

BAZETTA TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES

Regular Meeting
Tuesday April 9, 2019
5:00PM
Township Administration Building
3372 State Route 5 N.E.

PRESENT: Trustee Paul Hovis- Here
Trustee Frank Parke- Absent
Trustee Ted Webb- Here
Fiscal Officer Jeannie Eddy- Here

Chairman Trustee Hovis opened the meeting with the Pledge of Allegiance followed by a moment of silence.

Trustee Webb reminded the assemblage of the Public Comment Procedures and that the meeting is being video and audio recorded.

094-19 To accept the Meeting Minutes from the March 12, 2019 Regular Meeting.
Motion: Webb
Second: Hovis
Vote: Hovis **YES**, Parke **Absent**, Webb **YES**

095-19 To accept the Meeting Minutes from the March 22, 2019 Special Meeting.
Motion: Webb
Second: Hovis
Vote: Hovis **YES**, Parke **Absent**, Webb **YES**

096-19 To authorize the Fiscal Officer to pay all outstanding invoices and to approve all warrants issued incurred from April 10, 2019 through May 14, 2019.
Motion: Webb
Second: Hovis
Vote: Hovis **YES**, Parke **Absent**, Webb **YES**

097-19 To accept the Architectural Services Proposal from Sexton & Associates Architects, Inc. for the Hillside Cemetery storage building to replace the building damaged by the tornado. The proposal total amount is \$2,775.00 with a rate of \$85.00/hr if attendance to any public hearings(zoning) if deemed necessary. (Please see attached).

Motion:

Second: TABLED

Vote:

098-19 To accept the quote for \$640.00 from Micro Doctor IT for the conversion of Township emails to Microsoft Exchange Platform (Microsoft 365- Plan 1). (see attached).

Motion:

Second: TABLED

Vote:

099-19 To accept/award the bid to Shelly and Sands Inc. in the amount of \$106,988.00 for the CF25V/CF26V T.H. 1403 Beaver Trail Resurfacing project.

Motion: Webb

Second: Hovis

Vote: Hovis YES, Parke Absent, Webb YES

100-19 To rescind Resolution 092-19

Motion: Webb

Second: Hovis

Vote: Hovis YES, Parke Absent, Webb YES

CORRESPONDENCE (COPIES AVAILABLE UPON REQUEST)

- OTAS Systems, LLC
- Trumbull Township Association Dinner

ADMINISTRATION:

- Trustee Webb attend the Trumbull County Board of Health meeting last month.
- Trustee Webb and Chief Lewis to attend the COG meeting April 10, 2019 at 7:00PM at Howland Administration Building

FIRE DEPARTMENT: March 2019 Monthly Report

POLICE DEPARTMENT: March 2019 Monthly Report

ROAD DEPARTMENT:

- 101-19** To bring back seasonal employee Jack Governor as part time laborer immediately at a rate of \$12.58 per hour with a maximum of 16 hours per month until November 1, 2019.
Motion: Webb
Second: Hovis
Vote: Hovis YES, Parke Absent, Webb YES

PLANNING DIRECTOR, ZONING INSPECTOR AND CODE ENFORCEMENT OFFICER:

- March 2019 Monthly Report
- Received complaints at 600 Johnson Plank
- Road Dept to remove shrub on Beaver Trail interfering with a fire hydrant

ZONING COMMISSION AND ZONING BOARD OF APPEALS:

- Zoning Commission Board had no quorum at the April 3rd meeting.

