

BAZETTA TOWNSHIP TRUSTEES

REGULAR MEETING MINUTES

Regular Meeting

Tuesday June 11, 2019

5:00PM

Township Administration Building

3372 State Route 5 N.E.

PRESENT: Trustee Paul Hovis- Here
Trustee Frank Parke- Here
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.

125-19 To accept the Meeting Minutes from the May 14, 2019 Regular Meeting.
Motion: Parke
Second: Webb
Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

126-19 To authorize the Fiscal Officer to pay all outstanding invoices and to approve all warrants issued incurred from June 11, 2019 through July 8, 2019.
Motion: Webb
Second: Parke
Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

127-19 To accept the recommendation from Chief Lewis to have Hudson Communications, LLC perform the outdoor warning siren preventative maintenance and functional checks. (See attached quote) Total price should be \$225.00 due to only one siren.
Motion: Webb
Second: Parke
Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

128-19 To appoint Road Superintendent Kris Parke as assistant to Chief Lewis for the management of the Township's Bureau of Workers' Compensations process beginning July 1, 2019 through December 31, 2019 with a payment of \$1000.00 to be paid on December 31, 2019.

Motion: None

Second: None

Vote:

CORRESPONDENCE (COPIES AVAILABLE UPON REQUEST)

- **Cortland Street Fair**

ADMINISTRATION:

- COG next meeting is 7/10/19 at 7:00PM at the Howland Twp. Admin Bldg.
- Trustee lunch with Trumbull County Engineers 6/27/19 at 12:00PM at the Trumbull County Fair Grounds.

FISCAL OFFICER:

- Updates on Direct Deposit Policy
- Updates on Risk Management Evaluation

FIRE DEPARTMENT:

- **NON AGENDA:** May 2019 monthly report.

POLICE DEPARTMENT:

- **NON AGENDA:** May 2019 monthly report.

ROAD DEPARTMENT:

129-19 To accept the Award of Contract for Township Road Improvement (see attached Resolution as recommended by Attorney Mark Finamore).

Motion: Parke

Second: Webb

Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

PLANNING DIRECTOR, ZONING INSPECTOR AND CODE ENFORCEMENT OFFICER:

- May monthly report
- 3 Properties mowing nuisance

ZONING COMMISSION AND ZONING BOARD OF APPEALS:

130-19 To accept the resignation of Chuck Sayers from the Bazetta Township Zoning Board Commission.

Motion: Webb

Second: Parke

Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

PARKS AND RECREATION BOARD:

- Meeting Agenda and Minutes from May 21, 2019 meeting.

131-19 Hire Play by Design LLC at the cost of \$1,567.38 plus motel stay to inspect Imagination Station for safety and develop a plan to renovate or replace sections of playground in phases over the next 3 to 5 years. Cost to be paid for out of Park Donations and Fundraisers.

Motion: Webb

Second: Parke

Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

132-19 To approve the reallocation of \$25,230.00 from the General Fund to the Park Fundraiser and Donation Account.

Motion: Parke

Second: Webb

Vote: Trustee Hovis **YES**, Trustee Parke **YES**, Trustee Webb **YES**

ASKED TO BE PLACED ON THE AGENDA:

PUBLIC COMMENT:

Gary Zuga questioned if a Dollar General was being built on the SE corner of State Route 305 and if so suggests to adopt the design from Howland store on North River Road.

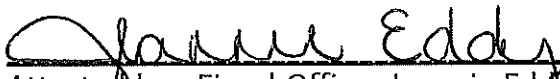
Zoning Inspector Pete Pizzulo stated that Bazetta Township is has no home rule like Howland Township.

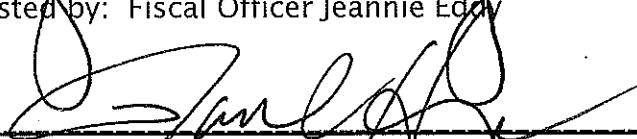
Several residents from Wilshire Drive and Ivy Hill developments were present all taking turns stating their concerns and frustrations with the road conditions and the water/drainage problems.

