

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: May 8, 2017 at 7:00pm
Bazetta Township Administration Building
3372 State Route 5
Cortland, Ohio 44410

Present:
Vice Chairman Trustee Frank Parke
Chairman Trustee Ted Webb
Jeannie Eddy

- Trustee Parke reminded the assemblage of the Public Comment procedures and that the meeting is being video and audio recorded

118-17 To accept the minutes from the April 20 Regular Meeting.

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

119-17 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 – Trustee Parke - YES Trustee Webb - YES

120-17 To approve the attached Bazetta Township Fund Balance Policy.

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

121-17 To approve a Request to Donate Sick Leave and Request to Receive Donated Sick Leave previously presented to the Trustees and approved by the Fiscal Officer on April 22, 2017.

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

122-17 To approve the attached Public Records Retention Schedule (Form RC-2).

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

Correspondence (Copies available upon request):

- Copy of a letter from Trumbull County Engineer to MS Consultants regarding Aldi Store #74
- Copy of a letter from Trumbull County Engineer to Trumbull County Commissioners concerning a permit to haul or move equipment over township roads
- Resolution from Trumbull County Commissioners granting annexation of acreage to City of Cortland
- Letter of resignation from Detective Joseph Sofchek

Administration:

- Trustee Parke told Fire Chief Lewis that the tornado sirens did not go off.

Fire Department:

- Chief Lewis handed in his monthly report which is attached. Chief Lewis asked for approval for him to attend the Ohio Fire and Rescue Officer Development Conference July 14th thru the 17th in Columbus.
- 123-17 To approve Chief Lewis to attend the Ohio Fire and Rescue Officer Development Conference and to be paid out of the Fire Fund.

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

Police Department:

- See Attached Agenda
- Chief Hovis stated that he submitted his monthly report and he would like Atty. Finamore to swear in Officer Nicholas Gregory as a full time officer at the end of the meeting.

124-17 To authorize Chief Hovis to sell the following vehicles obtained via the Police Impound Lot, at a price not to exceed \$2,500 per ORC §4513.61.

2005 Pontiac Sunfire (VIN 3259)

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

125-17 To hire Steven Greene as a part-time Field Training Officer at the state minimum wage of \$8.15 per hour, effective upon completion of and passage of drug, physical, and psychological examinations.

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

126-17 To authorize Chief Hovis to participate in any grant, or additional funding requiring reimbursement for wages and fringe benefits, at one and a half times his salary rate.

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

127-17 To authorize all part-time police officers to participate in any grant, or additional funding requiring reimbursement for wages and fringe benefits, at a rate of \$25.00 per hour.

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

128-17 To accept the resignation of Detective Joseph Sofchek, retroactive to April 30, 2017.

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

129-17 To hire Nicholas Gregory as a full-time Patrolman, at the contracted rate, effective May 21, 2017.

Motion: Trustee Parke

Second: Trustee Webb

Vote: Trustee Hovis -- Trustee Parke - YES Trustee Webb - YES

Road Department:

- Road Department Supervisor Kris Parke stated the cemetery foundations have been completed, and old tires are still being dropped off so he is going to wait a while until he sends in for reimbursement.

Planning Director, Zoning Inspector & Code Enforcement Officer:

- Zoning Inspector Mike Mills attended the Engineers dinner and would like to attend the council of government on his own time. He will be checking into removal of junk motor vehicles. He also reminded residents to have a garage sale permit and he is waiting for wet grass to dry up before checking on high grass properties.

Zoning Commission & Zoning Board of Appeals:

- Zoning Public Hearing on a zone change will be held on Wednesday May 24th at 6:30PM

Parks & Recreation Board:

- See Attached Meeting Minutes
- The fund raiser on May 6th was okay.
- Would like approval for a park facebook page which will be for informational purposes only.

Asked to be placed on the Agenda:

- N/A

Public Comment:

- Kathleen Parana 2430 Andrews Drive has concerns with putting levies on the ballot for the general fund. Suggested the township ear mark what the money will be used for. Attorney Finamore explained that you would have to put a levy on for specific things. If the township uses the term general fund it has to be for the general fund and the money in the general fund can go to things that are paid out of the general fund. Mrs. Parana is concerned with roads not getting paid.
- Rosie Stockton 2658 McCleary Jacoby Rd. had questions on cremation and if there was any decision made on this. Trustee Parke stated that not moving on this right now and Trustee Webb stated that Attorney Finamore will be looking further into it. Mrs. Stockton said she spoke with Trustee Hovis about the City of Niles ordinance on group homes. Trustee Webb stated that we do not want to be the first Township to put resolutions in place. Attorney Finamore added that this is a highly ligated subject, and you cannot outlaw them in your community. Mrs. Stockton also inquired about the zone change hearing taking place on Wednesday May 24th.
- Stanley S. 4045 Lakeshore Drive questioned Road Supervisor Kris Parke about being in the black on funds at all times. He also questioned preventative maintenance on roads and wanted to know what the road department does. He wants to know what the road department staff does. He also questioned why the road department doesn't seal cracks in the road and why seal chip is used. Trustee Parke explained that the road department budget is very low compared to the fire and police departments. Supervisor Kris Parke explained that he stays in the black because he only spends what he has to, he repairs his only vehicles and take hand me downs from the other departments.
- Jack Hineman 2408 Northview Dr. asked the Trustees if they are going to do mosquito spraying this season. Trustee Webb stated that nothing has been put on the agenda so far. Mr. Hineman wanted to

know if anyone has expressed a need that they need mosquito spraying. Trustee Webb said no one has and it's a debatable topic and no one has come forward with scientific proof that mosquito spraying kills bees. Trustee Webb said if there is proof then they would definitely consider alternative methods.

