

## BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: April 13, 2010 at 7:30pm  
Bazetta Township Administration Building  
3372 State Route 5 NE  
Cortland, Ohio 44410

Meeting called to order at 7:32pm.

Present:

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

Minutes to be suspended or accepted as written:  
March 23, 2010 Regular Meeting Minutes

**124-10** To accept the minutes from the March 23, 2010 Regular Meeting.

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

**125-10** 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

**126-10** To adopt the attached resolution to comply with EPA, Health Department, and Soil and Water Conservation Ditching and Street Cleaning Regulations, effective immediately.

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

**127-10** To adopt the attached resolution to suspend the policy of installing storm water drainage pipe along township roads at the request of township residents, effective immediately.

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

**128-10** To adopt the attached job description for Zoning, Fill-In Administration, and Police Department Secretary, effective immediately.

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

**129-10** To award the bid for Spring Clean-Up to Sunburst Environmental Services, low bidder at \$648.

**Motion:** Trustee Urchek

**Second:** Trustee Parke  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Urchek - Yes

**Correspondence (Copies available upon request):**

- Letter from Mark Franko wherein he resigned from the Parks & Recreation Board
- Grant of Petition for Reconsideration Under ULS Auto-Term from Federal Communications Commission (FCC)
  - Return of all licenses and license components to Active status
- Notice from Trumbull County Board of Elections
  - All polling places need to be open at 5:30am on May 4, 2010
  - Tables, chairs and telephone should already be set up at that time
  - Proper signage should be posted at that time
- Invitation from Trumbull County Engineers to “bail out” David DeChristofaro on April 29, 2010 in support of the Muscular Dystrophy Association
- Thank you from Health Source Chiropractic & Progressive Rehab for attending the Mahoning Valley Safety Council presentation on March 17, 2010
- Notification from Ohio Secretary of State that Ohio Issues Report has been posted on their website
- Certification from Trumbull County Engineer of bid tabulations and proposals for the Hot Mix Resurfacing Project on Northview Drive
  
- Trustee Parke informed the public that the FCC letter involved the radio licenses for Police, Fire and Roads departments
  - Said he had sent them a letter to get our licenses updated until 2014

**Zoning Inspector:**

- Zoning Inspector Nuss stated that many questionable signs are popping up throughout the township
  - Trustees and he will need to determine how aggressively to enforce signage regulations
- He also accomplished since the last meeting
  - Assigned one dumpster permit
  - Sent out several letters regarding trash piles
  - Issued 2 zoning permits – 1 for a new house and 1 for a kitchen addition
  - Answered questions regarding available vacant commercial property
- Roads Superintendent Parke asked if Inspector Nuss put the information in the book for the new house’s number
  - Inspector Nuss said he had not, but will do so
- Roads Superintendent Parke said that he would meet with Inspector Nuss to show him how to update the book with the necessary information
- Chief Lewis said he will explain the map to Inspector Nuss at a later date

**Zoning Commission:**

- Zoning Commission Chairman Webb noted two upcoming meetings at the Administration Building
  - Quarterly Meeting April 7, 2010
  - Zoning Change Meeting on April 19, 2010 regarding changes on Northview Drive
- He is also working on the following
  - Addressed some signage language in the Zoning Book
  - Will be continuing to research and address this at the Quarterly Meeting in July 2010
  - Will be discussing more zone changes at the meeting on April 19, 2010
  - Has made a supply request to the trustees to make up new zoning books and folders
- Trustee Parke said the Zoning Commission and Inspector Nuss were obviously doing a good job because no one has been calling him on zoning issues

**Road Department:**

- Trustee Parke asked who would be manning the Spring Clean-Up on May 1 to verify residency
  - Roads Superintendent Parke said he was unsure at this time
- Trustee Urchek asked the Lakeview School Superintendent Wilson if the school would have any students willing to do volunteer for this
  - Superintendent Wilson said that he would look into it
  - Roads Superintendent Parke gave Superintendent Wilson his contact information
- Roads Superintendent Parke requested that the Trustees award the Northview Drive bid
  - All calculations have been verified by the Trumbull County Engineer's Office

**130-10** To award the bid for the Hot Mix Resurfacing Project on Northview Drive to Barbicas Construction Company, whose low bid was \$62,870.90.

**Motion:** Trustee Parke

**Second:** Trustee Urchek

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

- Roads Superintendent Parke requested that he be permitted to sell a gas powered air compressor
  - It has been sitting unused for 4-5 years
  - It had been used in the cemetery, but there is newer equipment being used now
  - Would like to use proceeds to purchase a new truck in the future

**131-10** To authorize Roads Superintendent Parke and Fiscal Officer Drew to auction an Ingersoll-Rand air compressor on eBay at a reserve of \$1995.