133-19 To recess into Executive Session at 6:05PM to discuss the employment of Sgt. Christopher Herlinger per ORC § 121.22(G)(1).
Motion: Motion: Parke
Second: Webb
Vote: Trustee Hovis YES, Trustee Parke YES, Trustee Webb YES

134-19 To reconvene from Executive Session with no action taken at 6:49PM.
Motion: Webb
Second: Parke
Vote: Trustee Hovis YES, Trustee Parke YES, Trustee Webb YES

132-19 Motion to adjourn the meeting at 6:49pm.
Motion: Webb
Second: Parke
Vote: Trustee Hovis YES, Trustee Parke YES, Trustee Webb YES


Attested by: Fiscal Officer Jeannie Eddy 7-9-19
Date


Approved by: Chairman Trustee Paul Hovis 7-9-19
Date

Lake Pointe Homeowners Associations - I, II and III

President Jan Sallaz • President Jordan Cohen • President Dan Goffos

June 6, 2019

Bazetta Township Trustees

Paul Hovis

Frank Parke

Theodore Webb

Bazetta Township Administration Building

3372 State Route 5 N.E.

Cortland, OH. 44410

Dear Trustees:

We are the presidents of Lake Pointe I, Lake Pointe II and Lake Pointe III Homeowner Associations. We represent 116 residents living in 95 condominiums.


The street that all of us must travel to and from our residences is Ivy Hill Circle, a large section of which has been in deplorable condition for years from the intersection of Burnett Drive and Ivy Hill to the split between Ivy Hill Circle North and Ivy Hill Circle South.

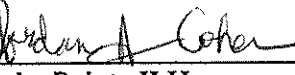
Years of patches by your road department combined with increasing vehicular traffic and the inevitable impact of freeze/thaw cycles have rendered this particular section barely drivable due to the bumpy and uneven road surface. It is getting worse. Although the posted speed limit is 25 mph, those of us who have to deal with these conditions every day have been forced to limit our speed to 5-10 mph as we pass over that section to ensure no damage to the undercarriage of our vehicles. We've learned that from living here, but what about those who do not, such as businesses whose vehicles must use Ivy Hill Circle for deliveries or service calls? As the deterioration worsens, the likelihood of vehicular damage increases for us and particularly for those unfamiliar with this street who drive the posted speed limit, especially at night.


We have no other access to our homes. For that reason, we call upon you to resurface this section of Ivy Hill Circle this spring before a vehicle is damaged and you as trustees find yourselves dealing with potential liability issues.

Please feel free to contact us if you have any questions.

Sincerely,


_____, President
Lake Pointe I Homeowners Association
3494 Ivy Hill Circle - Unit C
Cortland, Ohio 44410


_____, President
Lake Pointe II Homeowners Association
3473 Ivy Hill Circle - Unit A
Cortland, Ohio 44410


_____, President
Lake Pointe III Homeowners Association
3489 Ivy Hill Circle - Unit B
Cortland, Ohio 44410

If you have any questions, please contact the Management Company.

Best Association Management, Inc. 1406 St. Rt. 534 Southington, OH 4470
Tina Hall, President 330-219-3133 BestManagement@neo.rr.com

Cortland Lions Street Fair
Cortland Lions Building
197 W. Main St.
Cortland, Ohio 44410

June 4, 2019

Mr. Paul Hovis
Bazetta Township Trustee
3372 State Route 5
Cortland, Ohio 44410

Dear Mr. Hovis,

The annual Cortland Lions Street Fair is scheduled to take place Thursday, June 20th, Friday, June 21st, and Saturday, June 22nd, 2019. Our theme this year is "Cortland's Holiday Parade"

The Street Fair Committee invites you to take part in our "Welcoming Ceremonies," to be held on Thursday, June 20th. We will start the evening at 6:00 PM with the Flag Raising Ceremony, followed directly by the "Welcoming Ceremony." If you would like to participate, please be at the stage at 5:50 PM on June 20th. If you have any questions, please call me at 330-638-7649 or email me at bdr254@embarqmail.com

Your participation is greatly appreciated.

