

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on October 14, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, October 14, 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

Mr. Turner from Ohio Edison, area supervisor explained that he has been working with Mr. Rogers to deal with non-operating street lights. Mr. Turner made suggestions to help improve service including adding a link to Ohio Edison's webpage to the Township. Mr. Anthony Bettile addressed concerns with multiple streetlights not operating within his development and doesn't feel that it's the responsibility of the taxpayer to report outages, suggesting that our road department should be checking these lights to make sure they are operating correctly.

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,

RESOLUTION 2014-10-14-186

Executive Session

Mr. Maszczak moved to enter into executive session at 7:11pm to discuss potential and or pending litigation with Attorney Don Duda. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

The Board entered open session at 7:38pm.

MINUTES: Chairman Maszczak requested corrections or additions to the special meeting minutes of July 16 and July 30, 2014. The minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Mr. Maszczak confirmed that there are three properties left on the nuisance property list. So far this year, 28 single-family residential permits have been issued and numerous miscellaneous permits have been issued in 2014 for a valuation of \$ 9,678,878.00 and permit fees of \$ 59,794.00. In 2013 during the same period, 31 single-family residential, one 4plex and 1 business permits were issued for a total valuation of \$14,095,177 and \$87,271 in permits fees collected. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report asking Mr. Rogers to address bidding out the farming of areas at our park. Mr. Rogers reported that there is no contract that exists presently on

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farming of the parkland. Mr. Maszczak is in favor of going down this route. Mr. Rogers has the map that shows where the wetlands exist on the property. Mr. Rogers will check with the City of Canfield regarding the contract they use and when they conduct bidding.

Fiscal Officer asked that Mr. Rogers verify open purchase orders before having any more mowing or brush hogging is done at the park.

Ms. Cartwright questioned the age of the overhead door at Fire Station II to determine whether it was better to repair or replace it. Mr. Rogers explained that the parts for the unit are no longer available. Mr. Maszczak noted that we are dealing with the safety and welfare of the public...making the right decision is most important. Ms. Cartwright felt that the Fire Chief should be involved asking Mr. Rogers to contact him. Mr. Rogers explained that the firemen are having problems with the unit hitting the button several times to close the door and has no idea how long this can continue.

Mr. Rogers discussed his ideas as it relates to the remodeling work at Fire Station II noting that he is working with the prosecutor's office to make sure things are done correctly. Fiscal Officer asked if she should hold the warrant, since the engineer only designed the project and has invoiced for the bidding process and managing the project. Board agreed to hold the warrant payable to Thrasher Engineering until after Mr. Rogers meets with the prosecutor. Also being held is the warrant made payable to Tyco Industries since Mr. Rogers was sure that the account was paid in full after final inspection of the installation of the camera system at the park.

There will be a Recycling Coordinator's meeting in December to discuss the future of "drop off" sites in Mahoning County. Mr. Lou Vega explained that the Drop Off site at Messerly road will most likely be removed and replaced with recycling totes being delivered to the residents of the township. If the Township's recycling drop off site closes, that would be a \$5,310 loss in income. Ms. Cartwright asked about cardboard disposal if the site closes. She would like to be present at the next meeting. Mr. Rogers will inform the Board when this meeting is scheduled.

The gate for the salt dome will be installed next week. Paving program should come in under budget. Two cemetery deeds were presented for signature for Tae S. Ro & Linda C. Ro -lots #539 & #540. Mr. Rogers reported on the possible purchase of a trench box and is still acquiring information. Community share of equipment was being considered. This purchase will be added to the 2015 budget.

Ms. Cartwright noted email that went back and forth between the Fiscal Officer and Mr. Rogers concerning Canfield Fairgrounds and the Rotary Club of Canfield as it relates to the 4th of July activities. She noted that Canfield Rotary had received the Township's check and any inquires from the Fairgrounds should be directed to Canfield Rotary, since payment to the Fairgrounds should come from the City of Canfield not the Township.

An update was given by Mr. Rogers and Ms. Cartwright on the ABC Water District meetings. 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 blanket certificates, purchase orders, warrants, and electronic payments.

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Ms. Cartwright commented on the amount we are paying Teamsters Health and Welfare to cover medical for the unionized employees. She stated that we do not have a contract and the amount that is in the proposed contract is not the amount that we are being asked to pay. Fiscal Officer noted that she is not part of the negotiations; therefore she would not have that information. Fiscal Officer explained that we must pay the healthcare...all agreed...and if there is a discrepancy, the employee will be responsible to the Township. Ms. Cartwright noted for the residents present that this is the contract that the Board has been negotiating since May of 2013.

Fiscal Officer made several recommendations to move funds within the Zoning Fund and Public Works Fund that should help with lines that are presently a concern. The Township is in receipt of a purchase order from Canfield School System for the purchase of salt for the 2014-2015 seasons. Ms. Cartwright asked if Mr. Rogers had contacted the Canfield School Board to make sure they understand that this is not guaranteed. The report was accepted as presented.

UNFINISHED BUSINESS RESOLUTION 2014-10-14-187 Salt Dome Fence

Mr. Maszczak moved to approve Gabriel's Fence as the best low bidder to install a barrier style gate across the entrance to the salt dome at a cost not to exceed \$875.00. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak asked when it will be installed. Mr. Rogers stated that by the end of next week it should be done. Mr. Governor noted that we passed a resolution at the last meeting not to exceed \$1,000.00. Fiscal Officer stated that there is nothing wrong with that resolution not to exceed \$1,000.00. Mr. Maszczak asked for a roll call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-14-191 JEDD Agreement

Ms. Cartwright moved for the Township to proceed with the JEDD agreement that was prepared by Attorney James Mathews at the Board's request and forward to the City of Canfield. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor asked and Mr. Maszczak added that he reviewed the documents and it appears that all the revisions were incorporated. Ms. Cartwright added that the final agreement was sent to her on Friday; apologies that she may have forgotten to get the final draft out to the Board, but all revisions are included. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

NEW BUSINESS RESOLUTION 2014-10-14-188 Blanket Certificates & Purchase Orders

Mr. Maszczak moved to approve BC 43-2014 thru BC 44-2014 and PO 46-2014 thru PO 47-2014 for a total of \$36,519.24 to encumber funds of the Township. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-10-14-189

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #9855 thru #9935 excluding the following Warrants #9931 and #9934, electronic payments 193-2014 thru 212-2014 as general & payroll obligations of the Township in the amount of \$90,679.07. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor noted one Warrant # 9935 written to Youngstown Radio and should have been Youngstown Water. Ms. Cartwright amended the Motion to approve Warrants #9855 thru #9935 excluding the following Warrants #9931, #9934 and #9935, electronic payments 193-2014 thru 212-2014 as general & payroll obligations of the Township in the amount of \$90,630.16. The amended Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-14-190

Supplemental Appropriation Adjustment in Zoning Fund

Mr. Maszczak moved to approve the increase of line #2181-130-221-0000 (Medical/Hospitalization) by \$2,500.00 or from \$12,000.00 to \$14,500.00 to cover medical health insurance. The difference will come from the decrease of line #2181-130-230-0000 (Workers' Comp) by \$170.51 and the decrease of line #2181-130-599-0000 (other expense) by the amount of \$2,329.49. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that the line has a balance left to cover medical expense of \$799.00. The amount of \$2,856.00 is needed to pay for medical health through the balance of the year. Fiscal Officer noted the Clemens Nelson will not provide legal opinions, asking if we should go to the prosecutors' office for a legal opinion on paying the increase on the health insurance. Mr. Maszczak noted that he believes we should. Ms. Cartwright noted that this is part of the contract that we little ability to negotiate. This is for all Teamsters...they are all charged the same. She believes that the contract must agree with what we are paying...that the documentation has to be accurate and is not too sure that we can negotiate it. The high number in the contract is \$220.00 per week per person and what Carmen has written a check for is \$238.00 per week per person. Mr. Maszczak will contact Clemens, Nelson. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-14-191

Supplemental Appropriation Adjustment in the Road Fund

Ms. Cartwright moved to approve the increase of line #2141-330-323-0000 (Repair and Maintenance) by \$3,208.38 or from \$30,000.00 to \$33,208.38 to cover equipment repairs. The difference will come by decreasing line #2141-330-353-0000 (Natural Gas) by \$500.00, 2141-330-381-0000 (Property Insurance) by \$656.00, 2141-330-382-0000 (Liability Insurance) by \$861.00, 2141-820-820-0000 (Principal Payment) by \$39.03 and #2141-830-830-0000 (Interest Payment) by the amount of \$1,152.35 for a grand total of \$3,208.38. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted concerns that there could be repairs needed to the fleet before snow falls making this necessary. Currently reserved for expending are \$7,118.36 and the movement of funds will take this amount to \$10,326.74. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Hire of Temporary Office Help

