

BAZETTA TOWNSHIP TRUSTEES

REGULAR MEETING AGENDA

Date: August 12, 2025 7:00 pm
Bazetta Township Administration Building
3372 State Route 5, N.E.
Cortland, Ohio 44410

Present:

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

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.

CORRESPONDENCE (COPIES AVAILABLE UPON REQUEST):

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

Announcements:

- Please visit, follow, and share our "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
- We would like to remind everyone our Fire Department holds a "Coffee with the Crew" every Tuesday Morning from 8:30AM – 9:30AM. Please stop by!
- Trustees update on the Trumbull County Auditor's failure to deposit tax money. To date, we have incurred **\$13,354.00** in legal fees and numerous administrative hours looking into and responding to Public Record Requests and other inquiries.
- Remind residents our Police and Fire Department have a Senior Watch Program. If you are a senior and would like to participate or would like to refer someone to this program, contact the Police Department at 330-638-5503
- **We are taking Applications for Park Shelter Rentals through September 7.** Visit our website bazettatwp.org under the Park Tab for the rental information or call the Administration office at 330-637-8816

101-25 Resolution to accept the meeting minutes from the Trustees Special Meeting on July 1, 2025 and the Trustees Regular Meeting on July 8, 2025.

Motion: Trustee _____

Second: Trustee _____

Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

102-25 Resolution to authorize the Fiscal Office to pay all outstanding invoices and approve all warrants incurred from July 10, 2025 through September 9, 2025.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

103-25 Resolution accepting the amount and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

104-25 Resolution to accept the Engagement Letter from the Ohio Auditor of State to audit fiscal years 2023 and 2024, not to exceed \$2,856.00 to be paid from the General Fund.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

Comments:

FIRE DEPARTMENT: Nothing for Agenda see monthly reports

Report from Chief Rink:

- Monthly report attached
- We received a donation from a resident in the amount of \$150.00 that we will use for fire prevention supplies.

Comments:

POLICE DEPARTMENT: See Monthly Reports and agenda items

Report from Sergeant Greathouse:

- The following projects are funded fully from the generous donation of the Raymond L Johnson American Legion Post 540

Comments:

105-25 Resolution to Accept the proposal from JED Services for Millennium Boulevard Camera Project in the amount of \$2,495.00 for the installation of 4 security cameras to replace two out of date cameras that were previously donated to the police department. T-Mobile will be the internet service for the project.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

- 106-25** Resolution to Accept the proposal from JED Services for Police Station Server/Internet upgrade in the amount of \$1,754.00 This will update the server/firewall, and internet access replacing outdated equipment and upgrading cyber security for the system.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

Comments:

ROAD DEPARTMENT: See agenda items

Report from Marcus Tempesta:

Comments:

- 107-25** Resolution to rescind the 071-25 resolution approving Trumbull County Engineers to do the P.D.R. (Partial Depth Repair) Work for the Township at \$10,253.39.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

- 108-25** Resolution to accept R.T. Vernal's proposal to perform the P.D.R. (Partial Depth Repair) work on Cadwallader Sonk, Ravine Run and Timberline Drive roadways at the time of paving McCleary Jacoby Road, in the amount of \$21,750.00 for a more extensive repair, adding an additional area, better quality patch and savings from separate moving of equipment. (See attached proposal)

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

- 109-25** Resolution to hire Michael G. Smith as a full-time truck driver pending a pre-employment drug screening retroactive hiring date of August 12th , 2025 with a start date of August 18th ,2025. the rate of hourly compensation will be in accordance with Article 33 Wages of the collective bargaining contract between the Bazetta township board of trustees and International Brotherhood of Teamsters Local 377.

Motion: Trustee _____
Second: Trustee _____
Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

110-25 Resolution to amend the contract between the Bazetta Township Trustees and the International Brotherhood of Teamsters local 377 to add the amended document of a CDL agreement between the new hire and the Bazetta Township Board of Trustees.
(See attached amended document)

Motion: Trustee _____

Second: Trustee _____

Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

Comments:

PLANNING DIRECTOR, ZONING INSPECTOR AND CODE ENFORCEMENT OFFICER: Nothing for the agenda

Zoning Inspector Posey to report:

- June – Number of Permits issued- 23 Total Amount \$1,073.00
- July – Number of Permits issued - 24 Total Amount \$2,618.00
- 2025 Year to date total \$9,921.00 fees collected

Comments:

ZONING BOARD OF COMMISSIONERS AND ZONING BOARD OF APPEALS: See agenda item

Report from Chairman Longo:

- The Third Quarterly Meeting will be held August 13, 2025 at 6:00PM

Comments:

PARKS AND RECREATION BOARD: See agenda items and attachments

Trustee Morelli to give update:

Comments:

111-25 Resolution to close the Township Park as of September 8, 2025 for the season, to replace Imagination playground equipment.

Motion: Trustee _____

Second: Trustee _____

Vote: Trustee McBride ____ Trustee Hovis ____ Trustee Morelli ____

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:

112-25 Resolution to adjourn meeting at ____.

Motion: Trustee _____

Second: Trustee _____

Vote: Trustee McBride ____ Trustee Hovis ____Trustee Morelli ____

Chairman Trustee Michael J. Hovis

Date

Vice Chairman Trustee Bob McBride

Date

Trustee Michael Morelli

Date

Deanna Longo

From: Fiscal Officer
Sent: Saturday, August 9, 2025 2:32 PM
To: Deanna Longo
Subject: RE: FRIENDLY REMINDER: Trustees Regular Meeting Agenda Tuesday August 12

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Deanna,
Please add the following to the agenda:

Resolution accepting the amount and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Resolution to accept the Engagement Letter from the Ohio Auditor of State to audit fiscal years 2023 and 2024, not to exceed \$2,856.00 to be paid from the General Fund.

