

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on October 8, 2013 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall, on Tuesday, October 8, 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

Loran Brooks of 6104 Gibson Rd asked the Board for additional information on the water tower and possible land purchase. Mr. Bettile offered grant information that was applied for by the county and the Township's plans to purchase land by next summer.

Chairman recognized Pat Tremayne of 4555 Leffingwell Rd. Mrs. Tremayne addressed her concerns with speed and accidents in front of her home asking, "Where are the reflective signs being installed". Ms. Cartwright explained that Leffingwell Rd is a county road and unfortunately, the reflective signs are being installed by Township on Township Roads only. Mr. Rogers will contact the county concerning the full rail on the turn and speed study.

Mrs. Doris Puerner of 4811 Leffingwell Rd explained her experience with the county when she requested a deer crossing sign and confirmed sheriff's presence on Leffingwell.

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 September 10, 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. Mr. Rogers presented several contracts for Board signatures - (G2 Planning Agreement, Canfield School Salt Agreement & the Army Corps of Engineering Indian Run Phone V permit). Mr. Rogers reported on the 2013 Paving Program in conjunction with Boardman & Austintown Townships. Mr. Rogers noted that we added an additional road to the project and still had a savings of \$26,778.56. Mr. Rogers updated the Board concerning the installation of the sanitary line at the Community Park.

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Ms. Cartwright asked the Chairman if everyone could check their calendars for a date to discuss the agreement for utilization of land at the Township Park for the Cardinal Joint Fire District's proposed new station. Mr. Rogers stated that we only need one Trustee. Mr. Maszczak told Mr. Rogers that he will get together with him to come up with a couple of dates. Ms. Cartwright noted that the Cardinal Joint Fire District meets on October 28, 2013 and if they could meet before that then the agreement could be presented at that meeting, if not, it would have to wait until the November 18, 2013 meeting.

Mr. Rogers gave a report on the Mercedes water runoff from the turnpike at the request of Mr. Maszczak. Mr. Bettile requested numbers on the Electronic Drive. Mr. Rogers noted that he doesn't have the final numbers yet, but they will be below last years' numbers. 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 the purchase orders, warrants, electronic payments, one General Fund advance to cover the final payment for the paving program. Fiscal Officer requested that Keith Rogers and she be permitted to attend a public record training seminar on October 11, 2013 sponsored by the Ohio Attorney General's Office. The report was accepted as presented.

UNFINISHED BUSINESS

RESOLUTION 2013-10-08-167

Multi-Purpose Building Waterline Tie-in

Mr. Bettile moved to approve Xpress Underground to perform the waterline connection to the Multi-Purpose Building, as an extra to the sanitary sewer contract at a cost not to exceed \$600.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright asked, "There was no previous provision made to tie in. Correct?" Mr. Rogers explained that he reviewed many files and the only provision he found was that if a leak was found, the contractor would come back to take care of it. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-168

G2 Planning Agreement

Mr. Maszczak moved to approve entering into a work agreement with G2 Planning for the Single Phase Proposal for updating the Township's Zoning Resolutions at a cost of \$19,300.00. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright inquired as to when they would begin. Mr. Maszczak noted that this can begin immediately. We would want to coordinate thru the Zoning Board. Mr. Maszczak explained to the residents present why the Township is actively updating their zoning resolutions. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-169

Park Sanitary Sewer

Ms. Cartwright moved to acquire a permit through the Mahoning County Sanitary Engineer's Office for the installation of the sewer at the Township Community Park at a cost of \$1,300.00. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

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RESOLUTION 2013-10-08-170

OPWC Tippecanoe Estates Storm Sewer Replacement and Pedestrian Safety Phase I

Mr. Maszczak moved A RESOLUTION AUTHORIZING the Chairman of the Board of Trustees TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED. WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and WHEREAS, Canfield Township is planning to make capital improvements for the Tippecanoe Estates Storm Sewer Replacement and Pedestrian Safety Project Phase I, and WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs, NOW THEREFORE, BE IT RESOLVED by Canfield Township: Section 1: The Chairman Board of Trustees is hereby authorized to apply to the OPWC for funds as described above. Section 2: The Chairman Board of Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak provided the percentage breakdown as follows: The engineers estimate for this project is \$586,757.00 with a breakdown for this project will be: 39% Grant (\$228,835.23); 31% Loan (\$181,894.67); and the Local Share of 30% (\$176,027.10) Ms. Cartwright asked how the first presentation went. Mr. Rogers stated that it was a three minute presentation that he felt went very well. Mr. Rogers explained the need for this project for the benefit of the residents present. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-171

OPWC Pheasant Run Culvert Replacement

Ms. Cartwright moved A RESOLUTION AUTHORIZING the Chairman of the Board of Trustees TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED. WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and WHEREAS, Canfield Township is planning to make capital improvements for the Pheasant Run Culvert Replacement Project, and WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs, NOW THEREFORE, BE IT RESOLVED by Canfield Township: Section 1: The Chairman Board of Trustees is hereby authorized to apply to the OPWC for funds as described above. Section 2: The Chairman Board of Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright provided the percentage breakdown as follows: The engineers estimate for this project is \$72,625.00 the breakdown for this project will be: 40% Grant (\$29,050.00) with a Local Share of 60% (\$43,575.00) Mr. Rogers explained the need for this project for the benefit of the residents present. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

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NEW BUSINESS

RESOLUTION 2013-10-08-172

Equipment Declared Salvage

Mr. Bettile moved to declare the following items as salvage and to have them removed from the inventory: a 2 ½ ton floor jack from the Public Works Department, and a APC battery backup from the Fiscal Officers' office. The Motion was seconded by Ms. Cartwright. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-173

Salt Agreement with Canfield School

Ms. Cartwright moved to enter into the following agreement: WHEREAS, ORC 505.101 permits a Township to pass a resolution to enter into a contract, without advertising or bidding, for the purchase or sale of materials, equipment, or supplies from or to any department, agency or political subdivision of the state; WHEREAS, Canfield Township desires to enter into an agreement with the Canfield Local School District for the sale of 200 tons of sodium chloride (hereinafter "rock salt") for the 2013-2014 winter season at an agreed cost of \$27.50 per ton. In addition, the School shall pay the Township \$13.90 per truck load for the labor and equipment cost. The Motion was seconded by Mr. Bettile. Discussion: Ms. Cartwright explained state regulation that requires the Township to charge the school for the salt and equipment use. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-174

2013 Leaf Pick-up

Mr. Bettile moved to approve the Public Works Department to conduct the 2013 Leaf Recycling Pick-up. The Township will use the same quadrant system as in years past using state route 224 and state route 46 to divide the quadrants. The collection dates for this year will be as follows: for the NW and NE quadrants Oct. 23rd, Oct. 30th, Nov. 13th & Nov. 20th; for the SE and SW quadrants Oct. 24th, Oct. 31st and Nov. 14th, & Nov. 21st. Township residents wishing to participate will receive their first (5) leaf bags free with a valid driver's license additional bags can also be purchased for an additional \$2.00 fee per five bag bundle. The leaf bags can be picked up M-F from 8-4 in the Township Office. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright asked about the time for bag pick-up since we are open until 5pm. Mr. Rogers stated that he prefers ending at 4pm to leave him time to get his work done. Mr. Bettile asked about money available in the office for change. Mr. Rogers stated that the Fiscal Officer gets money into the office for that purpose. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-175

2013 Leaf Collection Advertisement

Mr. Maszczak moved to approve the advertising for the 2013 Leaf Collection Program in the *Town Crier*, the *Neighbors* and the sign for the Green not to exceed \$1200. The Motion was seconded by Mr. Bettile. Discussion: Ms. Cartwright noted that she will work with Mr. Rogers to get this done on time. Mr. Bettile asked if it will include Channel 19, the sign on the Green and our marquee. Ms. Cartwright stated yes, but Mr. Rogers is not sure that all this information can be added to our sign. Mr. Rogers felt that we may not have enough time to make the reusable sign. Ms. Cartwright asked that he put that on his calendar for next year. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

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RESOLUTION 2013-10-08-176

Public Records Seminar

Ms. Cartwright moved to approve the Fiscal Officer and Township Administrator to attend a Public Records Seminar sponsored by the Ohio Attorney General's Office on October 11, 2013 (if seats are still available) at the Crestwood Local School District in Portage County the cost to be determined once they register for 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 2013-10-08-177

Purchase Order

Ms. Cartwright moved to approve purchase orders PO 49-2013 – PO 51-2013 for the total amount of \$3,100.00 for the purpose of encumbering the funds of the Township. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-178

Warrant & Electronic Payments

Mr. Maszczak moved to approve Warrants #9058 thru #9102 including electronic payments #218-2013 thru #238-2013 in the grand total of \$282,341.16 as general & payroll obligations of the Township. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

RESOLUTION 2013-10-08-179

General Fund Advance

Ms. Cartwright moved to approve the advance of \$23,882.10 from the General Fund #1000-920-920-0000 to the Permissive Fund revenue #2231-941-0000 to cover the final payment for the 2013 Paving Program Project. The Motion was seconded by Mr. Bettile. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

Trustee Comments: Ms. Cartwright noted that she had forwarded an e-mail she received from Canfield City Manager to the Board members asking if our Board would be interested in putting the word Canfield on the bridge bypass. They would need our permission since the bridge is in the Township. This would become a joint project between the Township and the City with an estimated cost of \$5,000 to \$10,000 that would be split 50/50. Mr. Bettile would like to see the prints before he would OK. Ms. Cartwright noted that the State is looking to see if we are interested in participating in this project before they would do anything. Mr. Maszczak asked if we can do a conditional approval and say something like we want to do this, but we want to see it first. Ms. Cartwright stated, "Absolutely, ODOT is asking and giving us the opportunity to participate. We can say that it is conditional on seeing the drawings". Mr. Maszczak asked if we know the City's position. Ms. Cartwright noted that the City would like to move forward with it, but can't without our permission. The Board is giving conditional approval upon seeing the drawings.

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Mr. Maszczak noted that on September 10, 2013, Butch and McCree Paving Inc. (contractors for the paving program) were paving on Dorado Beach and had closed off the road at both ends. A person came in and mistakenly drove over tack coat then drove up a resident's driveway. Mr. Maszczak received a call from the resident...he contacted Mr. Burkett who intern contacted Butch and McCree Paving. There was a question as to who had liability, but Butch and McCree immediately came out and cleaned the driveway to the resident's satisfaction. The resident was very impressed as was the Township.

RESOLUTION 2013-10-08-180

Executive Session

Mr. Bettile moved to enter into Executive Session for the purpose, to consider the purchase of property for public purposes. Mr. Maszczak seconded the Motion. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0. Time is 7:53pm. Ms. Cartwright suggested that before they enter into executive session that they sign all the contracts provided by the Township Administrator. They all agreed. The Board did re-enter open session at 8:30pm.

RESOLUTION 2013-10-08-181

Property Appraisal Services

Mr. Maszczak moved to approve the appraisal of property in Canfield Township by All Ohio Title and Escrow LLC, in the amount of \$1,100 for the prospective purchase of land. The Motion was seconded by Ms. Cartwright. Roll call: Ms. Cartwright, yes; Mr. Maszczak, yes; Mr. Bettile, yes. Motion carried 3 to 0.

ADJOURNMENT

Chairman adjourned the meeting at 8:31 pm. The next regular meeting of the Board shall be held on October 22, 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