

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on March 11, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall, on Tuesday, March 11, 2014 at 7:00pm. Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were four residents 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.

PUBLIC PRESENTATION

Donald Salmon of 5921 Whispering Meadows addressed concerns with temporary-permanent signs like "We Care for You" that have been posted around the Township since November 2013 and asked if they are permanent fixtures of our Township. Mr. Rogers noted that the signs involve Northside Hospital nurse's union contract negotiations. Ms. Cartwright noted that the question is: What does our zoning regulation say about signage and how long is it permitted to be up in the Township. Mr. Rogers reported that a trunk full of signs have been picked up between snow events and as time permits.

Mr. Bettile, Past-Trustee, read Resolution #2013-08-28-153 describing disciplinary action taken against Dave Morrison, Zoning Inspector, and mentioned the resolution passed at the last meeting essentially reversing the original resolution thus giving Mr. Morrison a seven day paid vacation, placing a seven-day suspension in his file that he believes can only be there for two years. The cost of this employee is approximately \$75,000 a year; he admitted doing wrong; hundreds of hours went into investigating this, thousands of dollars were spent for attorney fees and he would like to know why the Board reversed the resolution.

Mr. Maszczak explained that the Board agreed that there were actions taken by Mr. Morrison that were inappropriate that had already cost the Township X amount of dollars. It was the Boards position that what was important was the discipline. After Mr. Governor had taken office, counsel had advised us that there was one particular endpoint that we were coming to. After taking that into consideration and what the Township had already spent from a financial standpoint, we proposed a resolution based on a negotiated settlement between the Township, Mr. Morrison and his union representation that effectively upheld the discipline that this Board had handed down and at the same time allay further hearings, which ultimately would have caused the Township to incur additional cost. It was a difficult situation and the Board thoughtfully took the time... taking into account the possible outcomes, took a vote and that's what this Board passed.

Ms. Cartwright commented for the record that she disagreed with the action this board took. She felt that the previous board was correct in the action they took. We did have an employee that broke the rules. He knew he broke the rules and this board today is allowing him to get away with it. It's an interesting way you [Mr. Bettile] put it but we gave him a seven day paid vacation and I have to disagree with that. We have rewarded an employee for doing wrong and I disagree with that, she stated.

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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 minutes of the Special Meetings of February 5 and 19, 2014. Minutes were approved as presented. Minutes of February 11 and 25, 2014 were tabled until the next meeting.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. 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 requested additional information concerning the upcoming June seminar that Mr. Rogers plans to attend. Mr. Rogers said when he has the information on the seminar he will e-mail it to the trustees.

Mr. Maszczak requested an update on the liquor license at 5231 Canfield Niles Road. Mr. Rogers reported contacting the state liquor board concerning this license and was given conflicting information. Ms. Cartwright also contacted the liquor control board speaking directly to an investigator. The investigator had no idea what the business is and is investigating. That particular address is being remodeled, but they have not been told what the business is. The license is only for beer and wine carryout. Fiscal Officer asked if the Board wants a county seat hearing. Ms. Cartwright stated that she would. Fiscal Officer asked about the Andreas Ristorante & Bar liquor license request. Mr. Maszczak abstained. Mr. Governor and Ms. Cartwright had no problem with this request. Fiscal Officer will submit for a county seat hearing on the 5231 Canfield Niles Road and will sign off on the Andreas request.

Mr. Governor asked Mr. Rogers if he had heard anything on the ODNR grant. Mr. Rogers reported that he had not but once approved, it will take 30 to 60 day and we can start spending the funds.

Ms. Cartwright asked about Fire Station II. Mr. Rogers reported that the Mahoning County building inspector will not inspect the building so he contacted the original architect to review the fire code requirements. Ms. Cartwright wants an entirely new architect firm used. Mr. Rogers explained that he has contacted another firm from Warren. Ms. Cartwright made two other architect recommendations. 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 reviewed one purchase order, warrants and electronic payments.

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Fiscal Officer reported on one letter from the Canfield Post 177 War Museum requesting a \$1,000.00 donation to cover the cost of the plaques that go on the War Wall Memorial. The report was accepted as presented.

