

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: March 27, 2018 at 9:00am
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 and the meeting is being video and audio recorded

108-18 To accept the minutes from the March 13 Regular Meeting.

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

109-18 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

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

110-18 To approve the attached *Controlled Substance Abuse Policy*.

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

111-18 To not request a hearing on the attached liquor permit request from John Semko III LLC dba Bazetta Mall.

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

Correspondence (Copies available upon request):

- Letters from Trumbull County Prosecuting Attorney regarding the criminal damaging case and restitution due Bazetta Township
- Resignation from Patrolman Donald R. Utterback III
- Copy of letter from Ohio Department of Commerce to Trumbull County Commissioners regarding the address of Chipotle Mexican Grill 3171

Administration:

- Trustee Webb reported that he had attended the Trumbull County Board of Health Annual Meeting

Fire Department:

- See Attached Agenda
- Chief Lewis reported on the smoke alarm program
 - Alarms are still available for Bazetta residents
 - Members of his department will even come install them for free

112-18 To authorize the Fiscal Officer to do a Supplemental Appropriation of \$500.00 for 10-A-03 (Fire: Workers' Compensation.

Motion: Trustee Parke

Second: Trustee Hovis

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

Police Department:

- See Attached Agenda

113-18 To authorize an expenditure of \$1,359.98 to Red Diamond Uniform and Police Supply for two (2) bullet proof vests, to be paid from the Police Equipment Fund.

Motion: Trustee Hovis

Second: Trustee Parke

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

114-18 To accept the resignation of Patrolman Donald R. Utterback III, effective April 1, 2018.

Motion: Trustee Parke

Second: Trustee Hovis

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

115-18 To promote FTO Zach Dzurinda to Part-Time Officer, at a rate of \$13.00 per hour, with a one-time uniform allowance of \$100.00, retroactive to March 25, 2018.

Motion: Trustee Hovis

Second: Trustee Parke

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

116-18 To approve the attached *Master Equipment Lease Purchase Agreement*.

Motion: Trustee Parke

Second: Trustee Hovis

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

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- Trustees thanked Mark Thomas Ford and Tom Levak for generously donating another car to the Police Department

Road Department:

- Superintendent Parke reported the following
 - Scrap tires, up to 8 per resident, will be accepted at the Salt Shed on weekdays from 7am to 3pm throughout April
 - Bazetta Parke will open April 2
 - Working on pothole repairs
 - Getting estimates for seal chipping and partial depth repair on Cadwallader Sonk Road

Planning Director, Zoning Inspector & Code Enforcement Officer:

- Nothing to report

Zoning Commission & Zoning Board of Appeals:

- Trustee Webb reported as follows
 - Quarterly Meeting will be held on April 4 at 6:30pm
 - There will be a Zone Change Hearing later in the month

Parks & Recreation Board:

- Trustee Webb reported as follows
 - Sales of hot chocolate, coffee, and pizza raised \$70 at the Easter Egg Hunt
 - Next meeting will be April 17 at 7pm

117-18 To approve April 2 as the date on which Bazetta Township Park will officially open in 2018.

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

118-18 To approve the return of John Governor to work predominantly as a Park Laborer at the contracted rate of \$11.83 per hour, effective April 2, 2018, weather permitting, not to exceed 4 hours per week.

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

- Trustee Hovis excused himself to attend another meeting

Asked to be placed on the Agenda:

- Robb Schwartz, Regional Sales Consultant for Blue Line Solutions, gave a presentation on, demonstration of, and answered questions about speed cameras
 - Hand-held units
 - No cost to the township
 - Will pay wages for officer using the equipment
 - Will reduce speed and accidents
 - Company processes the information from the cameras and mails tickets
 - Other communities using their cameras are Howland, Girard, East Liverpool, Westerfield, and several in the Cincinnati area
 - Normal fines are set by the community, but are normally \$100-130, unless in a school or construction zone
 - Will periodically provide the township with blinking "this is your speed" signs at no charge
- Trustee Webb expressed concerns
 - Passage of Ohio House Bill 410 would mean the township could lose state funding if this system is implemented
 - Mr. Schwartz believes this legislation will not pass
 - If the legislation were to pass, how would extra expenses borne by the township be recouped from his company
 - The township would be circumventing the court system with this
- Trustee Parke stated that he opposition
 - Thinks it is a money grab
 - Went to see a local judge about it
 - Just not for it

Public Comment:

- Bob McBride of Warren Meadville Road asked a series of questions
 - Who sets the price of the fine
 - Mr. Schwartz replied that the community sets it
 - Does the company have liability for the situation in Girard where fines were assessed that now have to be returned
 - Mr. Schwartz said the company will provide any documents
 - What is the revenue split
 - Mr. Schwartz said 40% goes to the company and 60% goes to the community
 - How many communities are using their system
 - Mr. Schwartz stated there are about 20 in Ohio with more in other states
 - Also added that the company does other types of cameras and vehicles as well
 - Does the township pay for bullet proof vests
 - Chief Hovis said yes
 - Do they go with the officers
 - Chief Hovis replied that they are custom fit for each officer and are good for 5 year

- Trustee Webb asked if the company was public or private
 - Mr. Schwartz stated that it was private

- Dennis Mintus of Bazetta Road commented and asked questions
 - We will never know how much money this company makes
 - Is there a minimum number of citations the township must issue
 - Mr. Schwartz said no
 - Is there a minimum length of time for the contract
 - Mr. Schwartz said 5 years with a 30 day opt out
 - Is there a maximum number of citations that can be issued
 - Mr. Schwartz said no
 - Concern that the camera has no discretion and will only present a ticket
 - Concern that local residents are going to the ones hurt by this
 - Concern that local residents and business will be upset and stop supporting local levies

- Trustee Webb stated the following regarding signing a contract
 - Any contract would have to be turned over to an attorney
 - A meeting/hearing would be held so the public can attend
 - This would not be a regular monthly meeting

- Kevin Kennedy of Harvest Drive commented and asked questions
 - Who pays for the magistrate that would be required when a ticket is contested
 - Mr. Schwartz replied that the township would pay for this
 - What happens if a ticket isn't paid
 - Mr. Schwartz said about 8% of all tickets are never paid
 - He added that late fees would be tacked on, then the tickets would be turned over to a collection agency
 - Was told that unpaid tickets could go on a your credit report, which has been declared not legal in several states
 - Could the township get out of the contract
 - Mr. Schwartz said yes, with a 30 day notice
 - Asked what the cameras could shoot through

- Mr. Schwartz said they could shoot through windows and rain, could also shoot in the dark with a special camera
- Trustee Webb asked if officers only have to shoot the rear plate or can it be the front plate
 - Mr. Schwartz replied that it can be the front plate
- Kevin Kennedy of Harvest Drive commented
 - Said we have fine police and fire departments
 - Thinks this is a terrible way to police
 - Wants officers to pull those cars over, get drug dealers, and take their cars
 - It is better to pull them over than just mail a ticket
 - If the Senate bill passes, it would devastate the township by losses in state funding
- Fiscal Officer Drew commented
 - Stated all the amounts and types of state funding that could be lost in the General, Road & Bridge, Police and Fire Department if House Bill 410 passes
 - Asked where the money from these tickets would go
 - Asked how much revenue these tickets could expect to be generated
 - Concern that we could have a Police Department flush with cash meanwhile the township doesn't have enough money to pave roads, enforce zoning, or keep the park open
 - Concern that using these cameras could upset residents enough that they would stop supporting township levies
 - Questioned whether the income generated would be enough to cover the loss of state funding and current township levies
- Kevin Kennedy of Harvest Drive commented and asked a question
 - The police department could end up with a lot of money and everyone else could lose
 - Wonders where all the money will go
 - We are all hurting from the previous cuts by the state
 - We should be on the governor to turn some of the rainy day fund loose
 - That money belongs back in the communities, not in savings
- Trustee Webb stated
 - Losses could be as severe as the \$300k across all departments as Fiscal Officer Drew mentioned or it could be just the \$62k that comes into the General Fund
 - There are a lot of questions and concerns
- Bob McBride of Warren Meadville Road commented and asked a question
 - Whose idea was this
 - Trustees Parke and Webb said it was not theirs
 - Chief Hovis said it was his because he thought the Trustees should make an educated, informed decision
 - People need to know how badly we need a General Fund
 - If there a penalty for back out of the contract early
 - Mr. Schwartz said there was not
 - He also stated that most communities distribute their funds into the General Fund
- Trustee Webb would like to take a "wait and see" attitude as he is reluctant to make any decision until the state legislature acts

- Trustee Parke is not for it, was never for it, and will never be for it

119-18 To adjourn the meeting at 9:52am.

