

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: May 23, 2016 at 6:00pm
Bazetta Township Administration Building
3372 State Route 5
Cortland, Ohio 44410

Present:

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

- Trustee Parke reminded the assemblage of the Public Comment procedures

137-16 To accept the minutes from the May 9 Regular Meeting.

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

138-16 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

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

139-16 To create the position of Public Information Officer with the attached job description.

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

140-16 To appoint Chuck Sayers the position of Public Information Officer, effective immediately.

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

141-16 To authorize the Fiscal Officer to make the following transfer.

\$1,507.28 from 15-A-04 (Note/Bond Retirement: Interest) to 15-A-01 (Note/Bond Retirement: Principal)

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

Correspondence (Copies available upon request):

- Copy of a letter from Trumbull County Engineer to Trumbull County Commissioners regarding a permit to haul or move overweight equipment

Administration:

- Nothing to report

Fire Department:

- See Attached Fire Station Project documents
- Chief Lewis reported the following
 - Footers are poured for the new station
 - Hoping to start laying block next week
 - Ladder sold on ebay for \$7729

Police Department:

- See Attached Agenda
- Chief Hovis said the following
 - Welcomed Chuck Sayers back to Bazetta Township
 - Safety Day will be June 11 from 11am - 3pm at Mosquito Lake State Park

142-16 To authorize Chief Hovis to sell the following vehicle obtained via the Police Department Impound Lot, at a sale price not to exceed \$2,500 per ORC §4513.61.

2009 Kia (VIN 7256)
1996 Acura (VIN 9277)

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

- Trustee Webb asked for clarification on Resolution #143-16
 - Trustee Hovis said the previous resolution was to sell a police car with a reserve of \$4,000 and it didn't sell at that price
- Trustee Parke pointed out that the Police Department had saved a second life with Narcan
- Trustee Hovis welcomed Chuck Sayers

143-16 To rescind Board Resolution #067-16.

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

144-16 To adopt the attached *Resolution to Dispose of Township Property by Internet Auction.*

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

Road Department:

- Superintendent Parke reported the following
 - Slag had been delivered
 - Working with Trumbull County to get McCleary Jacoby seal chipped
 - Applied for a grant for mosquito spraying
 - Prepping cemeteries for Memorial Day weekend
 - Township received an award from BWC for prevention of workplace injuries

Planning Director, Zoning Inspector & Code Enforcement Officer:

- Zoning Inspector Mills stated the following
 - Apologized for missing the last meeting
 - Apologized for not calling back a number of people
 - Complaints have been pretty steady regarding nuisance abatements

- Keeping up on permits
- Trying to get his work done in the 20 hours allotted, but is finding it difficult
- Has been out checking for garage sales being done without permits

Zoning Commission & Zoning Board of Appeals:

- Trustee Webb said the next Quarterly Meeting will be July 6 at 6:30pm
- Zoning Inspector Mills said there will probably not be much work done at that meeting due to budget constraints

Parks & Recreation Board:

- Trustee Parke will get in touch with Chairman Belcher to see if there are enough potential members for this board to continue
- Arnie Roman said he has been talking to people about volunteering to paint fences

Safety Committee:

- Chief Lewis said the next meeting will be June 2 at 8:00am at the Police Department

Health Insurance Committee:

- Nothing to report

Asked to be placed on the Agenda:

- Jordan Cohen of Ivy Hills Circle, Lake Pointe II Condo Association
 - Was here two years ago about a property adjacent to Ivy Hills
 - Property has now been foreclosed upon
 - Property now has 3-4' high grass
 - Asked if Board Resolution #270-14 is still in effect
 - Understands that finances are an issue, but wondered if the township will mow
 - Asked about the township being repaid for liens
- Zoning Inspector Mills replied as follows
 - The resolution is still in effect
 - Chance are next to none that the township will mow this property because all nuisance abatements have been suspended
 - The township will not be doing any spot zoning on any properties because that is illegal
 - Suggested contacting Trumbull County Sheriff's Department as they have a mowing program in place for foreclosed properties
 - Suggested being the "squeaky wheel" to get it done
 - Liens would be repaid if property is sold to a private citizen or corporation, e.g. a bank
 - If property goes to the Trumbull County Land Bank, the township would get nothing
 - The problem with bank ownership is that they don't always maintain the properties
- Trustee Webb noted that Bazetta Township currently has 300+ properties with delinquent taxes of roughly \$705,000