Thanks!

Stacy A. Marling

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

From: Deanna Longo <dlongo@bazettatwp.org>
Sent: Thursday, August 7, 2025 10:43 AM
To: Meeting Agenda Reminder <MeetingAgendaReminder@bazettatwp.org>
Subject: FRIENDLY REMINDER: Trustees Regular Meeting Agenda Tuesday August 12
Importance: High

FRIENDLY REMINDER: to have your agenda items into me by Friday August 8 for the Trustees Regular Meeting Agenda Tuesday August 12

Deanna Longo

Deanna Longo
Bazetta Township
Administrative Secretary
3372 State Route 5 N.E.
Cortland, OH 44410
dlongo@bazettatwp.org
PH: 330-637-8816
C: 330-360-7920

OHIO AUDITOR OF STATE KEITH FABER

65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

July 28, 2025

Stacy Marling, Fiscal Officer
Bazetta Township
Trumbull County
3372 State Route 5 NE
Cortland, Ohio 44410

This engagement letter between the Board of Trustees and Management of Bazetta Township, referred to here on out as the Township, and the Auditor of State (AOS) sets forth the nature and scope of the services we will provide, the Township's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services achieve the Township's objectives.

Summary of Services

An agreed upon engagement is an attestation engagement in which a practitioner (AOS) performs specific procedures on subject matter and reports the findings without providing an opinion or conclusion. We propose to perform the draft procedures described in the attachment we have used in similar engagements to provide assistance in the evaluation of the Township's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2024 and 2023, and certain compliance requirements related to these transactions and balances. We will follow the American Institute of Certified Public Accountants' Attestation Standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*.

Our responsibilities

We are responsible for completing the procedures and for reporting the findings in accordance with the attestation standards. We have no responsibility to determine the differences between the procedures to be performed and procedures that we would have determined to be necessary had we been engaged to perform another form of engagement.

However, if other matters come to our attention indicating potential, significant errors regarding our report's subject matter, known or suspected fraud, non-compliance with laws and regulations that warrant the attention of those charged with governance we will describe this matter in our report. If we detect waste or abuse, we will determine whether and how to communicate such matters. Because the determination of waste and abuse is subjective, we are not required to perform specific procedures to detect waste or abuse.

You should be aware that a properly executed agreed-upon procedures engagement may not detect errors or fraud that may have occurred relating to the subject matter of our report. For example, we may limit certain procedures to selective testing of data using nonstatistical sampling applications because it may not be efficient for us to test every transaction. Our engagement will be more limited than would be an audit, the objective of which would be the expression of an opinion on whether the Township's financial statements presented fairly, in all material respects, their respective financial position and changes in financial position. Accordingly, we will not express an opinion on the financial statements or on compliance.

In addition, you should be aware that these Agreed Upon Procedures may not suffice for financing purposes.

Efficient • Effective • Transparent

For the purposes of performing these procedures, we will describe any exceptions we find as a result of our procedures exceeding \$10.

You should not rely on our engagement as your primary means of detecting fraud.

Your Responsibilities

The Attestation Standards require you to provide written agreement of the procedures and acknowledge that the procedures performed are appropriate for the intended purposes of the engagement prior to completion of the engagement. AOS will require you to provide this written agreement and acknowledgment in the representation letter. These Standards also specify that you are responsible for the subject matter.

In addition, prior to issuing our report, we will request written representations from you acknowledging, to the best of your knowledge and belief, for:

- All known matters contradicting the subject matter and any communication from regulatory agencies or others affecting the subject matter have been disclosed to us
- Any communications received between the end of the period and the date of our report that affect the subject matter have been disclosed to us
- Your responsibility for the subject matter
- Recording all transactions in the Township's accounting system
- Your responsibility for complying with the laws and regulations we have tested as part of our procedures
- Making all records and documentation related to the accounting records and transactions and balances recorded in those records as agreed upon available to us
- Documentation supporting compliance with laws and regulations we will test as part of our procedures available to us
- Other matters for which we may request written representations

Access to Records

To help meet our mutual objectives, the Township will provide to us in a timely manner accounting records, schedules and supporting information (an initial list of which we will furnish to you), as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the Township is unable to provide these schedules, information or assistance, the Auditor of State and the Township will mutually revise the fee to reflect additional costs, if any, required to achieve these objectives.

Confidential Information:

You should redact personal information from all documents (paper or electronic) you provide to the AOS related to our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. Personal information includes social security numbers, dates of birth, drivers' license numbers or personal financial institution account numbers. The Township should redact all personal information from electronic records before you transmit them to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If you cannot redact personal information from any records or documents, you must identify these records to us.

If redacting this personal information compromises our procedures, the Township and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on you in terms of resources, recordkeeping or other issues, the Township and the AOS may collaborate on alternative methods of providing the Township's data to the AOS without compromising the personal information of individuals served by the Township. The AOS is willing to work with you. It is our intent to minimize the amount of personal information we require. It is important that you review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees which may result from unforeseen circumstances, we do not expect our fees and expenses for the services described above to exceed \$2,856.

If it is determined that additional work is required beyond this estimate, the revisions will be set forth in the form of the attached *Amendment to the Engagement letter*. Circumstances may require the Auditor of State to confirm balances with your financial institutions resulting in nominal charges which will not require an amendment to this agreement.

