

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

103

Meeting held on November 12, 2013 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall, on Tuesday, November 12, 2013 at 7:00 P.M. Chairman Bettile opened the meeting with the Pledge of Allegiance. There were six residents present. Attendance sheet is available upon request.

*Inasmuch as these meetings are recorded, these minutes are to provide information of the most salient points, and are not intended to describe all conversations and testimony verbatim. Recording of the meetings are available for listening in the Township Hall, and a copy may be obtained upon request of the Fiscal Officer.*

### PUBLIC PRESENTATION

Dr. Marnie Murphy, President of the Canfield Women's League, expressed thanks for the use of the Township Hall for the Fall Market event.

Don Cutrer, Greenleaf Development & RH Development, updated the Board on the progress of the sanitary sewer at the Community Park explaining why the additional risers are needed for the lift station. Work should be done by Thanksgiving.

Patricia Sweeney, Mahoning County Board of Health Commissioner, addressed changes to the 2014 budget and cutbacks noting that it will be a tough year.

### Attendance Roll Call

Chairman Bettile requested attendance be called by the Fiscal Officer:

Ms. Cartwright	present,
Mr. Maszczak	present,
Mr. Bettile	present

**MINUTES:** Chairman Bettile requested corrections or additions to the minutes of the regular meeting of October 22, 2013. Minutes with corrections were accepted as presented.

**THE ZONING REPORT:** Chairman Bettile requested questions or comments on the Zoning report. The report was accepted as presented.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Chairman Bettile requested questions or comments on the Administrator/Road Superintendent report. Ms. Cartwright addressed Summit Drive where the patch work was done asking why the road is breaking down." Mr. Rogers explained that the pipe separated and what needs to be done to correct the problem. Ms. Cartwright asked Mr. Roger to make sure that the Public Works Dept. is taking pictures and documenting repairs for future use.

Mr. Rogers noted that we didn't fare well on Regional Points with our OPWC projects suggesting using a loan to get one project funded. Estimated cost of the Pheasant Run Project is \$75,000.00 noting that if this culvert pipe should give way there is only one way in and out for those residents. The repairs done

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on November 12, 2013 at 7:00 P.M.

last year were temporary and we do not know the extent of the damage beneath that pipe that could continue to erode toward edge of pavement. He would hate to see that give way, suggesting that the project should be done sooner than later. Mr. Rogers stated that this is a zero percent loan to give the Board another option. Mr. Maszczak asked what is the better approach...we can budget for that. Mr. Rogers noted that next week will be the final review of projects. Ms. Cartwright asked if this would affect the water tower project. Mr. Bettile noted that the county project is in the funding range. Ms. Cartwright noted that in her opinion, we can budget for it, but if we can get a zero percent loan, we might as well use the loan. We would budget just in case we don't get the loan.

Mr. Rogers explained that Sunoco will be using Leffingwell Road as a haul road for its proposed pipeline, but questioned the use of Spring Lake Road & Sugarbush Drive. The county is looking into his request to make sure that the integrity of these roads is protected.

Mr. Rogers reported having approximately 850 tons of salt in the dome. It may last thru the end of the year, but if we have a major snow event, we may go thru that salt quickly. He requested that the Board approve 600 tons of salt should it be needed by yearend.

The Slip Trip & Fall Safety Meeting tentatively scheduled for November 7<sup>th</sup> had to be rescheduled. He will advise the Board of new date when it's set. Ms. Cartwright asked about our part-time snowplow drivers and if they need drug tested. Mr. Rogers explained why they do not need to be tested every year.

Mr. Maszczak asked when the next meeting of the Cardinal Joint Fire District Board will be since the contract to lease property is in their hand now. Ms. Cartwright stated that the next meeting is a special meeting scheduled for November 18 at 5:30pm.

Ms. Cartwright presented a letter to be signed by the Board requested by ODOT showing interest in putting the word Canfield on the bridge bypass – a bridge at St. Rt. 224/62 that is in the Township. Mr. Maszczak confirmed that this letter does not obligate us, but shows interest only. All Trustees signed. The report was accepted as presented.

**FISCAL OFFICER'S REPORT:** Chairman Bettile called on the Fiscal Officer, Carmen I. Heasley, to present the financials. She reviewed one suggested transfer of funds to complete the Orlando Project, blanket certificates, purchase orders, warrants, electronic payments, and suggested changes to the 2013 budget.

