documents, Administrative License Suspension, Impaired Driver Report and Statement, Video Recordings, Photographs, Audio Recordings, Merchant Receipts, Domestic Violence Documents, Finger Print Cards, Impounded/Towed Vehicle Documents, Children's Service Reports, Documents/Reports from other Agencies, Pawnshop Receipts, Transcribed Interviews, Crime Scene Log, Bomb Threat Check List and any Investigatory and Miscellaneous Documents.	Permanent unless ordered permanently deleted and or destroyed or Sealed by Court /Judge Order	Paper & Electronic		<input type="checkbox"/>
Police 05	<u>Block Watch Program</u> Includes documents submitted by the Block Watch Group to the Police Department.	1 Year or until Superseded or Obsolete	Paper		
Police 06	<u>Building Maintenance Records</u> May include maintenance documents of purchases, repairs or replacements, original or copies. Paper or electronic copies may exist elsewhere.	Until turned into Fiscal Officer	Paper to Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Police 07	<u>Business Contact Information</u> Includes original or copies of businesses contact information of businesses in the Township. Includes owner's names, contact names, phone numbers, address, and security information.	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 08	<u>Citizen Complaints</u> A paper complaint completed by a citizen and turned into the Chief of Police for review. Paper or electronic copies may exist elsewhere.	Valid Complaints 7 years. Complaints found not to be valid 3 years.	Paper to Electronic		<input type="checkbox"/>
Police 09	<u>Correspondence</u> Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc	Retain according to content, ensure metadata retained.	Any type of media.		
Police 09 (A)	<u>Transient</u> Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value.	Any type of media.		
Police 09 (B)	<u>General</u> Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Retain according to content, ensure metadata retained, or until no longer of administrative value	Any type of media.		
Police 09 (C)	<u>Substantive</u> Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain according to content, ensure metadata retained, or until no longer of administrative value	Any type of media.		<input checked="" type="checkbox"/>
Police 10	<u>Custody Disputes</u> Civil Complaint Forms completed by Complainant(s) Paper copies may exist elsewhere.	5 years	Paper		<input type="checkbox"/>
Police 11	<u>Daily Mileage Logs</u>	1 year paper then to	Paper to		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 12	Paper logs of mileage and fuel completed by individual Officers <u>Dispatch Logs (911 Logs)</u> Pre-2012	electronic for 5 years 5 years	Electronic Paper to Electronic		<input type="checkbox"/> <input type="checkbox"/>
Police 13	<u>Dispatch Logs (911 Logs) Electronic</u> 2012 through current Paper copies may exist elsewhere.	5 years	Electronic		<input type="checkbox"/>
Police 14	<u>Domestic Violence Reporting</u> An electronic monthly summary printed out, completed by Record Administrator then electronically submitted to the Bureau of Criminal Identification & Investigation on a monthly schedule.	3 years	Paper to Electronic		<input type="checkbox"/>
Police 15	<u>Expunged Records</u>	Disposed of according to Court/Judge Order	Paper and Electronic		<input type="checkbox"/>
Police 16	<u>Fax Journals</u>	1 year	Paper		<input type="checkbox"/>
Police 17	<u>Firearms Records and Inventory</u> Paper or electronic copies may exist elsewhere.	Permanent	Paper to Electronic		<input type="checkbox"/>
Police 18	<u>Front Office Schedule</u>	1 year	Paper to Electronic		<input type="checkbox"/>
Police 19	<u>Fuel Analysis</u> Yearly fuel cost/expense comparison. Paper copies may exist elsewhere.	1 year	Electronic		<input type="checkbox"/>
Police 20	<u>Garage Repair Orders</u> Repair orders for Police Vehicles. Paper copies may exist elsewhere.	Until Vehicle is disposed of.	Paper to Electronic		<input type="checkbox"/>
Police 21	<u>Grants</u> Including documentation used to calculate the amount, expenditures, invoices and use of monies. Includes Local, State and Federal Grants. Paper or electronic copies may exist elsewhere.	6 years or until no longer of fiscal or administrative value.	Paper to Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 22	<p style="text-align: center;"><u>Impound Files</u></p> <p>Impound Files may include the original or copies of the following; Incident or Offense Reports, Timeline Log of Events, Impound Invoice, Odometer Statement, Unclaimed Vehicle Affidavit, Thirty Day Notification letter, Vehicle Inventory Log, Vehicle Inquiry Results, Vehicle Registration, Power of Attorney, Title, Title Application, Certified Mailing Documents, C.O.D.s, Copy of payment of fees. Paper or electronic copies may exist elsewhere.</p>	Until merged with Incident, Offense, Traffic Crash, or Arrest Report and appropriate documents have been forwarded to the Fiscal Officer.	Paper and Electronic		<input type="checkbox"/>
Police 23	<p style="text-align: center;"><u>Impound Inventory Log</u></p> <p>Monthly to Yearly compilation of all impounded vehicles, impound date, year, make, model, color, owner, driver, tow company, storage fee, tow fee, administration fee and miscellaneous administrative information. Paper copies may exist elsewhere.</p>	10 years	Electronic		<input type="checkbox"/>
Police 24	<p style="text-align: center;"><u>Impound Lot Record Files</u></p> <p>May include some or all of the following original or copied documents; Fence purchase, Maintenance, Replacement, Policy, Procedures, Tow Contracts, Tow Company current Proof of Insurance, Legal opinions, Tilling Documents, Ohio Department Of Safety Compliance. Paper or electronic copies may exist elsewhere.</p>	5 years	Paper until Electronic		<input type="checkbox"/>
Police 25	<p style="text-align: center;"><u>Incident Reports Electronic</u> (Ohio Uniform Incident Report)</p> <p>Electronically documented information and events of calls, complaints and investigations. Paper copies may exist elsewhere.</p>	Indefinite	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Bazetta Township