130-17 To adjourn the meeting at 7:59pm.

Motion: Trustee Parke

Second: Trustee Webb

Vote: Trustee Hovis —

Trustee Parke - YES Trustee Webb - YES

Jeannie Eddy
Attested by: Jeannie Eddy, Zoning Secretary

Dated: 5-21-17

Ted Webb
Approved by: Chairman Trustee Ted Webb

Dated: 5-22-2017

PENDING WARRANT REPORT
Bazetta Township [2017]

Date: 05/10/17

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1	141.77	VW 1	THE HUNTINGTON NATIONAL BANK	PAYMENT
29626	44.92	VM29626	Ainsley Oil Company	PAYMENT
29627	11.47	VM29627	MICHAEL P. ARNALL	PAYMENT
29628	560.39	VM29628	Arrow International	PAYMENT
29629	165.32	VM29629	Business Card	PAYMENT
29630	600.00	VM29630	Bud's Towing & Recovery, LLC	PAYMENT
29631	500.00	VM29631	BURROWS CONSULTING SERVICES	PAYMENT
29633	546.00	VM29633	BE Solutions, LLC	PAYMENT
29634	1619.63	VM29634	BE Solutions, LLC	PAYMENT
29635	1000.00	VM29635	Bud's Towing & Recovery, LLC	PAYMENT
29636	173.86	VM29636	City of Warren, Utility Services	PAYMENT
29637	129.24	VM29637	CONGRESSMAN TIM RYAN	PAYMENT
29638	770.25	VM29638	CLEAN AIR CONCEPTS	PAYMENT
29639	166.89	VM29639	Network Billing Systems, LLC	PAYMENT
29640	150.00	VM29640	HOWLAND TOWNSHIP FIRE & EMS TRAINING	PAYMENT
29641	35.77	VM29641	AARON S. HANSON	PAYMENT
29642	266.35	VM29642	DOMINION EAST OHIO	PAYMENT
29643	10.73	VM29643	Handyman Supply Inc.	PAYMENT
29644	248.76	VM29644	Joshen Paper & Packing of Pennsylvania	PAYMENT
29645	82.00	VM29645	Municipal Signs & Sales	PAYMENT
29646	63.53	VM29646	CAPITAL ONE COMMERCIAL (MENARD'S)	PAYMENT
29647	85.86	VM29647	MEDICAL MUTUAL	PAYMENT
29648	735.86	VM29648	Mark Thomas Ford	PAYMENT
29649	175.99	VM29649	NAPA Quality Auto Parts	PAYMENT
29650	700.00	VM29650	NORTHSTAR TOWING, INC.	PAYMENT
29651	2053.14	VM29651	Ohio Edison Company	Installation of Street Light
29652	23.54	VM29652	Orwell Natural Gas	Service
29653	1478.89	VM29653	Ohio Edison	Service
29654	575.00	VM29654	Ohio Pease Officer Training Academy	Taining
29655	945.00	VM29655	Ohio Billing, Inc.	EMS Trip Submissions
29656	2010.44	VM29656	Ohio Edison	Service
29657	510.00	VM29657	Roscoe Bros, Inc. of Gustavus	Supplies
29658	931.27	VM29658	Sam's Club/Synchrony Bank	Supplies
29659	50.00	VM29659	Sure Line Inc.	Labor/Material
29660	301.60	VM29660	Standard Insurance Company RD	Insurance
29661	202.05	VM29661	Sunburst Environmental Service, Inc.	Service
29662	600.00	VM29662	Schultz Towing, Inc.	Tows
29663	3208.88	VM29663	Trumbull County 9-1-1	911 Service
29664	240.00	VM29664	Trumbull Township Association	Dues
29665	174.10	VM29665	Trumbull County Water and Sewer	Service
29666	241.12	VM29666	Time Warner Cable-Northeast	Service
29667	11.93	VM29667	Marcus J. Tempesta	Travel Reimbursement
29668	396.45	VM29668	Verizon	Service
29669	455.30	VM29669	Vision Service Plan-(OH)	Insurance
29670	667.48	VM29670	Wal-Mart	EMS Refund
29671	275.00	VM29671	John P. Weston	Training
29672	23.80	VM29672	Warren Fire Equipment, Inc.	Supplies

PENDING WARRANT REPORT
Bazetta Township [2017]

Date: 05/10/17...

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
29673	3024.93	VM29673	Mex Bank	Gas/Diesel
29674	30.00	VM29674	Younstown/Warren Regional Chamber	PAYMENT
Total Amount of Pending Warrants				
	27414.51			

BAZETTA TOWNSHIP FUND BALANCE POLICY

The following policy has been adopted by the Bazetta Township Trustees in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Bazetta Township and jeopardize the continuation of necessary public services. This policy will ensure that adequate fund balances and reserves are maintained in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Offset significant economic downturns or revenue shortfalls,
- c. Provide funds for unforeseen expenditures related to emergencies, and
- d. Maintain investment grade bond ratings.

Fund Type Definitions:

The following definitions will be used in reporting activity in governmental funds across Bazetta Township when applicable.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the purposes of Bazetta Township.

Fund Balance Categories:

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Non-Spendable Fund Balance

Definition— includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact.