**Motion:** Trustee Urchek

**Second:** Trustee Parke

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

- Superintendent Parke stated that he was scheduled for an roads department class on May 20
  - Was contacted by the Trumbull Soil & Water Conservation District about a free version of this training session being offered on April 14, 2010
  - Was told that the Ohio EPA “looks favorably” upon grant proposals coming from communities that attend this free workshop
  - Will be taking the free seminar on April 14, rather than the one on May 20
- Trustee Hovis asked when the Northview Drive project would start
  - Superintendent Parke stated that the bid said April 22
  - He thinks this is accurate since the contract has not been signed and a pre-construction meeting has not been scheduled
- Trustee Hovis asked Superintendent Parke to let the residents know when the project will begin
  - Superintendent Parke said that he will get this information during the pre-instruction meeting
  - Superintendent Parke said he will save the township some money by hand delivering the notices, rather than mailing them

**Fire Department:**

- See Attached Report

**132-10** To conditionally hire Fire Department volunteer firefighter Steve Perhach, following negative test results for drug screening and background check.

**Motion:** Trustee Parke

**Second:** Trustee Urchek

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

- Trustee Urchek congratulated Mr. Perhach
- Trustee Urchek told Chief Lewis that he was doing a good job

**133-10** To approve the purchase of fire hose from Finley Fire Equipment, at a cost of \$13,570 with \$678.50 being paid for by the township and the remainder paid for via federal grant monies.

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

- Chief Lewis said that he did not get three quotes for the chevrons
  - This is the same company that has done them for the township in the past and he wanted to be sure that everything matches

**134-10** To approve the purchase of reflective chevrons from Pro Decal, at a cost of \$724.

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

- Chief Lewis said that all fire trucks have been renumbered to match the new ambulance
  - An anonymous company has donated the materials to do this
  - The firefighters are working on getting the actual work done

**135-10** To approve the purchase of twelve safety vests from United Safety, at a cost of \$420, to be paid from the General Fund.

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

- Chief Lewis said that he would like to establish an insurance committee
  - Committee will report to the trustees on a monthly basis
  - Committee will help look for better quotes to help keep our insurance costs down
- Trustee Urchek asked if this would be a volunteer committee
  - Chief Lewis said that it would and that no one would be compensated for participation
- Trustee Urchek asked who would arrange for the volunteers
  - Chief Lewis said the committee is pretty much ready to go
- Trustee Parke said that the previous informal committee has saved the township quite a bit of money over the years

**136-10** To approve the establishment of a Health Insurance Committee that will report to the Township Trustees and will be comprised of no more than 2 members each from the Administration, Road, Police, and Fire Departments, on a volunteer basis.

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

- Chief Lewis stated that the department is still alternating closed fire stations every other day
  - This is becoming a problem when trying to complete projects
  - Firefighters are on 1 duty one day and then off for two days
  - When they come back, they are at a different station that they were on their last shift
  - This means projects can take six days to accomplish because of the rotation

- This may also be a way to save some money
- Chief Lewis would like to be able to alternate weeks rather than days when there are special projects that need to be accomplished
  - Asking the trustees for leniency with the alternate scheduling to get tasks accomplished
- Trustee Hovis asked Chief Lewis how he would handle the 911 call center
  - Chief Lewis said that he sends them, and other surrounding townships, a fax each day informing them which station is being used that day
  - Chief Lewis said that he would inform the 911 center before he makes any changes
- Trustee Hovis said that he does not have a problem with it so long as 911 is covered
- Trustee Parke said he thinks we should leave this to Chief Lewis' discretion
- Trustee Urchek asked if there needed a resolution to do this
  - Chief Lewis said that the Fire Department merely received a directive from the trustees when they began alternately closing the fire stations
  - Chief Lewis said that receiving a directive is fine with him
- Trustee Urchek said that he thought the public should know that this could be occurring
  - Chief Lewis guaranteed that he will still maintain 50% of the department's at each station
- Trustee Hovis asked that Chief Lewis be sure to tell Mike Piros so that this information can be placed on the website

**Police Department:**

- See Attached Report
- Sgt. Hovis requested approval to purchase new radar units
- Trustee Parke asked if these would replace current units
  - Sgt. Hovis said the department already has two of these state-of-the-art units
  - Purchase is part of a plan to upgrade the equipment

**137-10** To approve the purchase of two Radar B3KA Dual units from MPH Industries, at a cost of \$4370, to be paid via state grant.

**Motion:** Trustee Urchek

**Second:** Trustee Parke

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

- Sgt. Hovis requested approval to purchase a bullet-proof vest

**138-10** To approve the purchase of one bullet proof vest from Red Diamond, at a cost of \$599.99, with payment being made 50% by the township and 50% by a federal grant.