Police Department

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 26	<p style="text-align: center;"><u>Incident Files</u></p> <p>May include the following original or copied documents that pertain to each individual case. Driving Record, Criminal History, Voluntary Statement, Miranda Rights, Breathalyzer Results, Laboratory Results, Property Record, Evidence Record, Impounded/Towed Vehicle Documents, Administrative License Suspension, Impaired Driver Report and Statement, Video Recordings, Photographs, Audio Recordings, Merchant Receipts, Domestic Violence Documents, Finger Print Cards, Impounded/Towed Vehicle Documents, Children's Service Reports, Documents/Reports from other Agencies, Pawnshop Receipts, Transcribed Interviews, Use of Force, Crime Scene Log, Bomb Threat Check List and any Miscellaneous Documents. Paper or electronic copies may exist elsewhere.</p>	Indefinite	Paper to Electronic		<input type="checkbox"/>
Police 27	<p style="text-align: center;"><u>Incident Report Number Log</u></p> <p>A sign-out log of chronological numbers for assigning to Uniform Incident Reports.</p>	Indefinite	Paper to Electronic		<input type="checkbox"/>
Police 28	<p style="text-align: center;"><u>Inventory Control log</u></p> <p>List of all Police Department equipment, supplies, furniture, electronics and miscellaneous items used in the operation of the Police Department. Paper or electronic copies may exist elsewhere.</p>	10 Years	Paper to Electronic		<input type="checkbox"/>
Police 29	<p style="text-align: center;"><u>Investigation Log</u></p> <p>List of current investigations includes date of origin and date of closure.</p>	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 30	<p style="text-align: center;"><u>LEADS/NCIC Conformations</u></p> <p>Requests by the Dispatch Center to confirm the status of items currently entered by this agency.</p>	1 year	Paper to Electronic		<input type="checkbox"/>
Police 31	<p style="text-align: center;"><u>LEADS/NCIC Log</u></p> <p>A continual list of items entered by this agency.</p>	Until Superseded	Paper to Electronic		<input type="checkbox"/>
Police 32	<p style="text-align: center;"><u>Local Emergency Planning Committee (LEPC)</u></p> <p>Emergency plans and procedures Paper copies may exist elsewhere.</p>	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 33	<p style="text-align: center;"><u>Liquor/Fireworks Permit</u></p>	2 years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Police 34	<u>Mailing List</u> Current list of businesses or individuals names and addresses used in correspondence. Paper copies may exist elsewhere.	Until superseded, or obsolete	Electronic		<input type="checkbox"/>
Police 35	<u>Master Name Index</u>	Permanent	Electronic		<input checked="" type="checkbox"/>
Police 36	<u>Monthly Activity</u> Paper copies may exist elsewhere.	1 year until merged into year activity.	Paper to electronic		<input type="checkbox"/>
Police 37	<u>NIBRS/OIBRS Extracts</u> Electronically generated monthly statistics submitted to the Ohio Department Of Public Safety.	2 Years	Electronic		<input type="checkbox"/>
Police 38	<u>Officer Take Home Cruiser Comparables</u> Cost analysis Paper copies may exist elsewhere.	1 year	Electronic		<input type="checkbox"/>
Police 39	<u>Orders of Protection</u> Includes Temporary/Civil Orders.	Upon expiration or Court Order	Paper		<input type="checkbox"/>
Police 40	<u>Payroll</u> Bi-weekly pay records documenting hours worked by employees including time off requests. Paper copies may exist elsewhere.	60 years	Paper to Electronic		<input type="checkbox"/>
Police 41	<u>Personnel Files</u> May include the following; Application, Background Investigation, Psychiatric Evaluation, Driving Record, Diplomas, Certifications, Qualifications, Oath and Commission of Office, Performance Evaluation, Commendations and miscellaneous documents.	60 years	Paper while actively employed. Electronic upon termination of employment.		<input type="checkbox"/>
Police 42	<u>Photographs</u> Pertaining to documentation of any type of police report. Paper or electronic copies may exist elsewhere.	Subject to the retention schedule of the record of association.	Paper to/or Electronic		<input type="checkbox"/>
Police 43	<u>Police Labor Contracts</u> Paper copies may exist elsewhere.	Until superseded	Paper		<input type="checkbox"/>
Police 44	<u>Policy and Procedure Manual</u> Paper copies may exist elsewhere.	Until superseded	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Bazetta Township