Correspondence: The Dept. of Commerce/Division of Liquor Control has issued its yearly notice advising that all liquor permits expire on February 1<sup>st</sup> thereby, providing the legislative authority with the right to object to renewal of a permit. The letter outlines the process should the Board need to object to any permit within the Township. Objections must be postmarked no later than January 2, 2014. The report was accepted as presented.

# RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

105

Meeting held on November 12, 2013 at 7:00 P.M.

## UNFINISHED BUSINESS

### RESOLUTION 2013-11-12-196

#### Park Sanitary Sewer Field Order #1

Mr. Maszczak moved to approve Field Change Order #1, for risers to be added to the proposed Parkland lift station by X-Press Underground at a cost of \$2,500.00 to match the existing conditions of the site. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that this will provide positive drainage away from the finish elevation of the lift station surface to the open ditch on Herbert Road. Fiscal Officer asked if this work would begin before the next meeting. Mr. Rogers stated, "Yes." Fiscal Officer added PO 54-2013 to the requested resolutions for later in the meeting. Mr. Bettile stated that the problem he has with this is: Who's at fault. Is it the engineer? Was it the design? The elevation didn't change. Then we have the issue of the credit - how much is the credit. Mr. Roger explained how the credit involves the electrical conduit and premium fill that will be non-preformed and the changes that involves Ohio Edison's contract that will be signed later today. As far as the elevation, they follow the county map that can be off as much as one to two feet, thereby requiring adjustments onsite. Mr. Bettile noted that we hired this engineer to do the plans...we didn't change the elevations...they were there. He is a professional engineer. Mr. Rogers explains that the original preliminary design phase had the lift station at twenty two feet deep that would have cost us an additional \$15,000. These things happen during the installation. He shortened the lift station to save us money. Mr. Bettile stated that what you're saying is that he changed his plan. Mr. Rogers noted that he didn't change the plan. In my past experiences with these types of projects, it's not uncommon to make field changes to adjust a project so it works best with the surrounding landscape. Mr. Bettile noted that we didn't change the environment. Mr. Maszczak asked if this was unforeseeable. Mr. Rogers state that really it's not. Conversation continued concerning the credit that has not been issued yet. Mr. Rogers stated that the credit should be around \$1,000.00. Ms. Cartwright noted that she agreed with Mr. Bettile, but doesn't want to hold up this project. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-197

#### Ohio Edison Agreement

Mr. Bettile moved to approve entering into an agreement with Ohio Edison for the line extension to supply power to the Parkland's proposed sanitary sewer lift station at a cost of \$2,279.11. The Motion was seconded by Ms. Cartwright. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

## NEW BUSINESS

### RESOLUTION 2013-11-12-198

#### Salt Purchase

Ms. Cartwright moved to approve the purchase of approximately 600 tons of salt at a cost of \$16,800.00. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on November 12, 2013 at 7:00 P.M.

### RESOLUTION 2013-11-12-199

#### OTA Winter Conference

Mr. Maszczak moved to approve the Trustees and Fiscal Officer to attend the Ohio Township Association's Winter Conference in Columbus at the Convention Center from February 12<sup>th</sup> thru the 15<sup>th</sup>, 2014, with the Township paying for all related expenses including registration fee of \$45.00 for members, hotel, travel, and meals. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-200

#### Transfer from the General Fund

Ms. Cartwright moved to approve the transfer from the General Fund appropriation line # 1000-910-910-0000 (Transfer Out) to Public Works revenue line # 4401-931-0000 (Transfer In) the amount of \$272.91. The Motion was seconded by Mr. Bettile. Discussion: Ms. Cartwright noted that this is to cover the final payment for the Orlando Project for the reimbursement of the work performed by our Public Works Dept. staff in relations to this project. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-201

#### Revenue Budget Increase

Mr. Maszczak moved to increase General Fund revenue line # 1000-531-0000 (Estate Tax) from \$15,220.46 to \$69,685.75. The Motion was seconded by Mr. Bettile. Discussion: Mr. Maszczak noted that we have received additional estate tax that was not anticipated. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-202

#### Revenue Budget Increase

Ms. Cartwright moved to increase General Fund revenue line # 1000-892-0000 (Other Miscellaneous Non-Operating) from \$30,000.00 to \$57,000.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that this reflects funds received from Armstrong Cable Franchise Fees. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-203

