

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES



Meeting held on July 28, 2015 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, July 28, 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.

Public Presentation

Chairman Maszczak opened the meeting by introducing Major Jeff Allen of the Mahoning County Sheriff's Department who was present to help shed light on the recent crimes of opportunity relating to unlocked vehicles and open garages in our area. Major Allen reviewed cases within the county; provided suggestions to the general public to protect personal property and help law enforcement by reporting suspicious activity. There was excellent interaction between residents and Major Allen. The Chairman thanked Major Allen for his time and insight.

Mr. Bettile of Fox Den made a public records request on July 27, 2015, and asked when he could anticipate receiving the records requested. Fiscal Officer noted that she has already provided the financials requested, but explained that the request for records into the future is a "no record request" as advised by legal in the past, explaining that we are not trying to make things difficult for him, but should someone forget, it could become an issue. A Public records request should be made immediately prior to meetings for records that exist at that time, suggesting Thursday before a meeting when departments are submitting records to the Board would be a good time to request such records. Mr. Rogers expressed concern with records that have not been seen or approved by the Board. The Road Report was discussed and determined to be a public record, even if it's not accepted by the Board at a public meeting.

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 requested corrections or additions to the special meeting minutes of June 17, June 23, and regular meeting minutes of June 23, 2015. The minutes were approved as presented.

THE ZONING REPORT: Chairman Maszczak requested questions or comments on the Zoning report. Mr. Maszczak questioned a bank owned nuisance property being mowed in the front only and now that has stopped. Mr. Rogers explained that they are only required to mow the front, but a registered certified letter has been sent to the bank requesting maintenance of the property. Ms. Cartwright expressed her concerns with critters living in high grass, noting that she feels it's a mistake allowing front only mowing. We should require all the land that is on that property be mowed; especially in

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neighborhoods; feeling that it's unfair to the neighbors. Mr. Maszczak believes that the Board can expand these rules to be more inclusive and should look into this further.

Mr. Governor mentioned the home on Shields Rd that burnt to the ground, noting that Mr. Morrison did file a complaint with the Board of Health to have the home ruled unfit for human habitation. Ms. Cartwright explained that until the fire investigation is complete; we are unable to do anything.

2015 Permit Information: Total valuation of all permits issued was \$5,194,064 and permit fees collected were \$32,142. These totals include 13 single family and miscellaneous residential permits for a total valuation of \$4,356,769 and residential permit fees total \$26,562. Total business valuation of \$837,295 and all business permit fees total \$5,580. Last year's status at this time, total valuation of \$6,723,478 and permit fees of \$41,849 that includes 20 single family; residential valuation of \$6,524,478 and business valuation of \$199,000. The report was accepted as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Maszczak requested questions and/or comments on the Administrator/Road Superintendent's report. Ms. Cartwright asked for an update on the Gibson Rd bridge project. Mr. Rogers was unable to attend the meeting today, but will schedule himself to attend next week's meeting. Ms. Cartwright requested an ODOT update by email...if they are on schedule with the bridge projects in our area. Mr. Rogers updated the Board on the OPWC project estimated points, noting that he will meet with the County this Thursday.

Mr. Maszczak requested an update on Fire Station II's next phase of improvement. Mr. Rogers explained in detail what has been planned that should improve airflow. Mr. Governor asked about the hail damage to the roof of the station. All agreed that Mr. Rogers should file a claim with our insurance company.

Mr. Governor asked about the property at 8696 Columbiana Canfield Road. Mr. Rogers updated the Board on what has transpired to this point. Mr. Bettile noted conversation with a county employee, stating that this person has no problems with not doing the calculations, because he is not putting a building on the property/parcel. Mr. Rogers explained that a permit is not required by the Township, but over one acre of property was disturbed and that is why it was sent to the prosecutor's office to handle to ensure the Township is in compliance. The Township's required permits and enforcement was further discussed. 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 purchase orders. Fiscal Officer reviewed the \$250,000 CD which is coming due on August 18, 2015. Fiscal Officer explained conversation with Farmers Investment concerning last investments. Farmers made suggestions based on current information that allows the Township to earn more on the investments than originally anticipated.

Fiscal Officer suggested a transfer of funds from the General Fund to the Road Fund to cover road expenses until property taxes comes in.

