

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on August 26, 2015 at 3:00 P.M.

Canfield Township Trustees met in Special Session in the Canfield Township Hall, on Wednesday, August 26, 2015 at 3:00pm to conduct a workshop on Cemetery Policy and any other business that comes before the Board. Chairman Maszczak opened the meeting with the Pledge of Allegiance. Advertised as required by the Ohio Sunshine Law, the following legal ad ran in the *Youngstown Vindicator* on August 21, 2015.

***Canfield Township Board of Trustees will meet on Wednesday August 26, 2015 at 21 S. Broad Street, Canfield, Oh (Township Hall) at 3:00pm to conduct a workshop on Cemetery Policy and any other business that comes before the Board. Public is welcome to attend***

*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,

Chairman Maszczak opened the meeting by explaining that everyone has a copy of the cemetery rules and regulations, noting that the Board has asked Mr. Robert Burkett, Assistant Road Superintendent - Cemetery Sexton to participate on items that he is involved with. The Board took it step by step with everyone participating from the beginning.

Mr. Burkett explained how lots are sold...meeting people at the cemetery to select respective lots, how and when the lots are paid for, and how the information gets to the office for deed processing.

Mr. Governor noted that he has reviewed other townships as it relates to the selling of lots and burial cost. Mr. Burkett noted that the purchase cost of our lots are about the same, but our weekend rates are far behind, suggesting \$225 to \$250 more than we are charging at this time. The process of burial such as average length of time at the cemetery...number of employees and equipment needed was discussed to determine appropriate cost and how it will appear in the rules and regulations. Mr. Burkett offered that about 50% of the burials are weekend burials. Night time hours will not be permitted since we are not prepared to deal with it and a safety issue. Mr. Burkett suggested that the Board not rule out holiday burials since some will use a holiday to accommodate out of town family members. Ms. Cartwright felt that holiday burials are not widely accepted, many churches do not permit them and some religions do not allow it, so she isn't sure we should allow them, but the day before or after is appropriate. Mr. Dave Knarr, Information Systems Director for Lane Funeral Home, noted that most people assume holidays are not permitted. The Board agreed that all services must conclude by 5pm.

The Board prefers that the lot is transferred back to the Township. Mr. Rogers will check with the prosecutor's office to see if a line or two can be added to a cemetery deed to address the issue.

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Foundations were reviewed. Cost appears to be in line with what is presently charge, about fifty cents per square inch. Foundations are only poured by the Township and are weather dependent.

Cremations were reviewed. Double cremation burials are presently done...one at the head and one at the foot, depending on who goes first, but head or foot is up to the family. Mr. Knarr noted that we may want to consider cremation on top of a full burial, noting that they do that a lot and many cemeteries allow it. They dig close to vault and place cremation on top in the same lot using one foundation generally husband and wife.

Ms. Cartwright addressed what can be put on or at the grave site. Some places allow benches, bushes, trees...a whole host of things that can be done. Mr. Burkett noted that we have always allowed plantings, but balloons shouldn't be permitted. Some people get out of hand with what they put over the grave site and has been an ongoing issue. Ms. Cartwright reviewed some other cemeteries' rules on limits of what can be done and when it can be done. Mr. Knarr suggested a spring and a fall cleanup, noting that he gets a notice twice a year from his parent's cemetery. At this time, we do not track contact information. Ms. Cartwright noted that a form should be completed at the time lot is purchased and maybe at the time of a burial contact information should be updated.

Mr. Governor asked about the UAN cemetery program. Mr. Burkett stated that he has no idea where to look. Fiscal Officer noted that she sent out information by email on on-line classes and if they were missed, you still have an opportunity to download the class and watch it when you have the time. The program and classes are free. Ms. Cartwright noted that it's a good opportunity to get started on this and it should be utilized. Mr. Governor expressed concern with the paper map being used on site, hoping that a program can be downloaded into a laptop and utilized onsite instead of using a paper map.

### **NEW BUSINESS RESOLUTION 2015-08-26-125 Excessive Session**

Mr. Maszczak moved to adjourn into excessive session to discuss the employment of a public employee at 3:55pm. The Motion was seconded by Mr. Governor. Discussion: Mr. Maszczak invited Mr. Burkett, Ms. Heasley and Mr. Rogers into excessive session. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

The Board entered open session at 4:35 p.m.

Mr. Maszczak introduced Megan Roschek of Burnham & Flower Insurance Group, Inc., the Township insurance company. She reviewed current policy and answered Board questions on property values and made suggestions. Ms. Roschek will work with Mr. Rogers to update property information and equipment values. Ms. Roschek took a picture of the Board for the More Grant to publish in the magazine.

One possible motion was tabled without a motion; therefore no discussion will appear in the minutes.

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### **Fire Station Shingle Replacement**

Ms. Cartwright moved to accept the best low qualified bid for the shingle replacement at Fire Station II from Cio-Nap Builders at a cost of \$17,500.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright noted that the damage to the roof was the result of the June 11th storm that went through the Township. The funds to cover the cost of the replacement will come from the Township insurance. Ms. Cartwright asked for the names of the three bidders. Mr. Rogers noted that the other two were Aim Roofing and Alex General Contracting. Ms. Cartwright asked why Boak & Sons was not included. Mr. Rogers explained issues with the installation of gutters at the hall. Ms. Cartwright felt sure that Boak & Sons was called to repair the gutters and was not the original installation company. Fiscal Officer noted that the Fire Fund doesn't have enough to cover this amount without going to the auditor; therefore she is suggesting that the Board consider using the General Fund as the pass through account to pay for this repair and allow the insurance funds to go into the same fund. Ms. Cartwright amended the Motion to include the funds will be deposited into the General Fund which will pay for the disbursement. Mr. Rogers noted that the insurance check will be for \$2,000 more than the low bid. Ms. Cartwright tabled the Motion until the next meeting.

### **RESOLUTION 2015-08-26-126**

#### **Parkland Phase II Project**

Mr. Maszczak moved to approve an additional 20 lineal feet of sidewalk to the Parkland Phase II Project due to the American Disabilities Act requirements, at a cost not to exceed \$800.00. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright asked where these funds are coming from. Mr. Rogers reviewed the two grants. Ms. Cartwright noted that it should be included in the Motion. Fiscal Officer noted that it should include the verbiage "Change Order". Mr. Maszczak amended the Motion to approve the change order for an addition 20 lineal feet of sidewalk to the Parkland Phase II Project due to the American Disabilities Act requirements, at a cost not to exceed \$800.00 which will be covered by OD&R, which is 75% grant and 25% Township share. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-08-26-127**

#### **Fire Station Bunkhouse Rehabilitation**

Mr. Governor moved to accept the best low qualified bid for the electrical work in the bunkhouse at Fire Station II from Rafoth Electric at a cost of \$1,000.00 which will be paid from the Fire Fund. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-8-26-128**

#### **Fire Station Bunkhouse Rehabilitation**

Ms. Cartwright moved to accept the best low qualified bid for the insulation work to the exterior walls in the bunkhouse at Fire Station II by Boak and Sons at a cost of \$1,000.00 which will be paid from the Fire Fund. 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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### RESOLUTION 2015-08-26-129

#### Fire Station Bunkhouse Rehabilitation

Mr. Governor moved to accept the best low qualified bid for the framing, drywall, ceiling, and finish work for the bunkhouse at Fire Station II from Cio-Nap Builders at a cost of \$2,800.00 which will be paid from the Fire Fund. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### ADJOURNMENT

Chairman adjourned the meeting at 5:36pm.

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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 Governor, Trustee

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Mrs. Carmen I. Heasley, Fiscal Officer