- 102-19** To accept the resignation of Jeannie Eddy as Zoning Secretary effective April 9, 2019.
Motion: Webb
Second: Hovis
Vote: Hovis YES, Parke Absent, Webb YES

- 103-19** To hire Janessa Patrick as Zoning Secretary effective immediately at a rate of \$10.00 per hour and \$25.00 for attendance at each meeting.
Motion: Webb
Second: Hovis
Vote: Hovis YES, Parke Absent, Webb YES

PARKS AND RECREATION BOARD:

- Meeting will be held on April 16, 2019 at 7:00PM

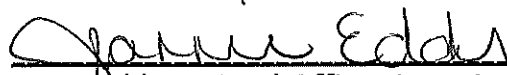
ASKED TO BE PLACED ON THE AGENDA:

- None

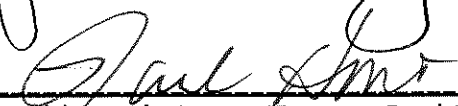
PUBLIC COMMENT:

- Bob McBride asked how the cemetery clean up was progressing and who is paying for the stacked trees to be hauled away.
- Bob McBride asked why the rescinding of Resolution 092-19
- Cheryl Tennant asked the Trustees about Rita Drew under-estimating the budget
- Cheryl Tennant stated the Township didn't need the donation of \$17,000 from Cafaro to fund the Park
- Cheryl Tennant asked the Trustees about a 9/11/18 meeting that violated the Sunshine Law
- Cheryl Tennant questioned Chief Lewis's contract

104-19 Motion to adjourn the meeting at 5:56pm.
Motion: Webb
Second: Hovis
Vote: Hovis **YES**, Parke **Absent**, Webb **YES**



Attested by: Fiscal Officer Jeannie Eddy 5-14-19
Date



Approved by: Chairman Trustee Paul Hovis 5-14-19
Date

SEXTON & ASSOCIATES ARCHITECTS, inc.

611 HOUSEL CRAFT RD CORTLAND, OH 44410

PH: 330-889-0065

FAX: 330-889-0065

April 3, 2019

Bazetta Township Trustees
Bazetta Township
3372 St. Rt. 5
Cortland, OH

Project: 28'x32' storage building at the Hillside Cemetery to replace the building damaged by severe weather.

Architectural Services Proposal

Scope of project: This project will consist designing a 28'x32' wood frame storage building, based on the information that you provided for me. The building will have a masonry block foundation wall on concrete footers. The building will have a 12'x10' overhead door on one gable end and one exit door. The building will have no plumbing but will have general and emergency lighting and electric heat. The project will consist of the following phase:

CONSTRUCTION DRAWINGS PHASE: In this phase we will:

- Visit site to observe existing conditions
- Research the Ohio Building Code to determine requirements for the project
- Prepare the following drawings
 - Title sheet & Site plan
 - Floor plans, & notes
 - Roof plan & notes
 - Building elevations
 - Wall sections and/or building sections
 - Door schedules
 - Foundation plan & details
 - Roof framing plan & details
 - Electrical Drawings and specifications
 - Com-check reports showing compliance with energy codes
- Provide 3 sealed sets for Trumbull County Building Dept. and one set for you.
- Provide all drawings in pdf format.
- Assist in completing the application for plan review and respond to any items from plan review.

NOT included in the fee:

- Models or color renderings, or Material lists
- Land surveying, civil engineering, Landscaping design, or Soil investigations.
- Fees associated with permitting and submittals
- Attending meetings for zoning appeals (see fee explanation below)
- Revisions beyond what is listed above
- Design for automatic sprinkler system or fire alarm system if required by final design
- Bidding or Contract Administration phases

The Owner shall employ a contractor to perform the construction Work and to provide cost-estimating services for the work. The Owner shall furnish for the benefit of the project all legal, accounting, and insurance counseling services. The Owner shall give prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

Documents prepared by the Architect for this project are instruments of the Architect's services for use solely with re-

spect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall not reuse or permit the reuse of the Architect's documents except by mutual agreement in writing and with appropriate compensation to the Architect. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with this Project is not to be construed as publication in derogation of the Architect's reserved rights.

The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons, to hazardous materials in any form at the Project site.

The Architect's Compensation shall be as follows:

<u>Payment due upon completion of the Construction drawings</u>	<u>\$2,775.00</u>
Total fee	\$2,775.00

A rate of \$85.00/hr shall be charged to attend any public hearings (zoning), if necessary.

