

BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: March 9, 2010 at 7:30pm
Bazetta Township Administration Building
3372 State Route 5 NE
Cortland, Ohio 44410

Meeting called to order at 7:30pm.

Present:

Chairman Trustee Paul Hovis	Trustee Frank Parke
Fiscal Officer Rita K. Drew	Trustee Don Urchek

Minutes to be suspended or accepted as written:

February 23, 2010 Regular Meeting Minutes

089-10 To accept the minutes from the February 23, 2010 Regular Meeting.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

090-10 To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

091-10 To support the renewal of the Trumbull County Senior Services Levy.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

092-10 To approve the installation of a 9-Landscape style Coca-Cola® self-service vending machine at the Administration Building.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

093-10 To authorize the Fiscal Officer to establish a credit account with Coca-Cola® for the operation of the aforementioned vending machine.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

094-10 To approve the expenditure of a maximum of \$900 to purchase a laptop computer for zoning.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Urchek asked why the new cemetery needed a new hard drive
- Trustee Hovis said that the old one had stopped working

095-10 To approve the expenditure of a maximum of \$600 to purchase a hard drive for the cemetery.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

096-10 To authorize the Fiscal Officer to return a \$40,000 advance from Fund 10 (Fire Department) to Fund 01 (General) per the direction of the State Auditor.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

- Trustee Urchek asked why setting up a new code was necessary
- Fiscal Officer Drew explained that this is the appropriation code required to advance money out of the Fire Department and that the code had not previously been established

097-10 To authorize the Fiscal Officer to establish Appropriation Code 10-A-16 (Fire: Advance Out).

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

098-10 To authorize the Fiscal Officer to transfer \$3,964.55 from 01-A-27 (General: Transfers) to 03-A-11 (Gasoline Tax: Transfers) to correct interest payment errors as directed by the State Auditor.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

099-10 To authorize the Fiscal Officer to do a Supplemental Permanent Appropriation for 01-M-03 (General: Paving Contracts) of \$48,000.

Motion: Trustee Parke
Second: Trustee Urchek
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

Correspondence (Copies available upon request):

- Received invitation from Trumbull County Engineers for Trustees, Fiscal Officer, and Roads Superintendent to attend the Annual Township Meeting
- Received notification from Trumbull County Health Department stating that they had declared the property at 914 Johnson Plank Road to be “Unfit for Human Habitation”
- Received reminder from Trumbull County Health Department regarding their Annual Meeting on March 10, 2010 at 7:00pm
- Received notification from Trumbull County Emergency Management Agency that their Advisory Board Meeting had been rescheduled to March 3, 2010 at 5:00pm
- Received thank you from HR Butler for stopping by their booth during the Ohio Township Association Winter Conference
- Received information from the United States Department of Commerce regarding the “Take 10” campaign for the 2010 Census
 - Information has been posted in public areas in the Administration Building
- Received information and invitation from the Geauga-Trumbull Solid Waste Management District

- Information regarding 2010 Environmental Collection Events has been posted in public areas in the Administration Building
- Invitation for local officials to select a day in April or May for the 21st annual Great American Cleanup
- Received letter from Bonnie Williams wherein she resigned from the Parks & Recreation Board
- Trustee Urchek stated that he will be attending the Trumbull County Health Department meeting on March 10, 2010

Zoning Inspector:

- Zoning Inspector Nuss continued to receive numerous phone calls and inquiries regarding zoning
- Has begun the process to have an abandoned property on Johnson Plank Road, near Durst Clagg Road, declared as “Unfit for Human Habitation”
 - Property will qualify for federal monies to demolish
- Has not written any permits since last meeting
- Has 2 variances that will be discussed at Thursday’s Zoning Commission meeting
 - Sign on Route 46 & Tobin
 - Kitchen addition on Timber Creek
- Will be reviewing the layout for a new home being built on Westlake Drive
- Had question regarding how addresses are determined for corner lots
 - Has been told to go by where the driveway is located and not necessarily where the “front” of the house is located
 - Side clearances and rear clearances are handled differently
 - Trustee Parke noted that the Trumbull County Planning Commission had previously stated that the house number should be based upon the location of the driveway

Zoning Commission:

- Chairman Webb stated that the Zoning Commission has a meeting scheduled for Thursday, March 11 to begin coordination of the zoning map with the land use map
 - Hopes to have some resolution to get moving on the zoning changes previously discussed

Road Department:

- Roads Superintendent Parke has 2 quotes for herbicide sprayers that will fulfill all of his needs
- Has just received the metal for the cold patch trailer so they can complete the work
- Has completed the grant application for Geauga-Trumbull Solid Waste Management for spring cleanup

100-10 To authorize the expenditure of \$1136.00, the lowest acceptable quote, for the purchase of an herbicide spreader, to be paid for by the General Fund.

