

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on August 12, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, August 12, 2014 at 7:00pm Chairman Maszczak opened the meeting with the Pledge of Allegiance. There was one resident present. Attendance sheet is available upon request.

In as much 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.

Attendance Roll Call

Chairman Maszczak requested that Carmen I. Heasley, Fiscal Officer, call the attendance roll:

| | |
|----------------|----------|
| Mr. Governor | present, |
| Ms. Cartwright | present, |
| Mr. Maszczak | present, |

MINUTES: Chairman Maszczak requested corrections or additions to the regular meeting minutes of May 27, June 10, and special meeting minutes of May 21, May 28, and June 9, 2014. Ms. Cartwright noted that she didn't have the opportunity to review the revised minutes, but as long as the corrections have been made, she has no problems with them. Fiscal Officer noted that she sent the revised copies to each Board member. The minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Ms. Cartwright asked if the hotel permit at Westford was pulled. Mr. Rogers was not sure. Court case on the Flower Mill was discussed.

So far this year, 22 single-family residential permits have been issued and numerous miscellaneous permits for a valuation of \$7,170,938 with permit fees totaling \$44,621 to date. In 2013 during the same period, 22 single-family residential, one 4plex and one business permits were issued for a total valuation of \$9,713,929 and \$66,502 in permits fees were collected. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. Ms. Cartwright asked for an update concerning the meeting with ABC Water District. Mr. Rogers reported that the district is awaiting a Supreme Court decision before setting a date for the meeting.

Mr. Rogers updated the Board on our current paving program. The Board discussed preliminary estimated cost and the Township's share of the Starr Center Issue I Project. Mr. Rogers suggested where cost can be reduced.

He also reported that he received a recall for the floor mats in the Township's car.

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As it concerns appraisals for Township properties, Mr. Rogers spoke with one company that suggested we contact our insurance company for replacement value. Mr. Rogers will make the appropriate calls.

Mr. Rogers understood that in the past we auctioned our trucks but, Ms. Cartwright suggested that we contact the entity that purchased our last truck, since they may be interested in this one. Mr. Rogers will look into it and make the necessary calls. The report was accepted as presented.

FISCAL OFFICER'S REPORT: Chairman Maszczak called on the Fiscal Officer, Carmen I. Heasley, to present the financials. Fiscal Officer read into record a letter received from the residents of Fox Den Court withdrawing their street lighting district petition listing several reasons. Fiscal Officer reviewed warrants, electronic payments and provided reports on the investments along with cross reference reports reviewing and answering any questions that the board had. Fiscal Officer noted that Teamsters medical healthcare will increase from \$229 to \$238 per week per employee starting on September 1.

Fiscal Officer reported on one employee who was entitled to longevity pay as of June 1st was not paid because the wrong side letter was use, but the employee was brought current for \$12.80 with this payroll that the Board is signing today. Ms. Cartwright noted that there is no contract in effect and questions whether or not longevity should have been paid. The last contract has a start and end date and currently there is no contract in effect since a year ago May 30th. Ms. Cartwright feels that we need to discuss with legal before voiding check. Fiscal Officer noted that the present checks can be signed and corrected on a later payroll check once we hear back from legal. The report was accepted as presented.

UNFINISHED BUSINESS

RESOLUTION 2014-08-12-158

Pheasant Run Culvert Replacement Project

Ms. Cartwright moved to accept the best low qualified bid for the Pheasant Run Culvert Replacement Project from Utility Contracting at a cost of \$ 42,242.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that the contractor is scheduled to start Thursday, August 14, 2014 and the engineer is sending letters to the home owners informing them of the project. Mr. Rogers has informed proper government agencies. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2014-08-12-159

Warrants & Electronic Payments

Mr. Maszczak moved to approve Warrants #9763 thru #9786, electronic payments 156-2014 thru 166-2014 as general & payroll obligations of the Township in the amount of \$86,625.74. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that the Warrant start with #9764. Fiscal Officer confirmed. Mr. Maszczak moved to amend to read Warrants #9763 thru #9786 and Ms Cartwright seconded the amendment. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-08-12-160

Declaring Official Intent

Pheasant Run Culvert Replacement Project

Ms. Cartwright moved to approve the following: A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE TOWNSHIP OF CANFIELD ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS *PUBLIC WORKS ISSUE 1 PROJECT FOR THE PHEASANT RUN CULVERT REPLACEMENT PROJECT, (CT08R LOAN PROJECT NUMBER)* WITH THE PROCEEDS OF TAX EXEMPT DEBT OF THE STATE OF OHIO.