If through no fault of the Architect the services covered by this Agreement have not been completed within 4 months of the date hereof, compensation for the Architect's services beyond that time shall be appropriately adjusted. Payments are due and payable upon receipt of the Architect's invoice. Amounts unpaid 10 calendar days after the invoice date shall be considered overdue and shall bear interest from the date payment is due at the rate of 1.0% per month. **A fee of \$25.00 will be charged for any returned checks.**

Architectural services not covered by this Agreement are listed above. The Architect shall be paid additional fees for these services if they can be performed by Architect. Payments on account of Additional Services and Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

This agreement may be terminated by either party upon not less than seven days' written notice should either party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with reimbursable expenses then due.

This proposal is valid until May 3, 2019. I can schedule the start of work on this project within 3 days of receiving your approval to start. The Construction drawings Phase should take about 2 weeks to complete.

If you have any questions about the proposal, feel free to contact us to discuss them. Thank you for the opportunity to provide this proposal for architectural services.

Sincerely,



Timothy J Sexton
Architect

If you find these terms to be acceptable, please sign and date below and return a copy to me. This proposal will serve as our agreement once accepted and signed.

Accepted by: _____ Date: _____

Quoted To:

Bazetta Township
Joel Davis
3372 State Route 5 NE
Cortland, OH 44410

Phone (330) 540-0577
Fax

Summary:

Date Apr 2, 2019
Salesperson Bill Wittman
P.O. Number
Ship Via
Terms

Here is the quote you requested.

Description	Unit Price	Qty	Ext. Price
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Email Conversion from Smartermail to Microsoft

INITIAL PROJECT WORK	\$150.00	3	\$450.00
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- 1). Call client to client to sign client up for Office 365 Online Plan 1. Cost is \$4.00 per user per month for an annual commitment for 64 users.
- 2) Make sure MDI is the registered Microsoft Partner of Record. MDI Partner ID is in CW under Microsoft.
- 3) Access Smartermail to get list of email accounts.
- 4) Create a Global administrator account for Micro Doctor (without a subscription)
- 5) Create a Billing administrator account for the client contact that would like to access billing.
- 6) Setup users email accounts in portal.

DNS CUTOVER	\$150.00	1	\$150.00
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- 1) Access domain in Bulk Register.
- 2) Convert DNS records to point MX records to the Microsoft Server.
- 3) Work with Joel Davis as a contact and provide him admin access to the Office 365 portal.
- 4) Provide Joel a list of passwords for all the users.

SCOPE OF WORK

Micro Doctor IT will convert 64 mailboxes from Smartermail system to the Microsoft email solution. The subscription of \$4.00 per user per month is for email hosting for 59 users and 5 of the users will have the \$12.50 per user per month subscription that includes local install of Office on the computer.

Client will be billed direct from Microsoft.

All other work outside the scope of this project is billable at \$150 per hour.

Subtotal	\$600.00
Tax	\$40.50
Shipping	\$0.00
Grand Total	\$640.50

Please contact me if I can be of further assistance.

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {03/01/2019} And {03/31/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	1.06%	\$0	0.00%
143 Grass fire	1	1.06%	\$0	0.00%
	<u>2</u>	<u>2.12%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	2.12%	\$0	0.00%
321 EMS call, excluding vehicle accident with	60	63.82%	\$0	0.00%
322 Motor vehicle accident with injuries	1	1.06%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	2.12%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	5.31%	\$0	0.00%
362 Ice rescue	1	1.06%	\$0	0.00%
	<u>71</u>	<u>75.53%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	1.06%	\$0	0.00%
424 Carbon monoxide incident	1	1.06%	\$0	0.00%
444 Power line down	1	1.06%	\$0	0.00%
	<u>3</u>	<u>3.19%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
553 Public service	1	1.06%	\$0	0.00%
554 Assist invalid	1	1.06%	\$0	0.00%
561 Unauthorized burning	2	2.12%	\$0	0.00%
	<u>4</u>	<u>4.25%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611E Dispatched & cancelled en route (EMS /	4	4.25%	\$0	0.00%
611F Dispatched & cancelled en route (Fire /	4	4.25%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	1.06%	\$0	0.00%
	<u>9</u>	<u>9.57%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
733 Smoke detector activation due to	2	2.12%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.06%	\$0	0.00%
743 Smoke detector activation, no fire -	1	1.06%	\$0	0.00%
745 Alarm system activation, no fire -	1	1.06%	\$0	0.00%

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {03/01/2019} And {03/31/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	5	5.31%	\$0	0.00%

Total Incident Count: 94

Total Est Loss: \$0

BAZETTA

Inspections by Type

Date Completed Between {01/01/2019} And
{04/04/2019}

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - General				
03/08/2019		WARR02 WARREN HARLEY DAVIDSON 2102 ELM RD NE	1.00	
Total Activities for Type:			1	1.00
201 INSPECTION: Foster Home				
02/07/2019	13:00	FOST02 Foster, Perkinks 3024 FALLEHN DR NE	0.00	
04/03/2019	18:10	CLARK01 Clark, Foster 4089 WESTLAKE DR NE	0.33	
Total Activities for Type:			2	0.33
202 INSPECTION - Self Inspected Occupancy				
03/12/2019		TAX201 Tax 29 2170 MILLENNIUM BLVD NE	1.00	
03/12/2019		3CCU01 3 C CUSTOM LLC / AFFORDABLE SELF STORAGE 2482 ELM RD NE	1.00	
03/12/2019		AME Americans Best 2170 MILLENNIUM BLVD /G	1.00	
03/12/2019		AMER02 Ameriprise Financial 3010 STATE ROUTE 5 /A	1.00	
03/12/2019		MOSQ01 MOSQUITO STATE PARK 1439 E STATE ROUTE 305 NE	1.00	
03/12/2019		FARM03 Farmers Insurance Group - Toohey 3002 ELM RD NE/C	1.00	
03/12/2019		BOBK01 BOB KARL'S AUTO 2315 ELM RD NE	1.00	
03/12/2019		WOOF01 Blue Star Family Counseling 2996 ELM RD NE/B	1.00	
03/15/2019		ALIC01 ALICE'S STYLE SALON 2212 E STATE ROUTE 305 NE	1.00	
03/15/2019		BELL01 BELL FAMILY CHIROPRACTIC 3030 STATE ROUTE 5 NE	1.00	
03/15/2019		GNC001 GNC 2170 MILLENNIUM BLVD /SUITE E	1.00	

BAZETTA

Inspections by Type

Date Completed Between {01/01/2019} And
{04/04/2019}

Date	Time	Occupancy	Hrs	Fee
202 INSPECTION - Self Inspected Occupancy				
03/15/2019		LAKE03 LAKESIDE SPORTS SHOP 2115 E STATE ROUTE 305 NE	1.00	
03/15/2019		SAIN01 SAINT ROBERT'S CHURCH 4659 NILES CORTLAND RD NE	1.00	
03/15/2019		TIMT01 TIM' & TRIMS (TNT) 2263 ELM RD NE	1.00	
03/24/2019		COLD01 Ameriprise Financial 3378 ELM RD NE	1.00	
03/24/2019		AUTU02 Autumn Addiction Archery 3278 ELM RD NE	1.00	
03/24/2019		BELL02 BELL CONSTRUCTION 2184 NILES CORTLAND RD NE	1.00	
03/24/2019		ELMR01 Dr. Naples 2249 ELM RD NE	1.00	
03/24/2019		EDWA01 Edward Jones Investments 2996 ELM RD NE/5	1.00	
03/24/2019		FARM04 Farmers Insurance Group - Gavitt 3578 NILES CORTLAND RD NE	1.00	
03/24/2019		HOST01 STATE FARM - HUFSTETLER INSURANCE 3464 STATE ROUTE 5	1.00	
03/24/2019		JGIL01 J. GILMORE LANDSCAPING 3172 NILES CORTLAND RD NE	1.00	
03/24/2019		JENN01 JENNETTE'S SHOP OF DANCE 3008 ELM RD NE/B	1.00	
03/24/2019		PATRO1 PATRIOT MOTORS 3306 ELM RD NE	1.00	
03/24/2019		TAYL01 SUNBELT RENTAL 2229 ELM RD NE	1.00	
03/24/2019		THEB01 THE BODY SHOP AEROBICS & FITNESS LCC 3311 WARREN MEADVILLE RD NE	1.00	
04/02/2019		MIDW02 BC STORAGE 3140 ELM RD NE	1.00	
04/02/2019		GCHA01 G C Hair Co. 2996 ELM RD NE/C1	1.00	
04/02/2019		MILL01 MILLER YOUNT CONSTRUCTION 2995 BAZETTA RD NE	1.00	
04/02/2019		HOWL01 RCP O2 SUPPLY 2868 NILES CORTLAND RD NE	1.00	

