

BAZETTA TOWNSHIP TRUSTEES

REGULAR MEETING MINUTES

Date: August 23, 2022, 7:00 pm
Bazetta Township Administration Building
3372 State Route 5, N.E.
Cortland, Ohio 44410

Present:

Chairman Trustee Michael Hovis Yes
Vice Chairman Trustee Bob McBride Yes
Trustee Michael Morelli Absent
Fiscal Officer Stacy Marling Yes

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

Trustee McBride reminded the assemblage of the Public Comment Procedures and that the meeting was being video, and audio recorded for informational purposes.

142 -22 Resolution to accept the meeting minutes from the August 9, 2022, Regular Trustee Meeting.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

Comments:

CORRESPONDENCE (COPIES AVAILABLE UPON REQUEST:

ADMINISTRATION: The Fiscal Officer's monthly financial report will be posted to the township web site. Please visit at www.bazettatwp.org, under the tab titled Administration, Financial page and Reports. See attached agenda items

- Chairman Trustee Hovis – Please visit, follow, and share our new “Bazetta Township Ohio” Facebook page for updates and community events
- As a reminder our Administration Office is open Monday-Friday, 10:00AM-2:00PM to serve our residents

143-22 Resolution to authorize the Fiscal Office to pay all outstanding invoices and approve all warrants incurred from August 24, 2022, through September 27, 2022.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

144-22 Resolution to approve the attached Bazetta Township Cyber Security Policy effective immediately.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

145-22 Resolution to hire Cherry Poteet as our township legal counsel at a rate of \$135.00 per hour plus any related fees effective immediately.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

Comments:

FIRE DEPARTMENT: See attached agenda items

146-22 Resolution to approve the following wage increases for part-time employees effective August 21, 2022:

Part-time Firefighter / EMT - \$13.00
Part-time Firefighter / Medic - \$16.00

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

Report from Chief Rink:

- The fire department was awarded a HazMat training grant. This grant will update the Police and Fire departments in HazMat awareness/operations. I would like to thank Firefighter Phillip Pelley for writing the grant.
- Would like to thank Fiscal Officer Marling and Trustee Hovis for helping go over the budget

Comments:

POLICE DEPARTMENT: See attached agenda Items

147-22 Resolution to hire Zachary Weaver as a part time police officer at a rate of 13.00/ hour retroactive to 8/21/2022 on an as needed basis upon successful completion of drug screen, physical, psychological test and OPOTA Peace Officer refresher course.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

Report from Chief Herlinger:

- The vehicle that is listed for at auction is up to \$656.00 dollars and the auction will end in a few days

Comments:

- Trustee McBride asked the chief if the weeds need done at the impound lot and the chief explained they will be weed wacked and sprayed again. Trustee McBride would like to have the service performed on a bi-weekly basis to keep the weeds down
- Trustee McBride asked where the new hired officer is coming from. Chief replied he is a former State Highway Patrol Trooper

ROAD DEPARTMENT: See attached agenda items

148-22 Resolution to approve the road dept to purchase 500 tons of salt (X \$51.20 per ton) through Trumbull County Engineers Office for a total of \$25,600.00 to be paid from fund 2021-330-420- 0000.

Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent

Report from Trustee Liaison McBride:

- They cleaned up and trimmed the bushes around the gazebo and it looks really nice
- The cemetery has been very busy with burials
- They started on the Burnett Drive Project should be completed by end of next week
- No traffic complaints

Comments:

PLANNING DIRECTOR, ZONING INSPECTOR AND CODE ENFORCEMENT OFFICER

Zoning Inspector Pete Pizzulo to report:

- No progress on Bazetta Mall. Additional letters have been sent inquiring as to who the purchaser is
- There have been several inquiries on developing the industrial properties on the west side of Bazetta

Comments:

PARKS AND RECREATION BOARD:

- Next meeting will be September 12, 2022, at 6:00pm at the Township Administration Building
 - Will be scheduling a cleanup day
 - Jeff Liber will be attending to discuss the tournament and how to make it even more enjoyable next year and to present a donation to Bazetta Township to be used for the park
- Josie McKenna, Mosquito Creek State Park Manager, advised it looks like we will be installing the new gate in the beginning of November 2022 or around that time
- Lakeview Athletic Club 14U team will be practicing on one of our fields for the next four weeks, August 23 – September 17, 2022, from 6:00pm – 8:00pm

Comments:

ASKED TO BE PLACED ON THE AGENDA:

No one

PUBLIC COMMENT: We will accept public comment at this time.

