

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES



Meeting held on January 07, 2013 at 7:00 P.M.

Canfield Township Trustees conducted their Reorganizational Meeting on Tuesday, January 7, 2014, at 7:00 P.M. in the Township Hall. Acting Chairman Mr. Maszczak opened the meeting with the Pledge of Allegiance, There were four others present.

*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.*

### Attendance Roll Call

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

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

Acting Chairman Maszczak turned the meeting over to Fiscal Officer Heasley to preside over the election of a Chairman for 2014.

Ms. Heasley entertained a motion for the 2014 Chairman of Board of Canfield Township Trustees.

### RESOLUTION 2014-01-07-01

#### Election of Chairman for 2014

Ms. Cartwright moved to appoint Mr. Maszczak as 2014 Chairman of the Board of Trustees. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

Fiscal Officer declared Mr. Maszczak, Chairman for 2014 and turned the meeting over to the new Chairman.

### RESOLUTION 2014-01-07-02

#### Election of Vice Chairman for 2013

Mr. Maszczak moved to appoint Ms. Cartwright for Vice Chairman of the Board of Trustees for 2014. The Motion was seconded Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-03

#### Sunshine Law

Ms. Cartwright moved as follows:

That the Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

**Regular Meetings:** Regular Meetings of the Board of Trustees shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7 pm at the Township Hall located at 21 S. Broad St, Canfield, Ohio, and notice of said

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meeting will be posted on the Township sign in front of the Township Hall which is provided for that purpose. Notice shall be given to *The Youngstown Vindicator* and the *Canfield Town Crier*.

**Special/Emergency Meeting:** Notice of special meetings of the Board of Trustees shall be given by posting advance written notice of the meeting by posting on the Township sign in front of the Township Hall which is provided for that purpose. Additionally, notice of all special meetings will be given to *The Youngstown Vindicator* and when possible the *Canfield Town Crier*, and any other media that requests the same. Notice of a special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.

**Content of Notice:** Notice of Special Meetings of the Board of Trustees shall contain the following information: 1) Date 2) Time 3) Place and 4) Purpose of the meeting.

**Written Notice Up On Request:** Additionally, the Township will provide advance written notice of special meetings to anyone who provides their request verbally or in written form to the Fiscal Officer or designee and provides an Email address, self-addressed pre-paid envelopes or postcards.

The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-04

#### Legal Counsel

Mr. Maszczak moved to approve Mahoning County Prosecutors according to ORC 309.09A as the Township's first legal counsel and hire outside legal counsel as needed in accordance with the Counsel's expertise. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-05

#### Requesting Advances from the County Auditor

Ms. Cartwright moved for approval for the Fiscal Officer to request advances from the Mahoning County Auditor for 2013 real estate property collections as funds become available. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Maszczak asked the Fiscal Officer when funds are available from the County. Fiscal Officer noted April and September, but sometimes as late as October. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-06

#### Parking Ban

Ms. Cartwright moved to continue the use the emergency parking ban as established in 2009 as provided by ORC 505.17. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that we probably should indicate who will be notifying the media. Mr. Maszczak noted that it's his understanding that in the past it has been the Chairman and he doesn't have any issues with that, but will need to know communication chain of command. Ms. Cartwright noted that she hears from Mr. Burkett or Mr. Rogers and then makes the necessary calls to the media. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

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### RESOLUTION 2014-01-07-07

#### Appointment of Union Liaison

Ms. Cartwright moved to appoint Trustee Maszczak as the Union Liaison. Motion was seconded by Mr. Maszczak. Discussion: Mr. Maszczak noted that he will continue to be Union Liaison for 2014. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-08

#### Appointment of Trustee to Cardinal Joint Fire District Board

Mr. Maszczak moved to appoint Trustee Cartwright as the representative to the Cardinal Joint Fire District Board. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright asked if they can consider a two year term as they did with the resident representative this year. Mr. Maszczak stated that he has no problem with that. Ms. Cartwright suggested that he amend the Motion. Mr. Maszczak noted again that he has no problem with that. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-09

#### Bureau of Workers' Compensation

Ms. Cartwright moved to appoint Trustee Governor as its representative for Bureau of Workers' Compensation business including overseeing BWC requirements, attending conferences, setting personnel safety meetings, promoting employer/employee safety practices thus allowing the Township to qualify for available premium discounts. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted that he is willing to jump in and help. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-10

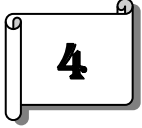
#### Setting Gas Mileage Reimbursement Rate

Mr. Maszczak moved to set the gas mileage reimbursement rate at \$0.56 cents per mile, the standard mileage rate for reimbursement of business mileage set by the Federal Government (IRS) effective January 1, 2014. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that this is a decrease from the 2013 rate. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-11

#### Reimbursement for Meals and Lodging

Ms. Cartwright moved to reimburse for meals when directly related to meetings, seminars, conferences or training sessions but not to exceed a daily per diem rate of \$45.00, except if amount charged for meals during a conference are higher. Additionally in metropolitan areas, such as Washington, DC, the rate set by the General Services Administration will be accepted. All meal reimbursement requests must be accompanied by receipts. This is applicable for programs whether or not an overnight stay is involved. Lodging for the same will be reimbursed in accordance with state per diem rates or sanctioned conference or seminar room block rates. Overnight accommodations will be reimbursed for travel over 100 mile radius or in any case deemed an emergency situation or hazardous travel conditions exist.



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Motion seconded by Mr. Maszczak. Discussion: Ms. Cartwright made one clarification, noting that sometimes there may be meetings or seminars within the County and believes that if it's an approved conference or seminar and there is a luncheon involved that the Township should be responsible for it. Mr. Rogers asked where the mileage starts? Fiscal Officer noted that as an employee of the Township, mileage starts wherever they leave from, but Elected Officials are unable to declare miles inside the Township. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2014-01-07-12

#### Designating the Official Newspaper

Ms. Cartwright moved to name *The Youngstown Vindicator* as the official newspaper for Canfield Township notices. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

### ADJOURNMENT

With no further business before the Board, the Chairman called for adjournment of the meeting. Thereupon the meeting was adjourned at 7:16 p.m.

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Mr. Stephen M. Maszczak, Chairman

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Ms. Marie Izzo Cartwright, Vice-Chairman

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Mr. Brian W. Governor, Trustee

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Ms. Carmen I. Heasley, Fiscal Officer