BAZETTA

Inspections by Type

Date Completed Between {01/01/2019} And {04/04/2019}

Date	Time	Occupancy	Hrs	Fee
202 INSPECTION - Self Inspected Occupancy				
04/02/2019		TRUM03 TRUMBULL COUNTY CONSERVATION LEAGUE 2535 MCCLEARY JACOBY RD NE	1.00	
04/03/2019	10:30	MARA01 MARANATHA CHURCH 2570 ELM RD NE	1.00	
Total Activities for Type: 32			32.00	

Grand Total Activities: 35

Grand Totals: 33.33 0.00

BAZETTA

Aid Responses by Department

Alarm Date Between {03/01/2019} And {03/31/2019}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
STA. 12 CORTLAND FIRE DEPARTMENT FDID 78200							
19-0000199	03/06/2019	3 Mutual aid given	#Personnel	0	0	0	0
Their Inci	190360	Response Time: 00:07:14	#Appartus	0	0	0	0
19-0000211	03/09/2019	2 Automatic aid received	#Personnel	0	0	2	0
Their Inci	1900379	Response Time: 00:04:01	#Appartus	0	0	1	0
19-0000227	03/15/2019	3 Mutual aid given	#Personnel	0	2	0	0
Their Inci	19-0418	Response Time: 00:03:24	#Appartus	0	1	0	0
19-0000247	03/22/2019	4 Automatic aid given	#Personnel	0	0	0	0
Their Inci	190001	Response Time: 00:09:00	#Appartus	0	0	0	0
19-0000250	03/23/2019	3 Mutual aid given	#Personnel	0	1	0	0
Their Inci	451	Response Time: 00:06:59	#Appartus	0	1	0	0
19-0000265	03/28/2019	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	0479	Response Time: 00:07:16	#Appartus	0	1	0	0
Subtotal Responses: 6			Average Response Time for Dept: 00:06:19				

STA. 16 BRACEVILLE TWP. FIRE

19-0000201	03/06/2019	3 Mutual aid given	#Personnel	0	2	0	0
Their Inci	190095	Response Time: 00:12:00	#Appartus	0	1	0	0
Subtotal Responses: 1			Average Response Time for Dept: 00:12:00				

STA. 30 HOWLAND FDID 78121

19-0000200	03/06/2019	1 Mutual aid received	#Personnel	0	0	0	0
Their Inci	190678	Response Time: 00:13:40	#Appartus	0	0	0	0
Subtotal Responses: 1			Average Response Time for Dept: 00:13:40				

STA. 32 HOWLAND FDID 78121

19-0000200	03/06/2019	1 Mutual aid received	#Personnel	0	0	0	0
Their Inci	19-0678	Response Time: 00:13:40	#Appartus	0	0	0	0
19-0000270	03/30/2019	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	1900931	Response Time: 00:04:18	#Appartus	0	1	0	0
Subtotal Responses: 2			Average Response Time for Dept: 00:08:59				

Response time calculated from time notified to arrival.

