

# RECORD OF PROCEEDINGS

MINUTES OF THE

## BOARD OF CANFIELD TOWNSHIP TRUSTEES

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Meeting held on January 26, 2016 at 7:00 P.M.

Canfield Township Trustees met in Regular Session in the Canfield Township Hall on Tuesday, January 26, 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 of 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 noted that there are no minutes ready for approval.

**ADMINISTRATOR/ROAD SUPERINTENDENT REPORT:** Chairman Governor requested questions and/or comments on the Administrator/Road Superintendent's report.

Mr. Rogers reported on zoning valuations of all permits issued were \$287,448 and permit fees collected were \$1,818 that includes one single family home and five miscellaneous residential permits. There are two BZA meetings pending.

Ms. Cartwright noted conversation with the Fire Chief concerning cold air coming thru – Mr. Rogers stopped Ms. Cartwright saying “no, what it is...it’s the thermostat in the main living area maybe malfunctioning”. Mr. Rogers noted that he is trying to schedule contractors to look at the unit. Mr. Rogers offered other ideas that may help relieve the problem at Fire Station II. Ms. Cartwright would like to eliminate space heaters from being used. Mr. Rogers agreed.

Mr. Governor noted compliments from the Public Works Department for Myers Equipment for coming out to service our equipment during late hours including Sundays. The 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 one purchase order for the winter salt program, warrants, and electronic payments. Fiscal Officer noted that the SRO agreement does not mention when to make the payment, so she went back on past payment history and found that most of the payments were made between September and November (the beginning of the school year). She is concerned that the current contract addresses the beginning of the school year differently than when these agreements began and she plans to go back through the records to see if she is correct and feels she has plenty of time, since she believes the payment is not due until September. Ms. Cartwright noted that we know the correct amount now and we should just go ahead and pay it. Fiscal Office noted that she paid a payment in September of 2015 understanding that she was paying for the 2015-2016 school year. She wants to wait until she has time to pull past contracts to make sure the payment is indeed due. The report was accepted as presented.

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### OLD BUSINESS

Mr. Governor noted that the Board attended the ABC Water District meeting yesterday to be updated on plans to move forward in light of the recent Ohio Supreme Court case as it relates to regional districts implementing storm water management programs. The ABC Water District wants to know if the Township is still interested in moving forward. Ms. Cartwright noted that there has been a great investment of our time and money; feeling that we should move forward in light of the Ohio Supreme Court upholding the ORC and Water Districts being able to charge for its services. Mr. Governor and Mr. Paloski agreed. Mr. Governor requested that Mr. Rogers advise the ABC Water District Board of the Trustees' discussion.

Ms. Cartwright updated the Board regarding last Wednesday's Canfield City Council Meeting. The residents of the Timber Run area spoke at the meeting regarding the closing of the road between Stone Bridge and the Westbury Park Development. They're seeing increased traffic; the cars using the street... are causing additional wear and tear on the roads and potentially endangering their children. The residents attending the meeting wanted to voice their concerns and push for the road closing by putting the gate back up. There was discussion about an automatic gate opener. Its Ms. Cartwright's understanding that several council members may believe this is a solution, but they wanted the Fire Chief's opinion before taking any action. At the Cardinal Joint Fire District's Board meeting last evening, the Chief asked for the Boards direction on this. The gate discussion was brought up however, issues such as: who pays for it, maintains it, the need for a generator in case the power goes out and concern if the gate didn't functional properly as well as liability. The road is a critical infrastructure for safety for both areas. Ms. Cartwright quoted Ohio Fire Code (D107) that states the road is required for the safety of the residents. It is the opinion of the Fire Board that this road must remain open for the safety of the residents and it is the law. If the Council takes action contrary, the Township and the Fire District will need to look into legal options. Hopefully, the City Council will see that it is in the best interest of the general public to keep this road open.

Mr. Governor addressed the basement water issues. Mr. Rogers explained options that he believes may take care of our water problems; including adding flowerbed drainage at the front wall and replacing the basement windows with glass block, this may correct the problems with the south wall. Mr. Governor noted that Mr. Rogers is looking for Board direction to proceed. The drainage can be done in house and Mr. Rogers will need to contact companies for estimates for the glass block windows. Ms. Cartwright noted that she has no problem with doing this in house, but do we know for sure that this is the problem. Mr. Rogers noted that this is the general location where the water is coming from but cannot say for sure, but it is the most inexpensive way to find out if it is the problem.

Mr. Rogers was given the green light to begin getting estimates for a new phone system. The Zoning Board of Appeals overall cost and the \$400.00 per hearing charge were discussed with Mr. Rogers continuing to look into ways to reduce cost. All agreed to leave things as is for now.

### NEW BUSINESS RESOLUTION 2016-01-26-24 Purchase Order

Mr. Governor moved to approve purchase order PO #7-2016 to encumber funds of the Township in the amount of \$33,708.00. The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0.

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Meeting held on January 26, 2016 at 7:00 P.M.

### RESOLUTION 2016-01-26-25

#### Warrants & Electronic Payments

Ms. Cartwright moved to approve Warrants #10868 thru #10888, electronic payments 14-2016 thru 23-2016 as general & payroll obligations of the Township in the amount of \$48,662.96. The Motion was seconded by Mr. Governor. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-26-26

#### D.O.T. Drug Screening

Mr. Governor moved to approve On Demand Drug Testing as the primary facility to perform the Department of Transportation's random drug testing program for the Township. The Motion was seconded by Ms. Cartwright. Discussion: Mr. Governor noted that the overall cost will be lower than what the Township is currently paying and additional money and time will be saved since On Demand Drug Testing comes on site saving transportation and the downtime of two employees. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0.

### RESOLUTION 2016-01-26-27

#### OPWC AUTHORIZING LEGISLATION

#### Starr Centre/Old Tippecanoe Storm and Road Rehabilitation Project Phase I

Mr. Governor moved to amend Resolution # 2015-12-08-174 to change authority from Steve Maszczak and Carmen Heasley to Brian Governor due to a new Chairman of the Board as follows:

RESOLUTION AUTHORIZING TRUSTTEE CHAIRMAN, BRIAN GOVERNOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOAL 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, the Board of Canfield Township Trustees is planning to make capital improvements to the Starr Centre / Old Tippecanoe Storm and Road Rehabilitation Project Phase I, 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 the Board of Canfield Township Trustees: Section 1: That Trustee Chairman, Brian Governor is hereby authorized to apply to the OPWC for funds as described above. Section 2: Trustee Chairman, Brian Governor is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

The Motion was seconded by Ms. Cartwright. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0. OPWC Authorizing Legislation form/contract was signed during the meeting.

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## MINUTES OF THE BOARD OF CANFIELD TOWNSHIP TRUSTEES

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**Trustees Comments:** Mr. Governor asked about zoning minutes and keeping zoning minute books. Fiscal Officer explained that when she asked for the zoning minutes, she learned that minute books were not being kept in a similar form as the Board of Trustees minute books. She learned that the minutes were being kept in the case file. She spoke with a prosecutor, who explained that the minutes of any board must be kept in a fashion that would make it easy for the general public to view such records. She believes that keeping minutes in case files is not an easy method for the general public to view such records, but was glad to hear that the minutes do exist, but they must be signed by all board members that were present, not just voting members. Mr. Rogers noted that he found a three ring binder that Mr. Morrison was keeping for minutes, but the minutes are initialed and not signed. The Board agreed that the minutes should be kept in a formal form and minute books should be ordered.

Mr. Governor asked for Board thoughts on improving park usage; possibly create a community group for input or a park board. Fiscal Officer noted that past Boards met with prosecutor's office and were discouraged from park boards, suggesting a meeting with the prosecutor's office to discuss further plans for the park. Opening and closing park building was discussed. Mr. Governor noted that he was approached by a resident interested in opening and closing the building, because he hates seeing the building not used. Ms. Cartwright discussed the building usage noting there was limited space available for rental. Mr. Governor noted having a soccer member asking if they can rent for storage use. Ms. Cartwright noted that we need legal advice before moving forward. All agreed. Ms. Cartwright asked Fiscal Officer to call the prosecutor's office and get a couple of dates for the Board to meet.

**Meeting Dates:** Special Meeting set for February 3, 2016 at 2pm to enter into Executive Session for Collective Bargaining Matters. Regular Meetings of February 9, 2016 and February 23, 2016. Budget Hearing set for February 10, 2016 at 2pm.

### RESOLUTION 2016-01-26-28

#### Executive Session

Mr. Governor moved to adjourn into executive session in accordance with RC 121.22 at 7:47pm to discuss the employment of a public employee. The Motion was seconded by Mr. Paloski. Roll Call: Mr. Paloski, yes; Ms. Cartwright; yes; Mr. Governor, yes. Motion carried 3 to 0. The Board returned to open session at 8:06pm.

Mr. Governor advised that the part-time zoning inspector, James Strock tendered his resignation to take effect immediately. All agreed to advertise for a part-time Zoning Inspector in *The Youngstown Vindicator* on February 17, 21, 24 & 28, 2016.

### ADJOURNMENT

With no further business before the Board, the Chairman adjourned at 8:09pm.

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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