Motion: Trustee Parke

Second: Trustee Hovis

Vote: Trustee Hovis – Absent


Trustee Parke - Yes

Trustee Webb - Yes



Attested by: Rita K. Drew, Fiscal Officer

Dated: 04-10-18



Approved by: Chairman Trustee Ted Webb

Dated: 4/16/2018

PENDING WARRANT REPORT
 Bazetta Township [2018]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
31539	31.72	VW31539	Advance Auto Parts	Parats
31540	416.02	VW31540	BE Solutions, LLC	Claims
31541	50.00	VW31541	Bazetta Township	IT Services
31542	150.00	VW31542	Fire Foe Corporation	Service
31543	10381.00	VW31543	Lexipol	Subscription/Implementation
31544	49.50	VW31544	Respiratory Care Partners, Inc.	Supplies
31545	1654.29	VW31545	Turner May & Shepherd	Services
31546	256.04	VW31546	The Tribune Chronicle	Legal Notice
31547	1701.73	VW31547	Trumbull County Engineer	Supplies
31548	3208.88	VW31548	Trumbull County 911	911 Service
31549	146.75	VW31549	Warren Fire Equipment, Inc.	Supplies
31550	301.60	VW31550	Standard Insurance Company RD	Insurance
31551	493.33	VW31551	Vision Service Plan-(OH)	Insurance
31552	1714.16	VW31552	Delta Dental	Insurance
31553	198.82	VW31553	City of Warren, Utility Services	Service
31554	90.00	VW31554	Micro Doctor IT	Services
31555	231.03	VW31555	Mark Thomas Ford	Repairs/Service
31556	401.73	VW31556	Ohio Edison	Service
31557	1022.44	VW31557	Ohio Edison	Service
31558	200.00	VW31558	Schultz Towing Inc.	Tows
31559	40.69	VW31559	Time Warner Cable-Northeast	Service
31560	49.39	VW31560	Finger Lakes	Supplies
=====				
	22789.12		Total Amount of Pending Warrants	



ON DEMAND DRUG TESTING

YOUR DRUG-FREE WORKPLACE PARTNER

102 WESTCHESTER DRIVE
AUSTINTOWN, OHIO 44515
Phone: 330-270-3660 Fax: 330-953-3691

Company: Bazetta Township

Effective: March 5th, 2018

CONTROLLED SUBSTANCE ABUSE POLICY (Drug & Alcohol Policy)

I. Statement of Policy

Hereafter referred to as "Company", is responsible to comply with the Department of Transportation Regulations designed to establish programs to help prevent accidents and injuries by drivers of commercial motor vehicles (hereafter referred to as "Drivers". To accomplish that end, the Company will not tolerate any of the following behavior by its Drivers:

1. Use of illicit drugs.
2. Abuse of legal drugs (prescription and over the counter).
3. Abuse of alcohol.
4. Sale, purchase, transfer, use or possession of illegal drugs, or prescription drugs obtained illegally.
5. Arrival for work under the influence of legal drugs, to the extent that job performance may be affected, or alcohol.

In the event of drug or alcohol abuse, the Company will use constructive disciplinary measures to motivate the Driver to seek assistance, and will direct said Drivers to appropriate resources that are available.

As with any policy that is dictated or directly influenced by governmental regulation, this policy is subject to change. These changes will be immediately incorporated into this policy. Management will make these changes and inform all affected personnel through verbal or written communications.

Procedures described herein are in accordance with Part 40 and Part 382 of the Federal Motor Carrier Safety Regulations.

The testing of Drivers urine for drugs and the testing of a Drivers saliva/breath for alcohol is an effective method to identify those in need of counseling, treatment or disciplinary action; however the urine testing program and the saliva/breath testing program is intended to supplement, not replace, other means by which the use of drugs and/or alcohol can be detected.

II. Controlled Substance Testing (Drugs)

A. Frequencies and Patterns Under Which a Driver May Be Tested:

1. **Pre-employment Testing:** Each Driver the Company intends to hire or use must be tested for the use of controlled substances as a pre-qualification condition. No offer of employment will be made to any driver until the results of this testing are available to the Company designated official.
2. **Random Testing:** Random testing will be conducted on an unannounced basis. Twenty Five (25) percent, (or at the percentage required by Federal regulation at the time of the testing), of the average number of driving positions will be tested annually in a random manner. Seven (7) percent will be tested on a quarterly basis in a random manner. This will be accomplished by using a computer generated random number selector at the beginning of each period. As new drivers are added, they will use their social security number or employee identification number for the next period. All drivers will have an equal statistical likelihood of being selected for testing during any testing period.
3. **Post-Accident Testing:** The driver shall provide a urine sample to be tested for the use of controlled substances as soon as possible, but not later than thirty-two (32) hours after an accident, IF a person involved in the accident has to be treated immediately away from the scene AND our driver is cited; OR if a vehicle has to be towed because of disabling damage AND our driver is cited; OR if there are any fatalities. A driver who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization to the Company for obtaining hospital reports and other documents that would indicate whether there was any controlled substances in the driver's system. The company shall provide drivers with necessary information and procedures so that the driver will be able to meet these requirements.

4. **Reasonable Cause Testing:** The Company shall require a Driver to be drug tested upon reasonable cause for the use of controlled substances. The behavior pattern that suggests possible controlled substance use must be observed by at least one member of Company management/supervision who has received documented training in the socio-behavioral and physical changes associated with controlled substance abuse. These suspicions will be documented in writing within twenty-four (24) hours of the event or prior to the release of the test findings, whichever is earlier.

5. **Return to Duty Testing:** The Company shall ensure that before a Driver returns to duty requiring the performance of a safety sensitive function, and after having a verified positive test result for controlled substances. The Driver shall undergo a return to duty test for controlled substances with a result indicating a verified negative result for controlled substances.

6. **Follow-Up Testing:** Following a determination by a substance abuse professional, that a driver is in need of assistance in resolving problems for the use of a controlled substance, the Company will ensure that the Driver is subject to unannounced follow up testing for controlled substance abuse as directed by the substance abuse professional. The follow up testing shall be conducted when the driver is performing, just prior to performing or just after performing a safety sensitive function.

B. Identification of Substances to be Tested in the Urine:

Urine drug testing will be conducted in conjunction with each of the categories listed in Section A to determine and/or identify the presence of any controlled substance (or category of controlled substance) listed below:

1. Marijuana
2. Cocaine
3. Opioids (Codeine, Heroin, Morphine, Oxycodone, Oxymorphone, Hydrocodone, Hydromorphone)
4. Phencyclidine (PCP)
5. Amphetamine

C. Detection Thresholds for Abused Substances:

1. Detection thresholds consistent with the available technology have been established for each of the drugs/drug groups listed in Section B. These detection thresholds will be used uniformly in the interpretation of all drug tests. In all cases, the testing will utilize a two-tiered technique. Initially, all specimens will be subjected to a screening analysis using FDA approved drug screening reagents. If a specimen produces a positive result at or above the detected threshold, that specimen will then be subjected to a second level confirmation procedure utilizing gas chromatography/mass spectroscopy technology. Only if both the screen and the GC/MS are positive at or above their respective detection thresholds will the urine be considered positive for that drug(s). If the GC/MS fails to confirm the findings of the original screening procedure, the substance will be reported as non-detectable (i.e., negative in the urine).