If anyone has a question or comment

- Raise your hand
- The Chairman will recognize you
- State your name and address for the record

Multiple speakers at the same time will not be allowed

Comments:

Eleanor Wykle of 3275 Hoagland Blackstub Road:

- Concerned about a commercial Zone Change at the Church of Warren
- She has concerns about trees on the Church property falling down
- If they make the current lot commercial, is that what will happen with the two adjoining lots?

Inspector Pizzulo explained the process for the Zone change to Mrs. Wykle and there will be a public hearing with the Zoning Commission. He further explained the work he has been doing on this property for the past year and is preparing for an injunction. After the Zoning Commission declares their decision, it goes before the Trustees at that time. Regarding the other two lots, the size does not support a septic system. Even though he has a sign there, those parcels still belong to the church. He also explained it would be premature for the Trustees to make an opinion on the matter.

149-22 To adjourn meeting at 7:18PM

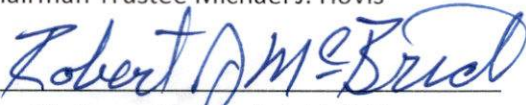
Motion: Trustee McBride
Second: Trustee Hovis
Vote: Trustee McBride Yes Trustee Hovis Yes Trustee Morelli Absent



Chairman Trustee Michael J. Hovis

09-13-2022

Date



Vice Chairman Trustee Bob McBride

09-13-2022

Date

Absent

Trustee Michael Morelli

Date

BAZETTA TOWNSHIP

CYBER SECURITY POLICY

Computer Policy, Including Internet Usage and Email

Internet access is provided to individuals based upon business needs to benefit the Township through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Bazetta Township's public image while accessing the Internet by following these guidelines:

Employees using Internet access via our hardware and software are representing the Township. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official Township business to gain technical or analytical information and to establish business contacts.

Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-township business, or result in the disruption of our organizational network operation or interfere with personal productivity at work.

Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the system is strictly prohibited.

Employees may not download software without the express acknowledgement and support of the IT Specialist to ensure that proper licenses are obtained, and viruses are not transmitted.

Employees may not send or upload any copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".

All messages created, sent, or retrieved over the Internet are the property of Bazetta Township and should be considered public information. We reserve the right to access and monitor all messages and files on the computer system at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

Deanna Boggess

From: Michael Hovis
Sent: Monday, August 22, 2022 9:14 AM
To: Deanna Boggess
Cc: Trustee; Fiscal Officer
Subject: Agenda Tuesday August 23, 2022

Follow Up Flag: Follow up
Flag Status: Flagged

Deanna,

I will need the following Resolution for Tuesdays meeting,

1. Resolution to Hire Cherry Poteet as our township legal counsel at a rate of \$135.00 per hour plus any related fees effective immediately.

Thank you,

Michael J. Hovis

Bazetta Township Trustee

MHovis@Bazettatwp.org

Cell: 330-240-1326

BAZETTA FIRE DEPARTMENT



Date: 8/19/2022
To: Trustee Hovis, Trustee McBride, Trustee Morelli
From: Chief Tom Rink
Re: 08/23/2022 Trustee's Meeting

Agenda items: Approve a wage increase for part-time employees effective 8/21/2022
Firefighter / EMT - \$13.00
Firefighter / Medic - \$16.00

Non agenda items: The fire department was awarded a HazMat training grant. This grant will update the Police and Fire departments in HazMat awareness/operations. I would like to thank Firefighter Phillip Pelley for writing the grant.

Deanna Boggess

From: Chris Herlinger
Sent: Monday, August 22, 2022 8:21 AM
To: Deanna Boggess; Michael Morelli; Michael Hovis; Bob McBride
Cc: Jake Abbott; Nathan Greathouse
Subject: PD Agenda Item

Follow Up Flag: Follow up
Flag Status: Flagged

Deanna,

I need a resolution to hire Zachary Weaver as a part time police officer at a rate of 13.00/ hour retroactive to 8/21/2022 on an as needed basis upon successful completion of drug screen, physical, psychological test and OPOTA Peace Officer refresher course.

Thank You!