(Local government entity)

Police Department

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 45	<u>Police Vehicle Records</u> May include the following documents; Purchase or Lease agreement, Repair/Replacement Invoice and other miscellaneous documents. Paper copies may exist elsewhere.	Until vehicle is disposed of.	Paper to Electronic		<input type="checkbox"/>
Police 46	<u>Senior Watch Applications</u> Paper copies may exist elsewhere.	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 47	<u>Senior Watch Call Log</u> A continual log documenting telephone calls to or from seniors watch participants.	Until superseded or obsolete	Electronic		<input type="checkbox"/>
Police 48	<u>Special Events</u> Documents pertaining to the function of a special event.	1 year or until submitted to Fiscal Officer	Paper or Electronic		<input type="checkbox"/>
Police 49	<u>Staff Schedule</u> An electronic Scheduling Application where the Police Officer's Daily work schedule is recorded. Is available by day, weeks, months, or yearly. Paper copies may exist elsewhere.	1 Year	Electronic		<input type="checkbox"/>
Police 50	<u>Subpoenas</u>	Until Expired	Paper to Electronic		<input type="checkbox"/>
Police 51	<u>Supply Orders</u>	1 year	Paper to Electronic		<input type="checkbox"/>
Police 52	<u>Telephone Logs</u> Daily calls received list, Includes, time, name of caller, phone number, nature of call or to who the call is intended. Paper copies may exist elsewhere.	2 years	Paper to Electronic		<input type="checkbox"/>
Police 53	<u>Traffic Citations</u> Summons to court listing Traffic violation(s)	5 years	Paper or Electronic		<input type="checkbox"/>
Police 54	<u>Traffic Crash Log</u> A sign-out log of chronological numbers for assigning to Traffic Crash Reports.	5 Years	Paper to Electronic		
Police 55	<u>Traffic Crash Reports</u> Paper copies may exist elsewhere	5 Years	Electronic		
Police 56	<u>Traffic Crash Report Files</u>	5 Years	Paper to		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Bazetta Township

Police Department

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
	Can include the following: Written Witness Statements, Diagrams, Driving Records, CADS, Paper copy of Traffic Crash Report, Photographs and Miscellaneous Documents. Electronic or Paper Copies may exist elsewhere.		Electronic		
Police 57	<u>Traffic Warnings</u> Written warning of traffic violations.	1 Year	Paper		
Police 58	<u>Training Records</u> Documents and training materials, Class Roster, Release Waivers.	5 Years	Paper to Electronic		
Police 59	<u>Unit Roster</u> List of Police Personnel by Seniority, Rank and Unit Number. Paper copies may exist elsewhere.	Until Superseded	Electronic		
Police 60	<u>Warrant Log</u> List of Individuals who have Outstanding Warrants.	Until Superseded or Obsolete	Paper to Electronic		
Police 61	<u>Written Directives</u> Paper Copies may exist elsewhere.	Until Superseded or Obsolete	Electronic		
Police 62	<u>Yearly Activity</u> Paper Copies may exist elsewhere.	Indefinitely	Electronic		