UNFINISHED BUSINESS RESOLUTION 2014-03-11-57

Executive Session

Mr. Maszczak moved to enter into executive session at 7:26pm to discuss security matters of the Township. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

At 7:40pm, the Board re-entered open session.

RESOLUTION 2014-03-11-58 2014 Permanent Budget

Ms. Cartwright moved to approve the 2014 Permanent Budget as presented by the Fiscal Officer. Motion seconded by Mr. Maszczak. Discussion: Fiscal Officer advised that she has not received the 2nd certificate from the Mahoning County Auditor and when that's received, she will drop the numbers into the final permanent budget and email to the Board. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-03-11-59 Microsoft Surface Purchase

Mr. Maszczak moved to approve the purchase of five (5) Microsoft Surface II 32GB tablets at \$449.00 each and (5) type II cover keyboards at \$89.99 each from the best/ lowest vendor Microsoft at a cost of \$538.99 each or the total \$2,694.95 to perform work as it relates to Township business. Motion seconded by Ms. Cartwright. Discussion: Mr. Maszczak explained that the Board decided to enter into a piece of technology separate from the elected officials personal equipment that they have been using to perform Township business and were advised to have something that is limited to Township business on Township owned equipment. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-03-11-60 Hepatitis Vaccination

Ms. Cartwright moved to approve the Hepatitis vaccination series provided by the Mahoning County Health Department for the following employees: Bob Burkett, Mike Fuchilla and Keith Rogers at a cost of \$165.00 each per series totaling \$495.00. The first shot will be administered on April 4, 2014, the second on May 5 and the last on October 6. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that this is a precautionary measure for the employees that will be working on the lift station located at the park. The Township's other full-time public works employee has already received the vaccine. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

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RESOLUTION 2014-03-11-61

MCTA Spring Dinner Meeting

Mr. Maszczak moved that the Township pay for all elected officials and employees of the Township to attend the Mahoning Township Association's Spring Dinner, Thursday, March 20, at Ala Carte Catering which is being hosted by Green Township at a cost of \$20 per person. The Motion seconded by Ms. Cartwright. Discussion: Fiscal Officer explained that she had written a check to cover elected officials and Mr. Rogers, but didn't include other employees. Ms. Cartwright noted that we are not hosting this dinner and we invited all employees when we hosted. Mr. Maszczak amended his Motion to include the elected officials and Township Administrator to attend the Mahoning Township Association's Spring Dinner, Thursday, March 20, at Ala Carte Catering which is being hosted by Green Township at a cost of \$20 per person. Ms. Cartwright seconded the amendment. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

NEW BUSINESS

RESOLUTION 2014-03-11-62

Purchase Order

Mr. Maszczak moved to approve PO 07-2014 for a total of \$34,000.00 to cover park loan payment at Farmers National Bank. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-03-11-63

Warrant & Electronic Payments

Ms. Cartwright moved to approve Warrants #9408 thru #9446, electronic payments 46-2014 thru 61-2014 as general & payroll obligations of the Township in the amount of \$69,306.39. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-03-11-64

Good Morning Canfield

Mr. Maszczak moved that the Township pay for all elected officials to attend the Good Morning Canfield event hosted by the Regional Chamber on April 4, 2014 at the Mahoning County Career and Technical Center, Brooks Hall at a cost of \$20 per person. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak noted that he will be presenting five topics in five minutes. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

RESOLUTION 2014-03-11-65

Township Car Repairs

Mr. Governor moved to approve the replacement of the rotors, brake pads, and an oil change for the township car by Fairway Ford at a cost not to exceed \$672.74. Motion seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that she was extremely surprised that a vehicle that new is in need of that much maintenance. She feels that in the future, we may want to get a second opinion on repairs. Mr. Maszczak noted that we certainly do not want to send someone out in a vehicle that is unsafe, but the concern is that the vehicle only has 10,000 miles; how do we prevent this from happening next year. Mr. Rogers stated that the rotors rusted prematurely because the vehicle sits out in the elements. Ms. Cartwright asked if we take this vehicle in for regular maintenance. Mr. Rogers stated that we do. Ms. Cartwright stated that that is what she is concerned about. If this vehicle goes in for regular