Christopher G. Herlinger, Chief of Police
Bazetta Township Police Department
2671 McCleary Jacoby Road
Cortland, Ohio 44410
Office: (330) 638-5503
Fax: (330) 638-9927
cherlinger@bazettatwp.org

Deanna Boggess

From: Kris Parke
Sent: Wednesday, August 17, 2022 9:13 AM
To: Trustee; Fiscal Officer; Deanna Boggess
Cc: Mark Tempesta; Michael Arnal; twajda@bazettatwptemp.onmicrosoft.com
Subject: FW: 2022-2023 Salt prices

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,

We will need this put on the agenda for the next meeting. Something like:

To approve the road dept to purchase 500 tons of salt (x\$51.20 per ton) through Trumbull County Engineers Office for a total of \$25,600.00 to be paid from 2021-330-360-0000 and 2021-330-490-0000.

Thank you,
KP

From: Nicole Klingeman
Sent: Wednesday, August 17, 2022 8:56 AM
To: Kris Parke <kparke@bazettatwp.org>; bracevilletwproads@yahoo.com; Jamie Fredenburg <jfredenburg@brookfieldrd.net>; shawndavis@championtownship.org; City of Girard Road <girardstreet123@gmail.com>; lmichalec@fowlertownship.org; david.mccann@howlandtownship.org; hubbardtwproad@yahoo.com; kinsmanroads@gmail.com; lordstownroads@lordstownvillage.com; joe.woodley@meanderwater.oh.gov; Susan Montgomery <smontgomery@newtontwptc.org>; streetdept@newtonfallsoh.gov; rward@thecityofniles.com; mikepenrose@viennatownship.com; Jim Williamson - Warren Township (warrentwproad@neohio.twcbc.com) <warrentwproad@neohio.twcbc.com>; nsanders@warren.org
Subject: 2022-2023 Salt prices

Good morning,

We have received the bid back from ODOT for salt this year, and the price came in at \$51.20/ton. If you have any questions please let me know. I am enclosing the map of prices just for your reference.



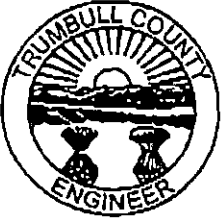
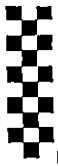
OHIO DEPARTMENT OF TRANSPORTATION

FY2023 - SALT PRICES

018(23) Salt Contract



Respectfully,
Nicole A. Klingeman
 Fiscal Officer
 Trumbull County Engineer
 650 North River Rd., N.W.
 Warren, Ohio 44483
 Office: 330-675-2640
 Direct: 330-675-2220
 Fax: 330-675-2642



Randy L. Smith, P.E., P.S.
TRUMBULL COUNTY ENGINEER

650 NORTH RIVER ROAD, N.W. WARREN, OHIO 44483-2255
PHONE: 330-675-2640 FAX: 330-675-2642
www.countyengineer.com

Gary W. Shaffer, P.E. Deputy Engineer
Herb W. Laukhart, Jr. Director of Finance & Personnel
Thomas Klejka Highway Superintendent

March 22, 2022

Kris Parke
Bazetta Township Board of Trustees
3372 State Route 5, N.E.
Cortland, Ohio 44410

Re: Winter Fill Sodium Chloride (Rock Salt) Participation

This notification is for the participation in the purchasing of the Winter Fill Sodium Chloride (Rock Salt) from the Trumbull County Engineer's Office. In order for our office to enter into a contract with the Ohio Department of Transportation, we are required to submit a Participation Form to them. The form requires tonnage requested. Upon the Director of ODOT's award of the contract, you will be bound to purchase at least 90% (and you can purchase up to 110%) of the salt quantities requested on the participation form, during this contract. Please know that we do not know what the salt prices will be. Once the bids are received back into ODOT we will advise you what the price awarded is. We have to have our numbers finalized with an absolute deadline no later than April 18, 2022, so we are able to get our resolution done. If you have questions, please call Nicole at 330-675-2220.

Respectfully,

Randy L. Smith, P.E., P.S.
Trumbull County Engineer

If you are interested in participating and purchasing salt from our office for the 2022-2023 Winter Fill please complete the information below and forward back to our office either by email (hwklinge@co.trumbull.oh.us) or fax 330-675-2642 no later than Friday April 18, 2022.

TOWNSHIP, CITY, VILLAGE, SCHOOL, OTHER: Bazetta Township
2021/2022 LEFTOVER STORED SALT at TCE 34.18 TONS
Balance owed for 2021/2022 stored on your behalf: \$ 1,682.68

*TOTAL WINTER 2022/2023 QUANTITY REQUESTED (TONS): 500

CONTACT NAME FOR ORDERING: Kris Parke

PHONE: 330-219-4749

EMAIL: KParke@bazettatwp.org

Deanna Boggess

From: Kris Parke
Sent: Wednesday, August 17, 2022 9:02 AM
To: Trustee; Fiscal Officer; Deanna Boggess
Cc: Mark Tempesta; Michael Arnal; twajda@bazettatwptemp.onmicrosoft.com
Subject: FW: 2022/2023 Season Salt Approval
Attachments: Salt Form 2022 Engineer.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

FYI

From: Kris Parke
Sent: Wednesday, March 30, 2022 11:23 AM
To: Nicole Klingeman <HWKlinge@co.trumbull.oh.us>
Subject: FW: 2022/2023 Season Salt Approval

Hi Nicole,

Attached is the townships request for salt.

Have a great day!
Kris

From: Michael Hovis
Sent: Wednesday, March 30, 2022 11:11 AM
To: Kris Parke <kparke@bazettatwp.org>
Cc: Bob McBride <bmcbride@bazettatwp.org>; Michael Morelli <mmorelli@bazettatwp.org>
Subject: RE: 2022/2023 Season Salt Approval

Kris,

Attached is form completed as requested with approval.

Michael J. Hovis
Bazetta Township Trustee
Mhovis@Bazettatwp.org
330-240-1326

From: Kris Parke <kparke@bazettatwp.org>
Sent: Monday, March 28, 2022 1:36 PM
To: Trustee <trustee@bazettatwp.org>; Fiscal Officer <fiscalofficer@bazettatwp.org>
Subject: 2022/2023 Season Salt Approval
Importance: High

Good Afternoon,

According to Randy Smith it is the time of year to put in our request for salt for 2022/2023 winter season. We still hold 34.18 tons of salt at the county at a cost of \$49.23 per ton or a total of **\$1682.68, we are committed to purchase this to clear books from last year first and foremost.** Randy and I have no idea of what the forecasted amount per ton of salt is going to run and it has wildly varied over the years. Historically the County Engineers office has always been cheaper for us to co-op through since they go co-op through ODOT.

We have roughly 250 tons of salt left to date from 2021/2022 season. We have used roughly 500 tons during the 22/23 season. We **DO NOT NEED** to put this on the agenda now, but I need to request a tonnage no later than 4/18/2022, we will also need to remember to approve the tonnage and the amount later in the year when available. I will remind you, but I do need to at least fill this paper out and get it back to the county engineers office with our request, but know that we are bound to this amount.

We have a little over 29K total in license plate tax money (fund 2011) that will also need to have a supplemental appropriation made if permanent appropriations have already been done. We also have 28K in contingency 2021 contracted services. Hopefully per ton costs will be 65-75, but it could be higher with prices of everything else soaring, last years cost was \$49.23 per ton.

My recommendation to the trustees to approve me for a minimum 500 tons for the paperwork to get turned in on time.

Feel free to contact me or the county engineers office if you have any questions.

Regards,

Kristopher Parke
Road Superintendent
Bazetta Township
330-637-8816 ext 104
kparke@bazettatwp.org
www.bazettatwp.org

Deanna Boggess

From: Fiscal Officer
Sent: Friday, August 19, 2022 8:46 AM
To: Deanna Boggess
Subject: RE: Agenda Item

Follow Up Flag: Follow up
Flag Status: Flagged

Please use 2021-330-420-0000 for the Salt.

Thanks!

Stacy A. Marling

FISCAL OFFICER
P: 330-637-8816
F: 330-637-4588

From: Deanna Boggess <dboggess@bazettatwp.org>
Sent: Thursday, August 18, 2022 11:40 AM
To: Fiscal Officer <fiscalofficer@bazettatwp.org>
Subject: Agenda Item
Importance: High

Hi Stacy,

Once you have the Fund Number for the road department's salt purchase, please let me know so that I may add it to the resolution for the upcoming meeting.

Thanks, and have a great day

Deanna Boggess
Administrative Secretary
Bazetta Township
Ph: 330-637-8816
Fax: 330-637-4588
3372 State Route 5 N.E.
Cortland, Ohio 44410