**Motion:** Trustee Urchek

**Second:** Trustee Parke

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

**Parks & Recreation Board:**

- Secretary Benoit stated that their next meeting will be in this building on April 16, 2010 at 3:00pm
- Secretary Benoit asked if there were any letters to fill the position vacated by Mark Franko
  - Trustee Hovis said that was the next resolution

**139-10** To appoint Brian Adgate as a Member of the Parks & Recreation Board, effective immediately.

**Motion:** Trustee Urchek

**Second:** Trustee Parke

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

**Safety Committee:**

- Chief Lewis is working on a drug free work program
  - If the township continues this program, it could receive another 7% premium reduction
  - Would require employee training and supervisor training again
  - Will have information prepared regarding who will conduct the training at the next meeting
- Trustee Parke asked if we would be using the same company as last time
  - Chief Lewis said it would be a different company
- Trustees Hovis and Parke said they appreciate the efforts to keep these costs as low as possible

**Administrative Reminders:**

- Deadline for the receipt of foundation orders is May 7, 2010
- The Township Administration Building will be open regular hours on Tuesday, May 4 during the Primary Election
  - Trustee Hovis will open the building, but will need an officer to close the building if Trustee Urchek cannot do it
- Roads Superintendent Parke would like approval to have a Roads Department employee at Spring Clean-Up if the school cannot get any volunteers
  - Trustee Urchek said there was a ruckus last year because the most expensive department employee handled this job
  - Trustee Urchek said he would appreciate not having the most expensive employee there
  - Roads Superintendent Parke said he would do his best with this
    - Reminded the Trustees that the township does get a grant for repayment of hours spent on for tire collection
    - Reminded the Trustees that the Teamsters contract states that overtime must be awarded available based on seniority

**Asked to be placed on the Agenda:**

- Donna Zuga, School Board Member, and Robert Wilson, Superintendent, discussed the status of the Lakeview School District
  - Want to keep the township trustees in the loop
  - Presented the trustees with a copy of some literature about the upcoming school levy
  - Would like to keep student enrollment high to keep the quality of the school district high
  - Hoped that the trustees can endorse what the school is doing
- Superintendent Wilson expressed appreciation to the Police and Fire Department for all of their help at the elementary school
- Art Kreller commented that the schools are losing students and asked what percentage is that loss
  - Superintendent Wilson said it is about 2.5% per year
  - Trustee Hovis said this is not because the schools are doing anything wrong, but because there are no jobs in this area
  - Superintendent Wilson commented that the school district closed an elementary building and reduced staff because of this loss
- Chief Lewis asked if declining enrollment was standard throughout the county
  - Superintendent Wilson said it was about the same throughout the county, with Howland remaining roughly stable, and the only district in the region actually growing is Canfield
- Trustee Urchek asked if the district was still using natural gas buses
  - Superintendent Wilson said they are not because they are not able to get parts for the buses when they need repairs
- Trustees Hovis, Parke, and Urchek all stated that they are in support of the school levy

**Public Comment:**

- Zoning Commission Chairman Webb asked Chief Lewis at what point he could staff both fire stations
  - Chief Lewis said he is waiting until June or July to make that determination
    - He is waiting on a grant
    - The first round of awards has been announced and Bazetta was not on it
    - He is waiting for second round to be announced in June
    - If Bazetta gets the grant, it will give the Fire Department enough money for the manpower to cover both stations for only 2 years
    - An unnamed resident reminded the trustees that they would need to budget for unemployment if Chief Lewis got the grant and later had to lay off firefighters
  - Chief Lewis noted that it would still be very costly to maintain the overhead on both stations on the daily basis
  - Chief Lewis reminded the public that a study, looking into the possibility of a single fire station, is underway and should be completed by the end of May
  
- Secretary Benoit asked if the township had ever received the final copy of the 2007-2008 audit
  - Fiscal Officer Drew said that we had and that copies were available through her office
- Secretary Benoit asked why we took so long to receive it
  - Trustee Hovis said it was because the auditor's department is short staffed
  
- Art Kreller discussed a drainage concern on Andrews Drive
  - Said he has spoken with Atty. Finamore about the situation with the broken and plugged-up drain in the roadway
  - Said Roads Superintendent Parke has been working to get bids on cleaning out the drain
  - Wants to know whose responsibility this is
  - Trustee Hovis said he has talked to Atty. Finamore several times about this
    - It is a private line belonging to a private development
    - It is not our line and it is not the county's line because neither has ever adopted it
    - Working with Atty. Finamore to get to the bottom of this situation
    - Currently the township can only clean out drain water
  - Trustee Urchek said that the township cannot be legally compelled to fix the problem
  - Trustees Urchek and Hovis said that the township is going to have to wait for Atty. Finamore to get the legal process moving
  - Trustee Hovis said the township cannot legally do anything until we receive an opinion from Atty. Finamore on what the next step will be
  - Trustees Hovis and Parke said that the township will follow whatever legal advice is received

**140-10** To adjourn the meeting at 8:34pm.

**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