BE IT RESOLVED by the TOWNSHIP OF CANFIELD on behalf of the State of Ohio that:

Section 1. The Township of Canfield reasonably expects to receive a reimbursement for the project named PHEASANT RUN CULVERT REPLACEMENT PROJECT as set forth in Appendix A of the Project Agreement with the proceeds of bonds to be issued by the State of Ohio.

Section 2. The maximum aggregate principal amount of bonds, other than for costs of issuance, expected to be issued by the State of Ohio for reimbursement to the local subdivision is \$29,050.00.

Section 3. The Fiscal Officer of the Township of Canfield is hereby directed to file a copy of this Resolution with the Township of Canfield for the inspection and examination of all persons interested therein and to deliver a copy of this Resolution to the Ohio Public Works Commission.

Section 4. The Township of Canfield finds and determines that all formal actions of this *Township of Canfield, Canfield, Ohio, Mahoning County* concerning and relating to the adoption of this Resolution were taken in an open meeting of the Township of Canfield and that all deliberations of this Township and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

Section 5. This Resolution shall be in full force and effect from and immediately upon its adoption. Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Trustee Comments: Mr. Governor noted that Mr. Burkett, Assistant Road Superintendent has ideas as it pertains to a Township emergency plan and suggest inviting Mr. Burkett to the meeting that the Board intends to address these issues.

Mr. Governor addressed his issues with the Township website stating that for eight months he's been trying to address this issue and has e-mailed everyone his suggestions in great detail. Mr. Rogers continues having attacks to his computer that seems to originate from a contact us webpage from the website. Ralph has to fix it each time costing the Township money. He has offered several e-mails and grows wary of delays. It is a shame that taxpayer's money has been spent on this website and it sits idle. He is hoping that a day can be set to address the website. Ms. Cartwright states that she does not believe the website is sitting idle, it is being utilized. Mr. Governor asked when was the last time something was done on the website besides his name change. Ms. Cartwright responded that there have been meeting date changes, recycling dates that were given, she doesn't think that it's fair to say that it hasn't been changed. She continued noting that there is a lot of things within the Township that we're dealing with other than the Township website and think that it's important that we be looking at the roads, budget, cemetery and the things that we have been focusing on such as policies and procedures; things that we have been given the task of taking care of for our residents that do affect them and believes that we are making a conservative effort to take each and every project, address them but feels that it's a matter of

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prioritization and feels that we have done a pretty good job of prioritizing to this point in time believing that we should continue setting workshops and addressing them.

Mr. Governor reported that the Google drive is now set up and running. E-mails have been set up but not ready for release. A lot of the work has been done by Ms. Heasley to make sure that the e-mail part was working correctly and he thanked her for that. Ms. Heasley explained the difficulties she had, suggesting that an IP person should be the one to set up the balance of the board and employees. Mr. Governor noted that we are still working out some of the bugs; some important setups that are still needed, explaining why no one else has been included at this point. Mr. Governor noted that we had a savings since the cost for Google has come down since the Resolution was passed.

Mr. Governor feels that the Township is in need of at least a part-time secretary. The last time it was discussed there was talk about having job descriptions and understands why, but doesn't understand waiting. Mrs. Puerner commented that she called the office today and went through all the prompts and got nowhere. Hung up and called back two more times before finally getting Mr. Rogers. Mrs. Puerner noted that it's not easy to get information or speak with office employees. Some discussion concerning the phone system pursued. Ms. Cartwright noted that she is not convinced that we need a third individual in this office, since most calls are for the two office employees. Ms. Cartwright stated that the finances of the Township are what they are and should not be invested in personnel. This conversation went for sometime between the Trustees. Mrs. Cartwright finished by saying that she does not believe that this will be resolved at this time. Mr. Governor noted that Ms. Cartwright wants proof and he has no idea how to prove it to her. Mr. Maszczak asked Mr. Rogers to document when he would use a secretary to assist throughout the day and if Mr. Morrison would do the same, so that the Board could get an idea of how this person would be utilized for a week or two to help them quantify to make a determination. Mr. Rogers already documents his activities and agreed to review his records and report back, noting that grant time is extremely time consuming. Other options such as student programs were discussed.

Trustees reviewed office hours and agreed to 8am to 4pm, Monday thru Friday starting August 25, 2014.

ADJOURNMENT

Chairman adjourned the meeting at 8:55pm. The next regular meeting of the Board shall be held on September 9, 2014 at 7:00 pm. Workshop scheduled for August 27, at 2pm to discuss Policies & Procedures, cemetery and any other business. Workshop scheduled for September 3, at 2pm to discuss what was not completed on August 27 and any other business that may come before the Board.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer