

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on October 28, 2014 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, October 28, 2014 at 7:00pm Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were three 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

Fire Chief, Don Hutchison addressed the operating level that will be before the voters on November 4, 2014 election day.

Mrs. Puerner of Leffingwell Rd invited the Board to Loghurst on November 17, 2014 and the community spaghetti dinner on November 4th election day. Mrs. Puerner noted that a dry hydrant was damaged during the fair on her street was removed and never replaced. Fire Chief Hutchison noted that they are working on replacing the hydrant.

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 August 12, and special meeting minutes of August 12, 2014. The minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. So far this year, 30 single-family residential permits have been issued and numerous miscellaneous permits have been issued in 2014 for a valuation of \$10,515,533 with permit fees totaling \$64,881 to date. In 2013 during the same period, 32 single-family residential, one 4plex and two business permits were issued for a total valuation of \$16,951,697 and \$104,521 in permit fees had been collected. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. Mr. Maszczak addressed the farming of parkland. Mr. Rogers noted that he did get a copy of the City of Canfield's contract and forwarded it to the prosecutor's office for review. The Board is in favor of moving forward on all available acreage.

Ms. Cartwright reviewed Boardman's public meetings that she would like to attend involving the ABC Water District.

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Mr. Rogers reviewed the Land & Water Conservation Fund to help pay for the pavilion at the park, but has not had the opportunity to measure for size and location. Project is expected to start in the spring of 2015. Fiscal Officer noted that if this \$25,000.00 grant is reported in the 2014 budget, it will need to be moved to the 2015 budget.

Mr. Rogers mentioned a seminar at Youngstown State University on October 31, 2014. All agreed he should attend. Fiscal Officer explained Frank Gates two hour mandatory BWC training at a cost of \$40.00 to qualify for the BWC group discount, noting that someone from the Township should attend.

Mr. Rogers reported that the gate for security reasons at the salt dome has been installed. Ms. Cartwright suggested that we should consider a security camera for that area. Mr. Rogers will look into it and report at the next meeting. Mr. Rogers updated the Board on what the heating contractor would like to do to take care of the heating problems at Fire Station II. The contractor is looking into a new furnace and damper.

FISCAL OFFICER'S REPORT: Chairman Maszczak called on the Fiscal Officer, Carmen I. Heasley, to present the financials. Fiscal Officer reviewed blanket certificates, warrants, and electronic payments. Fiscal Officer noted the need for additional funds in the Health Insurance line within the General Fund, suggesting reallocating fund from one line to another and recommending approval to open one \$15,000.00 super blanket certificate to cover medical health expenses. Fiscal Officer suggested a transfer from the General Fund to the Road Fund of \$30,000.00 to cover road expenses and reviewed current balances in certain Road Fund line items that need to be closely monitored. The Board received amortizations schedules on all contractual loans. Fiscal Officer expressed concerns with Township contracts, such as the SRO contract that doesn't spell out payment terms, suggesting September for the first payment and maybe April of the following year for the final payment. Ms. Cartwright thought that these dates maybe added to the current contract as an addendum.

Fiscal Officer explained that the contractor divided the Summerwind Street Lighting District Phase 4 into two phases because of difficulties with the original installation. Mr. Maszczak felt that the original resolution did authorize the district and a second resolution was not needed. The Fiscal Officer will notify Ohio Edison to complete the installation of the original district.

Fiscal Officer updated the Board on Fox Den Court Street Lighting District. Ohio Edison has everything needed to start installation of the lights. The Fiscal Officer contacted the prosecutor's office about the cancellation letter received after the original petition. The Board doesn't have an active petition to act; therefore the district must be started from the beginning. Fiscal Officer has notified the petitioner. We should have new signed petitions by end of week and will advertise for a public hearing in time for the next meeting. The report was accepted as presented.