Pursuant to Ohio Rev. Code § 117.13, you may charge all of this agreed upon procedures cost to the general fund or you may allocate the cost among the general fund and other eligible funds. For more information, refer to the annual *Hourly Billing Rates and Allocation of Audit Costs* technical bulletin available at www.ohioauditor.gov.

eServices Portal and Billing

The Auditor of State's billing statements are available through the office's eServices portal located at <https://eservices.ohioauditor.gov>. Clients are required to designate one, or more, authorized users who must complete the registration process to establish an eServices account. A confirmed account will have the ability to access and/or update information regarding their customer account, including entity contact information, billing and payments, and an electronic check option for online payments. Authorized users are encouraged to keep eServices contact information updated.

Auditor of State billing statements are prepared monthly and are sent to clients who have an outstanding balance through a paperless electronic billing system. Audit and Local Government Services are charged monthly, while clients using the Uniform Accounting Network are charged quarterly. The Township will receive an email notification at the beginning of the month that a statement is available for review. Clients are to access their billing statement upon receipt through eServices, and payment is due by the date identified on the statement.

Delinquent Accounts

A failure to pay the Auditor of State in full within forty-five days of the payment due date, identified on the monthly statement, shall constitute a delinquent account. Continued failure to make payment will result in the delinquent account being certified to the Ohio Attorney General's Office, Collection Enforcement, for collection under Ohio Rev. Code § 131.02(A). Alternatively, Ohio Rev. Code § 117.13(D) authorizes the Director of the Office of Budget and Management or the county auditor, in order to satisfy certified balances owed to the office of the Auditor of State, to withhold from a public office with delinquent accounts any amounts that are available up to the amount owed by the public office from those funds lawfully payable and due to the public office.

Audit clients experiencing difficulty meeting these requirements should contact the Auditor of State's Finance Department to make arrangements to pay delinquent balances prior to certification. Outstanding delinquent accounts may impact audit eligibility for reduced services, including agreed upon procedures and basic audits.

Restrictions on using our report

The Attestation Standards require that our report disclose the following:

This report is for the use of the Township to assist in evaluating its receipts, disbursements and balances recorded in their accounting records for the years ended December 31, 2024 and 2023, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

Reporting

We will issue a written report upon completing our procedures. We will address our report to those charged with governance.

Access to Our Reports and Working Papers

Attestation Standards require us to include this language due to concerns that other users may not fully understand the purpose of the report, the nature of the procedures we applied, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, our report becomes a public record under Section 149.43, Revised Code, when copies of the report are filed with the officers enumerated in the Revised Code. When copies of the report are filed, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. The Attestation Standards do not affect public access to our reports or working papers.

Peer Review Report

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at https://ohioauditor.gov/publications/Peer_Opinion.pdf. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Acceptance of terms

Signing and returning this letter to us within three days indicates you have read this letter and the attachment and agree with the terms of the letter. If you wish to discuss additional procedures or modification to these procedures or terms, please contact your Auditor of State's Regional Office. Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our agreed-upon procedures engagement including our respective responsibilities.

AOS Sunshine Law Star Rating System (StaRS) Rating

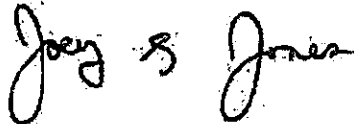
In addition to the Agreed Upon Procedures services summarized above, we will perform separate procedures, outside of requirements outlined in the American Institute of Certified Public Accountants' Attestation Standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' Government Auditing Standards. If your entity is compliant with all 11 applicable requirements in Ohio Compliance Supplement (OCS) Section 2B-8 and there are no violations of Ohio Rev. Code §149.351 (destruction of records) related to these records, we will test the best practices included in OCS Section 2B-8 Exhibit A, New Star Rating System (StaRS), which are not required by Ohio's Sunshine Laws. We will test these best practices under our statutory authority outlined in Ohio Rev. Code § 117.11 and Ohio Admin. Code 117-4-02 to determine if your office has chosen to implement one or more of these best practices and are eligible for a StaRS rating of 2, 3, or 4 stars. The StaRS rating your Township has achieved will be posted on the Auditor of State's website but will not be reported in the agreed-upon procedures report described above.

The cost of these additional services is included in our Fee section of this letter. Your signature below indicated your acknowledgement of, and agreement with, testing these best practices if your Township is compliance with Ohio Sunshine Laws.

If you have any questions, please call Erik Holesko, Senior Audit Manager at 330-793-5597

Sincerely,

KEITH FABER
Auditor of State



Joey S. Jones
Chief Auditor, East Region

Attachment: Township AUP Shell

ACCEPTED BY:



Stacy Marling, Fiscal Officer

8/9/25

Date

cc: Management
Board of Trustees

SAMPLE
AMENDMENT #___ TO THE ENGAGEMENT LETTER

[Date]

[Name of the Chief Financial or Executive Officer], [Officer Title] [see AOSAM 30300.7]

[Name of Entity]

[County] County

[Street Address]

[City], Ohio [Zip Code]

Dear [Name of the Chief Financial or Executive Officer]:

We hereby amend the engagement letter dated [Date] between the Auditor of State and the addressees to reflect the following:

<u>Description of/Causes for Amendment</u>	<u>Estimated Fee Effect</u>
<u>(Include procedures resulting in the amendment)</u>	
Total this amendment	\$(<u>ZZZZZ</u>)
Previous fee estimate	\$(<u>ZZZ</u>)
Revised fee estimate	\$(<u>ZZZZZ</u>)

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call [Audit Contact] at [Audit Contact Number].