Public Comment:

- Ron Snell of Bazetta Road
 - Asked if we go out for bid for mosquito spraying
 - Pointed out that the air base does this and would be willing to get some information about this
- Road Superintendent Parke said the following
 - Township does not be going out for bids as there is only one local company who does this

- Did not know the air base did any type of spraying
- Beekeepers in the area might be a concern with any type of aerial spraying
- Asked for contact information about this
- Ron Snell of Bazetta Road
 - Asked if a garage sale permit was required for people selling firewood in their yards
 - Concern that people are doing this as a business without proper permits
- Zoning Inspector Mills replied as follows
 - Right now, it can not be considered a garage sale and there is nothing in the Zoning Resolution about this
 - It is something that language can be written to address and has been researched
 - This was going to be a question for the Zoning Commission and the Trustees, but is on hold right now because of budget constraints
- Ron Snell of Bazetta Road
 - The nuisance property neighboring his is not owned by the bank, but the previous owner still lives there
 - Asked whose responsibility it now is to mow that property
- Zoning Inspector Mills said it is the bank's responsibility
- Paul Carlson of Lakeshore Drive
 - Regarding an information request he had made several months ago
 - Has been told by the Trustees that he would need to hire an attorney on this and meet with the township attorney
 - Has modified his request, but was still told to hire an attorney
 - There is currently legislation before the Ohio Senate about public officials not turning over documents
 - Thinks it is unreasonable to hire an attorney for a simple, straightforward request
 - Trustees would be better off working with citizens rather than snubbing their noses
 - Has discussed this with an attorney and a fiscal officer from another jurisdiction who disagree with out attorney's assessment
- Trustee Webb said the requested documents are attorney-client privileged per Atty. Finamore and that we are not obliged to give the information out
- Jack Hineman of Northview Drive
 - Questioned the General Fund levy
 - Trying to decide whether or not he wants to pay more taxes
 - Concerned that he is not being given the facts without being made to jump through hoops
 - He needs answers
- Fiscal Officer Drew stated the following
 - Explained that when requests are made on a Request Form, these are considered documents requests
 - The Ohio Sunshine Law stipulates that documents do not have to be created to satisfy a request
 - Only documents that actually exist at the time the request is made can be provided
 - If any resident has questions, they are encouraged to stop into her office and ask them as a number of people in the audience tonight have done in the past
 - Anytime you see either of her cars in the parking lot, feel free to stop in and ask anything
 - If she is not in, leave a message and she will get back to you the next time she is in
 - She is more than happy to answer questions to the best of her ability

