

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on August 9, 2016 at 7:00 PM.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, August 9, 2016 at 7:00pm. Chairman Governor 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 from the Fiscal Officer.

Attendance Roll Call

Chairman Governor requested that Carmen I. Heasley, Fiscal Officer, call the attendance roll:

Mr. Paloski	present
Ms. Cartwright	present
Mr. Governor	present

MINUTES: Chairman Governor requested corrections or additions to the regular meeting minutes of July 12 and the special meetings of July 12 and July 20. Fiscal Officer noted that suggested corrections have been implemented and has included the full contract with Aqua Water. Minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Mr. Rogers updated the Board on issues with the Pebble Beach ODOT Project. The project has been completed, but Mr. Rogers is not happy with the outcome feeling it will promote sediment build up that will become a maintenance nightmare. Mr. Rogers is looking forward to the final inspection by ODOT and will notify the Board as to when ODOT will conduct the final inspection.

Mr. Rogers is currently working on Starr Center Phase II OPWC Project with an approximate cost of \$274,956. Deadline for application is August 29.

Mr. Paloski asked about the lights at Fire Station II. Mr. Rogers reported that he is still waiting on the Fire Chief. The report was accepted as presented.

ZONING REPORT: 2016

Residential – New Homes
Commercial
Other

Estimate of Structure Value	Permit Fee Charge in Dollars	Occupancy Fee Charge in Dollars	# of Permits
\$ 4,674,161	\$ 28,552	\$ 500	17
\$ 1,433,458	\$ 9,944	\$ 50	16
\$ 1,074,124	\$ 6,624	\$ 56	52
\$ 7,181,743	\$ 45,120	\$ 606	85

Mr. Rogers reported working with Mr. Jeff Limbian, Zoning Inspector on a large permit for the Windsor House, soon to be ready, and one duplex at Westford. The written report was accepted as presented.

FISCAL OFFICER'S REPORT: Chairman Governor called on the Fiscal Officer, Carmen I. Heasley, to present the financials. Fiscal Officer reviewed warrants, electronic payments and purchase orders. The Fiscal Officer noted the need for a transfer from the General Fund to the Public Works Fund totaling \$25,000.00 to cover the engineer's payment for Starr Centre Phase I, which is part of the Township's share of this project.

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The Fiscal Officer reviewed two maturing certificates of deposit (CDs) for a total of \$275,000 plus interest. She sent notice to local banking institutions for information on their best CD rate and provided the Board a spreadsheet of these rates. Since most of the banking institutions quoted only until August 15, the Fiscal Officer suggested pulling funds from the money market account to invest in new CDs and return funds to that account when the current CDs mature. The Board discussed possibly sending \$200,000 to Cortland Bank (the newest bank that moved into the Township about a year ago) and the balance of investments at maturity to Home Savings and Loan. Although Home Savings and Loan had the best rates, the Board was more comfortable dividing the funds between two banks and considering laddering the terms. With rates so low, it was also discussed that the Township cannot lose principle, but can lose interest. If and when the market rates improve, the Township may be willing to lose interest in order to improve its portfolio. The Fiscal Officer will look into the breakeven point of a CD should the market turn around and we can earn more by calling them in.

The Fiscal Officer reported that two street lighting districts - Abbey Road Phase 2 and Summerwind Phase 6 - should be ready for the next meeting. Fiscal officer reported delay by Ohio Edison getting back with cost of equipment, installation and yearly maintenance for the districts. The report was accepted as presented.

OLD BUSINESS **RESOLUTION 2016-08-09-106** **Amending Resolution #2016-07-12-88** **New Tires for 2006 International**

Mr. Governor moved to amend Resolution 2016-07-12-88 to read as follows: move to approve the purchase of six new tires for the 2006 International Dump Truck (TK 206) at a cost not to exceed \$2,601.56 to be paid as follows: \$180.00 to True Tread Tire for the mounting of the tire and \$2,421.00 to Kaufman Tire -low contract bidder thru the State of Ohio state purchasing program. The payment shall be paid from the Road Fund line #2141-330-323-0000 (Repair and Maintenance). The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

NEW BUSINESS **RESOLUTION 2016-08-09-107** **OPWC 2016 Starr Centre / Storm Sewer Improvement Project Phase II**

Ms. Cartwright moved to approve A RESOLUTION AUTHORIZING the Chairman of the Board of Trustees 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, Canfield Township is planning to make capital improvements for the Starr Centre / Storm Sewer Improvement Project Phase II, 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 Canfield Township: 1: The Chairman Board of Trustees is hereby authorized to apply to the OPWC for funds as described above. Section 2: The Chairman Board of Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance. The Motion was seconded by Mr. Governor.