Sincerely,

KEITH FABER
Auditor of State

[Chief Auditor]
Chief Auditor, [REGION] Region

cc: Management
[Governing Board]

ACCEPTED BY:

[Name of the Chief Financial or Executive Officer], [Officer
Title]

Date

**RESOLUTION ACCEPTING THE AMOUNT AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs. 5705.34-5705.35

The Board of Trustees of BAZETTA Township, TRUMBULL
County, Ohio, met in _____ session on the _____ day of _____,
20____, at the office of _____ with the following members
present: _____

_____ moved the adoption of the following Resolution:
RESOLVED, By the Board of Trustees of BAZETTA Township,
TRUMBULL County, Ohio, in accordance with the provisions of
Section 5705.281 R.C. , previously provided the Alternative Tax Budget Information for the next succeeding
fiscal year commencing January 1, 2026;
and

WHEREAS, The Budget Commission of TRUMBULL County, Ohio, has
certified its action thereon to this Board together with an estimate by the County Auditor of the rate
of each tax necessary to be levied by this Board, and what part thereof is without, and what part
within the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of BAZETTA Township
TRUMBULL County, Ohio, that the amounts and rates, as determined
by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate
of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived From Levies Outside 10M. Limitation	County Estimate Rate to be Inside 10 M. Limit	Auditor's of Tax Levied Outside 10M. Limit
	Column I	Column II	Column III	Column IV
General Fund (includes County Health)	264,542 33,068	0	1.20 0.15	0.00
Road and Bridge Fund	253,519	90,983	1.15	0.60
Fire & EMS		339,436		2.00
Police District Fund		881,450		6.80
Fire District Fund		1,229,564		8.30
Miscellaneous Funds (Police Equipment)		58,642		0.60
Total	551,129	2,600,074	2.50	18.30
Tangible Reimbursement and PU from the State		0		
Total		3,151,204		

TOTAL MILLAGE

20.80

AUGUST 2025

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be levied	County Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
Special Levy Funds:		
Levy authorized by voters on Police Levy- Continuous	05/07/13	1.00
Levy authorized by voters on Police Levy- Continuous	05/07/13	1.00
Levy authorized by voters on Police Levy- Continuous	05/07/13	0.50
Levy authorized by voters on Police Levy- Continuous	05/08/84	1.00
Levy authorized by voters on Police Levy- Continuous	05/08/90	1.50
Levy authorized by voters on Fire Levy- Continuous	05/17/20	4.00
Levy authorized by voters on Fire & EMS Levy- not to exceed 5 years	11/08/22	1.50
Levy authorized by voters on Road & Bridge Levy - not to exceed 5 years	11/03/20	0.60
Levy authorized by voters on Fire Levy- not to exceed 5 years	11/02/21	0.80
Levy authorized by voters on Police Levy- not to exceed 5 years	11/03/20	0.60
Levy authorized by voters on Police Levy- not to exceed 5 years	11/03/20	1.80
Levy authorized by voters on Fire Levy- not to exceed 5 years	11/08/22	2.00
Levy authorized by voters on Fire & EMS Levy- Continuous	05/02/23	2.00

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

_____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Adopted the _____ day of _____, 20_____.

Fiscal Officer of the Board of Township Trustees of

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, TRUMBULL County, ss.

I, _____, Clerk of the Board of Township Trustees
of BAZETTA Township, in said County, and in whose custody the Files
and Records of said Board are required by the laws of the State of Ohio to be kept, do hereby
certify that the foregoing is taken and copied from the original of _____

now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20_____.

Fiscal Officer of the Board of Township Trustees of

BAZETTA Township.

TRUMBULL County, Ohio.

1. A copy of this Resolution must be certified to the County Auditor within the time prescribed by Sec. 5705.34 R.C. or at such later date as may be approved by the Board of Tax Appeals.

TRUSTEES
_____, Township
_____, County, Ohio

COUNTS AND RATES
THE BUDGET
AUTHORIZING THE
VOTES AND CERTIFYING
COUNTY AUDITOR.

(Twp Trustees)

_____, 20

Township Clerk

_____, 20

County Auditor

Deputy

Deanna Longo

From: Tom Rink
Sent: Friday, August 8, 2025 12:12 PM
To: Deanna Longo
Subject: AGENDA
Attachments: july report.pdf; agenda.pdf; Incident-JULY.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Have a good weekend.



JULY 2025

Total Incidents - 154

Fire Calls – 11

E.M.S – 103

Rescue - 15

Other Calls – 25

Public Events Total - 2

Public Events– 2

Smoke Alarms Installed – 0

Lock Boxes Installed – 0

Senior Watch Signup – 0

Total Training Hours - 40

On Station Training – 30

Off Site Training – 0

Officers Training – 4

Drivers Training – 5

Preplans/Inspections- 1

Total Inspections - 105

Business Inspections – 12

Fair Inspection - 93

Home Inspections – 0

Fireworks Inspections – 1

Print Review - 0

BAZETTA FIRE DEPARTMENT



Date: 08/08/2025
To: Trustee Hovis, Trustee McBride, Trustee Morelli
From: Chief Tom Rink
Re: 08/12/2025 Trustee's Meeting

Agenda items:

- Nothing for the agenda.

Non-agenda items:

- Monthly report attached.
- We received a donation from a resident in the amount of \$150.00 that we will use for fire prevention supplies.

Incident Types

Incident Type	Incident Types	
	Other	Grand Total
EMS call, excluding vehicle accident with injury	101	101
Motor vehicle accident with no injuries.	9	9
Dispatched & canceled en route	8	8
Cover assignment, standby, moveup	5	5
Building fire	3	3
Motor vehicle accident with injuries	3	3
Lock-out	2	2
No incident found on arrival at dispatch address	2	2
Power line down	2	2
Smoke detector activation, no fire - unintentional	2	2
Smoke scare, odor of smoke	2	2
Watercraft rescue	2	2
Alarm system sounded due to malfunction	1	1
Arcing, shorted electrical equipment	1	1
Assist invalid	1	1
Brush or brush-and-grass mixture fire	1	1
Carbon monoxide incident	1	1
Gas leak (natural gas or LPG)	1	1
Medical assist, assist EMS crew	1	1
Outside rubbish, trash or waste fire	1	1
Public service	1	1
Rescue or EMS standby	1	1
Smoke detector activation due to malfunction	1	1
Unauthorized burning	1	1
Wind storm, tornado/hurricane assessment	1	1

Deanna Longo

From: tbott@bazettatwptemp.onmicrosoft.com
Sent: Monday, August 11, 2025 12:15 PM
To: Deanna Longo; Michael Hovis; Michael Morelli; Bob McBride
Subject: July Reports Attached
Attachments: jul25.pdf

Good afternoon,

As of now I do not have 911 Calls into me but attached are the month end and shift coverage reports.

Thank you,

Teresa Hernandez
Records Administrator/Police Secretary
Bazetta Township Police Department
2671 McCleary Jacoby Rd.
Cortland, Ohio 44410
PH:330-638-5503
Fax: 330-638-9927

July 2025

Bazetta Police Department Activity



Published Date: August 8, 2025

Activity	Total
Calls for Service	n/a
Incident Reports Filed	87
Traffic Crash Investigations	7
Number of Persons Arrested	35
Traffic Offenses	13
Traffic Citations Issued	13
Vehicle Miles Traveled	4,623.60
Office Contacts	163

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

Bazetta Township Police - 2024-2025 Monthly Comparison Chart

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Calls for Service	266	330	382	326	364	424	390	391	283	340	282	283	4061
Incidents Filed	35	52	65	62	42	76	60	56	35	75	74	55	687
Traffic Crash Investigations	5	5	6	1	3	5	8	7	5	9	11	7	72
Persons Arrested	13	9	14	16	9	29	11	19	7	15	16	15	173
Traffic Offenses	15	6	23	11	8	26	6	10	10	11	13	2	141
Office Contacts	100	142	135	177	133	116	105	124	97	162	116	112	1519
Miles Traveled	3838.3	4904	5448.1	5129.6	4899.6	5040.9	4355.4	3956.8	3962.3	4674.7	4002.4	3537.9	53750

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Calls for Service	248	259	329	322	416	420	n/a						1994
Incidents Filed	50	46	78	61	62	63	87						447
Traffic Crash Investigations	14	12	10	12	8	5	7						68
Persons Arrested	13	10	21	17	22	19	35						137
Traffic Offenses	6	8	14	25	32	17	13						115
Office Contacts	125	110	153	165	110	160	163						986
Miles Traveled	3817.6	4344.6	5261.7	5908.4	5877.9	4975.3	4623.6						34809.1

Bazetta Township Police Department

Year to Date Analysis July 2024 Comparison to July 2025

Chief Christopher G. Herlinger

Sgt. Nathan Greathouse • Sgt. Jake Abbott



↑↓Percentage Difference from 2024 - 2025

	2024	2025	
Calls for Service	390	n/a	n/a
Incidents Filed	60	87	45 ↑
Traffic Crash Investigations	8	7	-12.5 ↓
Number of Persons Arrested	11	35	218 ↑
Traffic Offenses	6	13	116.66 ↑
Office Contacts	105	163	55.23 ↑
Mileage Traveled	4355.4	4623.6	6.157 ↑

10/12/25

25-0002309	Pontiac	Blue	NH	Vibe	2006	o=Kenny Murphy d=William Groscope	7/25/2025 Buds	150	55	25	7/25/25	230	130	1334
25-0002316	Bulck	Dk. Blue	CH	Regal	2018	Tyler Saykalski	7/26/2025 Triple M	150	100	25	7/29/2025	275	175	1341
25-0002334	Chevrolet	Silver	CH	Triple M	2016	Kristin Dye	7/26/2025 Triple M	150	100	25	7/29/2025	275	175	1334
25-0002385	Dodge	White	NH	Charger	2008	o=Anthony Casper d=William Casper	7/30/2025 Emerlins	150	50	25	7/31/2025	225	125	1334

10/12/2025

3

6 10/25/20 10/25/20 10/25/20 10/25/20

IMPOUND YEAR TO DATE COMPARISON
2024-2025

2024	Monthly Gross	Monthly Net	Year To Date Gross	Year To Date Net		2025	Monthly Gross	Monthly Net	Year To Date Gross	Year To Date Net
Carry Over	\$ 5,975.00	\$ 5,176.00	\$5,975.00	\$5,176.00		Carry Over				
January	\$ 350.00	\$ 250.00	\$6,325.00	\$5,426.00		January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$ 650.00	\$ 550.00	\$6,975.00	\$5,976.00		February	\$900.00	\$700.00	\$900.00	\$700.00
March	\$ 1,185.00	\$ 785.00	\$8,160.00	\$6,761.00		March	\$750.00	\$450.00	\$1,650.00	\$1,150.00
April	\$ 475.00	\$ 275.00	\$8,635.00	\$7,036.00		April	\$1,300.00	\$800.00	\$2,950.00	\$1,950.00
May	\$ 325.00	\$ 225.00	\$8,960.00	\$7,261.00		May	\$800.00	\$500.00	\$3,750.00	\$2,450.00
June	\$ 1,400.00	\$ 900.00	\$10,360.00	\$8,161.00		June	\$0.00	\$0.00	\$3,750.00	\$2,450.00
July	\$ -	\$ -	\$10,360.00	\$8,161.00		July	\$1,005.00	\$605.00	\$4,755.00	\$3,055.00
August	\$ 475.00	\$ 275.00	\$10,835.00	\$8,436.00		August				
September	\$ 625.00	\$ 425.00	\$11,460.00	\$8,861.00		September				
October	\$ 1,050.00	\$ 650.00	\$12,510.00	\$9,511.00		October				
November	\$ 1,400.00	\$ 900.00	\$13,910.00	\$10,411.00		November				
December	\$ 300.00	\$ 200.00	\$14,210.00	\$10,611.00		December				
	\$14,210.00	\$10,611.00								