2. The detection thresholds shown here-next will be used to differentiate between positive and negative findings. These thresholds will be applied uniformly and without bias to all urine being tested. It is the responsibility of the lab to verify at the levels specified. Results will indicate only the presence or absence of the substance in question and will give no indication of semi-quantitative levels.

Substance Screen Threshold Confirmation Threshold

1. Marijuana 50 ng/ml 15ng/ml
2. Cocaine 150 ng/ml 100ng/ml
- 3.. Phencyclidine (PCP) 25 ng/ml 25ng/ml
- 4.. Amphetamine 500 ng/ml 250 ng/ml
- 5.. Heroin 6-Acetyl-Morphine 10 ng/ml 10 ng/ml
- 6.. MDMA (Ecstasy) 500 ng/ml 250 ng/ml
7. Opioids
Codeine/ Morphine 2000 ng/ml 200 ng/ml
6-AM (Heroin) 10 ng/ml 10 ng/ml
Hydrocodone/Hydromorphone 300 ng/ml 300 ng/ml
Oxycodone/Oxymorphone 100 ng/ml 100 ng/ml

D. Testing Exclusion:

The Company specifically limits its testing to the drugs listed in Section B when determining the following:

1. Temperature of the specimen at the time of collection.
2. Specific Gravity of the specimen.
3. Ph of the specimen.
4. Urine Creatinine of the specimen.

These additional tests will be conducted to ensure that the specimen provided by the Driver meets the technical quality requirements for the testing and that no attempt has been made on the part of the driver to adulterate or substitute any specimen. The Company specifically prohibits the urine to be used for any other reason than to determine the presence of controlled substances listed in Section B. Specifically prohibited is testing for alcohol, pregnancy, diabetes, any genetic disease and/or trait, and any other

disease or medical condition that could be detected in the urine specimens using established clinical technology.

E. Specimen Collection Protocol

To ensure consistency and uniformity of specimen collection, the following procedures shall be followed when any specimen is collected for the purpose of substance abuse testing:

1. Pre-Employment Testing:

- (1). At the time of the first interview, all applicants will be notified by the interviewer that a pre-employment drug test is required prior to a final offer of employment.
- (2). The interviewer will provide the prospective employee with a copy of the informed consent document at that time.
- (3). The interviewer will explain the form to the applicant and afford the applicant an opportunity to ask any questions. As part of the interview process, the interviewer will document any questions asked and the response given.
- (4). The applicant will be afforded the opportunity to review a complete set of company policies relating to substance abuse. The interviewer will afford the applicant the opportunity to ask any questions that may arise. If the interviewer cannot answer a specific question that has been asked, the applicant will be referred to the designated company official for clarification. Both the interviewer and the designated company official will document in writing any question and the responses that were given.
- (5). The applicant will be asked to complete the consent document, sign and date it. Following the signing by the applicant, the interviewer must also sign and date the document. A failure or refusal on the part of the applicant to sign the consent form will result in the immediate cessation of the employment process. After the applicant signs the consent document; the document will be placed in the applicants file. A failure or refusal to sign must be documented in writing on the interview form by the interviewer.
- (6). The applicant will be instructed to go directly to the designated urine collection site by the interviewer. The applicant will then provide to the collection site all necessary paperwork for the completion of the test.

2. Random Testing:

- (1). With the implementation of this policy, the Company will select fifty (50) percent of the qualified Drivers at random for drug testing each year. The random testing will be conducted on a quarterly basis. All Drivers qualified under the testing requirements will be subject to testing each time random selection of Drivers is made. The Company has contracted a firm to perform the periodic selections of drivers for inclusion in random testing pools. The Company will provide employee names and social security numbers or employee identification numbers to be used in random selection drawings. The selecting firm will, in turn furnish the designated company official with a list of individuals to be tested at the beginning of each selection period. It is the responsibility of the designated company official to notify each Driver who has been selected with the time random testing specimens are to be collected. When notified, it is the responsibility of the Driver to provide a urine specimen for drug testing. A failure to comply with the request for random specimens will result in the Driver being deemed medically unqualified.
- (2). At the time of notification, the Driver will be instructed to go directly to the designated urine collection site by the designated company official. The employee will notify the collection site that they have been selected and are ready to provide a urine specimen for random drug testing.

3. Post-Accident Testing:

- (1). Certain Drivers are required to undergo drug testing following their involvement in an accident.
- (2). With the implementation of this policy, the Company shall require the Driver to provide a urine sample to be tested for the use of controlled substances as soon as possible, but no later than thirty-two (32) hours after an accident, if the driver of the commercial motor vehicle is cited for a moving traffic violation arising from the accident, or if the accident involved the loss of human life.
- (3). If a urine sample is necessary, the Driver will be instructed to report to the designated urine collection site.
- (4). In the event that the Driver is injured, the Company retains the right to contact any treating medical facility and request that a controlled substance test be obtained; or be obtained from the Drivers medical records, the result of any such test obtained during the course of treatment. The refusal of any Driver to allow the collection of these specimens or to attempt to block the release of these specimens will result in the medical unqualification of the Driver.
- (5). Any driver who fails to report an accident to the designated company official, and/or who fails to comply with the post-accident testing requirements of this policy will be presumed to be positive for the presence of one or more of the controlled substance as listed in Part B. This will result in the Driver being deemed medically unqualified.

4. Reasonable Cause Testing:

- (1). All Drivers who are subject to testing may be required to undergo reasonable cause testing to ensure their continued fitness for duty. These Drivers will be required to submit to drug testing at the request of certain designated company officials as a part of the overall program.
- (2). With the implementation of this policy, designated management personnel may request that certain Drivers undergo drug testing. Any Drivers of the Company who exhibits behavior and/or actions that can be clearly identified by designated personnel as arising from the possible abuse of controlled substances must be tested. These designated Company individuals, who have received documentable training in the recognition of substance abuse behaviors and controlled substance identifications, may, upon direct observation of a typical behavior may consult with a second person who has had like training. In all cases,

the individual requesting the specimen must prepare written documentation describing the witnessed behavior and/or actions. This documentation must be prepared within twenty-four (24) hours of the time of specimen collection and in all cases prior to the release to Company officials of any test results. This documentation must be provided to the Company's designated Medical Review Officer for consideration when reviewing the test findings.

(3). The first priority of the designated Company official is to remove the suspected individual from the work environment. This is done to prevent the individual from causing harm to himself/herself, other persons in the work place and/or any other persons. The designated Company official will instruct the Driver to accompany him/her to a private area that is removed from the individuals co-workers. Once this has been done, the designated Company official will make a specific request to the Driver for a urine specimen on the grounds that there is reasonable suspicion that a substance abuse problem may exist.

(4). When notified by the designated Company official, it is the responsibility of the Driver to provide a urine specimen for drug testing. A failure to comply with the request for a specimen will result in immediate medical unqualification of the Driver.

(5). At the time of notification, the Driver will be escorted to the designated collection site by a designated Company official.

(6). The designated Company official, who has escorted the Driver to the collection site, will return the Driver to the workplace and instruct him/her that he/she will be notified of the results of the testing when they have been received by the Company. Until the results of the testing have been received, the Driver is temporarily suspended and is not to return to the workplace until notified by the Company of the outcome of the test. It is further the responsibility of the designated Company official to ensure that the Driver is capable of safely leaving the work place unattended. If there is any question, instruct the Driver that transportation will be provided to the Driver, at Companies expense, to any reasonable destination.

5. Return to Duty Test:

(1). Following a verified positive drug test and at the direction of a Substance Abuse Professional, a Driver shall report to a designated urine collection site to be tested for the drugs listed in Part B of this policy. This return to duty test will be coordinated by the Substance Abuse Professional and the Company as to the date and time of such test.

