

BAZETTA TOWNSHIP TRUSTEES SPECIAL MEETING MINUTES

Date: January 5, 2010 at 10:00am
Bazetta Township Administration Building
3372 State Route 5 NE
Cortland, Ohio 44410

Meeting called to order at 10:04am.

Present:

Presiding Trustee Paul Hovis
Trustee Frank Parke
Trustee Donald Urchek
Fiscal Officer Rita K. Drew

Minutes to be suspended or accepted as written:

December 31, 2009 Special Meeting Minutes
December 31, 2009 Emergency Meeting Minutes

A motion was made by Trustee Parke and seconded by Trustee Urchek to pass Board Resolution **001-10** to accept the December 31, 2009 Special and Emergency Meeting Minutes.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **002-10** to authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **003-10** to appoint Trustee Paul Hovis as Chairman of the Bazetta Township Board of Trustees for Fiscal Year 2010.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **004-10** to appoint Trustee Frank Parke as Vice-Chairman of the Bazetta Township Board of Trustees for Fiscal Year 2010.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **005-10** to conduct Regular Meetings for Fiscal Year 2010 on 2nd and 4th Tuesdays of each month at 7:30pm at the Township Administration Building, with Special Meetings being scheduled and the Tribune Chronicle notified as needed.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Parke and seconded by Trustee Urchek to pass Board Resolution **006-10** to establish the following Trustee/Department Head Liaisons.

Roads Department – Paul Hovis
Police Department – Donald Urchek
Fire Department – Frank Parke

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Parke and seconded by Trustee Urchek to pass Board Resolution **007-10** to approve the rehiring of all Township Employees at their current rate of pay and benefits for Fiscal Year 2010.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **008-010** to approve the retention of Atty. Mark Finamore and Clemans, Nelson, and Associates for the provision of legal services on an as needed basis for Fiscal Year 2010.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **009-10** to approve a new term for Zoning Commissioner Mark Franko.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution 010-10 to conduct a Zoning Hearing on January 12, 2010 at 5:00pm at the Township Administration Building to discuss the changes recommended by the Zoning Commission at their last Quarterly Meeting.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Parke and seconded by Trustee Urchek to pass Board Resolution 011-10 to accept the resignation of Officer Nickolas Bellas, effective December 31, 2009.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution 012-10 to appoint the following Bazetta residents to the Parks & Recreation Board.

Beth Barnes
Mark Franko
Martha Urchek
Bonnie Williams

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution 013-10 to revise the Bazetta Township Administrative Policy Manual as follows, effective January 5, 2010.

VIII. EMPLOYEE BENEFITS
ELIGIBILITY FOR BENEFITS

A Full-Time employee is eligible for insurance benefits 60 days from date of hire and vacation and personal/sick time benefits on the date of hire.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

- Trustee Hovis asked all Department Heads if they had any pending business that could not wait until the next meeting
 - Chief Miller stated that he would like to discuss personnel issues in an executive session
- Trustee Hovis stated that, going forward, the township is going to cut off additions to meeting agendas on the Friday before the meeting so that the Trustees have adequate time to prepare for the meeting

- If Department Heads want anything added to the agenda, they will need to submit to the Fiscal Officer by 4:00pm on Friday
 - Trustees will be contacting their assigned Department Heads with questions regarding their agenda items
 - Trustee Urchek said that, if you are contacted by someone other than your liaison, then please contact your liaison so that everyone has all of the necessary information
 - Trustee Hovis said the township has made a big turnaround in the last few years and he would like to keep that moving forward by working together
- Superintendent Parke said he had been contacted by Jim Jones regarding a maintenance bond
 - Superintendent Parke referred him back to the original packet of materials
 - Trustee Parke said that everyone, including Inspector Nuss, will be getting together to discuss driveway regulations
 - Trustees Hovis and Parke said the packet is confusing and should be simplified
- Chief Lewis stated that he would like to be included in any changes that affect rescue services
 - Inspector Nuss asked if monthly updates are sufficient
 - Chief Lewis said they were and reiterated that he needs this information just so he can keep up on safety issues and concerns in the township
- Trustees Hovis asked Inspector Nuss if he was receiving OUPS updates
 - Inspector Nuss said that he was
 - Superintendent Parke asked if he could get OUPS tickets
 - Inspector Nuss said he will get this information out to everyone
- Trustees Hovis asked Chief Lewis to look into the Industrial Commission of Ohio hearing for the East Bazetta Township Cortland Village
 - Chief Lewis said that he would look into this, with the assistance of Fiscal Officer Drew
- Chief Lewis made a question/comment regarding levies
 - Wondered why Roads Department levy was not renewed with the General Fund levy in 2009
 - Trustee Parke stated that the Trumbull County Prosecutor's Office told us that we could not request this levy be placed on the ballot in 2009 because it was a year too early
 - Expressed concern that we will have several levies coming up at the same time
 - Expressed concern that the township might not want to have too many levies on the ballot at the same time or they may not pass
 - Trustee Hovis said that, if we show the public that we are moving forward, then the public should not have a problem approving renewal levies
 - Superintendent Parke suggested having a day when we can open the buildings up to the public so that each department can explain what they have and what they do
 - Trustee Urchek questioned whether this would help in any way
 - Superintendent Parke said he was not sure, but it was worth a try
 - Trustee Parke commented that Fire and Police Department can put up signs, through citizens groups and not with taxpayer money, to promote their levies while Roads Department and General Fund can not

A motion was made by Trustee Parke and seconded by Trustee Urchek to pass Board Resolution **014-10** to recess into Executive Session to discuss the police personnel, sick and personal time, goals, budgets, policy manual, zoning book, and the park board.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

The Trustees reconvened at 12:47pm with no action taken.

A motion was made by Trustee Urchek and seconded by Trustee Parke to pass Board Resolution **015-10** to adjourn the meeting at 12:47pm.

Vote:

Paul Hovis	Yes
Frank Parke	Yes
Donald Urchek	Yes

_____ Dated: _____
Attested by: Fiscal Officer Rita K. Drew

_____ Dated: _____
Approved by: Chairman Trustee Paul Hovis