

RECORD OF PROCEEDINGS

7407

Minutes of

REGULAR MEETING

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held **November 19** 20**12**

The Bath Township Board of Trustees met in the Trustees Meeting Room on November 19, 2012, at 4:00 p.m. for the purpose of conducting the business of the Township. The President of the Board, Mrs. Becky Corbett, convened the meeting. Trustees present were Mrs. Becky Corbett, Mr. James Nelson, and Mrs. Elaina Goodrich.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Mrs. Corbett requested, and **Mr. Nelson moved approval of the agenda. Mrs. Goodrich seconded the motion; the motion passed.**

FISCAL OFFICER, Sharon Troike

The Fiscal Officer recommended, and **Mrs. Goodrich moved, to approve the October 15, 2012 Regular Meeting Minutes. Mr. Nelson seconded the motion; the motion passed.**

The Fiscal Officer recommended, and **Mrs. Goodrich moved, to approve the October 1, 2012 Regular Meeting Minutes the November 5, 2012 Special Meeting Minutes, the November 5, 2012 Regular Meeting Minutes, and the November 15, 2012 Special Meeting Minutes. Mr. Nelson seconded the motion; the motion passed.**

The Fiscal Officer recommended, and **Mrs. Goodrich moved, to approve requisitions and regular purchase orders 2012-07-1223 through 2012-07-1266, and payments totaling \$134,048.72. Mr. Nelson seconded the motion and the Fiscal Officer called the roll; all aye, the motion passed.**

The Fiscal Officer recommended, and **Mr. Nelson moved, to approve intra-fund transfers in the amount of \$14,350.00. Mrs. Goodrich seconded the motion; the motion passed.**

The Fiscal Officer reported the financial statements through October had been reviewed and were available for public view.

The Fiscal Officer announced Correspondence, Board, Commission, and Committee logs were available for public view.

The Fiscal Officer recommended, and **Mrs. Goodrich moved, to sign the grant agreement with Summit County and accept Bath's proportionate share of the discretionary Payment in Lieu of Taxes (PILT) funds for Tax Year 2011 in the amount of \$75.72. Mr. Nelson seconded the motion; the motion passed.**

The Fiscal Officer recommended the Trustees consider Resolution 2012-30.

Mr. Nelson presented the following Resolution and moved its adoption:

**RESOLUTION 2012-30
REQUEST FOR ADVANCE OF TAXES
ASSESSED AND COLLECTED FOR AND IN BEHALF
OF BATH TOWNSHIP FOR TAX YEAR 2012
(RC 321.34)**

WHEREAS, pursuant to Ohio Revised Code §321.34 a request for an advance of taxes assessed and collected for and in behalf of Bath Township is in order for tax year 2012 payable in collection year 2013; and,

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WHEREAS, the Township Fiscal Officer has notified the Board of Trustees that an annual resolution is required to be on file with the Summit County Fiscal Officer.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees requests an advance of collection of taxes assessed and collected for and in behalf of the township, which shall be held and treated as an advance payment on collection of taxes due the township as provided by law.

FURTHER, that the Fiscal Officer be directed to request said taxes throughout the course of the year and to amend the 2013 Certificate of Estimated Resources and the Permanent Appropriations to reflect the new revenue and expenses when applicable.

Mrs. Goodrich seconded the motion, discussion and roll called.

The Fiscal Officer called the roll:

Mrs. Corbett, **Aye**

Mrs. Goodrich, **Aye** **Resolution Adopted**

Mr. Nelson, **Aye**

DEPARTMENT HEADS AND ADMINISTRATORS

Police Chief Michael McNeely

Report:

No report was given.

Recommendations: None

Fire Chief Walter Hower

Report:

No report was given.

Recommendations:

Chief Hower recommended, and **Mr. Nelson moved, to accept, with regret, the resignation of Cynthia Norris, Part-Time Substitute Employee. Mrs. Goodrich seconded the motion; the motion passed.**

Chief Hower recommended, and **Mr. Nelson moved, to accept, with regret, the retirement of Thomas Kamp. Mrs. Goodrich seconded the motion; the motion passed.**

Service Director Robert Wilson

Report:

No report was given.