6. Follow-Up-Testing:

(1). At the direction of a Substance Abuse Professional, a Driver identified as needing assistance with controlled substance use shall be subject to unannounced follow-up testing. A minimum of six (6) tests must be performed in the first twelve (12) months following a negative return to duty test. The maximum number of tests will be determined by the Substance Abuse Professional but cannot exceed sixty (60) months.

F. Collection Site Procedures:

1. The collection site personnel will ask the Driver to provide a drivers license for identification purposes and ask the Driver to remove any outer garments such as jackets, sweaters, coats etc.

2. Collection site personnel will have Driver complete necessary paperwork with regards to each drug test that is to be performed.

3. The Driver will be permitted to select a specimen collection kit from those available. Collection site personnel will not select the collection kit for the Driver.

4. The Driver will be instructed to open the shrink-wrapped collection kit and remove the contents contained therein. The Driver will complete the label attached to the form in accordance with instructions given and attached to the chain of custody form.

5. The Driver will be escorted to the collection site by collection site personnel.

6. The Driver will be instructed to void directly into the chosen specimen bottle. Female Drivers will be provided with appropriate adapters to ensure ease of collection. The Driver will not be accompanied into the actual collection area. No witnessing of the actual voiding of the specimen is permitted unless the test is a return to duty or follow up test. Collection site personnel will instruct the Driver to provide the urine specimen of at least forty-five (45) ml., and upon collection, to immediately give the specimen to collection site personnel, the collection site personnel will not leave the collection site area until the Driver emerges.

7. The Driver will accompany the specimen back to the collection area. Upon arrival, the collection site personnel will instruct the Driver to remain while final processing is completed.

8. Within four (4) minutes the collection site personnel will determine the temperature of the specimen to the nearest .01 degree Fahrenheit and record this information on the collection form. The temperature should be between 90 and 100 degrees Fahrenheit. If the specimen does not meet the above standards, the Driver will be notified. Any temperature outside the 90 to 100 degree range constitutes a reason to believe that the Driver has altered or substituted the specimen. The Driver may volunteer to have his/her oral temperature taken to provide evidence to counter the reason to believe the Driver may have altered or substituted the specimen. When a specimen is suspected of being altered or substituted, a second specimen shall be obtained through direct observation.

9. When an acceptable specimen has been obtained, the collection site person will open the second bottle from the collection kit selected and pour off fifteen (15) ml. into it from the first bottle. This is now the "split" specimen. The collector will than cap and seal the specimens. The Driver must witness the sealing of the specimens.

10. The Driver will be asked to review all information on the form and bottles for accuracy. If no errors are present, the label from the request form will be placed on the specimen bottles.

11. Both the collection site person and the Driver will then sign, date and indicate the time on the appropriate forms.

12. Collection site personnel will place the completed request form and the corresponding specimens into a designated shipping container and secure the specimens.

13. The Driver will then be instructed that all necessary procedures have been completed, and that he/she may leave.

G. Review of Test Results

1. To ensure that every Driver that is subject to testing is treated in a fair and impartial manner, the Company has retained the services of a Medical Review Officer (MRO). This MRO is an M.D. or D.O. licensed to practice medicine. It is the MRO's responsibility to review the results of each drug test performed by the laboratory prior to the results being made available to the designated company official.

2. In the event that any Driver tests positive for any of the drugs at or above the specified thresholds, the Driver will be afforded the opportunity to explain the findings to the MRO prior to the issuance of a positive report to the designated Company official. Upon receipt of a positive finding, the MRO will contact or attempt to contact the Driver by telephone or in person. The MRO will inform the Driver of the positive finding and afford the Driver an opportunity to rebut or offer an explanation of the findings. The MRO can request information on recent medical history and on medications taken within the last thirty (30) days. In the event the MRO finds support in the explanation offered, the Driver may be asked to provide documentary evidence to support the Drivers claim. A failure of the Driver to provide this evidence will result in the issuance of a positive report to the Company with no apparent medical explanation. At this time the MRO will inform the Driver that he/she may request the split specimen be analyzed on a verified positive. The Driver has seventy-two (72) hours to inform the MRO of the decision for the split to be tested. The MRO will then provide a written request to the laboratory. The split specimen is then sent to a second Federally certified lab where the split analysis is conducted using GC/MS only; no DHHS cutoffs. The split result is reported to the MRO and will either reconfirm a positive or fail to reconfirm. Remaining portions of the split and primary are to be stored for at least one (1) year. Any failure to reconfirm is reported to the Company, the Driver and the Department of Transportation. Failure to reconfirm, inability to locate split, or lack of split collection requires cancellation of the test result.

3. In cases where appropriate documentary evidence is provided to the MRO, a negative report will be issued to the designated Company official.

4. If the Driver fails to contact the MRO within five (5) days of having been instructed to do so, the MRO will issue a positive report to the designated Company official.

H. Result Reporting

1. All results of testing will be reported to the MRO prior to their issuance to designated Company officials. The MRO will receive from the testing laboratory, a detailed report of the findings of the specimen. Each drug tested for will be listed along with the results of the testing. The Company will not receive a copy of this report from the MRO. The Company will receive a summary report only; that will indicate that the Driver has passed or failed the drug test. The Company will be notified of the specific drug(s) for which the Driver tested positive.

2. To protect the confidentiality of the Driver, all results of testing will be stored separate from the Drivers personnel or qualification file. These records shall be maintained under lock and key at all times. Access is limited to those designated company officials with a need to know. The information in these files will be utilized only to properly administer these policies and to provide for review by certifying agencies as required under Federal law.

3. Any Driver tested under these policies has the right to view and/or receive a copy of the test results. Within a period not to exceed six (6) months from the date of testing, any Driver may request the Company official in writing, that a copy of the test results be provided to them. The Company will promptly comply with this request and will issue to the Driver a copy of these results by certified mail.

I. Quality Assurance

1. The Company recognizes a responsibility to its Drivers to ensure that drug testing is performed at the highest possible standards. The Company has established a policy that blind samples will be submitted to its testing laboratory. The blind samples will be submitted by its consortium or third party administrator at a rate of three (3) per cent. The testing laboratory will receive these specimens in a manner that will not allow them to distinguish the blind samples from actual urine tests. Any failure on the part of the testing laboratory to properly perform blind specimen testing will result in an immediate review by Company management of the testing facility.

J. Positive Drug Test Results

1. Drivers who are found to have a confirmed positive drug test will be immediately suspended. In the absence of compelling reasons for a contrary result, such Driver will not be permitted to perform a safety sensitive function.

III. Alcohol Testing

A. Frequencies and Patterns Under Which a Driver May Be Tested:

1. Random Testing: Random alcohol testing will be conducted on an unannounced basis. Ten (10) percent (or at the percentage required by Federal regulation at the time of testing) of the average number of driver positions will be tested annually in a random manner. Approximately 3.3 percent will be tested on a quarterly basis in a random manner. This will be accomplished using a computer generated random number selector at the beginning of each period. As new Drivers are added to the work force, they will use their social security number or employee identification number for the next testing period. All Drivers will have an equal statistical likelihood of being selected for testing during any testing period.

2. Post-Accident Testing: The driver shall be subject to a breath test within two hours, but not later than eight hours, after an accident IF, a person involved in the accident has to be treated immediately away from the scene AND our driver is cited; OR if a vehicle has to be towed because of disabling damage AND our driver is cited; OR if there are any fatalities. A driver who is seriously injured and cannot provide an alcohol test at the time of the accident shall provide the necessary documentation to the Company for obtaining hospital reports and other documents that would indicate whether there was any alcohol in the driver's system. The company shall provide driver's with the necessary information and procedures so that the driver will be able to meet these requirements.

3. Reasonable Cause Testing: The Company shall require a Driver to be alcohol tested upon reasonable cause for the use of alcohol. The behavior pattern that suggests possible alcohol use must be observed by at least one member of Company management/supervision who has received documented training in the socio-behavioral and physical changes associated with alcohol abuse. These suspicions will be documented in writing immediately.