BAZETTA

Staff Activity by Activity Code

Date Between {03/01/2019} And {03/31/2019} and
 Activity Code = "CB"

Date	Time	Incident	Type	Staff ID/Name	Hours	Hrs Pd	Points
CB Off Duty Callback							
03/01/2019	22:31:09	19-0000185	M	HANS01 Hanson, Aaron S	1.21	0.00	0.00
03/14/2019	00:35:00	19-0000220	FO	LEWI02 Lewis, Dennis K	1.92	0.00	0.00
03/16/2019	13:25:03	19-0000228	MR	000004 No, Response	1.08	0.00	0.00
03/25/2019	17:37:00	19-0000256	M	WALT02 Walters, Gary	0.88	3.00	0.00
03/28/2019	15:34:15	19-0000265	M	000004 No, Response	0.93	0.00	0.00
03/30/2019	13:05:00	19-0000270	M	HANS01 Hanson, Aaron S	0.22	0.00	0.00
Totals for Activity Code:					6.24	3.00	0.00
Avg for Activity Code:					1.04	0.50	0.00

Types: F=Fire, M=EMS/Medical, R=Rescue, O=Other



March 2019

Bazetta Police Department Activity

Published Date: April 5, 2019

Activity	Total
Calls for Service	486
Incident Reports Filed	136
Traffic Crash Investigations	15
Number of Persons Arrested	66
Traffic Offenses	57
Traffic Citations Issued	51
Vehicle Miles Traveled	8,063.00
Office Contacts	254

* Numbers are subject to change due to report status and other circumstances

Bazetta Township Police Department

Year to Date Analysis March 2018 Comparison to March 2019

Acting Chief Christopher G. Herlinger

Sgt. Jake Abbott



↑↓Percentage Difference
from 2018 to 2019

2018 2019

	2018	2019	↑↓Percentage Difference from 2018 to 2019
Calls for Service	617	486	-21.232↓
Incidents Filed	123	136	10.569 ↑
Traffic Crash Investigations	14	15	7.143 ↑
Number of Persons Arrested	54	66	22.222 ↑
Traffic Offenses	133	57	-57.143 ↓
Miles Traveled	11741.70	8063	-31.330 ↓

Numbers published as of January 7, 2019 — subject to change Numbers updated on 11/07/2019

CARRY OVER OF VEHICLES FROM 2018

18-09-086	Chevy	Gray	CH	Impala	2007	Keonte Latrell Jordan	9/18/2018	Schultz	100	25	Pending
18-11-019	Dodge	Blue	PH	Caravan	1994	O= Nicholas A. Chronister D= Richard H. Knisely Jr.	11/5/2018	Schultz	100	25	Pending
18-12-004	Dodge	Tan	NH	Caravan	2004	O= Ernest Frantz D= Theresa Semancik	12/1/2018	Buds	100	25	Pending

CARRY OVER TOTALS FROM 2018

January-19														
19-01-028	Pontiac	Silver	NH	Bonneville	2002	O= Kristen L Sawyer	1/10/2019	Emerines	100	250	25	1/11/2019	375	275
19-01-029	Chrysler	Blue	CH	Town&Country	2006	Andrew Bricker	1/10/2019	Buds	100	50	25	1/11/2019	175	75
19-01-032	Hyundai	Blue	CH	Elantra	2010	Samantha A Burns	1/11/2019	Emerines	100	150	25	1/16/2019	275	175
19-01-074	Chevrolet	Black	PH	Blazer	2003	O= Christine Cartwright D= Robert Cartwright	1/25/2019	Emerines	100		25	Pending		

JANUARY TOTALS 825 525 825 525 525

Feb-19

19-02-010	Ford	Silver	CH	Focus	2007	Juliana Rose Roman	2/3/2019	Shultz	100	75	25	2/5/2019	200	100
19-02-011	Chrysler	Grey	NH	Sabring	2001	O= Nicole r Carroll D= Richard A Lehman Jr.	2/3/2019	Shultz	100		25	Pending		

19-021	Chevy	White	PH	Truck	1995 Kimple	Shane L	2/7/2019 Shultz	100	25 Pending	175	75	
19-02-024	Lincoln	White	CH	LS	2000 Ryan Mullett o=Jacob D. Hoffman		2/8/2019 Shultz	100	25	175	2/8/2019	
19-02-031	Ford	Black	PH	Focus	2001 Pruitt James	d=Nikeisha L	2/12/2019 Bud's	100	25 Pending			
19-02-054	Ford	Blue	CH	Focus	2018 n Throckmorte		2/17/2019 Schuitz	100	25	275	2/22/2019	
19-02-062	Mercury	Red	CH	Grand Marquis	1998 Garcia	o=Jonathan Gabrielik DeRomife	2/21/2019 Emerines	100	25 Pending			
19-02-066	BMW	Blue	PH	4S	2003 Breck	o=Stephanie Mazi dePaul	2/22/2019 Shultz	100	25	475	3/8/2019	
19-02-071	Chevy	White	PH	Monte Carlo	1998 Knight	Christina	2/25/2019 Buds	100	25	175	2/26/2019	
FEBRUARY TOTALS												
									1300	800	1300	800

March-19

19-03-033	Cadillac	Green	CH	Deville	2006 David McLaughlin Tyler Lee	3/8/2019 Emerines	100	100	25	3/11/2019	225	125
19-03-046	Nissan	Red	CH	Altima	2013 Lewis O= Phillip Strickland D=	3/11/2019 Schultz	100	300	25	3/22/2019	425	325
19-03-077	Dodge	Black	PH	Magnum	2005 VanWinkle Kevin Y.	3/18/2019 Schultz	100	50	25	3/19/2019	175	75
19-03-116	Buick	Tan	CH	Lacrosse	2006 Hughes Nickole	3/28/2019 Schultz	100	50	25	3/29/2019	175	75
19-03-122	Chevy	Blue	CH	Impala	2005 Sepeda Michael	3/28/2019 Buds	100	50	25	3/29/2019	175	75
19-03-130	Dodge	Silver	PH	Magnum	2005 Skinner	3/30/2019 Emerines	100	75	25	4/1/2019	200	100
19-03-132	Chevy	Red	NH	Cavalier	O=Michael James Saurnik D=Michelle	3/30/2019 Shultz	100	75	25	Pending	200	100
19-03-113	Dodge	Gray	NH	Intrepid	1992 Chisafulli O=Jerry Lee Allison	3/26/2019 Emerines	100	175	25	4/1/2019	300	200
19-044	Chevy	Gold	PH	Malibu	D=William R Michelle	3/30/2019 Northstar	100	100	25	Pending		

MARCH TOTALS

1875	1075	1875	1075	4000	2400
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2019 YTD

March 20, 2019

Dear Bazetta Township Trustees,

Hello, please accept this Letter of Interest as well as my resume for the open position that was recently posted for the Zoning Board.

I have been a resident of Bazetta Township since 2005 and have always taken pride in our community. In September of 2018 I was hired at the Bazetta Township Police Department as a part-time secretary. Becoming involved in this community through being a township employee has given me more understanding of how Local Government functions and I am interested in becoming more involved as opportunities arise.

For the past 10 years I have been employed at various businesses as an Administrative Professional. That experience has given me a broad range of office, administrative, and clerical skills that are all guided by a focus on serving others as the ultimate goal.

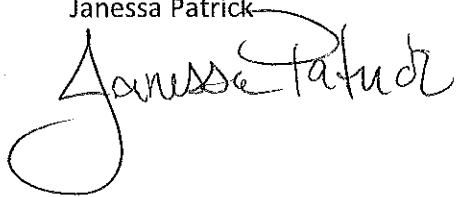
I believe that my professional skills combined with community pride and genuine interest in our community would enable me to carry out the functions of this position proficiently.

My resume is on the following page.

Thank you for your time and attention. Wishing you all the best!