BAZETTA TOWNSHIP POLICE DEPARTMENT

SHIFT COVERAGE REPORT

MONTH : JULY 2025

DATE	TIME OFF	SHIFT	# OFC'S	#OFC'S	#OFC'S			SINGLE OFC HOURS
7/1/2025		0700-1500	2	1500-1900	1	1900-0700	2	4
7/2/2025 C		0700-1500	3	1500-1900	1	1900-0700	1	16
7/3/2025 P,C		0700-1500	3	1500-1900	2	1900-0700	1	12
7/4/2025		0700-1500	2	1500-1900	3	1900-0300	2 0300-0700 1	4
7/5/2025		0700-1500	1	1500-1900	2	1900-0300	2 0300-0700 1	12
7/6/2025		0700-1900	1			1900-0700	2	12
7/7/2025 P		0700-1500	2	1500-1900	1	1900-0700	1	16
7/8/2025 P		0700-1500	2	1500-1900	1	1900-0700	1	16
7/9/2025 C		0700-1500	3	1500-1900	1	1900-0700	2	4
7/10/2025		0700-1500	3	1500-1900	3	1900-0300	2 0300-0700 1	4
7/11/2025 C		0700-1500	3	1500-1900	2	1900-2300	1 2300-0300 2 0300-0700 1	8
7/12/2025 C		0700-1900	2	2000-0300	2	0300-0700	1	4
7/13/2025 V		0700-1900	1			1900-0700	1	24
7/14/2025		0700-1500	2	1500-1900	1	1900-0700	2	4
7/15/2025		0700-1500	2	1500-1900	1	1900-0700	2	4
7/16/2025 V		0700-1500	2	1500-1900	2	1900-0300	2 0300-0700 1	4
7/17/2025 V		0700-1500	2	1500-1900	2	1900-0300	2 0300-0700 1	4
7/18/2025 V		0700-1500	2	1500-1900	2	1900-0300	2 0300-0700 1	4
7/19/2025 P		0700-1900	1	1900-0300	2	0300-0700	1	16
7/20/2025		0700-1900	1			1900-0700	2	12
7/21/2025		0700-1500	2	1500-1900	1	1900-0700	2	4
7/22/2025 P		0700-1900	1			1900-0700	2	12
7/23/2025 V,C		0700-1500	2	1500-1900	1	1900-0700	1	16
7/24/2025		0700-1500	3	1500-1900	3	1900-0300	2 0300-0700 1	4
7/25/2025 P		0700-1900	2			1900-0300	2 0300-0700 1	4
7/26/2025 C		0700-1500	2	1500-1900	2	1900-0300	2 0300-0700 1	16
7/27/2025		0700-1900	1			1900-0700	2	4
7/28/2025		0700-1500	2	1500-1900	1	1900-0700	2	4
7/29/2025 C		0700-1500	2	1500-1900	1	1900-0700	1	16
7/30/2025		0700-1500	3	1500-1900	3	1900-0300	2 0300-0700 1	4

7/31/2025

0700-1500

3 1500-1900

3 1900-0300

2 0300-0700

1

4

DAYS: 31

HRS/DAY:24

744 HOURS

276 HRS- 1 OFFICER

37%

TIME OFF: S
C
V
P
M
B
L
.
.
.

SICK
COMP
VACATION
PERSONAL
MEDICAL
BABY
LEAVE



Outlook

Millennium Blvd Camera Project

From joeldavis@neo.rr.com <joeldavis@neo.rr.com>

Date Mon 7/7/2025 2:36 PM

To Chris Herlinger <cherlinger@bazettatwp.org>

Hi Chris — see below.

We will also need internet access. I'm currently waiting for estimated monthly cost from T-Mobile & First Net. My guess would be \$40.00 per month.

If you have questions, please call me at 330-540-0577

Joel

NVR

4CH 1U 4PoE

1 \$539.00 \$539.00

HARD DRIVE

WD Purple 8TB Surveillance Hard Disk Drive,

1 \$252.00 \$252.00

Cameras

8MP, 2.8mm fixed-lens, color hybrid

4 \$279.00 \$1,116.00

Outdoor Junction Box

4 \$27.00 \$108.00

Subtotal \$2,015.00

Install & Configuration

\$480

Total Amount \$2,495.00

JED SERVICES

PROPOSAL

DATE : March 17, 2025

3031 Fallehn Drive
Cortland, OH 44410
330-540-0577

Bill To:

Bazetta Township Police Department
2671 McCleary Jacoby Rd
Cortland, Ohio 44410

330-637-8816

Location: Police Station

Description	AMOUNT
1- Managed Router / Firewall -- Ubiquiti	\$ 697.00
1 - 24 port managed POE Switch	\$ 699.00
2 - Access Points (@179.99 Each)	\$ 358.00
	\$1,754.00

If you have any questions concerning this quotation, Joel Davis, 330-540-0577, joeldavis@neo.rr.com

THANK YOU FOR YOUR BUSINESS!