4. Return to Duty Testing: The Company shall ensure that before a Driver returns to duty requiring the performance of a safety sensitive function, and after having a confirmed alcohol test of .04 or greater, the Driver shall undergo a return to duty test for alcohol with a reading of .02 or less.

5. Follow-Up Testing: Following a determination by a substance abuse professional, that a driver is in need of assistance in resolving problems for the use of alcohol, the Company will ensure that the Driver is subject to unannounced follow up testing for alcohol abuse as directed by the Substance Abuse Professional. The follow up testing shall be conducted when the driver is performing, just prior to performing or just after performing a safety sensitive function.

B. Detection Threshold for Alcohol

1. Alcohol testing will be done on a two (2) tiered technique.

a). Screening Test: using a DOT approved Saliva Screening Device or a DOT approved Evidential Breath Testing device.

b). Confirmation Test: using a DOT approved Evidential Breath Testing Device.

2. If the screening test shows an alcohol concentration of less than 0.02, the test is a negative test for the presence of alcohol. No further testing is authorized.

3. If the screening test shows an alcohol concentration of 0.02 or greater a confirmation test using an Evidential Breath Testing device must be utilized.

C. Alcohol Testing Collection Protocol

1. Random Testing:

(1). With the implementation of this policy, the Company will select Ten (10) percent of the qualified Drivers at random for alcohol testing each year. The random testing will be conducted on a quarterly basis. All Drivers qualified under the testing requirements will be subject to testing each time random selection of Drivers is made. The Company has contracted a firm to perform the periodic selections of Drivers for inclusion in random testing pools. The Company will provide Driver names and social security numbers or employee identification numbers to be used in random selection drawings. The selecting firm will, in turn furnish the designated company official with a list of individuals to be tested at the beginning of each selection period. It is the responsibility of the designated company official to notify each Driver who has been selected with the time random testing is to be completed. When notified it is the responsibility of the Driver to provide a breath/saliva for alcohol testing.

(2). At the time of notification, the Driver will be instructed to go directly to the designated collection site by the designated company official. The Driver will notify the collection site that they have been selected and are ready to provide a breath/saliva for random alcohol testing.

2. Post Accident Testing:

(1). Certain Drivers are required to undergo alcohol testing following their involvement in an accident.

(2). With the implementation of this policy, the Company shall require the Driver to provide a breath sample to be tested for the use of alcohol within two (2) hours, but no later than eight (8) hours after an accident, if the Driver of the commercial motor vehicle is cited for a moving traffic violation arising from the accident, or if the

accident involved the loss of human life.

(3). If a breath sample is necessary, the Driver will be instructed to report to the designated collection site.

(4). In the event that the Driver is injured, the Company retains the right to contact any treating medical facility and request that an alcohol test be obtained; or be obtained from the Drivers medical records, the result of any such test obtained during the course of treatment. The refusal of any Driver to allow the collection of these tests or to attempt to block the release of these tests will result in the medical unqualification of the Driver.

(5). Any driver who fails to report an accident to the designated company official, and/or who fails to comply with the post-accident testing requirements of this policy will be presumed to be positive for the presence of alcohol. This will result in the Driver being deemed medically unqualified.

3. Reasonable Cause Testing:

(1). All Drivers who are subject to testing may be required to undergo reasonable cause testing to ensure their continued fitness for duty. These Drivers will be required to submit to alcohol testing at the request of certain designated company officials as a part of the overall program.

(2). With the implementation of this policy, designated management personnel may request that certain Drivers undergo alcohol testing. Any Drivers of the Company who exhibits behavior or actions that can be clearly identified by designated personnel as arising from the possible abuse of alcohol must be tested.

These designated Company individuals, who have received documentable training in the recognition of alcohol abuse behaviors and identifications, may, upon direct observation of a typical behavior may consult with a second person who has had like training. In all cases, the individual requesting the test must prepare written documentation describing the witnessed behavior and/or actions. This documentation must be prepared immediately.

(3). The first priority of the designated Company official is to remove the suspected individual from the work environment. This is done to prevent the individual from causing harm to himself/herself, other persons in the work place and/or any other persons. The designated Company official will instruct the Driver to accompany him/her to a private area that is removed from the individuals co-workers. Once this has been done, the designated Company official will make a specific request to the Driver for a breath/saliva test on the grounds that there is reasonable suspicion that an alcohol abuse problem may exist.

(4). When notified by the designated Company official, it is the responsibility of the Driver to provide a breath saliva for testing. A failure to comply with the request for a breath/saliva will result in immediate medical unqualification of the Driver.

(5). At the time of notification, the Driver will be escorted to the designated collection site by a designated Company official.

(6). The designated Company official, who has escorted the Driver to the collection site, will return the Driver to the workplace. It is the responsibility of the company designated official to ensure that a Driver is capable of safely leaving the work place unattended. If there is any question, instruct the Driver that transportation will be provided to the Driver at companies expense, to any reasonable destination.

4. Return to Duty Test:

(1). Following an alcohol test of 0.04 or greater and at the direction of a Substance Abuse Professional, a Driver shall report to a designated collection site to be tested for alcohol. This return to duty test will be coordinated by the Substance Abuse Professional and the Company as to the date and time of such test.

5. Follow-Up-Testing:

(1). At the direction of a Substance Abuse Professional, a Driver identified as needing assistance with alcohol abuse shall be subject to unannounced follow-up testing. A minimum of six (6) tests must be performed in the first twelve (12) months following a negative return to duty test. The maximum number of tests will be determined by the Substance Abuse Professional but cannot exceed sixty (60) months.

D. Collection Site Procedures

1. Screening Test:

(1). Saliva Test:

(a). The Saliva Testing Technician will ask the Driver to provide a drivers license for identification purposes.

(b). The STT will explain the testing procedures to the Driver.

(c). The STT will complete Step 1 on the Breath Alcohol Testing Form.

(d). The Driver will than complete Step 2 on the Breath Alcohol Testing Form.

(e). An individually sealed testing kit will be opened in the presence of the Driver.

(f). The STT will conduct the test and show the results of the test to the Driver.

(g). If the result of the test is less than 0.02 the STT shall date the form and sign the certification in Step 3. The Driver will sign the certification in Step 4.

(h). The STT will than transmit the result of less than 0.02 to the Company in a confidential manner.

(i). If the result is greater than 0.02 a confirmation test shall be performed.

(2). Evidential Breath Test:

(a). The Breath Alcohol Technician will ask the Driver to provide a drivers license for identification purposes.

(b). The BAT will explain the testing procedures to the Driver.

(c). The BAT will complete Step 1 on the Breath Alcohol Testing Form.

(d). The Driver will than complete Step 2 on the Breath Alcohol Testing Form.

(e). An individually sealed mouthpiece will be opened in the presence of the Driver and affixed to the EBT machine.

- (f). The BAT will conduct the test and show the results of the test to the Driver.
- (g). If the result of the test is less than 0.02 the BAT shall date the form and sign the certification in Step 3. The Driver will sign the certification in Step 4.
- (h). The BAT will then transmit the result of less than 0.02 to the Company in a confidential manner.
- (i). If the result is greater than 0.02 a confirmation test shall be performed.

2. Confirmation Test:

- (a). The BAT shall instruct the Driver not to eat, drink, put any object in his/her mouth and to the extent possible, not belch during the waiting period before the confirmation test.
- (b). The waiting time period begins with the completion of the screening test and shall not be less than fifteen (15) minutes. The confirmation test shall be conducted within twenty (20) minutes of the completion of the screening test. The BAT will explain the reason for the waiting period to the Driver.
- (c). The BAT, after completion of the waiting period will repeat the steps in 2 (a) through (h) above.