Fiscal Officer noted that UAN has prohibited the download of Microsoft 10 on the UAN system. Canfield Rotary has not provided receipts of expenditures for the 4th of July activities; therefore she is unable to make payment. The report was accepted as presented.

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NEW BUSINESS

RESOLUTION 2015-07-28-107

Warrants & Electronic Payments

Mr. Maszczak moved to approve Warrants #10447 thru #10497, electronic payments 166-2015 thru 195-2015 as general & payroll obligations of the Township in the amount of \$216,384.52. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-07-28-108

Purchase Orders

Ms. Cartwright moved to approve PO 24-2015 thru PO 27-2015 for a total of \$14,357.50 to encumber funds of the Township. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-07-28-109

Transfer from the General Fund

Ms. Cartwright moved to approve the transfer of \$25,000.00 from the General Fund appropriation line #1000-910-910-0000 to the Road Fund revenue line #2141-931-0000 to cover payment on road expenses until real property tax collection. The Motion was seconded by Mr. Governor. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-07-28-110

Investments

Ms. Cartwright moved to amend Resolution 2015-06-23-99 to follow the recommendations of Farmers National Investment to investment \$100,000 which would be \$75,000.00 - 5 year term with Goldman Sachs Bank at a rate of 2.30% and \$25,000.00 - 5 year term with Capital One Bank at a rate of 2.25% thru Farmers National Investments. These recommendations will increase revenues for the Township. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

5 Year Term - Goldman Sachs Bank	75,000 at 2.30%	Maturity Date:	7/2/2020
5 Year Term - Capital One Bk	25,000 at 2.25%	Maturity Date:	6/25/2020

RESOLUTION 2015-07-28-111

Tire Replacement for Truck #204

Mr. Governor moved to approve the replacement of (6) six tires for Truck #204 from True Tread Tire at the State Purchase Price of \$2,675.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-07-28-112

Brake Repairs to Truck #201

Mr. Maszczak moved to approve the brake repairs to Truck #201 by Hill International at a cost not to exceed \$855.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

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RESOLUTION 2015-07-28-113

Park Farming Advertisement

Ms. Cartwright moved to approve the advertisement in the *Youngstown Vindicator* for farming the 19.14 available acres (10.3 acres on south side and 8.84 acres on the north side of Herbert Road) at the Township Park. The ad will run on Tuesday and Thursday for two consecutive weeks starting Tuesday, August 4th and ending Thursday, August 20th. The bid opening will be scheduled for Tuesday, September 1st at 10:35 a.m. Bid packages will be made available at the Township Hall, Monday thru Friday from 8am to 4pm starting on Wednesday August 5th. The Motion was seconded by Mr. Governor. Discussion: Mr. Rogers reported that only two packages were picked up and none were returned when this was advertised for two consecutive weeks starting Tuesday, June 23rd and ending Thursday, July 3rd. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

RESOLUTION 2015-07-28-114

Executive Session

Mr. Maszczak moved to adjourn into executive session at 8:14 p.m. to discuss the employment 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. Board returned to open session at 8:45 pm.

RESOLUTION 2015-07-28-115

Retirement

Ms. Cartwright moved to accept the letter of notice to retire by Dave Morrison, Canfield Township Zoning Inspector effective as of his last day of work on Friday, August 28, as presented to the board this date July 28, 2015. The Motion was seconded by Mr. Maszczak. Roll Call: Mr. Governor, yes; Ms. Cartwright, yes; Mr. Maszczak, yes. Motion carried 3 to 0.

Trustees Comments: - A budget workshop to review the 2016 Budget was set for Wednesday, August 5, 2015 at 4:30 and any other business that may come before the Board. The special/regular meeting of the Board set for August 18, 2015 at 7pm. Fiscal Officer will call OTARMA representative to set date to review Township liability insurance. Special meeting to review cemetery rules has been set for Aug 26, 2015; Wednesday at 3pm. Fiscal Officer will advertise meetings. Township "Sorry we missed you" form was discussed and agreed upon. The OD&R grant bike path was discussed.

ADJOURNMENT

With no further business before the Board, the Chairman adjourned at 9:32 p.m.

Mr. Stephen M. Maszczak, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Brian W. Governor, Trustee

Ms. Carmen I. Heasley, Fiscal Officer