Mr. Maszczak moved to approve the hiring of temporary office help for 15 hours per week at a rate of \$10.00 per hour, commencing on Monday, October 20, 2014 through January 20, 2015 to assist Fiscal Officer Heasley with minutes and year-end processing. The Motion was seconded by Mr. Governor. Discussion: Fiscal Officer requested 90 days, so the person can help with minutes and proofing yearend reports. If the person can use the front office, the person can answer the phones and some filing. The

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person must have secretarial skills. Fiscal Officer has used Mary M. Beidelshies – as an independent contractor in the past. She has the experience and is willing to start anytime. Mr. Governor noted that Mr. Rogers will be out of the office for a month or so and this sounds like a good idea to take the pressure off with his absence and work in conjunction with the Fiscal Officer. Ms. Cartwright noted that this position has not been advertised...the Fiscal Officer works from her home where the UAN system is located. We usually can't get reports because the equipment that we need to generate these reports is at her home office...so I'm concerned bringing an individual into this office won't allow them access to all the equipment where the information is that she will need to generate the yearend reports...the equipment isn't here but the individual will be. The Fiscal Officers position hasn't changed in over (how many years) that you've been in office and this is the first time we are bringing someone in to do this work. If we are doing this under the office of the Fiscal Officer...I'm concerned. Fiscal Officer noted that she stated that if the position needed advertised, she has no problem with advertising it. The person will not be generating reports or working with the UAN system. The reports that are needed will be generated by the Fiscal Officer, [since she doesn't have the time to train someone on the UAN system and the person will not be with us long enough for training]. Ms. Cartwright feels that the individual must have an actual detailed job description of what that individual is responsible for and who that individual is reporting too, since in the past...too many people tried telling an individual in that position what work needed done, the work wasn't done and it was confusing and unfair to that individual so this needs to be made clear in advance

Ms. Cartwright asked if Mr. Rogers advertised for seasonal workers. Mr. Rogers thought this was going to be discussed by the Board, but he knows that he did discuss this with Ms. Cartwright. Ms. Cartwright feels that we need backup seasonal workers for snow removal and should have been advertised back in September...it needs to be done and very quickly and proposes that the advertisement goes out immediately. Board was in favor.

Mr. Governor got back to the Motion noting that he felt that it's a good idea for temporary secretarial help. Fiscal Officer offered to advertise for secretarial duties. Ms. Cartwright mentioned the Mahoning County Career Center for help and agreed to call the center to see if they can help as in the past. Fiscal Office will continue as in the past giving Mary minutes and she will do them from her own home, but if she did this work in the office and answered the phones, it would help the office at the same time while Mr. Rogers is out on sick leave. Conversation was over one half hour long. [This is temporary help for 90 days only that can be terminated at any time. The person will not have enough time in to qualify for benefits.] No vote taken.

RESOLUTION 2014-10-14-192 Trick-or-Treat/Halloween Hours

Ms. Cartwright move that Halloween's Trick-or-Treat hours be 6 pm to 8 pm on Saturday, November 1, 2014 in conjunction with the City of Canfield. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that since Canfield and Poland are playing the night before, it was requested that the date be moved to Saturday. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Distribution of Halloween candy in conjunction with the Mahoning County Sheriff's Department in residential areas of the Township to promote Safety Awareness was discussed. Several suggestions

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were made since the Board will not be available to distribute this year, so the motion tabled to the next meeting.

Trustee Comments: Mr. Governor reported that the Google Drive is up and running. Carmen, Keith, Dave and he have changed and it's working well. They are experimenting with sharing files...working well. It's time to get everyone online. Ms. Cartwright suggested setting a time for both her and Steve. Mr. Governor asked about Fulmer. Fiscal Officer noted that she may have to drive to CT on Friday and that's the next date set by them to get together. She will not know for sure until Thursday. Mr. Rogers reported sending paperwork to ODOT and receiving OK on the salt purchasing for 2014-2015 season. Mr. Governor asked for a technology workshop to discuss our web-site.

ADJOURNMENT

Chairman adjourned the meeting at 9:11pm. The next regular meeting of the Board shall be held on October 28, 2014 at 7:00 pm. Budget Workshop scheduled for October 29 at 2pm and any other business that comes before the Board.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian Governor, Trustee

Mrs. Carmen I. Heasley, Fiscal Officer