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maintenance...how did we miss this...and for Fairway Ford not to realize that this was happening is a concern of mine. It just doesn't make sense. Mr. Maszczak asked if it was all four wheels. Mr. Rogers stated all four wheels. Mr. Governor asked if checking the brake system part of what is expected. Mr. Rogers stated that we can ask for them to check, we can ask for a tire rotation. [Keep in mind that this vehicle is four years old with 10,000 miles; regular scheduled maintenance would be every 3,000 miles and may have not been in for maintenance in over one year. We may want to consider scheduling maintenance every six month...even when it appears that it's not needed.] Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-03-11-66

Repairs to Truck # 204

Ms. Cartwright moved to approve Hill International Trucks, LLC to make the repairs to truck #204's left rear wheel seal and ABS Sensor at a cost of \$997.53. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0

Trustee Comments: Trustees reviewed their schedules and provided two dates (March 19 and March 26 at 4pm) to meet with legal counsel (Robin Bell) involving union negotiations. Depending on which date the Board will meet with legal counsel, Ms. Cartwright will notify the Fiscal Officer with the date for Policies and Procedures workshop for advertising purposes. They would like to meet at 3pm if they are able to meet on March 26 for Policies and Procedures workshop. Mr. Governor asked about meeting with Robin Bell and with the employees. Ms. Cartwright noted that as a voting Board, we are unable to negotiate a contract that we will later vote upon. That is why we hired Ms. Bell to negotiate for us. Mr. Governor noted that he was told by Ms. Bell that one Trustee can be present as long as it's only one. Ms. Cartwright noted that she doesn't know about that. That is not what she was told. Ms. Cartwright suggested contacting the OTA for advice.

Fiscal Officer asked if the Policies and Procedures are available electronically. Ms. Cartwright will request updated ones from Robin Bell and forward by email to the Board.

Mr. Maszczak suggested waiting to schedule the web-site workshop for now. Ms. Cartwright suggested that if Ms. Bell is unable to make the 19th of March, we flip with the web-site. Mr. Governor noted that we will need to advertise the 19th and will need to know soon. Fiscal Officer asked if it's changed, she will not have much time to get it into the newspaper. Ms. Cartwright will let everyone know as soon as she knows.

Mr. Governor noted his two trips to Columbus and would like to bring some of that knowledge back and start to implement some into the Township. Now that we have approved the 2014 Permanent Budget, he is suggesting that we should be looking at our 2015 and possibly our 2016 budgets and not waiting until the end of the year.

It's been a rough year on our aging fleet and in discussions with Mr. Burkett; it could take six to seven months to get a new truck in play, so he is suggesting that we do not wait until July or August to start thinking of replacing a vehicle.

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He believes that the Township needs a three to five year plan, noting that that is very important from a financial and a project standpoint. He has put together phase one and phase two plan that he would like the Board to look at and consider. This is not meant to be final but an idea to be considered.

We have now approved the purchase of the Surface for better communication, most likely using the server, cloud and e-mail. He has met with Mr. Williams, our IP person, but wants to make sure that he does things right asking the Fiscal Officer for help to make sure he stays within the rules. He didn't want to start working with Mr. Williams without knowing how the process works.

He created a workflow chart as a suggestion, but it is not ready to be share at this time. It is a chart that he has used in his own business as it pertains to communication. We are planning a workshop for training on the Surface and cloud use.

After this is all in place, he would like to see a record retention policy created and edited as needed...it is the law. We must have a record retention policy, if one doesn't exist. He understands that we have set up workshops and what he has in mind can wait, but he would like to keep this on the burner, because a lot of what we want to do...until he have a record retention policy, it's hard to move forward on other things.

We need to consider hiring administrative help in the office. We need to update the offices with the focus on Mr. Rogers' office. We need to review and decide on remodeling the upper level of this Township hall are just some ideas on the list.

ADJOURNMENT

Chairman adjourned the meeting at 8:07pm. The next regular meeting of the Board shall be held on March 25, 2014 at 7:00 pm.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer