

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES



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Meeting held on January 12, 2016 at 7:00 P.M.

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Canfield Township Trustees conducted their Reorganizational Meeting on Tuesday, January 12, 2016, at 7:00 P.M. in the Township Hall. Acting Chairman, Ms. Cartwright opened the meeting with the Pledge of Allegiance. Attendance sheet is available upon request.

*Inasmuch 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

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

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

Acting Chairman Cartwright turned the meeting over to Fiscal Officer Heasley to preside over the election of a Chairman for 2016. Ms. Heasley entertained a motion for the 2016 Chairman of Board of Canfield Township Trustees.

### RESOLUTION 2016-01-12-01 Election of Chairman for 2016

Mr. Paloski moved to appoint Mr. Governor as 2016 Chairman of the Board of Trustees. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

Fiscal Officer declared Mr. Governor, Chairman of the Board of Canfield Township Trustees for 2016 and turned the meeting over to the new Chairman.

### RESOLUTION 2016-01-12-02 Election of Vice Chairman for 2016

Mr. Governor moved to appoint Ms. Cartwright for Vice Chairman of the Board of Trustees for 2016. The Motion was seconded Mr. Paloski. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-03 Sunshine Law

Ms. Cartwright moved as follows: That the Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

**Regular Meetings:** Regular Meetings of the Board of Trustees shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 pm at the Township Hall located at 21 S. Broad St, Canfield, Ohio, and notice of said meeting will be posted on the Township sign in front of the Township Hall which is provided for that purpose. Notice shall be given to *The Youngstown Vindicator*.



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**Special/Emergency Meeting:** Notice of special meetings of the Board of Trustees shall be given by posting advance written notice of the meeting by posting on the Township sign in front of the Township Hall which is provided for that purpose. Additionally, notice of all special meetings will be given to *The Youngstown Vindicator* and when possible any other media that requests the same. Notice of a special meeting shall be given at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as possible.

**Content of Notice:** Notice of Special Meetings of the Board of Trustees shall contain the following information: 1) Date 2) Time 3) Place and 4) Purpose of the meeting.

**Written Notice Up On Request:** Additionally, the Township will provide advance written notice of special meetings to anyone who provides their request verbally or in written form to the Fiscal Officer or designee and provides an Email address, self-addressed pre-paid envelopes or postcards.

The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-04

#### Legal Counsel

Mr. Governor moved to approve Mahoning County Prosecutors according to ORC 309.09A as the Township's first legal counsel and hire outside legal counsel as needed in accordance with the Counsel's expertise. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-05

#### Requesting Advances from the County Auditor

Mr. Governor moved for approval for the Fiscal Officer to request advances from the Mahoning County Auditor for all property and local tax collections as funds become available. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-06

#### Parking Ban

Mr. Governor moved to continue to use the emergency parking ban as established in 2009 as provided by ORC 505.17. The Motion was seconded by Ms. Cartwright. Discussion: Ms. Cartwright noted that Chairman will need to call each station notifying them that a ban is in place. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-07

#### Appointment of Union Liaison

Ms. Cartwright moved to appoint Mr. Governor as the Union Liaison. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-08

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### **Trustee Appointment to Cardinal Joint Fire District Board**

Mr. Governor moved to appoint Ms. Cartwright as the representative to the Cardinal Joint Fire District Board. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### **RESOLUTION 2016-01-12-09**

#### **Bureau of Workers' Compensation**

Mr. Governor moved to appoint Mr. Paloski as its' representative for the Bureau of Workers' Compensation (BWC) business including overseeing BWC requirements, attending conferences, setting personnel safety meetings, promoting employer/employee safety practices thus allowing the Township to qualify for available premium discounts. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### **RESOLUTION 2016-01-12-10**

#### **Trustee Representative to District Board of Health Advisory Council**

Ms. Cartwright moved to appoint Mr. Governor as representative, and Ms. Cartwright as alternate, to the Mahoning County District Board of Health Advisory Council. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that according to ORC 3709.03 General Health District Advisory Council the Chairman of the Board (or President) of the Board of Trustees will serve as the representative and the Board can appoint an alternate if the Chairman isn't able to attend. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### **RESOLUTION 2016-01-12-11**

#### **Compensation for Zoning Commission**

Ms. Cartwright moved to compensate members of the Zoning Commission at \$30.00 for each meeting or workshop attended. The Motion was seconded by Mr. Governor. Discussion: Mr. Governor clarified that it does include the alternates. Fiscal Officer noted that all in attendance will be paid for attending that meeting. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

### **RESOLUTION 2016-01-12-12**

#### **Compensation for Zoning Board of Appeals**

Ms. Cartwright moved to compensate each **voting** member of the Zoning Board of Appeals at a rate of \$30.00 for each completed case heard. All members including alternates will be compensated \$30.00 for any workshops attended. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that if the Appeals Board hears 3 cases in one evening, but only votes on 2 and continues 1 then Board members who voted on a case will receive \$30 for the two cases they voted on or completed, however they won't be compensated for the case that is continued until the case has been completed. Fiscal Officer asked for clarification that if an alternate is in attendance and doesn't vote, then that member will not be paid. Ms. Cartwright noted that is correct; the alternate will not be paid...only the voting members on the Zoning Board of Appeals will be paid. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.



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### RESOLUTION 2016-01-12-13

#### Setting Gas Mileage Reimbursement Rate

Mr. Governor moved to set the gas mileage reimbursement rate at \$0.54 cents per mile, the standard mileage rate for reimbursement of business mileage set by the federal government effective January 1, 2016. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that this is a decrease of 3.5 cents down from 57.5 cents in 2015 according to the IRS website. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-14

#### Reimbursement for Meals and Lodging

Ms. Cartwright moved to reimburse for meals and incidentals when directly related to meetings, seminars, conferences or training sessions but not to exceed a daily per diem rate of \$51.00- \$69.00 within Ohio according to the General Services Administration (GSA) except if the amount charged for meals during a conference are higher. The acceptable reimbursement rate will be that which is established by the GSA. All meal reimbursement requests must be accompanied by receipts. This is applicable for programs whether or not an overnight stay is involved. Lodging for the same will be reimbursed in accordance with state per diem rates or sanctioned conference or seminar room block rates. Overnight accommodations will be reimbursed for travel over 100 mile radius or in any case deemed an emergency situation or when hazardous travel conditions exist. Meetings, seminars, conferences or training sessions must be approved in advance, except those excluded by any Code. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright noted that "any Code" has been used because she was unable to locate the ORC, but it could be Administrative Code or a Compliance Code. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-12-15

#### Designating the Official Newspaper

Mr. Paloski moved to name *The Youngstown Vindicator* as the official newspaper for Canfield Township notices. Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

### ADJOURNMENT

With no further business before the Board, the Chairman called for adjournment at 7:23p.m.

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Mr. Brian W. Governor, Chairman

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Ms. Marie Izzo Cartwright, Vice-Chairman

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Mr. Joseph N. Paloski, Trustee

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Ms. Carmen I. Heasley, Fiscal Officer