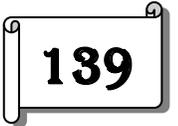


# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES



Meeting held on December 8, 2015 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, December 8, 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 November 10, November 24 and special meeting minutes of November 18, 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.

Ms. Cartwright addressed the issues in Westbury Development as it relates to the trees planted in the road right-a-way. James, an arborist with Green Earth advised that the majority of the trees are a London Plane Tree which is a very common urban tree that is extensively planted in city parks; however, it was the wrong species since they get very large, 3 feet in diameter at the base, which will definitely impact the curbs, sidewalks, and downspout lines. There are some Maples which are very rooty and again space is very tight between curb and sidewalk. Ms. Cartwright is concerned with the cost to the Township for repairs and maintenance of the infrastructure and that we may have other developments with the same issues. We need to look at new developments...formulate a standard for trees and plantings...this may fall in zoning, since we need to prevent this from happening in the future. Ms. Cartwright asked Mr. Rogers to looking into other developments that may have the same issues.

Mr. Governor asked about the basement water issues. Mr. Rogers described the best method to correct the water issues. Mr. Rogers noted that he had one waterproofing company look at it, but has not received that quote. Ms. Cartwright asked about the demo of the bathrooms in the basement. Mr. Rogers will get a quote on it for the next meeting.

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.

Mr. Rogers presented the OPWC final application for the Starr Center/Old Tippecanoe Project for signatures. The report was accepted as presented.

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## MINUTES OF THE BOARD OF CANFIELD TOWNSHIP TRUSTEES

Meeting held on December 8, 2015 at 7:00 P.M.

**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 Resolution 2015-11-24-169 and compared the totals to UAN reports that were provide to the Board before the meeting.

Fiscal Officer noted that she contacted Mr. Governor and Ms. Cartwright for approval to move funds within the Recycling Fund after realizing while processing payroll that the Public Works employees had been scheduled an additional ten hours of leaf pickup not originally scheduled. The salary line only had \$22.00 left. They both approved the movement of funds for proper accountability to cover payroll from the correct fund even though there was funds in the Road Fund to cover the expense. The Recycling Fund needs to be accountable since the Township no longer receives funds for the Leaf Pickup Event. Mr. Rogers explained that the Public Works employees were reporting bags throughout the Township that still needed to be gathered therefore, he gave them permission to make one more run that took two days. He has told them not to collect any more bags from this point forward.

Fiscal Officer noted that Farmers will match Cortland Bank's offer. The account number will remain the same. The Township must maintain \$425,000 no interest paid balance to offset the \$35.00 cost in the main account. Since the first \$425,000 will not earn interest, therefore they are recommending to the Township to place the balance of fund in a public funds money market account and they will match Star Ohio Plus rate (which is currently .210 BP). Farmers will also provide the office with a RDC scanner at no cost for direct check deposits. The report was accepted as presented.

### NEW BUSINESS

#### RESOLUTION 2015-12-08-171

##### Warrants & Electronic Payments

Mr. Maszczak moved to approve Warrants #10764 thru #10789, electronic payments 308-2015 thru 323-2015 as general & payroll obligations of the Township in the amount of \$18,522.96. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

#### RESOLUTION 2015-12-08-172

##### Purchase Order

Ms. Cartwright moved to approve purchase order PO 45-2015 for repair and maintenance of road equipment for the total amount of \$7,332.54. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

#### RESOLUTION 2015-12-08-173

##### Within Fund Transfer

Ms. Cartwright moved to approve within fund transfer in the Recycling Fund of \$601.00 from line #2901-390-599-0000 (other) to line #2901-330-190-0000 (Salaries) to cover the additional 10 hours per employee for the Leaf Pickup Program. The Motion was seconded by Mr. Governor. Discussion: Purchase order #32-2015 was reduced by the same amount. Fiscal Officer contacted Mr. Governor and herself for approval to move funds within the Recycling Fund after realizing while processing payroll that the Road Department employees had been scheduled for an additional ten hours of leaf pickup and there was only \$22.00 in the salary line. This was done for proper fund accountability. Mr. Governor noted that we picked-up double the bags in comparison to other years, asking what prompted that. Mr. Roger noted that he received many call asking about the program. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on December 8, 2015 at 7:00 P.M.

Ms. Cartwright asked Mr. Rogers to make sure that all paperwork involving recycling events be done as soon as available, so that we do not miss any funding from the Green Team. He agreed.

**RESOLUTION 2015-12-08-174**  
**OPWC AUTHORIZING LEGISLATION**  
**Starr Center/Old Tippecanoe Storm and Road Rehabilitation Project Phase I**

Mr. Maszczak moved to approve as follows:

A RESOLUTION AUTHORIZING TRUSTEE CHAIRMAN, STEVE MASZCZAK TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the Board of Canfield Township Trustees is planning to make capital improvements to the Starr Centre / Old Tippecanoe Storm and Road Rehabilitation Project Phase I, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Board of Canfield Township Trustees:

Section 1: That Trustee *Chairman, Steve Maszczak* is hereby authorized to apply to the OPWC for funds as described above.

Section 2: *The Fiscal Officer Carmen Heasley* is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0. Agreement was signed by the Chairman.

**Trustees Comments:** Mr. Governor reviewed the new cell phone plans with Verizon that he sent by email to everyone. Mr. Governor noted that in his review of the Township plan, found that we can save money, get better phones and improve some features for the employees. Zoning and Mr. Burkett will be upgraded to smart phones. The plan will be reduced from 3800 minutes to 2400 minutes per month that will be OK after reviewing usage. Fiscal Officer will continue to pay one half of the cost to the Township for her personal usage. The Board agreed to proceed with the new plan and that a resolution is not necessary since it's only a plan change to save money. Ms. Cartwright noted that in the past, the

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

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Township donated used phones to the Mahoning County Sheriff Department and when the time comes, we can pass a resolution donating the phones to them.

Ms. Cartwright discussed the next meeting. The full Board may not be available during the last week of the year. Fiscal Officer suggested that if additional motions were needed, an early day meeting can be held as long as there is enough time to advertise it. She feels that most if not all the business can be done at the meeting.

Fiscal Officer provided the Board with the current liability policy for the Township, asking that everyone review the coverage as soon as possible to make sure that we are all in agreement with OTARMA.

## **ADJOURNMENT**

With no further business before the Board, the Chairman adjourned at 7:46pm.

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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 W. Governor, Trustee

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Ms. Carmen I. Heasley, Fiscal Officer