Sincerely,

Betty Robbins

Betty Robbins
Secretary Cortland Lions Street Fair Committee

Vote: Trustee Hovis – Yes Trustee Parke - Absent Trustee Urchek - Yes

- Trustee Hovis explained that Chief Sayers used to handle the township's Bureau of Workers' Compensation process
 - He was paid an additional \$4,000 annually to do this and it was not done properly
 - Road Superintendent Parke and Chief Lewis have taken care of it for more than a year without asking to be paid for doing so
 - This amount should be given to them for staying on top of it, getting it under control, and significantly lowering township costs and claims

357-10 To authorize payment of \$2,000 annually to both Chief Lewis and Road Superintendent Parke for their management of the township's Bureau of Workers' Compensations process, with full payment for 2010 to be made in December 2010, with \$1,000 payments for all subsequent years to be made in January and July, to be paid from the General Fund.

Motion: Trustee Urchek

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Absent Trustee Urchek - Yes

358-10 To authorize payment of \$500 to O'Rourke Electric for electrical service for the electronic sign and memorial at the Administration Building, to be paid from the General Fund.

Motion: Trustee Urchek

Second: Trustee Hovis

Vote: Trustee Hovis – Yes Trustee Parke - Absent Trustee Urchek - Yes

Correspondence (Copies available upon request):

- Copy of letter from Howland Township to Ohio Public Works Commission regarding delay in scheduled Henn Hyde Road Improvements
- Invitation from Trumbull County Emergency Management Agency to attend a Winter Weather Planning Meeting on November 17
- Reminder from Eastern Gateway Community College that they will be hosting a session regarding their Information Technology Application Specialist degree
- Invitation from Eastern Ohio Utilities Council to attend their Annual Luncheon on December 9
- Copy of letter from Trumbull County Engineer to Lynn, Kittinger & Noble in response to construction issues in Saddle Brook Villas

Administration:

- NIMS Testing Update from Trustee Urchek
 - Wants to know who keeps putting this on the agenda
 - Trustee Hovis replied that it has been kept on until all testing is completed
 - Has completed all 4 tests
 - Fiscal Officer Drew requested copies of all 4 certifications since the township is required to have these on file
 - Chief Lewis also asked for copies
 - Fiscal Officer Drew and Chief Lewis will coordinate having copies of everyone's required certifications on file in the Fire Department and Administration Building
- Fiscal Year End
 - All non-payroll township spending will cease on December 1, except for emergency purchases that will require Fiscal Officer Drew's approval prior to purchase
 - No township invoices will be paid after December 14

Zoning Inspector:

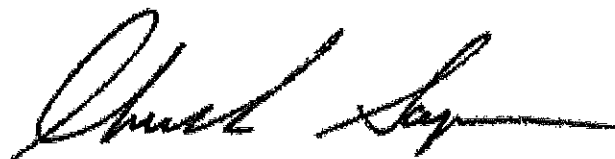
- Zoning Inspector Nuss reported 7 zoning permits written for fees totalling \$230

Bazetta Township Trustees
3372 SR 5
Cortland, OH 44410

May 31, 2019

Gentlemen,

Please accept this as my resignation from the Bazetta Township Board. I am no longer a resident of Bazetta Township and ineligible to be a member of the zoning board. I would like to thank you for the opportunity to serve.

A handwritten signature in black ink, appearing to read "Chuck Sayers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sincerely,

Chuck Sayers, Commander
Howland American Legion Post 700
3198 Overlook Drive NE
Warren, OH 44483
(330) 240-1302

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {05/01/2019} And {05/31/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.95%	\$0	0.00%
	<u>1</u>	<u>0.95%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	75	71.42%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.90%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	2.85%	\$0	0.00%
	<u>80</u>	<u>76.19%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.95%	\$0	0.00%
	<u>1</u>	<u>0.95%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
553 Public service	1	0.95%	\$0	0.00%
554 Assist invalid	4	3.80%	\$0	0.00%
561 Unauthorized burning	2	1.90%	\$0	0.00%
571 Cover assignment, standby, moveup	1	0.95%	\$0	0.00%
	<u>8</u>	<u>7.61%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611E Dispatched & cancelled en route (EMS /	5	4.76%	\$0	0.00%
611F Dispatched & cancelled en route (Fire /	6	5.71%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.90%	\$0	0.00%
	<u>13</u>	<u>12.38%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	0.95%	\$0	0.00%
743 Smoke detector activation, no fire -	1	0.95%	\$0	0.00%
	<u>2</u>	<u>1.90%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 105

Total Est Loss: \$0



May 2019

Bazetta Police Department Activity

Published Date: June 7, 2019

Activity	Total
Calls for Service	526
Incident Reports Filed	148
Traffic Crash Investigations	20
Number of Persons Arrested	80
Traffic Offenses	61
Traffic Citations Issued	47
Vehicle Miles Traveled	6,896.50
Office Contacts	345

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

Bazetta Township Police Department

Year to Date Analysis May 2018 Comparison to May 2019

Acting Chief Christopher G. Herlinger

Sgt. Jake Abbott



↑↓Percentage Difference
from 2018 to 2019

	2018	2019	
Calls for Service	755	526	-30.331 ↓
Incidents Filed	164	148	-9.756 ↓
Traffic Crash Investigations	12	20	66.667 ↑
Number of Persons Arrested	75	80	6.667 ↑
Traffic Offenses	138	61	-55.797 ↓
Miles Traveled	11280.60	6896.5	-38.864 ↓

RC §5575.02 - Award of Contract for Road Improvement after Advertisement and Acceptance of Bids

BAZETTA TOWNSHIP, TRUMBULL COUNTY, OHIO

RESOLUTION NO. 129-19;

Award of Contract for Township Road Improvement

WHEREAS, the Board of Trustees acting without a Road Petition, for the public convenience and welfare declared it necessary to make a Road Improvement to Township Road No# 1403 being Beaver Trail road, street, avenue]; and

WHEREAS, the County Engineer prepared surveys, plans, profiles, cross-sections, estimates and specifications as are required for the improvement and to transmit the same to the Board of Trustees; and

WHEREAS, the Township Road Improvement Plans and Specification were duly advertised by the Board, accepted and opened; and

WHEREAS, the County Engineer has reviewed all the bids for sufficiency and compliance with the Road Improvement's plans and specification; Now Therefore;

Award of Bid Contract to the Lowest and Best Bidder

BE IT RESOVED, that the Board hereby awards the Township Road Improvement Bid Contract to Shelly & Sonds Inc being the lowest and best bid for the reconstruction, resurfacing and improvement of said Township Road; and

BE IT FURTHER RESOLVED, that the Township Board of Trustees and Fiscal Officer, be and hereby are authorized to take any all other necessary action and to execute any and all necessary legal documents to perform said contract.

2019 Zoning Permits Issued

Date	Permit #	Parcel	Owner	Address	Type	Fee
01/07	19-D-01	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 Sharpsville	Pole Barn / Garage	240.00
04/02	4110	33-076591	DeJulio, R&L	2558 Northview	In ground Pool and Fence	225.00
	F-002					
04/02	4111	33-076471	Falter, M&K	2116 Stonegate	New Residence	676.25
04/09	4078-RI	31-902176	ElmHurst Properties	2171 Millenium Blvd	Signage upgrade Re-Issued permit due to lack of commencing work (1 time at 50% of original) 6-1-19 start date	30.00
04/09	TV-002	XXXXXX	Vlahos Gyro			100.00
04/17	19-D-02	33-024500	Straniak, Paul	2421 SR 305	Dumpster	5.00
04/11	4112	33-024500	Straniak, Paul	2421 SR 305	Residential Addition	66.00
04/23	4113	33-075899	Wakefield, R	3361 Warren Meadville	Shed	48.00
4/23	19-D-03	33-076197	ARAM Enter	2910 Fallehn	Dumpster	5.00
04/30	TV-003	XXXXXXXXXX	Murfello, Fredrick	13326 Caves Rd, Chesterland, Oh 44026	Food Concession Stand at Menards	100.00
5/02	4114	31-011400	Ainsley / Lawrence	2438 ST RT 5	Sign, double sided	100.00
5/02	4115	33-076108	Elliott T & J	2868 Beaver Trail	Shed	26.25
5/07	F-003	33-034530	Badell / Orr	4669 Warren Meadville (SR-5)	Fence	35.00
5/07	F-004	33-073733	Callagan	2625 ST Rt 46 (Niles Cortland Rd)	Fence	35.00
5/07	4116	31-901154	Menard Inc	2057 Elm Rd,	Yard Gate Expansion	187.50
5/28	4117	33-049953	Safreen	2408 Cadwallader Sonk	Green House (shed)	22.00

Bazetta Park Board Minutes ~ May 21, 2019

Members Present

Andrea Drotar
Jane Lewis
Beth Petracco

Ryan Stowell
Laura Yarabenetz

- I. Meeting Called to Order / Attendance
- II. Approved April 2019 meeting minutes
- III. Treasury Report
 - a. 2017, 2018 & 2019 Receipt Journals reviewed (printed on 4/24/19). Board still needs clarification on use of donations, statements and balance of account. Also, are the following donations recorded on 2018 Receipt Journals?
 - i. \$5,229 - Mary Shortreed/YouCare
 - ii. \$3,000 - Rock of Grace 'Save The Park fundraiser
 - iii. \$259 - Lions Club 'Save The Park fry sale
- IV. Items discussed
 - a. Ryan presented information on Leathers & Associates (see attached Exhibit 'A')
*See Recommendation # 1 below
 - b. Fundraising – Ryan suggested putting a moratorium on fundraising for maintenance & operations of Park after learning that the General Fund has been and will continue to pay for the Park. Board will still pursue fundraisers for 'New Improvements'.
*See Recommendation # 2 below
 - c. Board to be placed on June 11, 2019 Trustee meeting agenda to present Recommendations and discuss financials.
 - d. Grants & fundraising will be pursued after financial clarifications and playground inspection.
 - e. LAC – ask for donation to upgrade dugouts. Jane will contact.
- V. Open to Public
 - a. Nobody in attendance
- VI. Recommendations (Board to be placed on June 11, 2019 Trustee meeting agenda)
#1 – Hire Leathers & Associates at the cost of \$1,800.00 to inspect Imagination Station for safety and develop a plan to renovate or replace sections of playground in phases over the next 3-5 years. Cost to be paid for from 'New Improvements' fundraised monies.
Motion by Jane. Motion seconded by Beth. Ryan-yes, Laura-yes, Andrea-yes

#2 – Moratorium on fundraising for operation/maintenance after learning that the General Fund has been paying for Park & will continue to do so. Fundraising will be pursued for 'New Improvements'
Motion by Ryan. Motion seconded by Laura. Jane-yes, Beth-yes, Andrea-yes
- VII. Next Meeting: June 18, 2019 at 7:00pm
- VIII. Motion to Adjourn at 8:10pm by Andrea and Seconded by Beth. All-yes

EXHIBIT 'A'



5/14/19

Cortland, OH (Bazetta Township) – Imagination Station

L&A Playground Assessment Report Description

Playground Assessment Report:

The assessment will be conducted by a Leathers & Associates staff member who is a Certified Playground Safety Inspector (CPSI).

The information this report delivers will be very beneficial to your decision making ability. We have worked with hundreds of existing clients in providing assessment reports on their existing playgrounds. Together we determine the best option of either moving forward with a renovation or a complete replacement.

The Assessment report will assist you in making decisions about your playground and help answer questions like:

<ul style="list-style-type: none">• Are there safety concerns• How can we reduce maintenance needs• What's a replacement cost with today's materials (all recycled plastics)	<ul style="list-style-type: none">• Can the playground be renovated• How much would it cost to renovate• Should the playground be removed and replaced
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Purpose:

- Provide an onsite visit and physical inspection of the playground by an L&A CPSI
- Evaluate the safety conditions relating to the ASTM F1487 standards
- Evaluate accessibility level related to today's ADA requirements
- Evaluate overall condition of the structure and equipment
- Evaluate the safety surfacing condition
- Issue a summary report of our findings including:
 - General observations & recommendations
 - Safety
 - ADA
 - Listing of all equipment
 - Associated cost
 - Next steps / recommendation

Bazetta Park Board Minutes ~ June 10, 2019

Members Present
Andrea Drotar
Jane Lewis
Ryan Stowell
Laura Yarabenez

Members Absent
Beth Petracco

- I. Meeting Called to Order / Attendance
- II. Treasury Report
 - a. Jane reviewed financials with Trustee Chairman who made correction, now confirming 2017 & 2018 Park maintenance was paid for out of Park 'New Improvements' account which holds Park donations. Jane distributed financial information & confirmed all monies are accounted for 2017 thru 2019. Trustees said General Fund will now pay for Park maintenance starting in 2019. Current Park account balance \$30,397.53.
 - b. Laura will request Park account payables/receivables to be automatically emailed first of the month.
 - c. Jane suggested ways to reduce cost of grass cutting and importance of checking bathrooms daily. Will talk to Trustees.
- III. Items discussed
 - a. Someone inquired about donating funds to install a half-court basketball court. Jane suggested resident attend a Trustee meeting to discuss further. Board discussed other surrounding areas that have basketball courts and questioned who would be responsible for maintaining after installation.
 - b. Ryan presented proposal from another Certified Playground Safety Inspector. Play By Design, LLC (hereinafter referred to as 'PBD') was started by the prior Vice President & Senior Designer and Project Manager of Leathers & Associates whom originally worked on Imagination Station. PBD inspection cost would be \$1200.00 + \$367.38 (mileage) + \$125.00 (hotel). Current lead time is 4-6 weeks. Board held conference call with PBD during meeting. Consensus was that if playground needs rebuilt, it is not cost effective for PBD to perform the actual labor but to hire a local contractor. PBD could then oversee project validating compliance at an estimated cost of \$1,200 per day (up to 12 hours) plus travel costs. Rough estimate to completely rebuild a 12,000 square foot playground is minimum \$150,000.
*Andrea made motion to rescind prior Recommendation to hire Leathers & Associates and instead hire Play By Design, LLC to perform inspection. Jane seconded
Ryan-yes; Andrea-yes; Jane-yes; Laura-yes. Recommendation placed on June 11th agenda
 - c. Baseball dugouts – in need of repair or replacement. Laura will contact LAC.
 - d. Flagpole - in need of repair or replacement. Laura will contact Boy Scouts
- IV. Open to Public - Nobody in attendance
- V. Next Meeting: June 18, 2019 at 7:00pm
- VI. Meeting Adjourned at 5:58pm

EXHIBIT 'A'



5/14/19

Cortland, OH (Bazetta Township) – Imagination Station

L&A Playground Assessment Report Description

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- Evaluate the safety conditions relating to the ASTM F1487 standards
- Evaluate accessibility level related to today's ADA requirements
- Evaluate overall condition of the structure and equipment
- Evaluate the safety surfacing condition
- Issue a summary report of our findings including:
 - General observations & recommendations
 - Safety
 - ADA
 - Listing of all equipment
 - Associated cost
 - Next steps / recommendation