Deanna Longo

From: tbott@bazettatwptemp.onmicrosoft.com
Sent: Monday, August 11, 2025 1:21 PM
To: Deanna Longo
Subject: Resolution of Proposals

This was attached to the proposal pdf on Friday, I just copied and pasted it below to send in a new email again.

Thanks, Teresa

Deanna,

July Month End Reports will be sent Monday morning as we still haven't received all the numbers from 911 Center.

The Police Department needs two resolutions on the agenda. Copies of Proposals attached.

Resolution to Accept the proposal from JED Services for Millennium Boulevard Camera Project in the amount of \$2,495.00 for the installation of 4 security cameras to replace two out of date cameras that were previously donated to the police department. T-Mobile will be the internet service for the project.

Resolution to Accept the proposal from JED Services for Police Station Server/Internet upgrade in the amount of \$1,754.00 This will update the server/firewall, and internet access replacing out outdated equipment and upgrading cyber security for the system.

These projects are funded fully from the generous donation of the Raymond L Johnson American Legion Post 540.

Sgt. Greathouse will be attending the caucus and meeting as I am on vacation.

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

Teresa Hernandez

Records Administrator/Police Secretary
Bazetta Township Police Department
2671 McCleary Jacoby Rd.
Cortland, Ohio 44410
PH:330-638-5503
Fax: 330-638-9927

Deanna Longo

From: Michael Arnal
Sent: Friday, August 8, 2025 12:25 PM
To: Deanna Longo; Meeting Agenda Reminder
Subject: Re: FRIENDLY REMINDER: Trustees Regular Meeting Agenda Tuesday August 12
Attachments: new hire cdl agreement.pdf; CCF_000209.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

The road dept. Would like to have following resolutions put on the agenda

1. Resolution to rescind the 071-25 resolution approving Trumbull county engineers to do the P.D.R. Work for the township at \$10,253.39. And accept R.T. Vernal's proposal to perform the P.D.R. Work for the township at the time of paving McCleary Jacoby saving money on a separate moving of the equipment for @21,750.00 as they are doing a more extensive P.D.R. And added a better patch to an additional area. see attached document.
2. Resolution to hire Michael G. Smith as a full-time truck driver pending a pre-employment drug screening retroactive hiring date of August 12th, 2025 with a start date of August 18th, 2025. the rate of hourly compensation will be in accordance with Article 33 Wages of the collective bargaining contract between the Bazetta township board of trustees and international brotherhood of teamsters local 377.
3. Resolution to amend the contract between the Bazetta township trustees and the international brotherhood of teamsters local 377. to add the amended document of a CDL agreement between the new hire and the Bazetta township board of trustees. See attached amended document

On behalf of the Bazetta Road Department I would like to add I believe Michael Smith will be a great addition to the road department with having a herbicide license already and being formilar with the work that is performed at the road department and the experince he has with road department work.

Michael Arnal
Road Superintendent
Bazetta Township Road Dept.
2211 Wilson Sharpsville rd.
Cortland,oh. 44410
(330)637-8311
marnal@bazettatwp.org
www.bazettatwp.org

From: Deanna Longo <dlongo@bazettatwp.org>
Sent: Thursday, August 7, 2025 10:42 AM
To: Meeting Agenda Reminder <MeetingAgendaReminder@bazettatwp.org>
Subject: FRIENDLY REMINDER: Trustees Regular Meeting Agenda Tuesday August 12

FRIENDLY REMINDER: to have your agenda items into me by Friday August 8 for the Trustees Regular Meeting
Agenda Tuesday August 12

Deanna Longo

Deanna Longo
Bazetta Township
Administrative Secretary
3372 State Route 5 N.E.
Cortland, OH 44410
dlongo@bazettatwp.org
PH: 330-637-8816
C: 330-360-7920

Proposal**R.T. VERNAL PAVING & EXCAVATING INC.**

11299 South Avenue Ext.

P.O. Box 519

NORTH LIMA, OHIO 44452

Phone: (330) 549-2852 Fax: (330) 549-5253

ATTN: MIKE ARNAL, ROAD SUPT.

PROPOSAL SUBMITTED TO BAZETTA TOWNSHIP	PHONE (330) 637-8311	DATE 7/9/2025
ADDRESS 2211 WILSON SHARPSVILLE ROAD	FAX	MOBILE (330) 720-8712
CITY, STATE AND ZIP CODE CORTLAND, OHIO 44410	JOB NAME PARTIAL DEPTH REPAIRS (3 LOCATIONS)	
ENGINEER	DATE OF PLANS	JOB LOCATION CITY OF CORTLAND, BAZETTA TOWNSHIP

We hereby agree to furnish material and labor -- complete in accordance with specifications below, for the sum of:

BASE BID ESTIMATE AMOUNT (PDRs ONLY) =**TWENTY-ONE THOUSAND, SEVEN HUNDRED FIFTY-SIX AND NO/100****dollars (\$ 21,756.00)**

Payment to be made as follows:

Payment due 30 days upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature*Tom Boscarillo*Tom
Boscarillo

Note: This proposal may be
withdrawn by us if not accepted within **60** days.

