

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

145

Meeting held on December 22, 2015 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, December 22, 2015 at 7:00pm. Chairman Maszczak opened the meeting with the Pledge of Allegiance. 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.*

### 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 asked for corrections or additions to the regular meeting minutes of December 8 and special meeting minutes of December 9, 2015. The minutes were accepted with the incorporated corrections.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Chairman Maszczak requested questions and/or comments on the Administrator/Road Superintendent's report. Mr. Rogers explained that the ODNR and Land & Water Grants documentation has been completed, but is awaiting the Mahoning County Prosecutor's certificate of authority. Mr. Rogers noted that he is still waiting on the State of Ohio's final OK to proceed with the Pebble Beach Project. Fiscal Officer explained that we must remove the project from the Township's revenues and appropriations. 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 warrants, electronic payments and one purchase order. Fiscal Officer reviewed suggestions to the revenues and appropriations as it pertains to adjustments to the 2015 final budget. The report was accepted as presented.

### NEW BUSINESS

#### RESOLUTION 2015-12-22-177

#### Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #10790 thru #10832, electronic payments 324-2015 thru 330-2015 as general & payroll obligations of the Township in the amount of \$26,757.70. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

#### RESOLUTION 2015-12-22-178

#### Purchase Order

Mr. Maszczak moved to approve purchase order PO #27-2015 for \$2,635.13 payable to Morton Salt to complete payments for summer purchases. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS

146

## MINUTES OF THE BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on December 22, 2015 at 7:00 P.M.

### **RESOLUTION 2015-12-22-179**

#### **General Fund Revenue Adjustment**

Ms. Cartwright moved to approve reducing revenue line #1000-805-0000 (Other Grants) from \$25,000 to \$3,000.00. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-180**

#### **Motor Vehicle Fund Revenue Adjustment**

Mr. Maszczak moved to approve reducing revenue line #2011-536-0000 (Motor Vehicle License Tax) from \$13,000 to \$12,660.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-181**

#### **Road Fund Revenue Adjustment**

Ms. Cartwright moved to approve reducing revenue line #2141-931-0000 (Transfer In) from \$233,000 to \$230,000.00. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-182**

#### **Public Works Revenue Adjustment**

Ms. Cartwright moved to approve reducing revenue line #4401-538-0000 by \$170,000 (Local Turnpike Commission) and revenue line #4401-931-0000 (Transfer In) by \$45,000.00 for a total of \$215,000. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-183**

#### **Public Works Appropriation Adjustment**

Ms. Cartwright moved to approve reducing appropriation line #4401-760-360-0000 (Contracted Services) from \$215,000 to 0.00. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-184**

#### **2016 Storm Water Conference**

Ms. Cartwright moved to approve Keith Rogers Township Administrator / Superintendent to attend the May 4<sup>th</sup> thru May 6<sup>th</sup> - 2016 Storm Water Conference in Cincinnati, Ohio for the purpose of continuing education with the Township paying \$195.00 for the conference and all related expenses per the Township's travel policy. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### **RESOLUTION 2015-12-22-185**

#### **Equipment Declared**

Mr. Maszczak moved to declare a Dewalt cordless sawzall and a 3/8" Makita cordless drill as salvage and remove them from the Public Works Department inventory. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

147

Meeting held on December 22, 2015 at 7:00 P.M.

### RESOLUTION 2015-12-22-186

#### Appointment to the Zoning Commission Board

Mr. Maszczak moved to re-appoint Mr. James Dietz to another 5 year term on the Zoning Commission Board. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2015-12-22-187

#### Appointment to the Zoning Board of Appeals

Ms. Cartwright moved to re-appoint Mr. David Knarr to another 5 year term, on the Zoning Board of Appeals. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

**Trustees Comments:** Mr. Governor thanked Mr. Maszczak for his years of service, noting he will truly be missed.

A Special Meeting was set for December 30, 2015 at 2pm to discuss the budget and any other business that may come before the Board. The Re-Organizational Meeting will be held on January 12, 2016 to start at 7pm with the Regular Meeting of the Board to start immediately after.

### RESOLUTION 2015-12-22-188

#### Executive Session

Mr. Maszczak moved to adjourn into executive session at 7:40pm to discuss the hiring and compensation of a public employee. 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 returned to open session at 8:55pm.

### RESOLUTION 2015-12-22-189

#### Hiring of Part-Time Administrative Assistant

Ms. Cartwright moved to hire Cynthia Williams as a part-time administrative assistant to the Township Trustees working not more than 1450 hours in a calendar year, beginning January 2016, at \$14.50 per hour. This position does not include benefits and employment will be based on Mrs. Williams passing a background check. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that Mrs. Williams' pre-employment testing was conducted by Mahoning County Career & Technical Center. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

### RESOLUTION 2015-12-22-190

#### One Time Pay Supplement

Ms. Maszczak moved to provide Keith Rogers, Township Administrator a one-time pay supplement of \$3,000 for his work above and beyond his job responsibilities in the last quarter of the year, this one-time supplement will be pensionable and subject to deductions and taxes. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

---

# RECORD OF PROCEEDINGS

148

*MINUTES OF THE*  
**BOARD OF CANFIELD TOWNSHIP TRUSTEES**

---

Meeting held on December 22, 2015 at 7:00 P.M.

---

**Trustees Comments:** Mr. Governor asked if we should advertise for the Zoning Boards positions again. Ms. Cartwright noted that she was approached by a resident about these positions. She will contact the resident again. Ms. Cartwright expressed concern that we are heavy on developers on these zoning boards and this may not always be in the best interest of the Township. The Board agreed to wait until after the first of the year.

## ADJOURNMENT

With no further business before the Board, the Chairman adjourned at 9:08pm.

---

Mr. Stephen M. Maszczak, Chairman

---

Ms. Marie Izzo Cartwright, Vice-Chairman

---

Mr. Brian W. Governor, Trustee

---

Ms. Carmen I. Heasley, Fiscal Officer