PENDING WARRANT REPORT
Bazetta Township [2016]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
27425	19.20	VW27425	AT&T Mobility	Service
27426	34.43	VW27426	Ainsley Oil Company	Fuel
27427	15.63	VW27427	Advance Auto Parts	Parts
27428	61.40	VW27428	Agnew Lawn & Garden	Supplies
27429	6821.00	VW27429	Baker Bednar Snyder & Associates	Services
27430	700.00	VW27430	Bud's Towing & Recovery, LLC	April Tows
27431	1375.00	VW27431	Bazetta Tree, Inc.	Service
27432	339.87	VW27432	Cortland Auto Parts	Parts/Supplies
27433	187.49	VW27433	Dominion East Ohio	Service
27434	38.64	VW27434	Finger Lakes System Chemistry	Supplies
27435	510.12	VW27435	Finley Fire Equipment	Supplies
27436	198.62	VW27436	Scott W. Gubanyar	Training Reimbursement
27437	143.17	VW27437	Handyman Supply Inc.	Supplies
27438	712.00	VW27438	Kiesler's Police Supply, Inc.	Supplies
27439	28.38	VW27439	Lowes Business Acct/Syncb	Supplies
27440	125.00	VW27440	Theresa Noble	Shelter Reservation Overpayer
27441	3071.03	VW27441	Ohio Treasurer, Josh Mandel	OPWC Loan
27442	1049.23	VW27442	Ohio Edison	Service
27443	16658.61	VW27443	Ohio Insurance Services Agency	Insurance
27444	122.51	VW27444	Dennis K. Lewis	Contributions Refund
27445	413.60	VW27445	Orwell Natural Gas	Service
27446	108.99	VW27446	Purchase Power	Postage
27447	280.00	VW27447	Psycare, Inc.	Testing
27448	145.00	VW27448	Brandon Quiggle	Reimbursement
27449	91.13	VW27449	Ricoh USA, Inc.	Supplies/Service
27450	147.96	VW27450	Ricoh USA, Inc.	Maint Agreement
27451	23.25	VW27451	Respiratory Care Partners, Inc.	EMS Supplies
27452	105.47	VW27452	Regional Colletion Services, Inc.	Service
27453	7.00	VW27453	Southeastern Emergency Equipment	Supplies
27454	252.00	VW27454	Trumbull Township Association	Twp Association Dues
27455	251.38	VW27455	Trumbull County Water & Sewer Acct Dept	Service
27456	158.27	VW27456	Time Warner Cable-Northeast	Service
27457	362.37	VW27457	Trumbull County Engineer	Mat'l
27458	50.00	VW27458	Treasurer State of Ohio	Service
27459	3208.88	VW27459	Trumbull County 911	911 Service
27460	60.00	VW27460	University Hospitals	Class/Training
27461	29.88	VW27461	Walmart Business/Syncb	Supplies
27462	25.00	VW27462	Youngstown/Warren Regional Chamber	Registration
27463	1163.94	VW27463	Business Card	Supplies
27464	11839.13	VW27464	BE Solutions	Claims
27465	30.00	VW27465	Florence A. Brogdon	EMS Refund
27466	324.80	VW27466	Standard Insurance Company RD	Insurance
27467	448.87	VW27467	Ohio Edison	Service
27468	400.00	VW27468	Schultz Towing, Inc.	Tows
27469	100.00	VW27469	Trumbull County Coroner	EMS Refund
27470	498.97	VW27470	Vision Service Plan-(OH)	Insurance

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52737.22

Total Amount of Pending Warrants

Bazetta Township Public Information Officer

Job Description

Position Title: Public Information Officer (a volunteer position)

Department: Bazetta Township Administration Office / Police Department

Reports to: Bazetta Township Board of Trustees
Bazetta Township Fiscal Officer
Bazetta Township Chief of Police
IT Specialist

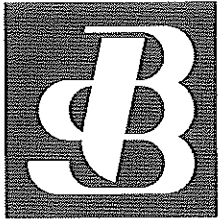
Overall Responsibilities: Assist, direct, and inform Township Residents through social media with approved information to promote the overall health and well-being of our community.

Skills and Certifications:

- Ability to work well with the general public.
- Proficient in the use of Microsoft Word and software for the Police Department data base and network.
- Proficient in social media formats such as Face Book, Twitter, and InstaGram etc.
- Strong listening, reading, writing and communication skills.

Education/ Certification Requirements: High School Diploma or equivalent

Residency Requirements: Must currently be a Bazetta Township Resident



*Baker
Bednar
Snyder*

& ASSOCIATES INC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Bazetta Township Fire Department

Job Meeting #1

May 4th, 2016

Attendance:	Christopher Bebb	Baker Bednar Snyder & Assoc.
	Paul Hovis	Bazetta Twp. Trustee
	Ted Webb	Bazetta Twp. Trustee
	Frank Parke	Bazetta Twp. Trustee
	Mike Charniga	Charniga Plumbing
	Dan Sprenkle	Milcam
	Gary Ligo	Milcam
	Don DiCaludio	York Mahoning
	Greg DeMatteo	Santon Electric

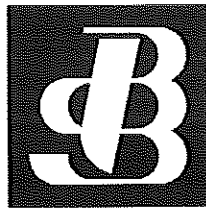
Meeting Minutes:

1. Milcam is working on bringing the building pad up to elevation and they hope to be ready for footers sometime next week.
2. Milcam advised sub-contractors to be ready for sleeves for utilities when foundations are poured.
3. BBS reviewed change order #1 with the trustees and it was approved. BBS will prepare official change order for signature.
4. The gas line is at a higher elevation than expected. Jamie Bell is looking at what can be done and Gary Ligo said he will contact the gas company to see if they can rework it as part of this project.
5. Dennis Lewis has the work order numbers for temporary electric and service line work. He will give that information to Santon.
6. Dennis Lewis also has the sewer permit information for Charniga Plumbing.
7. The fire hydrant and water shut off valve (site utility contract) were installed too low. The trustees are going to contact their contractor who installed them and try to get a riser installed for both.
8. Dennis asked Santon to make sure a conduit will be provided for I.T / Data lines to the building.
9. It was decided that Milcam will have pay app information to BBS the first of the month. BBS will provide approved pay app to Bazetta Trustees by the 5th of the month for approval.

