

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES



Meeting held on January 27, 2015 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, January 27, 2015 at 7:00pm Chairman Maszczak opened the meeting with the Pledge of Allegiance. There were two 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.

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: Minutes stabled until the next meeting.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Mr. Governor asked for additional information on Mr. Morrison's comment that he is holding up map amendments and recording of the documents looking for a time-line from the Board. Mr. Rogers explained reason for adding streets to the map and filing once a year, adding that Mr. Morrison maybe waiting for information on the JEDD before filing. Ms. Cartwright expressed concern about holding up the process, since it's whatever the Zoning Board has declared on that property map that was in place at the end of year, noting that there is still a long process before the JEDD is finalized. Mr. Maszczak asked Mr. Rogers to advise Mr. Morrison to file the map and documents as they are now. Ms. Cartwright asked for an updated list of streets.

2015 Permit Information: 1 single-family residential permit issued for a total valuation of \$29,950 and permit fees of \$180. Mr. Morrison reports that 2015 promises to be a very busy year for the Business District in his written report to the Board. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions or comments on the Administrator/Road Superintendent's report. Ms. Cartwright asked for and Mr. Rogers gave an update on farming the parkland. The possibility of one to three year contracts was discussed. Mr. Rogers will provide a copy of Canfield City's contract for the Boards' review.

Mr. Maszczak inquired as to a time frame for Fire Station II repairs. Mr. Rogers explained once approved; about two weeks to start and about one week to complete work. Some work will be done in-house.

Mr. Rogers updated the Board on the security camera which was installed at the Public Works area, noting that the work should be completed tomorrow. Some recording options were reviewed. Mr. Rogers updated the Board as it pertains to the letter received from a resident, Mr. Chris Connors, involving Turnpike sound barriers.

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Mr. Maszczak reviewed Mr. Rogers's progress with FEMA & CPESC educational programs having completed the first and second phases. Mr. Rogers noted that he has one phase left to complete his certifications. Mr. Maszczak noted the importance of these certifications to the Township and the connection to the Emergency System in our area. Ms. Cartwright asked if the Township was notified when the 911 system went down and Mr. Rogers stated that we were not notified concerning 911 or the gas leak on Revere Run that created a one mile radius evacuation within the Township. Ms. Cartwright stated that we need to be part of that loop and asked Mr. Rogers to contact the emergency manager/director to get on the notification list. 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 and electronic payments. Fiscal Officer explained changes to the original purchase orders approved at the last meeting, since they were not recorded in the UAN system and some changes were necessary (some were combined, some were not needed and one was reduced to agree with actual resolution for salt purchases). Suggested approving all purchase orders over again instead of approving changes to a few.

Mr. Governor asked about the funds coming in from the sale of the plow truck. Ms. Heasley noted that the funds should be posted to the General Fund since that fund provided the money to pay for the initial purchase, but some feel that the Road Fund supported the upkeep of that vehicle for many years; therefore the funds should go into the Road Fund. If the funds go into the Road Fund, transfers from the General Fund would be reduced, since the General Fund supports the Road Fund. The Board discussed the proceeds and felt that the funds should go into the General Fund for better accountability.

Mr. Governor asked if we should rescind Fulmer Shaw's Resolution. Fiscal Officer was not sure since she doesn't know of any other company that does this type of work and he was willing not to charge for the work that has been done so far and will reduce final cost if he is permitted to complete the work. Board agreed that they want the work done as soon as possible. Fiscal Officer will contact Fulmer Shaw to get a definite answer for completion date.

Fiscal Officer noted that for the end of 2015 reports, we will need to know the total liability to the Township for employee's benefits for retirement and or end of employment, such as leaves and vacation at one point in time - December 31. Ms. Cartwright noted that it should be discussed and determined during the budgeting process.

Fiscal Officer explained Note 8 - Capital Assets - OCBOA (Other comprehensive basis of accounting) Statement, noting that even if the Township chose not to report and depreciate capital assets resulting from cash transactions in the financial statements, the Auditor of State's Office encourages reporting capital asset activity in the notes to the financial statements to demonstrate compliance with OAC 117-2-02. Fiscal Officer suggested that the Township try to comply with this code and attempt to keep these records in electronic form for this coming year-end that can be dropped into the report.

Fiscal Officer reminded the Board that she must respond to the State Liquor Board if the Board has any objections to any permits by February 1, 2015. Fiscal Officer advised the Board that the Township is now closed for 2014. The financials have been filed with the Ohio Auditor of State. Year-end balances have been reported to the County Auditor. Copies of the financials are now in the Township Hall for public viewing. The proper legal ad has appeared in the *Youngstown Vindicator*. The report was accepted as presented.

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NEW BUSINESS

RESOLUTION 2015-01-27-21

Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #10117 thru #10161, electronic payments 15-2015 thru 28-2015 as general & payroll obligations of the Township in the amount of \$135,742.96. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-01-27-22

Purchase Orders

Mr. Maszczak moved to approve changes to PO 01-2015 thru PO 12-2015 for a total of \$542,740.70 as recommended by Fiscal Officer to encumber funds of the Township. The Motion was seconded by Ms. Cartwright Discussion: Mr. Maszczak noted that this will reduce the total of all blanket certificates and purchase orders from \$1,337,440.70 to \$1,299,790.70 that also includes reduction to Super BC 43-2015 to match Resolution #2014-10-01-177 for salt purchases from ODOT. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-01-27-23

Fire Station II Furnace Repairs

Ms. Cartwright moved to approve Howgren Heating and Cooling Inc. of Youngstown as the best low bidder to provide the necessary repairs to the HVAC system at Fire Station II at a cost of \$6,380.00. The Motion was seconded by Mr. Maszczak. Discussion: Ms. Cartwright asked Mr. Rogers if this will correct the situation at Fire Station II. Mr. Rogers explained in detail why he felt that the work being done would make the fireman comfortable, noting that presently we don't have proper circulation. Mr. Maszczak asked if this problem exists in the summer months. Mr. Rogers noted that they never complained...not even once. Roll Call: Mr. Governor, yes; Ms. Cartwright; yes Mr. Maszczak, yes. Motion carried 3 to 0.

ADJOURNMENT

Mr. Governor noted meetings/workshops that are need. Ms. Cartwright suggested waiting until the next meeting. With no further business before the Board, the Chairman called for adjournment of the meeting. Thereupon the meeting was adjourned at 8:00 p.m.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian W. Governor, Trustee

Ms. Carmen I. Heasley, Fiscal Officer



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