Sincerely,

Janessa Patrick

A handwritten signature in black ink that reads "Janessa Patrick". The signature is written in a cursive style with a large, looping initial "J" and a long, sweeping underline that extends under the rest of the name.

JANESSA J. PATRICK

3023 IVY HILL CIRCLE D • CORTLAND OH, 44410 • 330-891-9220 • JANESSAP720@GMAIL.COM

ADMINISTRATIVE PROFESSIONAL

- **Initiative:** Self-directed and able to accomplish results without supervision. Focused and productive under pressure. Thrive on completing assignments, producing high-quality work, and supporting others. Ease in learning organizational processes, policies and procedures with minimal ramp-up time.
- **Service Focus:** Adapted to a variety of management styles while consistently providing friendly, personable assistance.

OBJECTIVE: To obtain an administrative position where I am challenged to grow, and where my work will contribute to team productivity, overall efficiency and the personal growth of others.

PROFESSIONAL EXPERIENCE

- **Administration:** Fluent in Microsoft Office. Adept at balancing multiple administrative responsibilities on tight deadlines, works with focus to ensure efficient office operations. Responsibilities have included but are not limited to answering and directing incoming calls; staff scheduling; creating publications; producing, editing and formatting documents; managing calendars, events and travel; tracking statistics; organizing areas for efficiency; filing and office organization; standing in on corporate meeting; providing customer service solutions; producing weekly news letters
- **Human Resources:** Employee hours calculations, payroll, Accounts Payable, Accounts Receivable, Reference checks, Assisting employees with benefits inquiries
- **Interpersonal Relations:** Interact professionally with all levels of staff, employees, and members; regularly solve problems with diplomacy, tact and sensitivity; known for clear written and verbal communications
- **State of Ohio Public Notary**

WORK CHRONOLOGY

Bazetta Township Police Department, Records Administrator/ Secretary, Cortland, OH	2018-Present
Lichter Nutritional LLC, Personal Assistant – Westerville, OH	2014-Present
Victory Christian Center, Personal Assistant/ Human Resources – Warren & Coitsville, OH	2016-2017
Believers Church, Administrative Assistant – Warren, OH	2010-2014
Kraftmaid Cabinetry, Finish Sprayer– Middlefield, OH	2001-2010

EDUCATION

- Lakeview High School, Graduating Class of 1999 – Cortland, OH
- Microsoft programs intermediate office skills training. August, 2012 - Mahoning County Career and Technical Center

RECREATIONAL ACTIVITIES

Running, biking, strength training

2019 Zoning Permits Issued

Date	Permit #	Parcel	Owner	Address	Type	Fee
01/07	D-01-074	33-026090	Evan, A&C	3251 Circle	Dumpster	5.00
02/06	DM-01	33-030000	Naughton, B	4624 Phillips Rice	Demolition	50.00
02/25	4104	31-040005	Higgins/Rihel	305 Johnson Plank	Residential Addition	170.00
02/26	4105	31-902149	Calvey, C & P	2315 Wilshire Dr.	Garage	324.00
03/05	4106	33-076374	Ferraro, N&D	2319 Cornerstone	Pool	125.00
03/26	F-001	31-017500	Fetty, Michael	956 Everett Hull Rd	Fence	35.00
XXXX	4107	XXXXXXXXXX	Missing	XXXXXX	XXXX	XXXX
03/26	TV-001	XXXXXXXXXX	Zabinski, Jeffery	1455 ST RT 534, NF, 44444	Food Concession Trailer Adgate Garden Center	100.00
03/26	4108	31-029400	Whitman, Craig	654 Johnson Plank Rd	Garage	192.00
04/02	4109	31-018825	Thacker, P&A	1057 Wilson Sharpville	Pole Barn / Garage	240.00
04/02	4110 F-002	33-076591	DeJulio, R&L	2558 Northview	In ground Pool and Fence	225.00
04/02	4111	33-076471	Falter, M&K	2116 Stonegate	New Residence	676.25