We hereby submit specifications and estimates for:

ESTIMATE FOR PARTIAL-DEPTH PAVEMENT REPAIRS ON RAVINE RUN, TIMBERLINE DRIVE, AND CADWALLADER-SONK ROAD PER OUR SITE MEETING WITH MR. ARNAL. TOTAL PATCH AREAS APPROXIMATELY 2,892 SQUARE FEET (APPROX. 321 SQUARE YARDS)

MILL EXISTING DAMAGED ASPHALT PAVEMENT AREAS (SEVEN LOCATIONS TOTAL) TO A DEPTH OF 3" (USING OUR ROAD GRINDER, BOBCATS, ETC.) - ALL MILLED MATERIAL TO BE HAULED TO THE TOWNSHIP GARAGE (ALL OF THE PDR AREAS ARE BID AS 6' WIDE) **

APPROX. 321 SQ. YDS. @ \$35.00/SY = \$ 11,235.00

CLEAN (SWEEP) THE PREPARED (MILLED) PATCH AREAS & APPLY #407 TACK COAT

APPROX. 321 SQ. YDS. @ \$1.00/SY = \$ 321.00

PAVE THE PREPARED AREAS WITH 3" #448 TYPE 2 ASPHALT INTERMEDIATE COURSE

APPROX. 27 CUBIC YARDS @ \$350.00/CY = \$ 9,450.00

SEAL EDGES WHERE NEW ASPHALT MEETS EXISTING PAVEMENT USING LIQUID ASPHALT

APPROX. 50 GALLONS @ \$15.00/GAL = \$ 750.00

ESTIMATE AMOUNT \$ 21,756.00

**** PRICE DOES NOT INCLUDE ADDITIONAL MILLING, UNDERCUTTING, AND/OR ANY ADDITIONAL (NEW) AGGREGATE BASE MATERIAL (IF THE REMAINING BASE IS NOT ADEQUATE TO SUPPORT THE NEW PAVEMENT, ETC.)**

ALTERNATE BID - INSTALL ASPHALT SKIM PATCH AT #2811 TIMBERLINE DRIVE AS DISCUSSED DURING OUR SITE MEETING. TOTAL ADDITIONAL AREA APPROX. 152 SQUARE YARDS

CLEAN (SWEEP) TO AREA TO BE PATCHED (APPROX. 14' X 98') & APPLY #407 TACK COAT

APPROX. 152 SQ. YDS. @ \$1.00/SY = \$ 152.00

PAVE THE PREPARED AREA WITH 1-1/2" (AVERAGE DEPTH) #448 TYPE 1 ASPHALT SURFACE COURSE

APPROX. 6 CUBIC YARDS @ \$350.00/CY = \$ 2,100.00

IF ACCEPTED, ADD \$ 2,252.00

NOTE: PRICING IS BASED ON ONE MOBILIZATION TO COMPLETE THE PREPARATION (MILLING) AND PAVING WORK AT ALL LOCATIONS
THE COST OF BONDS IS NOT INCLUDED IN THIS PROPOSAL
JOB BID AS SALES TAX EXEMPT
PREVAILING WAGES WILL BE PAID FOR ALL LABOR ON THIS PROJECT
ALTERNATE PRICE IS BASED ON THE WORK BEING COMPLETED IN CONJUNCTION WITH THE BASE BID PATCHING WORK
PAVEMENT MARKING MODIFICATIONS ARE NOT INCLUDED (IF NEEDED)
PROJECT WILL BE BILLED BY ACTUAL QUANTITIES REQUIRED AT THE ABOVE UNIT PRICES
CONCRETE REPAIRS OR REPLACEMENT (IF NEEDED) TO BE COMPLETED BY OTHERS
EDGE BERMING AFTER ASPHALT INSTALLATION (AS REQUIRED) AND FINAL GRADING & SEEDING OF ANY AFFECTED LAWN AREAS TO BE COMPLETED BY OTHERS
PROPOSAL IS BASED ON OUR CURRENT EQUIPMENT, LABOR, AND ASPHALT PRICING WHICH IS SUBJECT TO CHANGE

Acceptance of Proposal -- The above prices,

specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

COMMERCIAL DRIVER'S LICENSE TRAINING AGREEMENT

This Agreement (the "Agreement") entered into on this ____ Day of _____ is made by and between Bazetta Township (the "Employer") and _____ (the "Employee"). In consideration of the mutual promises set forth below, the Employer and the Employee agree as follows.

1. As part of the Township's commitment to Employee's career development, the Township has agreed to provide Employee with training to prepare Employee to take the Class B Commercial Driver's License ("CDL") examination.
2. By providing Class B CDL training to Employee, the Township has incurred cost in both financial and human resources. This CDL training is a benefit with a value equal to cost of schooling and wages while in training.
3. In the event that Employee voluntarily resigns employment with the Township within 24 months after Employee obtains a CDL, Employee shall reimburse the Township for the applicable amount referred to in paragraph 2 above, reduced pro rata by the number of months Employee worked after having obtained the CDL ("Reimbursable Amounts").
4. Accordingly, Employee expressly and voluntarily authorizes the Township by this agreement to deduct any and all Reimbursable Amounts directly from Employee's (a) last paycheck(s), (b) expense reimbursement; and/or (c) vacation payments, if any, in accordance with applicable law. To the extent that the Township is unable to collect any Reimbursable Amounts as set forth in (a) (b) or (c) above, Employee agrees to pay any outstanding Reimbursable Amounts within (30) days of Employee's termination from the Employer. Employee understands and agrees that the Employer may initiate any appropriate actions to recover Reimbursable Amounts, which may include garnishments, engaging a collection agency or otherwise recovering the money by any legal means.
5. No changes in terms to this Agreement shall be valid, except when and if reduced to writing and signed by both the Employer and the Employee
6. Any failure by either party to enforce at any time or for any period of time any one or more of the terms or conditions of this Agreement, shall not be a waiver of such terms or conditions or any of the parties' rights thereafter to enforce each and every term or condition of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

(Employee)

(Employer)