Recommendations:

Mr. Wilson recommended, and **Mr. Nelson moved, to pay Liberta Construction for the Bonnebrook Drive culvert project the amount of \$12,134.74 as pay estimate #2 and final, which includes the Change Order #1 final in the amount of \$521.66. Mrs. Goodrich seconded the motion; the motion passed.**

Mr. Wilson recommended, and **Mr. Nelson moved, to pay P.S. Construction Fabrics, Inc. for the sawing, repair, and sealing of concrete joints on Mackinaw Circle in the amount of \$21,934.00. Mrs. Goodrich seconded the motion; the motion passed.**

Mr. Wilson recommended the Trustees consider Resolution 2012-01 Amendment 09.

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Mr. Nelson introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2012-01 AMENDMENT 09
TO AMEND THE 2012 JOB DESCRIPTION MANUAL**

WHEREAS, the Township operates with regard to several master documents;
and,

WHEREAS, the Bath Township Board of Trustees adopted the 2012
Organization Resolution, Personnel Policy Manual, and Job Description Manual to take
effect January 1, 2012; and,

WHEREAS, after review the trustees have decided to revise and update the
2012 Job Description Manual to include the revised Full Time Labor Equipment
Operator position.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of
Trustees amends the 2012 Job Description Manual to include an updated and revised
Full Time Labor Equipment Operator position as attached.

Mrs. Goodrich seconded the resolution and discussion was held.

The Fiscal Officer called the Roll:

Mrs. Corbett, Aye
Mrs. Goodrich, Aye Resolution Adopted
Mr. Nelson, Aye

Mr. Wilson recommended, and Mr. Nelson moved, to post for a Labor Equipment
Operator position. The posting would be for 14 days, from November 20, 2012 to
December 3, 2012. If an insufficient amount of applicants is derived from the
posting, the position will be advertised on December 6 and December 20, 2012
using the local papers and websites. Mrs. Goodrich seconded the motion; the
motion passed.

Parks Administrator Michael Rorar

Report:
No report was given.

Recommendations:
Mr. Rorar recommended Trustees consider Resolution 2012-01 Amendment 10.

Mrs. Goodrich introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2012-01 AMENDMENT 10
TO AMEND THE 2012 JOB DESCRIPTION MANUAL**

WHEREAS, the Township operates with regard to several master documents;
and,

WHEREAS, the Bath Township Board of Trustees adopted the 2012
Organization Resolution, Personnel Policy Manual, and Job Description Manual to take
effect January 1, 2012; and,

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

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WHEREAS, after review the trustees have decided to revise and update the 2012 Job Description Manual to include the revised Full Time Park Laborer position.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees amends the 2012 Job Description Manual to include an updated and revised Full Time Park Laborer position as attached.

Mr. Nelson seconded the resolution and discussion was held.

The Fiscal Officer called the Roll:

Mrs. Corbett, **Aye**

Mr. Nelson, **Aye** **Resolution Adopted**

Mrs. Goodrich, **Aye**

Mr. Rorar recommended, and **Mrs. Goodrich moved, to post for the position of Fulltime Park Laborer. The posting would be for 14 days, from November 20, 2012 to December 3, 2012. If an insufficient amount of applicants is derived from the posting, the position will be advertised on December 6 and December 20, 2012 using the local papers and websites. Mrs. Goodrich seconded the motion; the motion passed.**

Zoning Inspector/Administrator William Funk

Report:

No report was given

Recommendations:

Mr. Funk recommended the Trustees consider Resolution 2012-01 Amendment 11.

Mrs. Goodrich introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2012-01 AMENDMENT 11
TO AMEND THE 2012 JOB DESCRIPTION MANUAL**

WHEREAS, the Township operates with regard to several master documents; and,

WHEREAS, the Bath Township Board of Trustees adopted the 2012 Organization Resolution, Personnel Policy Manual, and Job Description Manual to take effect January 1, 2012; and,

WHEREAS, after review the trustees have decided to revise and update the 2012 Job Description Manual to include the Full Time Zoning/Solid Waste Administrative Assistant position.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees amends the 2012 Job Description Manual to include a new Full Time Zoning/Solid Waste Administrative Assistant position as attached.

Mr. Nelson seconded the resolution and discussion was held.

The Fiscal Officer called the Roll:

Mrs. Corbett, **Aye**

Mrs. Goodrich, **Aye** **Resolution Adopted**

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Mr. Nelson, Aye

Mr. Funk recommended, and Mrs. Goodrich moved, to post internally for the position of Zoning/Solid Waste Administrative Assistant. The posting would be for 14 days, from November 20, 2012 to December 3, 2012. If an insufficient amount of applicants is derived from the posting, the position will be advertised on December 6 and December 20, 2012 using the local papers and websites. Mr. Nelson seconded the motion; the motion passed.

Township Administrator William Snow

Report:

The Township vehicles that went to auction on October 30, 2012 were both sold. The 2004 Taurus sold for \$2,100, and the 2002 F-150 sold for \$1,600.

Recommendations:

Mr. Snow recommended, and Mr. Nelson moved, to accept the agreement between the Bath Township Road Department and the International Brotherhood of Teamsters Local #348, effective retroactively January 1, 2012, and terminating on December 31, 2014. Mrs. Goodrich seconded the motion; the motion passed.

BUSINESS FROM THE BOARD

Trustees Becky Corbett, Elaina Goodrich, and James Nelson

Mrs. Goodrich presented the following Resolution and moved its adoption.

**RESOLUTION 2012-31
HONORING LEE DARST**

WHEREAS, through her love of all things historic, Lee Darst has helped Bath Township develop a great appreciation of significant events and notable characters which built the township we have today, and

WHEREAS, being a very hardworking, dedicated volunteer, Lee used her exceptional organizational abilities to lead the Bath Township Museum Board, and

WHEREAS, Lee had the vision to organize historic artifacts and, with her keen sense to direct the research, collection and documentation of the history of Bath, and

WHEREAS, in 2005, Lee volunteered to celebrate Historic Bath Townhall's 100th birthday and establish it as the Bath Township Museum, gathering volunteers and funding to provide a place for Bath residents to share and learn of their historic past, and

WHEREAS, Lee organized the cataloguing of artifacts which were held by the Bath Township Historical Society and collecting of new memorabilia, and administered a library and research center about Bath Township and its families and

WHEREAS, Lee planned twelve interpretive and educational exhibits, she was instrumental in presenting ten cemetery tours and a schoolhouse tour and

WHEREAS, Lee edited three books, had them published, and is working on a fourth.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees expresses its sincere appreciation for the dedication and excellent service that Lee Darst has provided the Bath community through the years and to extend our very

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best wishes for her in the future.

Mr. Nelson seconded the Resolution and discussion was held.

The Fiscal Officer called the roll:

Mrs. Corbett, **Aye**

Mrs. Goodrich, **Aye**

Mr. Nelson, **Aye**

Resolution Adopted

FUTURE TRUSTEE MEETINGS AND EVENTS

November 19, 2012	Board of Trustees Meeting TMR	4:00 p.m.
November 19, 2012	Water and Sewer Board TCR	6:00 p.m.
November 19, 2012	Friends of Yellow Creek TMR	7:00 p.m.
November 20, 2012	Board of Zoning Appeals TMR	7:00 p.m.
December 3, 2012	Appearance Review Commission TMR	5:00 p.m.
December 3, 2012	Board of Trustees Meeting TMR	7:00 p.m.
December 6, 2012	Zoning Commission TMR	6:30 p.m.
December 12, 2012	Heritage Corridors UA Field Station	5:30 p.m.
December 17, 2012	Board of Trustees Meeting TMR	4:00 p.m.
December 17, 2012	Water and Sewer Board TCR	6:00 p.m.
December 18, 2012	Board of Zoning Appeals TMR	7:00 p.m.
December 27, 2012	Settlement Meeting TMR	1:00 p.m.

COMMUNITY EVENTS

November 23, 2012 Wye Road Bridge Lighting 5:30 p.m.

Museum Exhibit- Through December

The Bath Township Challenges of World War and Great Depression 1900-1950

Museum Hours –

Monday 2-4 p.m. / Wednesday 9 a.m.-2 p.m.

Last Saturday of Each Month 10.a.m. – Noon

TCR – Trustees Conference Room (Administrative Offices)

TMR – Trustees Meeting Room, lower level, Bath Township Center.

HBTH – Historic Bath Town Hall

CITIZENS' COMMENTS

There were no citizens' comments.

ITEMS OF INTEREST

Mr. Nelson read a letter from Kathy and Jeff Parmelee thanking the Bath EMS team for assistance during a medical crisis.

ADJOURNMENT

There being no other business before the board, the meeting was adjourned at 4:26 p.m.

Becky Corbett, President
Bath Township Board of Trustees

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Elaina E. Goodrich, Vice President
Bath Township Board of Trustees


James N. Nelson
Bath Township Board of Trustees


Sharon A. Troike
Fiscal Officer

Date: November 19, 2012
Bath Township Board of Trustees

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