The next meeting is tentatively scheduled for 2 weeks from today, May 18th, @ 8:00 am (jobsite)

Thank you,

Christopher Bebb
Senior Project Architect
Baker Bednar Snyder & Assoc.



*Baker
Bednar
Snyder*

& ASSOCIATES INC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Bazetta Township Fire Department

Job Meeting #2

May 18th, 2016

Attendance:	Christopher Bebb	Baker Bednar Snyder & Assoc.
	Kristin Maiorano	Baker Bednar Snyder & Assoc.
	Paul Hovis	Bazetta Twp. Trustee
	Ted Webb	Bazetta Twp. Trustee
	Rita Drew	Bazetta Fiscal officer
	Mark	Charniga Plumbing
	Dan Sprengle	Milcam
	Gary Ligo	Milcam
	Jerry Smith	York Mahoning
	Greg DeMatteo	Santon Electric
	Dennis Lewis	Fire Chief

Contractors Report: Milcam has the building pad to grade. The additional undercut up front is completed. Footers have been excavated and will begin to pour concrete Thursday May 19th. Milcam is working on the rear parking lot area to get it up to grade.

Old Notes:

1. Milcam advised sub-contractors to be ready for sleeves for utilities when foundations are poured. ***Sleeves have been coordinated. This item is closed.***
2. BBS reviewed change order #1 with the trustees and it was approved. BBS will prepare official change order for signature. ***Change order #1 was signed at the meeting and a copy was distributed to all parties. This item is closed.***
3. The gas line is at a higher elevation than expected. Jamie Bell is looking at what can be done and Gary Ligo said he will contact the gas company to see if they can rework it as part of this project. ***It is our understanding that the gas company will in fact relocate the gas line at no cost to the owner as part of this project. This item is closed.***
4. Dennis Lewis has the work order numbers for temporary electric and service line work. He will give that information to Santon. ***Temporary Service is installed but we are waiting for the Electric Company to come out and turn on the power.***
5. Dennis Lewis also has the sewer permit information for Charniga Plumbing. ***Dennis reminded Charniga to coordinate with him when they are ready to get their permit.***
6. The fire hydrant and water shut off valve (site utility contract) were installed too low. The trustees are going to contact their contractor who installed them and try to get a riser installed for both. ***Milcam is getting close to working in that area and needs this raised before it gets buried.***
7. Dennis asked Santon to make sure a conduit will be provided for I.T / Data lines to the building. ***Greg said he talked with Century Link but needs to coordinate with Time Warner also.***

8. It was decided that Milcam will have pay app information to BBS the first of the month. BBS will provide approved pay app to Bazetta Trustees by the 5th of the month for approval. ***This item is closed.***

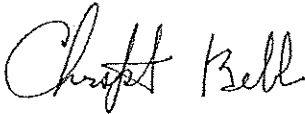
New Notes:

1. Milcam and Cernica suggested to use larger #1 stone and geo-tech fabric on the remainder of the rear parking lot for stability due to existing soil conditions. This should be a cheaper solution than further undercutting. The estimate we received was approximately \$1,500 for the stone and another \$1,500 for the fabric.
2. The issue of dust control was raised at the meeting in regards to the house next door. The Township said they will consider pressure washing the house in the fall.
3. The decision was made to have door 113B have dummy hardware on the exterior.
4. Color selections have begun for carpet, paint, laminate, etc. Kristin will put together finish boards now that some direction has been given.

Next Meeting:

The next meeting is scheduled for 2 weeks from today, **June 1st, @ 8:00 am** (jobsite)

Thank you,



Christopher Bebb
Senior Project Architect
Baker Bednar Snyder & Assoc.