Classification— Non-spendable amounts will be determined before all other classifications and consist of the following items:

- The balance of any long-term outstanding balances due from others (including other internal funds).
- The value of prepaid items and any inventory balances.
- The principal of any permanent funds held legally or contractually required to be maintained intact.
- The balance of any nonfinancial assets held for sale.

Restricted Fund Balance

Definition— Includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition— Includes amounts that can be used only for the specific purposes determined by a formal action of the board of trustees

Authority To Commit— Commitments will only be used for specific purposes pursuant to a formal action of the Board of Trustees of Bazetta Township. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned Fund Balance

Definition— includes amounts intended to be used by the township for a specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign— the Board of Trustees delegates to the Fiscal Officer the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

Unassigned Fund Balance

Definition— includes the residual classification for the township's General Fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Encumbrance Reporting:

Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use:

When expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of Bazetta Township to consider restricted amounts to have been reduced first. When expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of Bazetta Township that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Minimum committed fund balance for cash flow:

Bazetta Township will maintain a minimum committed fund balance in its General and Special Revenue Funds sufficient to provide operating cash flow for said funds from January 1st through March 31st of each year. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts.

Replenishing deficiencies— when a fund balance falls below the minimum necessary to ensure sufficient cash flow for operations, the township will replenish shortages/deficiencies by either reducing expenditures and/or increasing fees for services or other funding as soon as reasonably possible. The strategies and time frame to accomplish the replenishment shall be recommended by the Fiscal Officer to the Township Trustees for review and approval.

Surplus fund balance— should there be surplus unassigned fund balance, the township will use such fund balance surpluses for one-time expenditures that are non-recurring in nature.

Implementation and review:

Upon adoption of this policy, the Township Trustees authorize the Fiscal Officer to establish any standards and procedures which may be necessary for its implementation. The Fiscal Officer shall review this policy at least annually and make any recommendation for changes to the Township Trustees.

Date Approved: 06-08-17

Section A: Local Government Unit

Bazetta Township

Police Department

(Local government entity)

(Unit)

Rita K Drew

Fiscal Officer

(Signature of responsible official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bazetta Township Records Commission

330-637-8816

(Telephone number)

3372 State Route 5

Cortland

44410

Trumbull

(Address)

(City)

(Zip code)

(County)