E. Reporting of Test Results

- 1. The BAT upon completion of testing will transmit to the Company designated official the results of each test result in a confidential manner.
- 2. The BAT shall then provide to the Company the Employers copy of the breath alcohol testing form.
- 3. To protect the confidentiality of the Driver, all results of testing will be stored separate from the Drivers personnel or qualification file. These records shall be maintained under lock and key at all times. Access is limited to those designated company officials with a need to know. The information in these files will be utilized only to properly administer these policies and to provide for review by certifying agencies as required under Federal law.
- 4. Any Driver tested under these policies has the right to view and/or receive a copy of the test results. Within a period not to exceed six (6) months from the date of testing, any Driver may request the Company official in writing, that a copy of the test results be provided to them. The Company will promptly comply with this request and will issue to the Driver a copy of these results by certified mail.

F. Test Results Greater than 0.02:

- 1. Drivers testing greater than 0.02 but less than 0.04 will be placed off duty immediately and remain off duty for a period of not less than twenty-four (24) hours.
- 2. Drivers testing greater than 0.04 will be immediately suspended and following a review of the facts by the designated company official, terminated.

IV. Refusal To Test

No Driver shall refuse to submit to a Post-Accident, controlled substance test or alcohol test, a random controlled substance test or alcohol test, a reasonable suspicion controlled substance test or alcohol test, or a follow-up controlled substance or alcohol test. Any Driver refusing such tests will be immediately terminated.

V. Referral, Evaluation, and Treatment

- 1. Any Driver who has engaged in conduct prohibited by this policy will be advised by the company designated official of the resources available to the Driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances.
- 2. Any Driver who has engaged in conduct prohibited by this policy must be evaluated by a Substance Abuse Professional, who will determine what assistance a Driver may need in resolving problems associated with alcohol misuse and controlled substance abuse.
- 3. It will be at the determination of the Substance Abuse Professional, when the Driver may take a return to duty test, type of treatment necessary and when any follow up testing will be done.

VI. Safety Sensitive Function

The phrase "Safety Sensitive Function", used throughout this policy, is defined as follows:

- (1). All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched unless the driver has been relieved from duty by the motor carrier.
- (2). All time inspecting equipment, servicing or conditioning any commercial motor vehicle.
- (3). All driving time in a commercial motor vehicle.
- (4). All time, other than driving time, in or upon any commercial motor vehicle, except time spent in a sleeper berth.
- (5). All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- (6). All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

VII. Immediate Removal from Safety Sensitive Functions

Any Driver participating in conduct prohibited by this policy will be immediately removed from performing any and all safety sensitive functions.

VIII. Company Designated Officials

The personnel described as "Company Designated Officials" are listed by name and title on Addendum A, attached hereto.

IX. Driver Receipt of Policy

All Drivers must sign, and Company representative must witness, the Drivers Receipt of Policy attached hereto as

Appendix 'A'

X. Effective Date of Policy:

This Policy becomes effective January 1, 1996

ADDENDUM A

Company Designated Officials are:

Name of Designated Official: _____

Title of Official: _____

APPENDIX A

Drivers Receipt of Drug & Alcohol Policy:

I hereby acknowledge receipt of the Company policy on Drug and Alcohol Abuse. I further acknowledge that I have had an opportunity to ask company designated officials any questions that I may have had.

Drivers Signature

Date

Witness

NOTICE TO LEGISLATIVE
AUTHORITY

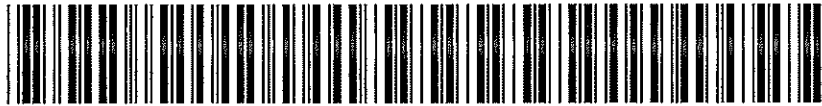
OHIO DIVISION OF LIQUOR CONTROL
6806 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

4342316			TRFO	JOHN SEMKO III LLC DBA BAZETTA MALL 3649 HOAGLAND BLACKSTUB RD BAZETTA TWP CORTLAND OHIO 44410
PERMIT NUMBER			TYPE	
10	01	2017		
ISSUE DATE				
03	08	2018		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
78	904	C	F20017	
TAX DISTRICT			RECEIPT NO.	

FROM 03/20/2018

3233363				GMK MARKET INC DBA QUIK PIK 3649 HOAGLAND BLACKSTUB RD BAZETTA TWP CORTLAND OHIO 44410
PERMIT NUMBER			TYPE	
10	01	2017		
ISSUE DATE				
03	08	2018		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
78	904			
TAX DISTRICT			RECEIPT NO.	



MAILED 03/20/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 04/20/2018

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING. **C TRFO 4342316**
REFER TO THIS NUMBER IN ALL INQUIRIES _____

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

03-27-18

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

BAZETTA TOWNSHIP TRUSTEES
ATTN TOWNSHIP FISCAL OFFICER
3372 STATE ROUTE 5 NE
CORTLAND OHIO 44410

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA

Permit Number	4342316
Permit Name / DBA	
Member / Officer Name	

[Search](#) [Reset](#) [Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 4342316; Name: JOHN SEMKO III LLC; DBA: DBA BAZETTA MALL; Address: 3649 HOAGLAND BLACKSTUB RD CORTLAND 44410		
JOHN SEMKO	MANAGE MEM	PRESIDENT

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

BAZETTA TWP. FIRE/EMS

Chief's Office

INTEROFFICE MEMORANDUM

Date: 3/22/2018
To: Trustee Hovis, Trustee Parke, Trustee Webb,
From: Chief Dennis Lewis
Re: March 27, 2018 Trustee's Meeting
Cc: File

Trustee Hovis – Trustee Parke – Trustee Webb,

Agenda items:

1. Fire Department has nothing for the agenda.

Non agenda items:

1. Nothing to report.

Professionally,
Dennis Lewis
Fire Chief

Police Agenda Trustee Meeting March 27, 2018

3/22/18 11:26 AM

From: "Mike Hovis" <mhovis@bazettatwp.org>

To: <rdrew@bazettatwp.org>

Cc: <twebb@bazettatwp.org>, <phovis@hovistire.com>, <fparke@bazettatwp.org>, <cherlinger@bazettatwp.org>

Rita,

The following will be the agenda for the police department for Tuesday March 27, 2018 Trustee meeting,

1. To authorize the expenditure of \$1,359.98 from Red Diamond Uniform and Police Supply for two (2) bullet proof vests to be paid from the police equipment fund. Attached is sales order of pricing. Half will be reimbursed under federal grant.
2. To accept the resignation of Patrolman Donald R. Utterback III effective April 1, 2018 (Attached).
3. To promote FTO Part-time Patrolman Zach Dzurinda to Part-time officer at the current part-time rate. Also to provide Dzurinda a onetime \$100.00 uniform allowance with all being retroactive to March 25, 2018.

That is all for now. Thank you and have a great day!!!

Michael J. Hovis, Chief of Police

Bazetta Township Police Department

2671 McCleary Jacoby Rd.

Cortland, Ohio 44410

Phone: 330-638-5503

Fax: 330-638-9927

mhovis@bazettatwp.org

www.facebook.com/BazettaTownshipPoliceDept

Donald R. Utterback III
3825 Longhill Drive SE
Warren, Ohio 44484
(330)720-5430

Bazetta Township
Police officer
Bazetta Township Police Department
2671 McCleary Jacoby Road
Cortland, Ohio 44410

Dear Chief Hovis and Township Trustees,

I would like to inform you that I have accepted a position with the State of Ohio as a tax investigation agent. I am resigning from my position as police officer for the Bazetta Township Police Department, effective April 1, 2018.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last nine years. I have enjoyed working for the township and appreciate the support provided me during my time with the department.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald R. Utterback III". The signature is fluid and cursive, with a horizontal line underlining the name.

Donald R. Utterback III

RED DIAMOND UNIFORM POLICE SUI
4437 MAHONING AVE

SALES ORDER

Order Date 03/08/2018
Order# 00130453
Ref#
Store 1
Page # 1

YOUNGSTOWN OH 44515
Phone: 330-270-9653
Fax: 330-270-9654
Customer

Ship to

BAZETTA POLICE DEPT
BAZETTA POLICE DEPT
CHIEF TOM MILLER
2671 MCCLEARY-JACOBY
CORTLAND OH 44410
330-638-5503

STANDARD SHIPPING
BAZETTA POLICE DEPT
BAZETTA POLICE DEPT
CHIEF TOM MILLER
2671 MCCLEARY-JACOBY
CORTLAND OH 44410
330-638-5503

SWIGER, ABBOTT

Customer #	Salesperson	Terms	PO #
	BAKER RICK #2	NET 30	VESTS

ARMOR EXPRESS	AE-RAZOR2-	LEVEL 2 RAZOR W/EQUINOX			
Size	Order Qty	Shipped	Backorder	Price	Total
	2	0	0	679.99	1,359.98
	2	0	0	679.99	1,359.98

Sub Total: 1,359.98
STANDARD SHIPPING 0.00
Tax1: 0.00
Tax2: 0.00
Total: 1,359.98
TotalDue: 1,359.98

THANK YOU FOR SHOPPING AT RED DIAMOND UNIFORM & POLICE SUPPLY, INC.
**RETURNS AFTER 7 DAYS SUBJECT TO A 15% RESTOCKING FEE.
**ITEMS MUST BE NEW AND UNUSED AND IN ORIGINAL PACKAGING, CLOTHING MUST HAVE TAGS ATTACHED.

VISIT US AT WWW.REDDIAMONDOONLINE.COM

SCHEDULE 9037302 - MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT

AMENDMENT

That certain Master Equipment Lease-Purchase Agreement, by and between Ford Motor Credit Company ("Lessor") and Bazetta Township ("Lessee"), dated as of 04/02/2015 (the "Lease") is hereby amended as follows:

Bank Qualified Tax-Exempt Obligation

(Check box for Bank Qualified designation)

Lessee hereby designates this Schedule as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code. Lessee reasonably anticipates issuing tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds and including all tax-exempt obligations of subordinate entities of the Lessee) during the calendar year in which the commencement date of this Schedule falls, in an amount not exceeding \$10,000,000.00.

Non-Bank Qualified Tax-Exempt Obligation

(Check box for Non-Bank Qualified designation)

Lessee reasonably anticipates issuing more than \$10,000,000.00 in tax-exempt obligations in the calendar year of the Commencement Date as defined in the Property Schedule.


Except as amended hereby, the Lease shall otherwise remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the 26th day of March, 2018.

Lessee: **Bazetta Township**

Lessor: **Ford Motor Credit Company LLC**

By:



Rita K. Drew

By:



Frank Mastrella

Title:

Fiscal Officer

Title:

Operations Manager, Municipal Finance

SCHEDULE NO. 9037302 - MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT

Master Agreement No. 9037301 dated as of 04/02/2015

This Equipment Schedule dated as of 03/26/2018, is being executed by Ford Motor Credit Company LLC ("Lessor"), and Bazetta Township ("Lessee"). The terms and provisions of the Master Agreement between Lessor and Lessee referenced above (other than to the extent that they relate solely to other Schedules or Equipment under other Schedules) are hereby incorporated by reference and made a part hereof. All terms used herein have the meanings ascribed to them in the Master Agreement.

Lessor hereby leases to Lessee pursuant to this Schedule, and Lessee hereby accepts and leases from Lessor, subject to and upon the terms and conditions set forth herein (including any attachments hereto), the following items of Equipment:

QUANTITY	DESCRIPTION (MANUFACTURER, MODEL AND SERIAL NO.)	CASH PRICE	SUPPLIER NAME
1	2018 Ford Police Interceptor Utility AWD, 1FM5K8AR1JGA71496	\$28,400.00	Mark Thomas Ford
EQUIPMENT LOCATION: Police Department, 3372 State Route 5, Cortland, OH, 44410			
COMMENCEMENT DATE (the date on which the Equipment is accepted by Lessee by the execution of a Delivery and Acceptance Certificate): 03/26/2018		INITIAL TERM: 36 months	
		LEASE PAYMENTS: 3 Consecutive Annual in Advance Payments of \$10,307.98 each (including interest), due under this Schedule. See Attachment 1 hereto.	

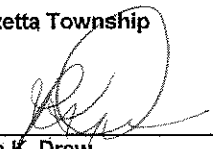
Representations, Warranties and Covenants. Lessee hereby represents warrants and covenants as follows:

- a) The representations, warranties and covenants of Lessee set forth in the Master Agreement are true and correct on the Commencement Date for this Schedule as though made on that Date.
- b) The execution, delivery and performance by Lessee of this Schedule has been duly authorized by proper action and approval of its governing body at a meeting duly called, regularly convened and attended throughout by a requisite majority of the members thereof or by other appropriate official approval.

EXECUTED as of the date first herein set forth.

Lessee: **Bazetta Township**

Lessor: **Ford Motor Credit Company LLC**

By: 
 Rita K. Drew
 Title: Fiscal Officer

By: _____
 Frank Mastrella
 Title: Operations Manager, Municipal Finance

Counterpart No. 1 of 1 manually executed and serially numbered counterparts. To the extent this Schedule constitutes chattel paper; no security interest herein may be perfected through the possession of any counterpart other than Counterpart No. 1.

ATTACHMENT 1
TO
SCHEDULE NO. 9037302 - MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT

LEASE PAYMENT SCHEDULE

Master Lease No.: 9037301

Interest Rate: 7.00%. Underwriting Fee: \$545.00

Commencement Date of Schedule: 03/26/2018

<u>Lease Payment Number</u>	<u>Lease Payment Date</u>	<u>Lease Payment</u>	<u>Interest Portion</u>	<u>Principal Portion</u>	<u>Concluding Payment</u>
1	3 / 26 / 2018	10,307.98	0.00	10,307.98	28,945.00
2	3 / 26 / 2019	10,307.98	1,304.59	9,003.39	18,637.02
3	3 / 26 / 2020	10,307.98	674.35	9,633.63	9,633.63
TOTALS		30,923.94	1,978.94	28,945.00	1.00



FORD CREDIT

Ford Motor Credit Company LLC
1 American Road, MD 7500
Dearborn, MI 48126

DELIVERY AND ACCEPTANCE CERTIFICATE

Master Lease Date	Master Lease No.	Date of Schedule 9037302	Delivery Number
04/02/2015	9037301	03/26/2018	1

In accordance with Section 3 of the Master Equipment Lease-Purchase Agreement (the "Master Agreement") executed by Lessee and Lessor, the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

(1) All of the Equipment (as such term is defined in the Master Agreement) described below has been delivered, installed and accepted on the date hereof.

EQUIPMENT INFORMATION

Quantity	Description (Manufacturer, Model, Serial Number)	Supplier Name
1	2018 Ford Police Interceptor Utility AWD, 1FM5K8AR1JGA71496	Mark Thomas Ford

(2) Lessee has conducted such inspection and/or testing of the Equipment listed in the Schedule as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.

(3) Lessee is currently maintaining the insurance coverage required by Section 15 of the Master Agreement.

(4) No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default under any Lease (as those terms are defined in the Master Agreement) exists at the date hereof.

(5) We acknowledge that Lessor is neither the vendor (supplier) nor manufacturer or distributor of the Equipment and has no control, knowledge or familiarity with the condition, capacity, functioning or other characteristics of the Equipment. Nothing in this acknowledgement affects any rights Lessee may have against a manufacturer or supplier of the Equipment.

(6) The serial number for each item of Equipment that is set forth on the Equipment Description contained in the Schedule is correct.