Motion: Trustee Urchek

Second: Trustee Parke

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

Fire Department:

- Chief Lewis stated he had requested a motion for a transfer of \$40,000 and wondered why it had been removed from the agenda
 - Trustee Urchek said that we have not received the final letter from the auditor and could not yet discuss what we were told in our meeting with the auditor
 - Trustee Parke said that it was removed because we are trying to follow the letter of the law with regards to not discussing what is still a confidential report

- Chief Lewis asked why the trustees had not previously informed him of this by replying to any one of his e-mails
 - Trustee Parke said the auditor's report is confidential until we received the final letter instructing us how to proceed
 - Trustee Hovis said we made the corrections now because we were instructed by the auditor that these had to be made due to error committed in 2007 and 2008
- James Wrightsman asked if the Trustees could not have sent an e-mail to Chief Lewis confirming receipt of his e-mails and stating that they could make no comment
 - Trustee Hovis repeated the confidential nature of the auditor's report

Police Department:

- Chief Miller would like a resolution to purchase slag for the back parking lot at the Police Department

101-10 To authorize Roads Superintendent Parke to purchase slag for the parking lot at the Police Department, to be paid for by the Police Department.

Motion: Trustee Urchek

Second: Trustee Parke

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

Parks & Recreation Board:

- Secretary Benoit said that Mark Franko will be resigning, if he has not already done so
- Trustee Parke asked if the Board wanted to move Evelyn Coe from an Alternate to Regular member
- Trustee Parke said that he received a letter from Carol Braden expressing interest in joining the Board

102-10 To move Evelyn Coe from being a Parks & Recreation Board Alternate to Member, effective immediately.

Motion: Trustee Parke

Second: Trustee Urchek

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

103-10 To appoint Carol Braden as a Parks & Recreation Board Alternate, effective immediately.

Motion: Trustee Parke

Second: Trustee Urchek

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

- Secretary Benoit asked if their meeting information could be placed in the agenda section of the Tribune Chronicle
 - Trustee Hovis said we can do nothing about this
 - Trustee Urchek said that it is up to the newspaper where they run items
 - Trustee Parke said that we have no control over where notifications are placed
- Secretary Benoit said the e-mail account that was set up for the Board is not working
 - Fiscal Officer Drew said she would contact Joel Davis and have him look at the account
- Secretary Benoit said still has not received a copy of the Board contact information
 - Trustee Parke said he would have Administrative Secretary Metheny get this to her
- Secretary Benoit announced that the next Board Meeting would be Monday, March 15 at 7pm

Safety Committee:

- Nothing to report

Administrative Reminders:

- Trustee Parke announced that the Easter Egg Hunt will be March 27 at 11:00am for Bazetta and Lakeview Elementary School students
 - Parks & Recreation Secretary Benoit said they still need volunteers and that anyone interested should arrive at the park at 9:30am
 - Trustee Urchek said that arrangements have been made for police officers to be there
 - Trustee Parke said the Fire Department would also be there
- Trustee Parke said the Trustees and Fiscal Officer would like to establish quarterly meetings to discuss budgetary issues amongst themselves and have subsequent meetings with Department Heads
 - Jim Wrightman questioned this
 - Trustee Parke said that the Trustees want to keep on top of the financial situation
 - Jim asked why we would meet without the Department Heads
 - Trustee Hovis said the Trustees would all meet with the Fiscal Officer first, then the Trustees and Fiscal Officer would meet with the Department Heads immediately thereafter
 - He further stated this would occur on the same day and in the time frame

Asked to be placed on the Agenda:

- None

Public Comment:

- Parks & Recreation Secretary Benoit asked if a previous discussion was about the audit that has been mentioned in previous meeting and minutes
 - Trustee Hovis affirmed that it was, but the Trustees and Fiscal Officer could not discuss the audit findings until we get the final, non-confidential, letter from the auditor
- Zoning Chairman Webb said that he is still looking for 2 Zoning Commission Alternates
 - Trustee Hovis said the Trustees will have Fiscal Officer Drew place a motion on the agenda for the next meeting

104-10 To recess into Executive Session to discuss the legal ramifications of the police contract.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

The Trustees reconvened at 8:25pm with no action taken.

105-10 To adjourn the meeting at 8:26pm.

Motion: Trustee Urchek
Second: Trustee Parke
Vote: Trustee Hovis - Yes Trustee Parke - Yes Trustee Urchek - Yes

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

_____ Dated: _____
 Approved by: Chairman Trustee Paul Hovis