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Discussion: Mr. Governor and Ms. Cartwright explained the OPWC process to the residents present. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-108

2016 Catch Basin Replacement Program

Mr. Paloski moved to approve the advertisement in the *Youngstown Vindicator's* Legal Notices and begin the bidding process for the 2016 Catch Basin Replacement Program. This ad will run in the *Youngstown Vindicator* for two consecutive weeks beginning Friday, August 12th, Wednesday, August 17th, Friday, August 19th, and ending Wednesday August 24th. The Bid packets will be available at the Canfield Township Hall starting August 15th through August 26th with a bid opening on Monday, August 29th at 10:35 a.m. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor explained that many of our catch basins have been failing or in need of major repair. This is the first year that this Board has decided to start the process to replace them a little at a time. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-109

Post and Advertise Public Works Department Part-Time Position

Mr. Governor moved to post internally as per the Union Contract and to advertise in the *Youngstown Vindicator*, it's on line version and the Township website for the position of part-time Public Works Department (PWD) position. The ad will run in the *Youngstown Vindicator* for three consecutive Sundays beginning on August 14th, be posted and appear on the Township website within 24 hours. The Motion was seconded by Mr. Paloski. Discussion: The Fiscal Officer asked if this meets union contractual requirements. Ms. Cartwright stated yes. {The union will waive article 13 section 2 (21 day posting period) in this instance only, because there is not a current employee who would be interested in that position.} Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-110

Handicap Railing at Township Park

Ms. Cartwright moved to approve Customized Vinyl Sales as the best low qualified bidder to install 53' of Handicap Railing along the sidewalk that leads to the Pavilion at a cost not to exceed \$1,900.00. Payment for this project will be paid from the General Fund line # 1000-610-730-0000 (Improvement of Site) that is being used to account for Township Park Improvements. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-111

Township Park Entrance Fencing

Mr. Paloski moved to approve Gabriel's Fence as the best qualified bidder to install 24' of fencing on each side of the three driveways at the Township Park at a cost not to exceed \$1,700.00. Payment for this project will be paid from the General Fund line # 1000-610-730-0000 (Improvement of Site) that is being used to account for Township Park Improvements. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor asked about the location of the fence. Mr. Rogers explained that it's for dressing up the entrance of the park. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-112

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Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #11207 thru #11254, electronic payments 240-2016 thru 283-2016 as general & payroll obligations of the Township in the amount of \$86,352.66. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-113

Purchase Order

Ms. Cartwright moved to approve Purchase Order PO 28-2016, PO 30 - PO 32-2016 to encumber funds of the Township for a total of \$218,600. PO 29-2016 was voided. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-114

Transfer of Funds

Mr. Paloski moved to approve the transfer of funds from the General Fund appropriation line #1000-910-910-0000 to the Public Works Issue I Fund revenue line #4401-931-0000 a total of \$25,000.00 payable to GreenLEEF Development Services LLC. The Motion was seconded by Mr. Governor. Discussion: Mr. Paloski noted that this is being done to place funds in place to make payment to the engineer of record, GreenLEEF, on the Starr Centre Phase I OPWC Project. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

RESOLUTION 2016-08-09-115

Union Agreement 2016-2019

Mr. Governor moved to approve the agreement as presented between Canfield Township and the International Brotherhood of Teamsters Local 377- Effective May 1, 2016 through April 30, 2019. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor explained to the residents present what this contract was for noting that it's a fair contract for both parties. Five copies of the contract were signed during the meeting. Robin will be filing the contract with SERB and providing a copy of the filing for our office files. Roll Call: Mr. Paloski, yes; Ms. Cartwright, yes; Mr. Governor, yes. Motion carried 3 to 0.

Trustees Comments: Ms. Cartwright reviewed the list she provided for the upcoming Township Association Picnic Meeting and the SRO Agreement for School Year 2016-2017. Mr. Paloski agreed to negotiate the SRO contract between the City of Canfield and the Canfield Township.

Next Meeting Dates:

A Special meeting will be held on August 17 at 3pm to award the Starr Centre OPWC Phase I Project and will also deal with any other business that comes before the Board.

A Special meeting will be held on September 13 at 8:30am to meet with employees of the Public Works Department to address questions and issues they want to discuss.

The next regular meeting will be held on September 20 at 7pm.

RESOLUTION 2016-07-12-116

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Executive Session

Mr. Governor moved to adjourn into executive session in accordance with ORC 121.22 at 7:53pm to discuss pending litigation. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0.

The Board returned to open session at 8:02pm.

ADJOURNMENT

With no further business before the Board, the Chairman Governor adjourned the meeting at 8:04pm.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer

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