LESSEE: Bazetta Township

BY: [Signature]
Chairman Bazetta Twp Trustee
(Title)

DATE ACCEPTED: 3/27/2018

INSURANCE FACT SHEET

Lessee Name: Bazetta Township

Lessee Schedule No.: 9037302

Address: Police Department, 3372 State Route 5, Cortland, OH 44410

Telephone No.: (330) 240-1311

Equipment: (1) 2018 Ford Police Interceptor Utility AWD, 1FM5K8AR1JGA71496

The Master Lease Agreement requires the Lessee to maintain, at all times, the following insurance coverage for the financed equipment as described in the Equipment Lease Purchase Agreement and above.

- Automobile Liability that includes Bodily Injury and Property Damage with a minimum of \$1,000,000.00 per occurrence (this can be a combination of auto, umbrella or excess liability).
• Insurance against all risks of physical loss or damage to the equipment (including theft).
• Ford Motor Credit Company LLC, their successors and assigns named as Loss Payee and Additional Insured.

1. If you are not self-insured, please complete the following insurance information:

Insurance Company: OTARMA

Address: 315 S. Kalamazoo Mall Kalamazoo, MI State: Zip Code: 49007

Telephone: 888-748-7966 Agent Name: X 3136 Wendy French 800-748-0554

Policy No.: 281 Expiration Date: 01-30-19

Automobile Liability including Bodily Injury and Property Damage: \$ 4,000,000.00

Auto Physical Damage (select one): [X] Actual Cash Value [] Stated Cash Value of \$

2. If you are self-insured, please select one of the follow options:

[] Self Retained Risk

[] Joint/State Fund - PLEASE COMPLETE THE FOLLOWING

Name of fund/pool:

Automobile Liability including Bodily Injury and Property Damage: \$

Auto Physical Damage (select one): [] Actual Cash Value [] Stated Cash Value of \$

Expiration Date; (if Applicable)

- Please also include your standard Self-Insured letter with the return of your document package to Ford Motor Credit Company (if a letter is available.)

Sign and date to acknowledge the provided insurance information to Ford is complete and accurate:

Signature: Rita K. Drew, Fiscal Officer

The following is information you will need to complete the attached IRS form 8038-GC. Instructions can be found at www.irs.gov/pub/irs-pdf/f8038gc.pdf. Please see your tax professional if you have any questions regarding the completion of this form.

Vendor's Name:	Ford Motor Credit Company LLC
Vendor's employer Identification Number:	38-1612444
Issue Price:	\$18,637.02
Issue Date:	03/26/2018

Please complete the form, sign and return a copy to Ford Credit with your other loan documents.

Once completed, you must file the original with the IRS at the address listed in the Instructions.

**Information Return for Small Tax-Exempt
Governmental Bond Issues, Leases, and Installment Sales**

Under Internal Revenue Code section 149(e)

Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.

Part I Reporting Authority Check box if Amended Return

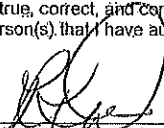
1 Issuer's name: Bazetta Township	2 Issuer's employer identification number: 34-0939309
3 Number and street (or P.O. box if mail is not delivered to street address): 3372 State Route 5	Room/suite
4 City, town, or post office, state, and ZIP code: Cortland OH 44410	5 Report number (For IRS Use Only): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6 Name and title of officer or legal representative whom the IRS may call for more information: Rita K. Draw Fiscal Officer	7 Telephone number of officer or legal representative: 330-637-8810

Part II Description of Obligations Check one: a single issue or a consolidated return .

8a Issue price of obligation(s) (see instructions).....	8a	0
b Issue date (single issue) or calendar date (consolidated). Enter date in mm/dd/yyyy format (for example, 01/01/2009) (see instructions) ▶		
9 Amount of the reported obligation(s) on line 8a that is:		
a For leases for vehicles.....	9a	0
b For leases for office equipment.....	9b	0
c For leases for real property.....	9c	0
d For leases for other (see instructions).....	9d	0
e For bank loans for vehicles.....	9e	0
f For bank loans for office equipment.....	9f	0
g For bank loans for real property.....	9g	0
h For bank loans for other (see instructions).....	9h	0
i Used to refund prior issue(s).....	9i	0
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank).....	9j	0
k Other.....	9k	0
10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check this box.....▶ <input type="checkbox"/>		
11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions).....▶ <input type="checkbox"/>		
12 Vendor's or bank's name:		
13 Vendor's or bank's employer identification number:		

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.

Signature and Consent

Signature of issuer's authorized representative:  Date: **03-27-18**

Type or print name and title: **Rita K. Draw Fiscal officer**

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			



FORD CREDIT

Invoice

Invoice Date: March 26, 2018

Lessee:

**Bazetta Township
Police Department
3372 State Route 5
Cortland, OH 44410**

Lease Schedule No.	Payment Due Date	Description	Payment Amount
9037302	03/26/2018	(1) 2018 Ford Police Interceptor Utility AWD, 1FM5K8AR1JGA71496	\$10,307.98
		Underwriting Fee	\$000.00
Total Amount Due:			\$10,307.98

Payment Options:Payment by check:

Make check payable to "Ford Motor Credit Company LLC" and attach to the original signed documents or remit to:

Ford Motor Credit Company LLC
Attn: Municipal Finance
1 American Road, MD 7500
Dearborn, MI 48126Payment by ACH Credit or Wire Transfer:

Send to Comerica Bank, 39200 West Six Mile Road Livonia, MI 48152-07539

ABA Routing No.: 072 000 096
For Credit to: Ford Motor Credit Company, Municipal Finance Clearing Account
Account No.: 107 613 438 4
Reference your lease number **9037302** and **Bazetta Township** in the OBI sectionCustomer Service: (800) 241-4199, extension 15
Email: fcmuni@ford.com

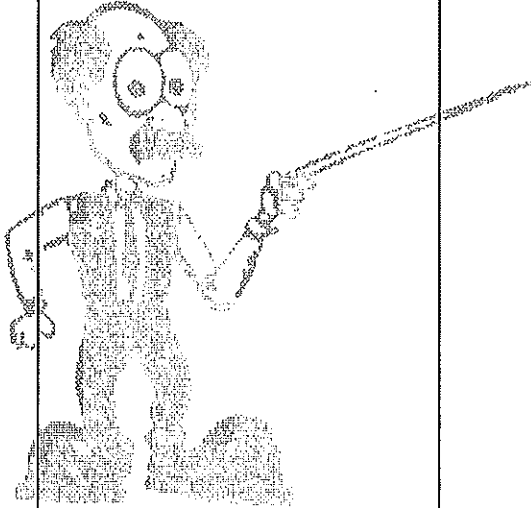
CHECK CONTROL NO. 82088

ISSUED BY: PS

MARK THOMAS FORD
Cortland, Ohio 44410

PAGE 1

INVOICE STOCK NO.	INVOICE DATE	PURCHASE ORDER NO.	COMMENT/V.I.N.	AMOUNT	DISCOUNT/ACCOUNT NO.	NET AMOUNT
	032618		BAZETTA TWP.	82088 LEASE	10010 15600	-10,307.98 10,307.98
				TOTAL	10010	10,307.98



DETACH AT PERFORATION BEFORE DEPOSITING CHECK

REMITTANCE ADVICE

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM

WATERMARK ON BACK. HOLD AT ANGLE TO VIEW WHEN CHECKING ENDORSEMENT.



3098 Elm Road Ext., N.E.
Cortland, Ohio 44410
Tel: (330) 638-1010
www.mrlowpayment.com

CORTLAND BANK
CORTLAND, OHIO

(18D17481)

82088

82088 56-930
412

MR. LOW PAYMENT®

DATE
26MAR18

PAY THIS AMOUNT			
*****10,307	DOLLARS	98	CENTS

AMOUNT OF CHECK
*****10,307.98

VOID AFTER 60 DAYS
MARK THOMAS FORD

TO THE ORDER OF

FORD MOTOR CREDIT COMPANY LLC
ATTN: MUNICIPAL FINANCE
1 AMERICAN RD MD7500

DEARBORN MI 48126

⑈08 2088⑈ ⑆04 1209307⑆ 02029146⑈