

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on December 30, 2015 at 2:00 P.M.

Canfield Township Trustees met in Special Session in the Canfield Township Hall, on Wednesday, December 30, 2015, at 2:00pm. Vice Chairman Cartwright called the meeting to order at 2:04pm. The Vice Chairman opened the meeting with the Pledge of Allegiance. This special meeting was advertised as required by the Ohio Sunshine Law and ran in the *Youngstown Vindicator* on December 27, 2015 as follows:

*Canfield Township Board of Trustees will meet on Wednesday December 30, 2015 at 2:00pm to conduct a budget workshop and any other business that comes before the Board. The Reorganizational Meeting will be held on January 12, 2016 at 7pm followed immediately by the Regular Meeting of the Board. Both meetings will be held at 21 S. Broad Street, Canfield, Oh (Township Hall). Public is welcome to attend.*

### Attendance Roll Call

Vice Chairman Cartwright requested that the Township Administrator, Keith Rogers, call the attendance roll:

Mr. Governor	present,
Ms. Cartwright	present,
Mr. Maszczak	excused.

Vice Chairman Cartwright turned the meeting over to the Fiscal Officer to review the 2016 Temporary Budget. The budget was discussed line by line. Two projects have been moved from the 2015 to the 2016 budget. Several changes were made to balance the budget.

### OLD BUSINESS

#### RESOLUTION 2015-12-30-191

##### One Time Pay Supplement

Ms. Cartwright moved to rescind Resolution 2015-12-22-190 providing for a one-time pay supplement for the Township Administration/Road Superintendent and restate for clarification purposes. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

#### RESOLUTION 2015-12-30-192

##### One Time Pay Supplement for Township Administrator

Ms. Cartwright moved to provide Keith Rogers, Township Administrator a one-time pay supplement of \$3,000 to be treated as part of his salary pay for his work above and beyond his job responsibilities in the last quarter of the year, this one-time salary supplement will be pensionable and subject to taxes and deductions. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that the calculation method will be part of his permanent record. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

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### **RESOLUTION 2015-12-30-193**

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

Ms. Cartwright moved to rescind Resolution 2015-12-08-180 as the Fiscal Officer requested since additional funds were received. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-194**

#### **Vision Plan**

Mr. Governor moved to have the current self-funded Township vision plan moved to a vision plan comparable to the current union contract plan that is offered by Burnham and Flower through the Public Employee Benefits Association. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that we are basically moving our present plan to Burnham and Flower. They will match as closely as possible to the current union vision plan, since elected officials are unable to accept richer coverage than the union coverage. The liability to the Township will be far less with this new plan moving forward. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **NEW BUSINESS**

### **RESOLUTION 2015-12-30-195**

#### **Warrants & Electronic Payments**

Ms. Cartwright moved to approve Warrants #10833 thru #10848, electronic payments 331-2015 thru 336-2015 as general & payroll obligations of the Township in the amount of \$28,036.18. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-196**

#### **2016 Temporary Budget**

Ms. Cartwright moved to approve the 2016 temporary budget; total revenue of \$6,529,625.01 and total appropriations of \$3,290,865.61. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-197**

#### **Insurance Benefits**

Ms. Cartwright moved to approve insurance benefits as follows:...Whereas, the Canfield Township Board of Trustees, hereafter called Board, pursuant to ORC 505.60, the Board by Resolution is empowered to procure or contract for group health insurance, vision care, dental, life, AD&D and cancer insurance for elected officials, and full-time Township's employees; and Whereas, the Board, pursuant to ORC 505.60, is empowered to reimburse the same for their out-of-pocket group insurance premiums charged by insurance companies or employers other than the Township. Written proof of coverage and cost must be provided to the FO prior to payment. The amount the Township will reimburse any of its Elected Officials or Township employees is the actual out-of-pocket premium costs, which shall not exceed the amount of the average monthly premiums per employee under the group health and life insurance provided directly by the Township; and Whereas, the Board, pursuant to ORC 505.60; during open enrollment, will offer the same coverage to all eligible Elected Officials and employees not presently receiving coverage. Should there be loss of coverage from insurance company or employer other than the Township outside of open enrollment, the Township shall attempt to obtain coverage from present providers. Be it Resolved that the Board, agrees to provide group health insurance, prescription drug

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program, vision care, dental, life, AD&D and cancer insurance for Elected Officials and all full-time Township employees and/or group health insurance and life insurance premium reimbursement plan. If an individual is on Medicare then their opt-out payment in lieu of coverage cannot exceed \$100.00 per month or whatever is allowable by law. The Motion was seconded by Mr. Governor. Roll call: Ms. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-198**

#### **Maximum Compensation for Elected Officials**

Ms. Cartwright moved that elected Officials of Canfield Township, Mahoning County are entitled to the Maximum Compensation permitted per the Ohio Revised Code, this is in response to an Attorney General's Opinion. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that this is necessary since elected officials have not had an increase in wages since 2008 and this coming year, two newly elected officials will be entitled to an increase. The increase will only apply to the newly elected and not the other two going into their third and fourth year term. Roll call: Ms. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-199**

#### **Canfield Township Personnel Policy**

Ms. Cartwright moved to approve Canfield Township's Personnel Policy with revisions of this date noting that the legislative format will be removed and the typographical errors will be corrected. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that this is our standard policies that have been updated and should have a corrected copy in the next couple of weeks. Mr. Governor asked about the 1500 hours for part-time employees and Ms. Cartwright replied that it is 1500 max by law, but under the advice of our outside human resources, we are remaining under that so we do not violate it. Mr. Governor reviewed concerns with earned benefits and carry-over of those benefits for non-union employees in section 501. Ms. Cartwright noted that this is the policy currently in place. We have had policies in place throughout the years and have revised them several times putting the revision date [on the document]. We started revisions in 2010 and approved sections in 2011. Some union contract comparisons were made to our present policies. Ms. Cartwright reviewed a portion of section 501 of the policy that was approved December of 2012 and noted that it was the same as today's policy. Roll call: Ms. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

### **RESOLUTION 2015-12-30-200**

#### **Reinstated 2016 Temporary Budget**

Ms. Cartwright moved to approve the 2016 temporary budget; total 2016 anticipated revenue of \$6,579,966.01 and total appropriations of \$3,340,865.61. The Motion was seconded by Mr. Governor. Discussion: The Fiscal Officer noted that these totals do not include any interest that will be posted to close the year and there is a chance of an outstanding 2015 payment may still be made and could change year-end balances. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

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### RESOLUTION 2015-12-30-201

#### Executive Session

Ms. Cartwright moved to adjourn into executive session at 5:48pm to discuss the compensation of public employees. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

The Board reentered open session at 6:09pm.

### ADJOURNMENT

Ms. Cartwright adjourned the meeting at 6:09.

#### ABSENT

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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