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NEW BUSINESS

RESOLUTION 2014-10-28-193

Reallocation of Funds in the General Fund

Mr. Maszczak moved to approve the increase of line #1000-110-221-0000 (Medical/Hospitalization) by \$5,000.00 or from \$70,000.00 to \$75,000.00 to cover medical health insurance. The difference will come from the decrease of line #1000-110-330-0000 (Travel & Meeting Expense) by \$5,000.00. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak noted that the balance left in the PO is \$2,700.43 and line #1000-110-221-0000 has an unencumbered balance of \$10,000.00. Premium amount needed for two payments is \$10,616.72 enough to cover premiums to end of year, but not enough to cover out of pocket reimbursements. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-28-194

Blanket Certificates

Mr. Maszczak moved to approve BC 45-2014 thru BC 50-2014 for a total of \$74,701.65 to encumber funds of the Township. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted this includes the \$15,000.00 needed to cover health insurance. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-28-195

Warrants & Electronic Payments

Mr. Maszczak moved to approve Warrants #9934 & 9936 thru #9960, electronic payments 213-2014 thru 216-2014 as general & payroll obligations of the Township in the amount of \$152,811.65. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak reported that this includes warrant # 9934 payable to Tyco Industries. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-28-196

Transfer from the General Fund to the Road Fund

Ms. Cartwright moved to approve the transfer from the General Fund to the Road Fund of \$30,000.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that the current balance in the Road Fund is \$26,449.84; therefore the Fiscal Officer has suggested that we transfer to cover Public Works expense. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-28-197

First Night Canfield

Mr. Maszczak moved to approve First Night of Canfield's request to hold their closing fireworks display at the Township Park for its New Year's Eve event to be held on December 31, 2014. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Maszczak noted that the Township will be listed on their insurance. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2014-10-28-198

School Resource Officer Agreement (SRO)

Ms. Cartwright moved: WHEREAS, Canfield Township desires to enter into an Agreement with the City of Canfield for police protection services for a School Resource Officer to be assigned to the local school district that serves Canfield Township and the City of Canfield for the School Year 2014-2015 effective August 1, 2014 through July 1, 2015. The Township shall compensate the City of Canfield in the amount equal to seventy-five percent (75%) of one-half the costs to the City for the performance of its obligations pursuant to the SRO Agreement, which is \$27,710.08, as set forth in the attached agreement. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that this equates to 1 1/2% increase from last contract. We do not pay for this officer during the summer months. Ms. Cartwright suggested addendum to this contract to included suggested due dates. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2014-10-28-199

2014 Administrator's Fall Forum

Ms. Cartwright moved to approve Mr. Rogers, Administrator/Road Superintendent, to attend the 2014 Administrator's Fall Forum in Blacklick, Ohio. This event, sponsored by the Ohio Township Association will be held on November 7, 2014 at a cost of \$70.00. Topics covered at this event will include: Comprehensive Community Economic Development Programs, New Law Updates, Administrator's role in Financial Matters in the Township, Trash Districts: Benefits, Procedures to Establish, Roundtable, Benefits Offered by Townships and Cost Savings Explored. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Property Appraisal Services

Ms. Cartwright moved to approve the appraisal of property in Canfield Township by Vantell Associates, Inc., in an amount not to exceed \$1,800.00 for the prospective purchase of land. The Motion was seconded by Mr. Maszczak. Discussion: Mr. Governor wants to know more about this before he will vote. Mr. Maszczak moved into executive session so to give Mr. Governor more information. Motion tabled until after executive session.

RESOLUTION 2014-10-28-200

Executive Session

Mr. Maszczak moved to enter into executive session at 8:07pm to discuss the potential purchase of land for public purpose. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

The Board reentered open session at 8:27pm.

RESOLUTION 2014-10-28-201

Property Appraisal Services

Ms. Cartwright moved to approve the appraisal of property in Canfield Township by Vantell Associates, Inc., in an amount not to exceed \$1,800.00 for the prospective purchase of land. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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Trustee Comments: The Board agreed that due to holidays combining the next two regular meetings (November 11 and November 25) on November 18, 2014 at 7pm. Fiscal Officer will advertise this special meeting. Mr. Roger will not be able to attend.

Mr. Governor asked Ms. Cartwright if she had a chance to review the healthcare program. She noted that she has not had an opportunity, but did discuss with Mr. Morvay. Mr. Morvay noted that we still have time. Tomorrow's meeting would be a good time to discuss.

Trustees signed the SRO agreement and cemetery deed.

Mr. Governor noted receipt of a letter from the Fiscal Officer as it pertains to office help. Mr. Governor expressed concern not having office help during Mr. Rogers's absences. He realizes that the Board isn't ready to move forward, but still wanted to express his concerns.

Fiscal Officer provides the Board with their respective payroll information, noting that the payroll will revert back to the higher amount as of November 1, 2014.

ADJOURNMENT

Chairman adjourned the meeting at 8:35pm. The next regular meeting of the Board shall be held on November 18, 2014 at 7:00 pm. A Budget Workshop is scheduled for October 29 at 2pm 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

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