MPH Industries
 316 East 9th. St. - - Owensboro, KY 42303
 Brandy M. Atherton, Sales Representative
 866-674-7378 x4
 bmatherton@mphindustries.com

QUOTE

Date	Quote Number
03/10/15	AAAQ15306

Sold To: Bazetta Township Police Department
 Chief Hovis
 2671 McCleary-Jacoby Road
 Cortland, OH 44410

Email: mhovis@bazettatwp.org
Phone: (330)638-5503
Fax: (330)638-9927

Ship To: Bazetta Township Police Department
 Chief Hovis
 2671 McCleary-Jacoby Road
 Cortland, OH 44410

Phone: (330)638-5503
Fax: (330)638-9927

Terms	Rep	P.O. Number
	Brandy	

Qty	Description	Unit Price	Ext. Price
2	Bee III Ka-Band Dual Antenna Radar Package includes: radar, waterproof antenna(s), mounting brackets, wireless remote, two certified tuning forks, cables, operators manual and a 3yr limited factory warranty	\$2,050.00	\$4,100.00
2	Trade-In Credit on old radar equipment	-\$175.00	-\$350.00
1	Bee III Ka-Band Antenna	\$500.00	\$500.00
1	Trade-Credit on non-working Bee III Antenna	-\$75.00	-\$75.00
		SubTotal	\$4,175.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$4,175.00

**Sales Tax not included if applicable.

Bazetta Board of Trustees

Though I have addressed this letter to our Trustees in hope that it'll be read at the next township meeting, I'm directing it to the attention of Chief Hovis and his fine force of police officers. In early January I approached Chief Hovis and told him we'd be leaving for Arizona for several weeks and we'd appreciate it if he could have his officers check our house periodically while we're gone. He assured me that he would. So with his assurance and the help of our good neighbors and my good friend Steve Carbone, Judy and I left for Arizona knowing our home was in good hands. Two days after arriving home one of his officers pulled in our drive and we talked for a few minutes. Unfortunately, I forgot to get his name. So to Chief Hovis and his fine staff of police officers, Judy and I wish to thank all of you for making our homes and township a much safer place to live. You're to be commended for doing such a fine job.

Sincerely yours.

Judy & Arnie Roman

Bazetta Township
Trumbull County, Ohio

Resolution No. 100-15

A Resolution of the Bazetta Township Trustees adopting the creation of the Property Maintenance Appeals Board in conjunction with the Bazetta Township Board of Zoning Appeals.

Whereas, Bazetta Township has determined the need for a Property Maintenance Code Board of Appeals in order to comply with State of Ohio law and giving due process opportunity to aggrieved parties in violation of the Property Maintenance Code.

Whereas, Bazetta Township shall coalesce the positions of Property Maintenance Board of Appeals with the positions of the Board of Zoning Appeals, and duties shall fall under one authority, with combined compensation determined by the township trustees.

Therefore, Be It Resolved, that the Board of Trustees of Bazetta Township shall create the positions of the Board of Property Maintenance Appeals.

Therefore, Be It Further Resolved, that the positions currently held by the Board of Zoning Appeals also be appointed as the Board of Property Maintenance Appeals until removed from that position by the Board of Trustees of Bazetta Township.

Moved by Trustee Hovis, Seconded by Trustee Parke

Roll Call: Trustee Parke Y Trustee Hovis Y Trustee Webb Y

Bazetta Township
Exterior Property Maintenance Appeals Board
(the "Board")

Rules Of Procedure

Adopted 03-16, 2015

ARTICLE 1

Meetings of the Board

Section 1. Organization of Meetings.

At each meeting of the Board, the chairperson, or in the absence of the chairperson, the vice chairperson, shall act as the chairperson. The person designated by the Board as its secretary shall act as, and perform the duties of, secretary of the meeting. If no such person is present at a meeting, any person who the chairperson of the meeting appoints shall act as secretary of the meeting.

Section 2. Place of Meetings.

All regular and special meetings of the Board shall be held at the Bazetta Township Administration building commencing at 7:00pm or at such other time and place, as may from time to time be fixed by the Board, or as specified or fixed in the notice of the particular meeting.

Section 3. Regular Meetings

Unless otherwise postponed or cancelled, regular meetings will be held at the discretion of the Board on a "as needed" basis, and only required at the minimum of one meeting per year, for organizational purposes.

Section 4. Special Meetings

Special meetings of the Board shall be held whenever called by the chairperson, vice chairperson or any two Board members. Every Board member shall furnish the secretary of the Board with a telephone number and an address (and if available an email address) at which notice of the meetings and all other Board notices may be served on or mailed to such member. Unless waived before, at, or after the meeting as hereinafter provided, notice of each such meeting shall be given by the chairperson, the vice chairperson, the persons calling such meeting, or the secretary to each member in any of the following ways:

- (a) By orally informing the member of the meeting in person or by telephone at least twenty-four (24) hours before the date of the meeting.
- (b) By personal delivery of written notice to the member at least twenty-four (24) hours before the date of the meeting.
- (c) By mailing written notice to the member, or by sending notice to the member by email, facsimile transmission, telegram, or cablegram postage or other cost prepaid, addressed to the member at the address furnished by such member to the secretary of the Board, or to such other addresses as the person sending the notice shall know to be correct. Such notice shall be posted or dispatched a sufficient length of time before the meeting so that in the ordinary course of the mail or the transmission of facsimiles, emails, telegrams or cablegrams, delivery thereof would normally be made to a member not later than twenty-four (24) hours before the date of the meeting.

The notice to Board members for a special meeting shall specify the date, time, location and purpose(s) of the meeting. Unless otherwise specified in the notice, special meetings shall be held at the same location as regular meetings. Unless otherwise required by the laws of the State of Ohio, notice of any meeting of the Board may be waived by any member, either before, at, or after the meeting, in writing, or by facsimile, email, telegram or cablegram.

Section 5. Quorum

Three (3) members of the Board (or alternates) shall constitute a quorum. In the absence of a quorum at any meeting or any adjournment thereof, any member may adjourn the meeting from time to time. At any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.

Section 6. Order of Business

The order of business at meetings of the Board shall be such as the chairperson may prescribe or follow; subject however, to the chairperson being overruled with respect thereto by a majority of the members of the Board present.

Section 7. Voting

Each member present at a meeting shall be entitled to one vote. Votes shall be made orally by roll call. The concurring vote of three (3) members of the Board shall be necessary to reverse or modify any order, requirement, decision or determination of the Code Enforcement Officer or to decide in favor of an applicant/petitioner on any matter which the Board is required to hear under the Bazetta Township Property Maintenance Code. The failure of an applicant/petitioner to secure at least three (3) concurring votes shall be deemed a confirmation and an affirming of the decision of the Code Enforcement Officer.

Section 8. Public Notice of Regular and Special Meetings.

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form or manner prescribed by statute, in addition to notice otherwise required under sections 3 & 4.

Section 9. Attendance of the Applicant/Petitioner

The applicant/petitioner or an authorized representative shall attend the hearing scheduled by the Board on such applicant/petitioner's appeal. The failure of the applicant/petitioner or the authorized representative to attend the hearing shall result in the Board proceeding to conduct the hearing in his or her absence. If extraordinary circumstances beyond such persons control would prevent the applicant/petitioner from attending the scheduled hearing, the applicant/petitioner may submit, in writing, a request to table the appeal petition and reschedule the hearing. This request shall be accompanied by any required tabling fee and shall be filed with the Code Enforcement Officer or secretary prior to the hearing and such request shall constitute a waiver of the time period within which such hearing would otherwise be required to be held. The Board may, in its discretion, grant such a request and reschedule the hearing for such time or times as determined by the Board. Once a hearing is commenced, nothing herein shall prevent the Board from conducting the hearing on multiple days until its conclusion.

ARTICLE II

Members of the Board

Section 1. Purpose and Composition of the Board.

The purpose of the Board is to hear and decide such appeals, and other matters, all in accordance with the Bazetta Township Property Maintenance Code. The members of the Board shall consist of those individuals who are, from time to time, duly appointed and serving as the members of the Bazetta Township Board of Zoning Appeals. A Board member, who at any time, ceases to serve as a member of the Bazetta Township Board of Zoning Appeals shall simultaneously cease to serve as a member of the Board. Likewise, an individual appointed to the Bazetta Township Board of Zoning Appeals shall simultaneously become a member of the Board.

Section 2. Board Officers.

The officers of the Board to be elected from among its members shall be a chairperson and one vice chairperson.

Section 3. Election of Officers.

At the regular meeting held during the month of January in each calendar year at which a quorum is present, officers shall be nominated for each election, with the person(s) receiving the greatest number of votes being deemed so elected. Each shall hold the status of such an officer at the pleasure of the Board.

Section 4. Term of Office.

Unless a member earlier resigns, is removed as hereinafter provided, or ceases to be a member of the Board, each officer shall hold office until January 31 of the next succeeding calendar year following such officer's election, or if the election is not held at the next succeeding January meeting following such officer's election or any adjournment thereof, until such time as an election of officers is held, and until a successor is duly elected and qualified.

Section 5. Removal.

Any officer may be removed, without cause and at any time, by the Board at any regular meeting or special meeting; provided, however, that in the case of a special meeting, the notices (or waivers of notices) of the special meeting shall specify that such removal action was to be considered. In any case in which an officer is removed, such officer shall still remain and be a member of the Board unless removed as a member of the Bazetta Township Board of Zoning Appeals.

Section 6. Resignations.

Any officer may resign such office at any time by giving written notice to the chairperson, vice chairperson, or secretary of the Board. Any such resignation shall take effect at the time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Notwithstanding the previous, no such resignation shall be construed as resigning one's status as a member of the Board unless such resignation so specifies therein and is delivered to the Bazetta Township Board of Trustees by or on behalf of such member.

Section 7. Powers, Authority, and Duties of the Board.

The Board shall have the powers and authority conferred and the duties prescribed by law, in addition to those specified or provided in the Bazetta Township Property Maintenance Code and these Rules, unless otherwise conflicting with applicable law, in which case, applicable law shall prevail.

Section 8. The Chairperson of the Board.

The chairperson of the Board, if and while there be an incumbent of the office, shall preside at all meetings of the Board at which the chairperson is present. The chairperson shall have and exercise general supervision over the conduct of the Board's affairs, its order of business and over its other officers and appointees; subject, however, to any contrary law. The chairperson shall see that all orders and directives of the Board are carried into effect. The chairperson or the chairperson's designee may administer oaths. Upon authorization of the Board and subject to applicable law, the chairperson or designee may compel the attendance of witnesses.

Section 9. The Vice Chairperson.

If and while there is no incumbent of the office of the chairperson of the Board, and during the absence of the chairperson of the Board, the vice chairperson shall have the duties and authority specified for the office of chairperson, and shall perform such other duties as may be assigned by the Board or the chairperson. In the absence of the chairperson and vice chairperson, the Board may designate an interim chairperson to carry out all or any portion of such duties.

ARTICLE III

The Secretary

The Board shall designate an individual to serve as secretary of the Board. The person designated as secretary is not required to be a Board member; provided, however, that only those individuals duly appointed and serving as members of the Board shall be entitled to vote on matters coming before the Board. The duties of the secretary shall include the following:

- (a) Keep the minutes of all meetings of the Board in a written or taped form, and be custodian of the Board's records;
- (b) See that all notices are duly given in accordance with these Rules or as required by law;
- (c) Exhibit at all reasonable times the aforesaid records of the Board;
- (d) See that all documents, reports, and records required by law are properly kept and filed; and
- (e) In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board or the chairperson.

In the absence of the secretary, the chairperson may designate an interim secretary to carry out all or any portion of such duties.

ARTICLE IV

Amendment of Rules of Procedure.

At any meeting of the Board, these Rules may be amended or repealed in whole or in part, or new Rules added thereto and adopted, by the affirmative vote of a majority of all of the members of the Board and the Code Enforcement Officer.

ARTICLE V

Repeal of Previous Rules.

All Rules of Procedure previously adopted by the Board are hereby repealed and declared to be void and of no further force or effect from and after the date the Bazetta Township Trustees approve the resolution appointing the Board of Zoning Appeals, and any applicable parties, to these positions, and then, pending approval of the Board.

(End of Rules of Procedure)

NOTICE OF APPEAL PETITION

The undersigned applicant/petitioner hereby requests a hearing before the Bazetta Township Property Maintenance Code Appeals Board to appeal the Notification of Violation of the Bazetta Township Property Maintenance Code in connection to the property located at the following address and Parcel #

in Bazetta Township, Ohio.

Pursuant to Section 110.7 of the Bazetta Township Property Maintenance Code, the hearing before the Bazetta Township Property Maintenance Code Appeals Board will be held no less than 10(ten) days nor more than 30(thirty) days from the date this Notice of Appeals Petition is filed and, at the hearing, the undersigned or his/her representative shall be given an opportunity to be heard and to show cause why any item appearing on the Notice of Violation should be modified or withdrawn. The undersigned understands and agrees that the failure of the undersigned or his/her representative to appear and state his/her case at such hearing shall have the same effect as if no petition were filed.

Date: _____

Petitioner/Applicant

Telephone _____

Address