#### Revenue Budget Increase

Mr. Bettile moved to increase Gasoline Fund revenue line # 2021-537-0000 (Gasoline Tax) from \$80,000.00 to \$90,000.00. The Motion was seconded by Mr. Maszczak. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-204

#### Revenue Budget Increase

Mr. Maszczak moved to approve Zoning Fund revenue line #2181-301-0000 (Licenses and Permits) increase from \$40,000.00 to \$106,000.00. The Motion was seconded by Mr. Bettile. Discussion: Mr. Maszczak noted that this reflects actual funds received from permits. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

107

Meeting held on November 12, 2013 at 7:00 P.M.

### RESOLUTION 2013-11-12-205

#### Revenue Budget Decrease

Mr. Bettile moved to decrease Zoning Fund revenue line # 2181-931-0000 (Transfer In) from \$54,000.00 to \$0.00. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Bettile noted that this transfer will not be needed since we have experienced an increase in permit revenues. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-206

#### Supplemental Budget Adjustment

Ms. Cartwright moved to decrease appropriation line # 4401-760-360-0001 (Contracted Services – Orlando Project) from \$20,237.34 to \$2,480.98, a decrease of \$17,756.36. The Motion was seconded by Mr. Bettile. Discussion: Ms. Cartwright reported that we do not anticipate further expenditures before year end. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-207

#### Supplemental Budget Adjustment

Mr. Maszczak moved to decrease appropriation line # 4401-760-7360-0002 (Contracted Services – Indian Run Phase V) from \$30,184.02 to \$19,888.02, a decrease of \$10,296.00. The Motion was seconded by Mr. Bettile. Discussion: Mr. Maszczak noted that we do not anticipate further expenditures. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-208

#### Revenue Budget Decrease

Mr. Bettile moved to decrease Public Works revenue line # 4401-931-0000 (Transfer In) from \$34,584.02 to \$20,160.93, a decrease of \$14,423.09. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Bettile noted that we do not anticipate any further revenues from OPWC projects. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-209

#### Payroll Law 2014 Seminar

Mr. Maszczak moved to approve Fiscal Officer to attend the Payroll Law 2014 Seminar being held by National Seminars Training on December 5 from 8:30am to 4:00pm at a cost of \$299.00. Cost will cover all seminars for one year from the date of this seminar. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-210

#### Purchase Orders

Ms. Cartwright moved to approve PO 53-2013 & PO 54-2013 in the amount of \$19,300.00 to cover salt purchases & the Xpress Underground change order #1. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on November 12, 2013 at 7:00 P.M.

### RESOLUTION 2013-11-12-211

#### Blanket Certificate

Mr. Maszczak moved to approve BC45-2013 for a total of \$10,000.00 to cover street lighting expenses. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

### RESOLUTION 2013-11-12-212

#### Warrants & Electronic Payments

Mr. Bettile moved to approve Warrants #9134 thru #9164, electronic payments and charges 248-2013 thru 267-2013 as general & payroll obligations of the Township in the amount of \$90,360.46. The Motion was seconded by Ms. Cartwright. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

**Trustee Comments:** Ms. Cartwright asked Mr. Maszczak about the G2 Planning meetings. Mr. Maszczak noted that Gary Smith is in town tonight meeting with the entire Zoning Board. They are conducting an initial meeting tonight and anticipate the first public meeting on December 5. Mr. Bettile asked if this was a public meeting. Mr. Maszczak noted that it is a public meeting and advertised as so. The concern was the location of the meeting. Mr. Rogers placed a call to the prosecutor's office to address this matter.

Trustees signed the Ohio Edison contract for the lift station. Ms. Cartwright noted that the Lighting of the Green will take place on December 6. Santa will be in this building.

Discussion concerning the next two meeting falling on or before holidays was discussed. Fiscal Officer noted that we should look at the Temp Budget for 2014.

Boy Scout Isaac Woods was recognized and permitted to ask questions to the Board for his badge requirements.

### ADJOURNMENT

Chairman adjourned the meeting at 8:29 pm. The next regular meeting of the Board shall be held on November 26, 2013 at 7:00 pm.

Mr. Anthony J. Bettile, Chairman

Mr. Stephen M. Maszczak, Vice-Chairman

Ms. Marie Izzo Cartwright, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer