

RECORD OF PROCEEDINGS

MINUTES OF THE

BOARD OF CANFIELD TOWNSHIP TRUSTEES



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

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, January 12, 2015 at 7:24pm. 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 Governor suspended with the Pledge of Allegiance and roll call, noting for the record that the full Board is present.

MINUTES: Chairman Governor requested corrections or additions to the regular meeting minutes of December 22, 2015, special meeting minutes of December 30, 2015. The minutes were approved as presented.

ADMINISTRATOR/ROAD SUPERINTENDENT REPORT: Chairman Governor requested questions or comments on the Administrator/Road Superintendent's report. Mr. Rogers informed the Trustees of an upcoming Public Hearing on January 14th by the Zoning Commission for a zone change request from agricultural to residential and if approved, the Trustees would need to hold a hearing within twenty days of that date to entertain the Commission's recommendation. It was suggested that the Board hold a Public Hearing at 6pm prior to its' regular meeting on January 26, 2016 and all agreed.

Mr. Rogers explained the process and testing for becoming a project manager for the State of Ohio, which he must do for the two turnpike projects set for 2016 that will save money for the Township.

Mr. Rogers would like to start getting quotes to improve heat loss at Fire Station II. It would include removal of the existing lights for energy efficient ones, moving the conduit so it is not connected to the bottom of the trusses, install 5/8" drywall, finish and paint, remove and reinstall the existing co-revac system adding another leg to the system. When the system is reinstalled, it will have the intake on the west side of the building exhausting out the back to be more efficient. Ms. Cartwright stated it would be a good idea to move forward with this project. Fiscal Officer noted that the budget was reduced in the Fire Fund to \$15,000 for the full year, asking him to keep a close eye on the budget and the cost of this project.

Mr. Governor asked for an update on the security cameras at the Public Works Department on Messerly. Mr. Rogers noted that he has been in touch with the prosecutor's office and they were to put together a letter to the vendor to get the system removed since it isn't performing as promised. Mr. Rogers explained that he has dealt with this for the last couple of months. The report was accepted as presented.



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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 for 2015 & 2016. Fiscal Officer reviewed one liquor license request. No one objected, so she will inform the county and the State. The report was accepted as presented.

OLD BUSINESS

RESOLUTION 2016-01-12-16

2015 Electronic Payment

Mr. Governor moved to approve electronic payment 337-2015 as a general obligation of the Township in the amount of \$35.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, abstained; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

RESOLUTION 2016-01-12-17

2015 Purchase Order

Mr. Governor moved to approve PO 38-2015 to encumber funds of the Township for a total of \$35.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, abstained; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 2 to 0.

RESOLUTION 2016-01-12-18

School Resource Officer Agreement (SRO)

Mr. Cartwright moved: WHEREAS, Canfield Township desires to enter into an Agreement with the City of Canfield for police protection services for a School Resource Officer to be assigned to the local school district that serves Canfield Township and the City of Canfield for the School Year 2015-2016 effective August 1, 2015 through July 1, 2016. The Township shall compensate the City of Canfield in the amount equal to seventy-five percent (75%) of one-half the costs to the City for the performance of its obligations pursuant to the SRO Agreement, which is \$30,310.62, as set forth in the attached agreement. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright stated that this equates to approximately a 9.4% increase from the last contract of \$27,710.08. Additionally, it was noted that the Township does not pay for this officer during the summer months. The increase was due to salary and benefit increases. Mr. Governor noted that the City and the Township met with school officials in hopes to share cost of this resource officer three ways. Mr. Governor noted that the schools have invested in cameras and security systems in the schools and understands why they are unable to participate at this time. Ms. Cartwright noted the importance of this officer noting, that during discussions with the school officials; there was discussion for officers at each of the buildings. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

NEW BUSINESS

RESOLUTION 2016-01-12-19

2016 Super Blanket Certificates and Purchase Orders

Mr. Governor moved to approve super blanket certificates BC 01-2016 thru BC 36-2016 and purchase orders PO 01-2016 thru PO 06-2016 to encumber funds of the Township for a total of \$988,206.34. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright, yes. Motion carried 3 to 0.

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RESOLUTION 2016-01-12-20

Warrants & Electronic Payments

Mr. Governor moved to approve Warrants #10849 thru #10867, electronic payments 1-2016 thru 13-2016 as general & payroll obligations of the Township in the amount of \$43,479.47. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

RESOLUTION 2016-01-12-21

Cell Phones Declared as Outdated Equipment

Ms. Cartwright moved to declare thirteen (13) Samsung M400 and three (3) Cosmos phones as salvage or outdated equipment with these phones being donated to charity or the Mahoning County Sheriff's Department's Senior Citizens cell phone program. The Motion was seconded by Mr. Governor. Discussion: Ms. Cartwright amended the Motion to declare only one Cosmos phone. The two other phones will be kept as backups, since that model is still being used. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

RESOLUTION 2016-01-12-22

Executive Session

Mr. Governor moved in accordance with ORC 121.22 to enter into executive session at 7:52pm to discuss the compensation of public employees. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Mr. Governor, yes; Ms. Cartwright; yes. Motion carried 3 to 0.

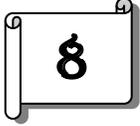
The Board signed the SRO agreement between the Township and the City of Canfield before entering executive session.

The Board returned to open session at 8:09pm.

Trustee Comments: Mr. Governor mentioned Ohio Checkbooks, noting that Boardman & Austintown are on it. Fiscal Officer noted that both Townships have full time employees to help their Fiscal Officers with these duties. She wants to wait until after the conference to determine how much time this will take. She wants to discuss with UAN to see what they have come up with to shorten the time this will take. This is a bad time of year for her to try to add this to her list of things to get done.

Mr. Governor noted that during the budgeting process, we discussed things to be done to the hall and the Board should give guidance to Mr. Rogers as to what we want done. As a Board, we should instruct Mr. Rogers as to what he needs to get done. Ms. Cartwright commented that she had discussed the office layout with the new administrative assistant to the Trustees and indicated she would need a month or so to see what will work best for her. Starting in the basement was discussed. Ms. Cartwright was making suggestions; therefore she was put in charge of remodeling the hall.

Ms. Cartwright stated she had conversation with Canfield City officials regarding the local community events and its participation level, but they indicated it would be March before they made a decision therefore the Township should wait before making any commitments. The full Board agreed to wait.



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A generator for the Public Works Department was discussed and Mr. Governor noted his conversation with the Assistant Road Foreman, Mr. Burkett, regarding what the generator's use is intended for; including, opening the large bay doors, running the furnace, appliances and lights during an outage. Ms. Cartwright noted discussion with the Fire Chief and City Officials, commenting that neither the City nor the Township has a backup generator for emergency use, not even the schools.

During a discussion on catch basins, Mr. Rogers was asked to provide a priority list of those needing repair and what it entails so a plan can be developed.

Mr. Governor discussed a part-time employee in the Public Works Department, wanting to get the ball rolling. Ms. Cartwright suggested advertising in February; meanwhile we need to start putting position requirements together.

The Board agreed to meet on February 3, 2016 at 2pm with our representative from Clemans Nelson & Associates to discuss upcoming union negotiations. Ms. Cartwright suggested a meeting with the employees to review the Township's updated Personnel Policy and get their signatures.

ADJOURNMENT

With no further business before the Board, the Chairman called for adjournment at 8:43p.m.

Mr. Brian W. Governor, Chairman

Ms. Marie Izzo Cartwright, Vice-Chairman

Mr. Joseph N. Paloski, Trustee

Ms. Carmen I. Heasley, Fiscal Officer