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

rdrew@bazettatwp.org

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

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 01	<u>Applications For Employment</u> Paper copies may exist elsewhere.	60 years if employed, others 2 years.	Paper while actively employed. Electronic upon termination of employment		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 02	<u>Assignment Schedules</u> Paper copies may exist elsewhere	Until superseded or obsolete	Electronic		
Police 03	<u>Arrestee Log</u> Includes listed names of any Arrestee of any criminal charges of any degree, adult and juvenile unless Court Order deletion or Seal.	Permanent unless ordered permanently deleted and or destroyed or Sealed by Court /Judge Order	Paper to Electronic		<input type="checkbox"/>
Police 04	<u>Arrest Record Files</u> Includes any criminal charges of any degree, adult and juvenile, and or any of the following supportive documents, original or copies pertaining to each individual case; Arrest Sheet, Summons, Citations, Intake Sheet, Use of Force, Driving Record, Criminal History, Voluntary Statement, Miranda Rights, Breathalyzer Results, Laboratory Results, Property Record, Evidence Record, Impounded/Towed Vehicle Documents, Administrative License Suspension, Impaired Driver Report and Statement, Video Recordings, Photographs, Audio Recordings, Merchant Receipts, Domestic Violence Documents, Finger Print Cards, Impounded/Towed Vehicle Documents, Children's Service Reports, Documents/Reports from other Agencies, Pawnshop Receipts, Transcribed Interviews, Crime Scene Log, Bomb Threat Check List and any Investigatory and Miscellaneous Documents.	Permanent unless ordered permanently deleted and or destroyed or Sealed by Court /Judge Order	Paper & Electronic		<input type="checkbox"/>
Police 05	<u>Block Watch Program</u> Includes documents submitted by the Block Watch Group to the Police Department.	1 Year or until Superseded or Obsolete	Paper		
Police 06	<u>Building Maintenance Records</u> May include maintenance documents of purchases, repairs or replacements, original or copies. Paper or electronic copies may exist elsewhere.	Until turned into Fiscal Officer	Paper to Electronic		<input type="checkbox"/>
Police 07	<u>Business Contact Information</u> Includes original or copies of businesses contact information of businesses in the Township. Includes owner's names, contact names, phone numbers, address, and security information.	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 08	<u>Citizen Complaints</u> A paper complaint completed by a citizen and turned into the Chief of Police for review. Paper or electronic copies may exist elsewhere.	Valid Complaints 7 years. Complaints found not to be valid 3 years.	Paper to Electronic		<input type="checkbox"/>
Police 09	<u>Correspondence</u> Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc	Retain according to content, ensure metadata retained.	Any type of media.		
Police 09	<u>Transient</u>	Until no longer of	Any type of		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
(A)	Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	administrative value.	media.		
Police 09 (B)	General Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Retain according to content, ensure metadata retained, or until no longer of administrative value	Any type of media.		
Police 09 (C)	Substantive Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain according to content, ensure metadata retained, or until no longer of administrative value	Any type of media.		
Police 10	Custody Disputes Civil Complaint Forms completed by Complainant(s) Paper copies may exist elsewhere.	5 years	Paper		<input type="checkbox"/>
Police 11	Daily Mileage Logs Paper logs of mileage and fuel completed by individual Officers	1 year paper then to electronic for 5 years	Paper to Electronic		<input type="checkbox"/>
Police 12	Dispatch Logs (911 Logs) Pre-2012	5 years	Paper to Electronic		<input type="checkbox"/>
Police 13	Dispatch Logs (911 Logs) Electronic 2012 through current Paper copies may exist elsewhere.	5 years	Electronic		<input type="checkbox"/>
Police 14	Domestic Violence Reporting An electronic monthly summary printed out, completed by Record Administrator then electronically submitted to the Bureau of Criminal Identification & Investigation on a monthly schedule.	3 years	Paper to Electronic		<input type="checkbox"/>
Police 15	Expunged Records	Disposed of according to Court/Judge Order	Paper and Electronic		<input type="checkbox"/>
Police 16	Fax Journals	1 year	Paper		<input type="checkbox"/>
Police 17	Firearms Records and Inventory Paper or electronic copies may exist elsewhere.	Permanent	Paper to Electronic		<input type="checkbox"/>
Police 18	Front Office Schedule	1 year	Paper to Electronic		<input type="checkbox"/>
Police 19	Fuel Analysis	1 year	Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
	Yearly fuel cost/expense comparison. Paper copies may exist elsewhere.				<input type="checkbox"/>
Police 20	<u>Garage Repair Orders</u> Repair orders for Police Vehicles. Paper copies may exist elsewhere.	Until Vehicle is disposed of.	Paper to Electronic		<input type="checkbox"/>
Police 21	<u>Grants</u> Including documentation used to calculate the amount, expenditures, invoices and use of monies. Includes Local, State and Federal Grants. Paper or electronic copies may exist elsewhere.	6 years or until no longer of fiscal or administrative value.	Paper to Electronic		<input type="checkbox"/>
Police 22	<u>Impound Files</u> Impound Files may include the original or copies of the following; Incident or Offense Reports, Timeline Log of Events, Impound Invoice, Odometer Statement, Unclaimed Vehicle Affidavit, Thirty Day Notification letter, Vehicle Inventory Log, Vehicle Inquiry Results, Vehicle Registration, Power of Attorney, Title, Title Application, Certified Mailing Documents, CADs, Copy of payment of fees. Paper or electronic copies may exist elsewhere.	Until merged with Incident, Offense, Traffic Crash, or Arrest Report and appropriate documents have been forwarded to the Fiscal Officer.	Paper and Electronic		<input type="checkbox"/>
Police 23	<u>Impound Inventory Log</u> Monthly to Yearly compilation of all impounded vehicles, impound date, year, make, model, color, owner, driver, tow company, storage fee, tow fee, administration fee and miscellaneous administrative information. Paper copies may exist elsewhere.	10 years	Electronic		<input type="checkbox"/>
Police 24	<u>Impound Lot Record Files</u> May include some or all of the following original or copied documents; Fence purchase, Maintenance, Replacement, Policy, Procedures, Tow Contracts, Tow Company current Proof of Insurance, Legal opinions, Titling Documents, Ohio Department Of Safety Compliance. Paper or electronic copies may exist elsewhere.	5 years	Paper until Electronic		<input type="checkbox"/>
Police 24 (A)	<u>Impound Bid Sheets</u> Lists vehicles for disposal, year, make model, VIN, mileage, bidders name, date, price offered & price accepted. May contain miscellaneous information.	1 year	Paper until Electronic		<input type="checkbox"/>
Police 25	<u>Incident Reports Electronic</u> (Ohio Uniform Incident Report) Electronically documented information and events of calls, complaints and investigations. Paper copies may exist elsewhere.	Indefinite	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 26	<p align="center"><u>Incident Files</u></p> <p>May include the following original or copied documents that pertain to each individual case. Driving Record, Criminal History, Voluntary Statement, Miranda Rights, Breathalyzer Results, Laboratory Results, Property Record, Evidence Record, Impounded/Towed Vehicle Documents, Administrative License Suspension, Impaired Driver Report and Statement, Video Recordings, Photographs, Audio Recordings, Merchant Receipts, Domestic Violence Documents, Finger Print Cards, Impounded/Towed Vehicle Documents, Children's Service Reports, Documents/Reports from other Agencies, Pawnshop Receipts, Transcribed Interviews, Use of Force, Crime Scene Log, Bomb Threat Check List and any Miscellaneous Documents. Paper or electronic copies may exist elsewhere</p>	Indefinite	Paper to Electronic		<input type="checkbox"/>
Police 27	<p align="center"><u>Incident Report Number Log</u></p> <p>A sign-out log of chronological numbers for assigning to Uniform Incident Reports.</p>	Indefinite	Paper to Electronic		<input type="checkbox"/>
Police 28	<p align="center"><u>Inventory Control log</u></p> <p>List of all Police Department equipment, supplies, furniture, electronics and miscellaneous items used in the operation of the Police Department. Paper or electronic copies may exist elsewhere.</p>	10 Years	Paper to Electronic		<input type="checkbox"/>
Police 29	<p align="center"><u>Investigation Log</u></p> <p>List of current investigations includes date of origin and date of closure.</p>	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 30	<p align="center"><u>LEADS/NCIC Conformations</u></p> <p>Requests by the Dispatch Center to confirm the status of items currently entered by this agency.</p>	1 year	Paper to Electronic		<input type="checkbox"/>
Police 31	<p align="center"><u>LEADS/NCIC Log</u></p> <p>A continual list of Items entered by this agency.</p>	Until Superseded	Paper to Electronic		<input type="checkbox"/>
Police 32	<p align="center"><u>Local Emergency Planning Committee (LEPC)</u></p> <p>Emergency plans and procedures Paper copies may exist elsewhere.</p>	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 33	<p align="center"><u>Liquor/Fireworks Permits</u></p>	2 years	Paper		<input type="checkbox"/>
Police 34	<p align="center"><u>Mailing List</u></p> <p>Current list of businesses or individuals names and addresses used in correspondence Paper copied may exist elsewhere.</p>	Until superseded, or obsolete	Electronic		<input type="checkbox"/>
Police 35	<p align="center"><u>Master Name Index</u></p>	Permanent	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 36	<u>Monthly Activity</u> Paper copies may exist elsewhere.	1 year until merged into year activity.	Paper to electronic		<input type="checkbox"/>
Police 37	<u>NIBRS/OIBRS Extracts</u> Electronically generated monthly statistics submitted to the Ohio Department Of Public Safety.	2 Years	Electronic		<input type="checkbox"/>
Police 38	<u>Officer Take Home Cruiser Comparables</u> Cost analysis Paper copies may exist elsewhere.	1 year	Electronic		<input type="checkbox"/>
Police 39	<u>Orders of Protection</u> Includes Temporary/Civil Orders.	Upon expiration or Court Order	Paper		<input type="checkbox"/>
Police 40	<u>Payroll</u> Bi-weekly pay records documenting hours worked by employees including time off requests. Paper copies may exist elsewhere.	60 years	Paper to Electronic		<input type="checkbox"/>
Police 41	<u>Personnel Files</u> May include the following; Application, Background Investigation, Psychiatric Evaluation, Driving Record, Diplomas, Certifications, Qualifications, Oath and Commission of Office, Performance Evaluation, Commendations and miscellaneous documents.	60 years	Paper while actively employed. Electronic upon termination of employment.		<input type="checkbox"/>
Police 42	<u>Photographs</u> Pertaining to documentation of any type of police report. Paper or electronic copies may exist elsewhere.	Subject to the retention schedule of the record of association.	Paper to/or Electronic		<input type="checkbox"/>
Police 43	<u>Police Labor Contracts</u> Paper copies may exist elsewhere.	Until superseded	Paper		<input type="checkbox"/>
Police 44	<u>Policy and Procedure Manual</u> Paper copies may exist elsewhere.	Until superseded	Electronic		<input type="checkbox"/>
Police 45	<u>Police Vehicle Records</u> May include the following documents; Purchase or Lease agreement, Repair/Replacement Invoice and other miscellaneous documents. Paper copies may exist elsewhere.	Until vehicle is disposed of.	Paper to Electronic		<input type="checkbox"/>
Police 46	<u>Senior Watch Applications</u> Paper copies may exist elsewhere.	Until superseded or obsolete	Paper to Electronic		<input type="checkbox"/>
Police 47	<u>Senior Watch Call Log</u> A continual log documenting telephone calls to or from seniors watch participants.	Until superseded or obsolete	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 48	<u>Special Events</u> Documents pertaining to the function of a special event.	1 year or until submitted to Fiscal Officer	Paper or Electronic		<input type="checkbox"/>
Police 49	<u>Staff Schedule</u> An electronic Scheduling Application where the Police Officer's Daily work schedule is recorded. Is available by day, weeks, months, or yearly. Paper copies may exist elsewhere.	1 Year	Electronic		<input type="checkbox"/>
Police 50	<u>Subpoenas</u>	Until Expired	Paper to Electronic		<input type="checkbox"/>
Police 51	<u>Supply Orders</u>	1 year	Paper to Electronic		<input type="checkbox"/>
Police 52	<u>Telephone Logs</u> Daily calls received list, Includes, time, name of caller, phone number, nature of call or to who the call is intended. Paper copies may exist elsewhere.	2 years	Paper to Electronic		<input type="checkbox"/>
Police 53	<u>Traffic Citations</u> Summons to court listing Traffic violation(s)	5 years	Paper or Electronic		<input type="checkbox"/>
Police 54	<u>Traffic Crash Log</u> A sign-out log of chronological numbers for assigning to Traffic Crash Reports.	5 Years	Paper to Electronic		
Police 55	<u>Traffic Crash Reports</u> Paper copies may exist elsewhere	5 Years	Electronic		
Police 56	<u>Traffic Crash Report Files</u> Can include the following; Written Witness Statements, Diagrams, Driving Records, CADS, Paper copy of Traffic Crash Report, Photographs and Miscellaneous Documents. Electronic or Paper Copies may exist elsewhere.	5 Years	Paper to Electronic		
Police 57	<u>Traffic Warnings</u> Written warning of traffic violations.	1 Year	Paper		
Police 58	<u>Training Records</u> Documents and training materials, Class Roster, Release Waivers.	5 Years	Paper to Electronic		
Police 59	<u>Unit Roster</u> List of Police Personnel by Seniority, Rank and Unit Number. Paper copies may exist elsewhere.	Until Superseded	Electronic		
Police 60	<u>Warrant Log</u> List of Individuals who have Outstanding Warrants.	Until Superseded or Obsolete	Paper to Electronic		
Police 61	<u>Written Directives</u> Paper Copies may exist elsewhere.	Until Superseded or Obsolete	Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
Police 62	<u>Yearly Activity</u> Paper Copies may exist elsewhere.	Indefinitely	Electronic		
Police 63	<u>Residential Security Check Sheets</u> Lists residential information, dates and times.	1 year	Paper		

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {04/01/2017} And {04/30/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	1.04%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	1	1.04%	\$10,000	58.82%
131 Passenger vehicle fire	2	2.08%	\$7,000	41.17%
142 Brush or brush-and-grass mixture fire	1	1.04%	\$0	0.00%
	5	5.20%	\$17,000	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	1.04%	\$0	0.00%
321 EMS call, excluding vehicle accident with	57	59.37%	\$0	0.00%
322 Motor vehicle accident with injuries	3	3.12%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	6.25%	\$0	0.00%
365 Watercraft rescue	1	1.04%	\$0	0.00%
	68	70.83%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	1.04%	\$0	0.00%
424 Carbon monoxide incident	1	1.04%	\$0	0.00%
444 Power line down	2	2.08%	\$0	0.00%
	4	4.16%	\$0	0.00%
5 Service Call				
511 Lock-out	1	1.04%	\$0	0.00%
554 Assist invalid	1	1.04%	\$0	0.00%
561 Unauthorized burning	3	3.12%	\$0	0.00%
571 Cover assignment, standby, moveup	1	1.04%	\$0	0.00%
	6	6.25%	\$0	0.00%
6 Good Intent Call				
611E Dispatched & cancelled en route (EMS /	1	1.04%	\$0	0.00%
611F Dispatched & cancelled en route (Fire /	5	5.20%	\$0	0.00%
622 No Incident found on arrival at dispatch	4	4.16%	\$0	0.00%
	10	10.41%	\$0	0.00%
7 False Alarm & False Call				
731 Sprinkler activation due to malfunction	1	1.04%	\$0	0.00%
734 Heat detector activation due to malfunction	1	1.04%	\$0	0.00%

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {04/01/2017} And {04/30/2017}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
744 Detector activation, no fire -	1	1.04%	\$0	0.00%
	3	3.12%	\$0	0.00%

Total Incident Count: 96

Total Est Loss: \$17,000

BAZETTA

Aid Responses by Department

Alarm Date Between {04/01/2017} And {04/30/2017}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
STA. 10 AIR BASE							
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	YOF1700009	Response Time: 00:05:39	#Appartus	0	0	0	0
Subtotal Responses: 1			Average Response Time for Dept: 00:05:39				

STA. 12 CORTLAND FIRE DEPARTMENT FDID 78200

17-0000302	04/01/2017	3 Mutual aid given	#Personnel	0	0	0	1
Their Inci	398	Response Time: 00:04:38	#Appartus	0	0	0	1
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	COF1700402	Response Time: 00:05:39	#Appartus	0	0	0	0
17-0000316	04/04/2017	4 Automatic aid given	#Personnel	1	0	0	1
Their Inci	408	Response Time: 00:07:00	#Appartus	1	0	0	1
17-0000332	04/08/2017	1 Mutual aid received	#Personnel	0	3	0	0
Their Inci	17-0415	Response Time: 00:07:53	#Appartus	0	1	0	0
17-0000349	04/16/2017	2 Automatic aid received	#Personnel	0	2	0	1
Their Inci	0453	Response Time: 00:03:44	#Appartus	0	1	0	1
17-0000372	04/23/2017	4 Automatic aid given	#Personnel	4	0	0	0
Their Inci	482	Response Time: 00:05:59	#Appartus	1	0	0	0
17-0000383	04/26/2017	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	17-0617	Response Time: 00:12:08	#Appartus	0	1	0	0
Subtotal Responses: 7			Average Response Time for Dept: 00:06:43				

STA. 17 BRISTOL FDID 78105

17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	BTF1700165	Response Time: 00:05:39	#Appartus	0	0	0	0
17-0000328	04/07/2017	4 Automatic aid given	#Personnel	0	0	0	0
Their Inci	171	Response Time: 00:12:05	#Appartus	0	0	0	0
17-0000392	04/29/2017	3 Mutual aid given	#Personnel	0	2	0	0
Their Inci	17-202	Response Time: 00:00:01	#Appartus	0	1	0	0
Subtotal Responses: 3			Average Response Time for Dept: 00:05:55				

STA. 21 CHAMPION FIRE DEPARTMENT FDID 78109

Response time calculated from time notified to arrival.

BAZETTA

Aid Responses by Department

Alarm Date Between {04/01/2017} And {04/30/2017}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
STA. 21 CHAMPION FIRE DEPARTMENT FDID 78109							
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	COF1700402	Response Time: 00:05:39	#Appartus	0	0	0	0
17-0000335	04/09/2017	4 Automatic aid given	#Personnel	0	3	0	0
Their Inci	17-777	Response Time: 00:05:00	#Appartus	0	2	0	0
17-0000367	04/22/2017	3 Mutual aid given	#Personnel	3	0	0	0
Their Inci	17-0800	Response Time: 00:09:47	#Appartus	1	0	0	0
Subtotal Responses: 3			Average Response Time for Dept: 00:06:49				

STA. 30 HOWLAND FDID 78121							
17-0000340	04/11/2017	4 Automatic aid given	#Personnel	4	0	0	0
Their Inci	17-1011	Response Time: 00:06:31	#Appartus	1	0	0	0
17-0000386	04/26/2017	4 Automatic aid given	#Personnel	0	0	0	0
Their Inci	17-1158	Response Time: 00:07:35	#Appartus	0	0	0	0
Subtotal Responses: 2			Average Response Time for Dept: 00:07:03				

STA. 32 HOWLAND FDID 78121							
17-0000301	04/01/2017	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	0916	Response Time: 00:04:45	#Appartus	0	1	0	0
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	HOF1700934	Response Time: 00:05:39	#Appartus	0	0	0	0
17-0000378	04/25/2017	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	1142	Response Time: 00:04:56	#Appartus	0	1	0	0
Subtotal Responses: 3			Average Response Time for Dept: 00:05:07				

STA. 38 MECCA FIRE DEPARTMENT FDID 78133							
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	MEF1700100	Response Time: 00:05:39	#Appartus	0	0	0	0
Subtotal Responses: 1			Average Response Time for Dept: 00:05:39				

STA. 47 WARREN TWP. FIRE DEPARTMENT

Response time calculated from time notified to arrival.

BAZETTA

Aid Responses by Department

Alarm Date Between {04/01/2017} And {04/30/2017}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
STA. 47 WARREN TWP. FIRE DEPARTMENT							
17-0000307	04/03/2017	2 Automatic aid received	#Personnel	0	0	0	0
Their Inci	WTF1700335	Response Time: 00:05:39	#Appartus	0	0	0	0
Subtotal Responses: 1			Average Response Time for Dept: 00:05:39				

Response time calculated from time notified to arrival.

BAZETTA

Inspections by Type

**Date Completed Between {04/01/2017} And
{04/30/2017}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - General				
04/04/2017	13:03	BP01 Circle K 3640 STATE ROUTE 5 NE	0.00	
04/04/2017	13:47	RCIG01 Cortland Cigar & Tobacco 3539 ELM RD NE	0.00	
04/04/2017	12:53	SUBW01 Subway 3640 ELM RD NE	0.00	
04/18/2017	11:59	ALIC01 ALICE'S STYLE SALON 2212 STATE ROUTE 305 NE	0.04	
04/18/2017	12:28	BAZE008 Lakeview Learning Center 2525 BURNETT DR NE	0.07	
04/18/2017	11:42	BAZE10 BAZETTA POLICE DEPARTMENT 2671 MCCLEARY JACOBY RD NE	0.15	
04/18/2017	11:46	BOBK01 BOB KARL'S AUTO 2315 ELM RD NE	0.03	
04/18/2017	11:53	CART02 CARTER LUMBER 2167 ELM RD NE	0.06	
04/18/2017	11:56	CART03 CARTER PLUMBING 2169 ELM RD NE	0.12	
04/18/2017	12:41	HAIR02 Hair Razors Salon 2996 ELM RD NE/d	0.03	
04/18/2017	12:50	MIDW02 MIDWEST BAND 3140 ELM RD NE	0.07	
04/18/2017	12:08	QUAK01 Quaker Steak & Lube 2191 MILLENNIUM BLVD NE	0.17	
04/18/2017	13:07	TAMM01 TAMMER WINN CORPORATION (GOLF COURSE) 2940 NILES CORTLAND RD NE	0.08	
04/18/2017	12:26	VLAD01 VLAD PEDIATRICS 2654 ELM RD NE	0.01	
04/18/2017	12:46	WHIT01 WHITE FENCE GOLF COURSE 2544 NILES CORTLAND RD NE	0.01	
04/26/2017	13:10	BKMA01 B & K MARKET 2396 ELM RD NE	0.02	
04/26/2017	13:13	CAST01 Castle Kitchen & Bath 2420 ELM RD NE	0.17	
04/26/2017	12:59	JOFO01 JO FOR THE ROAD 2059 WALMART DR NE/WARREN, OH 44483	0.07	
04/26/2017	12:46	LADA01 LADARYI IMPLEMENT 2664 NILES CORTLAND RD NE	0.00	

BAZETTA

Inspections by Type

Date Completed Between {04/01/2017} And
{04/30/2017}

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - General				
04/26/2017	12:48	NORT01 NORTH WEST 358 STATE ROUTE 305 NE	0.00	
04/26/2017	12:50	RUSH01 Rush 3706 BAZETTA RD NE	0.00	
Total Activities for Type: 21			1.10	

Grand Total Activities: 21

Grand Totals: 1.10 0.00

Police Agenda Monday May 8, 2017 Trustee Meeting



Thu 5/4/2017 8:40 AM

From: "Mike Hovis"

To: rdrew@bazettatwp.org

Cc: twebb@bazettatwp.org, cherlinger@bazettatwp.org

Rita,

The following will be the police agenda for trustee meeting Monday May 8, 2017;

1. Sell a 2005 Pontiac Sunfire from Impound lot Vin#3G2JB12F05S153259
2. Hire Steven Greene effective immediately upon completion and passage of Drug Test, Physical and Psychological exam as FTO part-time officer at state minimum wage.
3. Authorize Chief Hovis to participate in any grant or additional funding requiring reimbursement for wages and fringe benefits at one and a half times his hourly rate.
4. To authorize part-time officers to participate in any grant or additional funding requiring wage and fringe reimbursement at an hourly rate of \$25.00.
5. To accept the resignation of Detective Joseph Sofchek effective April 30, 2017. (Attached resignation letter)

I think that is all. 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

FW: Police Agenda

Thu 5/4/2017 11:37 AM

From: "Mike Hovis"

To: rdrew@bazettatwp.org



From: Mike Hovis [mailto:mhovis@bazettatwp.org]

Sent: Thursday, May 04, 2017 11:29 AM

To: 'rmassucci@warren.org'

Cc: 'twebb@bazettatwp.org'

Subject: Police Agenda

Rita,

I forgot to add that we need to hire Nicholas Gregory full time effective May 21, 2017. It would be great if you can swear him in as well. Sorry I forgot to add this. Thanks in advance.

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

Bazetta Park Board meeting Minutes 4-25-17

Present

Jane Lewis
Arnie Roman
Ryan Stowell
Laura Yarabenez

Ted Webb - Trustee

Absent

Steve Belcher
Andrea Drotar
Jennifer Kuhn

MAY 6TH FUNDRAISER

- Site & Services – Board agreed to pay \$300 to reset chairs and tables. Steve recruited 4 servers to work during event at \$50 each for a total of \$200.
- Tickets - About 80 tickets currently sold. All tickets and monies to be turned in at next meeting on May 1st. No cash – make checks payable to Optimist Club Foundation. Tickets will be sold at door (Laura printing different colored tickets). Steve to print list with ticket #'s so they can be checked off at door.
- Food - DiLucia's. Menu? Confirm \$5 pp. Steve will pick-up. Jane asking about dessert.
- Drinks – Laura will donate pop, water & ice. Jane asking Tom Miller to handle coffee & ask about creamers, sugar, stirrers, cups, etc.
- Supplies – Jane is asking about plates, napkins, flatware, tablecloths, dessert plates, cups,
- Placemats – Ted Webb will print placemats with donor's. Must have info on May 1st
- DJ – Jamie Bland (LAC) has agreed to donate his services during event
- 50/50 – Steve to bring raffle tickets. Laura to bring change. Two people needed to sell tickets
- Auction – Jeff Byce contract never signed and Optimist EIN never received so online auction could not take place. Jeff Byce agreed to still donate his services during event.
- Auction Items – Jane to clarify with Steve if alcohol is allowed to be auctioned off.
Current donations;
Wine basket (Jane)
\$25 GC from Chophouse (Jane)
Shirt from Global Fitness (Arnie)
\$15 GC from B&K (Arnie) Laura making fruit basket
Marbles from Kris Parke (Arnie)
Clock worth \$500 from Hovis (Arnie)
Tauro Trimmer from Hovis (Arnie)
\$15 Top Notch GC
Subway GC (Steve)
Autographed Cleveland Browns pics (Laura)
Case of wine (Laura)
Country Porch basket (Laura)
- Set-up– May 6th, 10:00am at Candlelight Knolls. Return at 4:00pm. Doors open at 6pm.

WORK DAY

- Date ?. Once date set it must be confirmed with Kris Parke
- 100 yds of mulch is being ordered on May 1st per Kris Parke. Once delivered, a Bazetta employee will take about 20 trips to transfer mulch to proper location.
- Ted spoke with Lion's Club and they expressed interest in volunteering & HS students have asked for date
- LAC Baseball teams still willing to help
- Laura can recruit students from HS

FACEBOOK PAGE

- Clarification is needed if a Park Facebook Page can be created for informational purposes only. Does Board need to vote on issue and appoint a page manager?

Next meeting - Tuesday, 5/9/17 @ 7:00pm

Bazetta Park Committee Meeting ~ 5/1/17 6:00

Present

Steve Belcher

Jane Lewis

Arnie Roman

Jennifer Kuhn

Laura Yarabenez

Andrea Drotar

Trustee

Ted Webb

Absent

Ryan Stowell

1. May 6 Candlelight Fundraiser

- Planning on 145 people at event/purchased tickets
- Paying servers \$50 each
- Questions from previous meeting discussed and answered
- DiLucia's is donating all the food for the event

2. Work Day

- Date is not set
- Mulch should be delivered by the middle of May

3. Facebook Page

- Administered approved by trustees, asking to currently be Ryan Stowell and Andrea Drotar.
- If administrator(s) of the page leave the park committee, they will step down from the Facebook Page Administration, will not operate page, and another administrator will be appointed by the trustees.
- Page will only be designed to provide park information, not allowing public comments, just likes and private messages sent to administration.
- Jane Lewis made a motion to present to the trustees. Laura Yarabenez seconded. Approved: Steve B. YES, Jane L. YES, Arnie R. YES, Laura Y. YES, Jennifer K. YES, and Andrea D. YES
- Will ask to be placed on next trustee meeting agenda

Next Park Meeting: Thursday, May 4 at 7:30

Meeting adjourned: 7:05pm, Motioned by Steve B., Seconded by Laura Y.

Bazetta Park Committee Meeting ~ 5/1/17 6:00

Motion made to ask trustees if Park Committee can create and operate a park Facebook Page with the following criteria:

- Administrator(s) approved by trustees. Asking to currently be Ryan Stowell and Andrea Drotar.
- If administrator(s) of the page leave the park committee, they will step down from the Facebook Page and will not operate page, and another administrator will be appointed by the trustees.
- Page will only be designed to provide park information, not allowing public comments, just likes and private messages sent to administration.

Jane Lewis made a motion to present to the trustees. Laura Yarabenetz seconded.

Approved: Steve B. YES, Jane L. YES, Arnie R. YES, Laura Y. YES, Jennifer K. YES, and Andrea D. YES, Ryan S. (absent- no vote cast)