AIA Document G701™ - 2001

Change Order

PROJECT (Name and address): Bazetta Fire Station - Construction Warren Meadville Rd Cortland Ohio 44410	CHANGE ORDER NUMBER: 001 DATE: 5-11-2016	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Milcam, Inc. 5756 Warren Sharon Rd PO Box 449 Brookfield, Ohio 44403	ARCHITECT'S PROJECT NUMBER: 14047 CONTRACT DATE: 3-7-2016 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Provide credit for insulation. (\$2,500.00)

Provide add for the fabrication and installation of the combustion air ductwork and gooseneck. \$1,352.00

Per Cernica Engineering, undercut an area 35 ft x 55 ft x 1ft and backfill with R1 limestone to sub grade. Add geo fabric under front entrance area. \$6,640.70

The original Contract Sum was	\$ 1,316,200.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,316,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,492.70
The new Contract Sum including this Change Order will be	\$ 1,321,692.70

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Baker Bednar Snyder & Associates Inc</u> ARCHITECT (Firm name)	<u>Milcam, Inc.</u> CONTRACTOR (Firm name)	<u>Bazetta Township Trustees</u> OWNER (Firm name)
628 Niles Cortland Rd Se, Warren, Ohio 44484 ADDRESS	5756 Warren Sharon Rd, PO Box 449, Brookfield, Ohio 44403 ADDRESS	3372 State Route 5 NE, Cortland, Ohio 44410 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Christopher A. Bebb (Typed name)	Wayne Miller (Typed name)	Paul Hovis (Typed name)
DATE <u>5.18.16</u>	DATE	DATE

Agenda for Trustee Meeting for Police Department

Thu 5/19/2016 11:28 AM

From: "Mike Hovis"

To: rdrew@bazettatwp.org

Cc: fparke@bazettatwp.org



Rita,

The following agenda is for Monday May 23, 2016 trustee meeting:

1. To sell from impound lot 2009 Kia Vin#KNAFE221395617256
2. To sell from the impound lot 1996 Acura Vin#JH4DB7650ts009277

Also we need to sell that cruiser for \$3500.00. You should have all the paperwork with the details. Any questions please give me a call. 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

<http://www.facebook.com/BazettaTownshipPoliceDept> www.facebook.com/BazettaTownshipPoliceDept

<http://www.facebook.com/BazettaTownshipPoliceDept>

RESOLUTION TO DISPOSE OF TOWNSHIP PROPERTY
BY INTERNET AUCTION
Section §505.10 (D) ORC

Moved by Webb, seconded by Parke, that

WHEREAS, the Township has personal property no longer needed by the Township, obsolete, and/or unfit for the use it was acquired or other appropriate public use, and the Township desires to dispose of said property pursuant the Sections §505.10 et seq, ORC; and

WHEREAS, the township desires to sell said personal property by internet auction on E-Bay; now therefore,

BE IT RESOLVED, that the following property being no longer needed by the township, and/or unfit for public use, be sold by public auction on the internet E-Bay website or other comparable internet auction websites, pursuant to Section §505.10 (D) with the Board establishing a minimum price for the specific item(s), and other terms and conditions of sale as deemed appropriate by the Board of Trutees, including requirements for pick-up, delivery, method of payment, and sales tax if appropriate, with such information being provided in the advertisement for sale on the internet by interne first offered for sell to other agencies or political subdivisions of the State of Ohio upon terms agreeable to the township; and

BE IT FUTHER RESOLVED, that such property is being sold "AS IS" without any expressed or implied warranties as to condition, fitness or use.

List of Property (itemized below or attached by schedule)

2008 Crown Victoria (VIN 8887) with \$3500 reserve

BE IT FURTHER RESOLVED, that the Fiscal Officer be and hereby is directed to place said property for sale on the internet auction, as provided above, with a stated minimim price, "AS IS" without warranty, conditions of sale, and reservation of right to reject and any all offers.


ROLL CALL:

Trustee Havis - Yes
Trustee Parke - Yes
Trustee Webb - Yes

- Stanley Shrodeck of Lakeshore Drive
 - Fiscal Officer Drew has always been very helpful to him
 - He has a few more questions for later
 - Would like a better explanation of some terminology

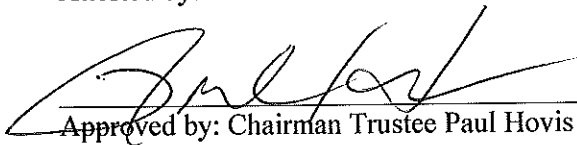
145-16 To adjourn the meeting at 6:46pm.

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



Attested by: Fiscal Officer Rita K. Drew

Dated: 06-03-16



Approved by: Chairman Trustee Paul Hovis

Dated: 06-6-16